

# MURFREESBORO/RUTHERFORD COUNTY HOMELESS TASK FORCE BYLAWS

## **ARTICLE I: Name and Geographic Area**

The name of the organization shall be Murfreesboro/Rutherford County Homeless Task Force, hereinafter referred to as the Homeless Task Force. The organization shall do business as Housing, Health and Human Services Alliance of Rutherford County (H<sup>3</sup>ARC). <sup>(1),(12)</sup> The organization is a successor to the organization formerly known as the Mayor's Homeless Task Force. The Homeless Task Force shall be the primary decision-making body for the Murfreesboro/Rutherford County Continuum of Care, hereinafter referred to as the Continuum of Care, as designated by the U.S. Department of Housing and Urban Development (HUD).

## **ARTICLE II: Mission**

The mission of the Homeless Task Force shall be to:

1. Promote community-wide commitment to the goal of ending homelessness;
2. Provide funding for efforts by nonprofit providers to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and the community as a consequence of homelessness;
3. Promote access to and effective use of mainstream programs by homeless individuals and families;
4. Optimize self-sufficiency among individuals and families experiencing homelessness;
5. Provide assistance to prevent individuals and families from becoming homeless.

## **ARTICLE III: Duties**

The Homeless Task Force shall operate the Continuum of Care, designate a Homeless Management Information System (HMIS) for the Continuum of Care, and plan for the Continuum of Care.

## **ARTICLE IV: Membership**

Membership in the Homeless Task Force is open to interested individuals and relevant organizations, including – but not limited to – nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, colleges and universities, affordable housing developers, law enforcement and organizations that serve veterans.

For general membership meetings, each active member organization shall have one vote; individual members shall have voice but not vote. <sup>(2)</sup> For the purposes of voting in general membership meetings, the Consumer Council, as described in Article VII, below, shall be treated as a member organization and shall have one vote.

Any member may participate in any or all of the Homeless Task Force working groups, but to be considered an active member of the Homeless Task Force, a member must participate in at least 50% of a working group's meetings OR attend 75% of the general membership meetings during the calendar year. <sup>(3)</sup>

**ARTICLE V: Governance**

The Homeless Task Force shall be governed by a Board of Directors (herein after called the Executive Committee). <sup>(4)</sup> The Executive Committee shall have up to 12 members. <sup>(5),(11)</sup> The Chair, Vice Chair, Secretary, and Treasurer of the Executive Committee shall be elected by the Executive Committee from among its members for a term of one year. <sup>(6)</sup>

A quorum shall be required for the consideration of business. The presence of 50 percent plus one of the current Executive Committee membership shall represent a quorum for the Executive Committee meetings. The presence of members shall represent a quorum for the four scheduled General Membership meetings.

At its discretion, the Executive Committee may appoint and fix the salary of an Executive Director. Once appointed, the Executive Director shall serve for an indefinite period and at the will of the Executive Committee. The Executive Director shall be the administrative head of the organization; shall attend all meetings of the organization with the right to take part in the discussion, but having no vote; shall appoint, supervise, and control the work of employees of the organization; and may recommend to the Executive Committee for adoption such measures as she/he may deem necessary or expedient. <sup>(13)</sup>

**ARTICLE VI: Executive Committee**

The membership of the Executive Committee shall include up to 12 members. <sup>(5),(11)</sup> Eight members shall be elected at-large by the general membership. The Mayor of Murfreesboro or designee; the Mayor of Rutherford County or designee; the Executive Director of Murfreesboro Housing Authority (MHA) or designee; and the chair of the Consumer Council shall be members of the Executive Committee by virtue of office and shall be voting members of the Executive Committee. <sup>(7),(11)</sup> The Chair of the Consumer Working Group must be a person who is currently homeless or has been homeless.

The term for all elected members of the Executive Committee shall be three years, serving staggered terms.

The Chair shall preside at all meetings of the general membership and the Executive Committee and have such other powers and duties consistent with these bylaws. The Chair shall be an *ex officio* member of all working groups.

The Vice Chair shall preside at meetings of the general membership and the Executive Committee when the Chair is unable to attend. The Vice Chair shall succeed to the office of Chair upon resignation or removal from office of the Chair during the Chair's elected term.

The Secretary shall record attendance and minutes for all meetings of the General Membership and the Executive Committee. The Secretary will append reports from working group chairs to the Executive Committee minutes. The Secretary or designee will distribute information to the general membership as directed by Executive Committee.

The Treasurer shall be accountable for oversight of the banking and financial transactions of the organization for funding that is not otherwise directed to an individual member agency. The Treasurer will provide financial reporting to the Executive Committee and to the Secretary for distribution to the General Membership. <sup>(8)</sup>

Working group chairs shall provide the Executive Committee written reports of their group's activities. These reports will be appended to the minutes of the Executive Committee meeting at which they are tendered. Working group chairs shall be responsible for establishing meeting schedules and agendas for their group.

A member of the Executive Committee may resign at any time by submitting a letter of resignation to the Chair of the Executive Committee.

Should vacancies in elected positions on the Executive Committee occur, the Executive Committee shall vote to appoint a representative from an existing member organization to fulfill the duration of the unexpired term. This person shall be elected by a simple majority of the Executive Committee members present at a scheduled or called meeting where a quorum is present and business is conducted. Should the Chair become vacant, the Vice Chair shall succeed to the position, a new Vice Chair shall be selected by the Executive Committee from its members. <sup>(9)</sup>

Any member of the Executive Committee may be removed from office, with or without cause, by a two-thirds majority of the remaining Executive Committee members. Removal can only be considered if it occurs at a meeting called for the purpose of considering removal. A special meeting may be called by the Chair or by a minimum of four members of the Executive Committee. Written notice must be sent to all Executive Committee members stating that the proposed removal is the reason for the meeting and business at the meeting is restricted to consideration of removal. Written notice of such a meeting must be sent at least seven days before the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Executive Committee.

The Executive Committee may from time to time appoint and approve the appointment of such ad hoc committees as may be needed. The Executive Committee shall determine the responsibilities, selection and terms of such committees.

The general membership shall meet in January of each year to elect Executive Committee members. Terms shall begin upon election. The Executive Committee shall meet immediately following the January general membership meeting to elect its officers. Elected Executive Committee members shall serve three-year terms and no more than one consecutive full term. Any member of the Executive Committee elected to fill an unexpired term shall be eligible for re-election to a full term.

Two Executive Committee members elected in 2013 shall serve a one-year term, three Executive Committee members elected in 2013 shall serve a two-year term and three Executive Committee members elected in 2013 shall serve a three-year term. The Executive Committee members elected for one- and two-year terms shall be eligible for re-election to a full term in 2014 and 2015, respectively.

## **ARTICLE VII: Working Groups**

The Homeless Task Force shall have five standing working groups: Service Delivery; Planning; Membership and Advocacy; Project Review and Ranking; and Consumer Council. Each working group except the Consumer Council shall have a Chair selected by the Executive Committee from among the Executive Committee members.

The Chair of the Consumer Council shall be a member of the Consumer Council and selected by the membership of the Consumer Council.

A working group may, as it deems necessary, subdivide to deal with specific issues and tasks.

### Service Delivery

The Service Delivery Working Group shall be responsible for promoting cooperation and coordination between the organizations and agencies working with the homeless and those in danger of becoming homeless. The group is responsible for establishing and operating a centralized or coordinated system to assess the needs of individuals for housing and services. The group shall also be responsible for conducting the annual Point-In-Time Count.

### Planning

The Planning Working Group shall be responsible for formulating and recommending strategic goals and objectives within the Continuum of Care to meet the needs of the homeless population and subpopulations. The group is responsible for updating the 10-Year Plan to End Chronic Homelessness; preparing the Continuum of Care Action Plan; conducting an annual gaps analysis of homeless needs and services available within the Continuum of Care area; and consulting with the City of Murfreesboro concerning homelessness issues as the City prepares its Consolidated Plan, annual action plans and year-end reports.

### Membership and Advocacy

The Membership and Advocacy Working Group shall be responsible for recruiting and retaining a wide range of organizations into the Homeless Task Force. The group is responsible for conducting activities to advocate for the homeless and to educate the public about issues pertaining to the homeless and those in danger of becoming homeless.

The group is responsible for nominating Executive Committee members for consideration by the general membership. No person may be nominated unless such person has agreed to serve in the position, if elected.

### Project Review and Ranking

The Project Review and Ranking Work Group shall be responsible for reviewing applications and recommending priority ranking for HUD homeless housing funds. The working group shall be responsible for monitoring subrecipient performance. The working group is also responsible for certifying Homeless Task Force membership status for organizations applying to the Homeless Task Force or the City of Murfreesboro for funding. <sup>(10)</sup>

Consumer Council

The Consumer Council shall be composed entirely of homeless individuals as defined at 24 CFR 578.3 and formerly homeless individuals. The Consumer Council shall make recommendations as appropriate to the Executive Committee.

**ARTICLE VIII: Meetings**

The Homeless Task Force will conduct general membership meetings four times a year, on the third Thursday of January, April, July and October. Notice of general membership meetings shall be published in a newspaper of general circulation.

At the January meeting, the general membership shall elect members of the Executive Committee.

The Executive Committee shall meet monthly.

Working groups shall meet no fewer than four times a year but may meet more often if the working group membership determines a need. Each working group will submit its proposed schedule of meetings and reports of those meetings to the Executive Committee. A working group may adopt a participation standard for defining membership, subject to ratification by the Executive Committee.

**ARTICLE IX: Homeless Management Information System (HMIS)**

Murfreesboro Housing Authority shall manage the Continuum of Care's sole HMIS and monitor recipient and subrecipient participation in the HMIS.

The Executive Committee shall establish a privacy plan, security plan and data quality plan for the HMIS and ensure consistent participation of subrecipients in the HMIS.

**ARTICLE X: Code of Conduct**

Members agree that no person shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the delivery of services to the homeless or those in danger of becoming homeless, or in the employment practices of the member on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal or Tennessee State constitutional or statutory law.

**ARTICLE XI: Conflict of Interest**

No member applying for funding may participate in decisions concerning the award of a grant or provision of other financial benefits to such member or the organization that such member represents.

Should a member have a conflict of interest concerning any issue being considered by the general membership, the Executive Committee, any working group or subdivision of a working group, the member shall abstain from voting on said issue. After the member fully discloses the conflict of interest, the majority of members present may vote to allow the conflicted member to participate in the discussion. Any member with a conflict of interest may still answer questions posed by another member during the discussion.

## **ARTICLE XII: Adoption and Amendment of Bylaws**

These bylaws shall be effective January 1, 2013, if approved by a majority vote of Homeless Task Force members attending the October 18, 2012, meeting and if ratified by the Murfreesboro City Council.\*

The bylaws may be amended by an affirmative vote of at least 75 percent of the members present at a scheduled meeting of the general membership. Notice of proposed bylaw changes must be supplied to members at least 28 days before the next scheduled general membership meeting.

*\*These bylaws were approved unanimously by the Homeless Task Force General Membership on October 18, 2012 and by the Murfreesboro City Council on November 15, 2012.*

- (1) DBA name change to Homeless Alliance of Rutherford County (HARC) adopted as recorded in minutes of General Membership Meeting held on April 16, 2015.
- (2) Change adopted as recorded in minutes of General Membership Meeting held on January 15, 2015.
- (3) Change adopted as recorded in minutes of General Membership Meeting held on April 21, 2016
- (4) Change adopted as recorded in minutes of General Membership Meeting held on January 15, 2015.
- (5) Change adopted as recorded in minutes of General Membership Meeting held on July 21, 2016.
- (6) Change adopted as recorded in minutes of General Membership Meeting held on April 20, 2017.
- (7) The General Membership approved an amendment authorizing the Executive Committee to extend an invitation to the President of Middle Tennessee State University or designee to be added as a member of the Executive Committee by virtue of office as recorded in the minutes of the General Membership Meeting held on July 21, 2016. This is an amendment that is contingent on acceptance by the President of MSTU or the appropriate MTSU governing body. As of this revision, the Executive Committee continues to negotiate this contingency.
- (8) Change adopted as recorded in minutes of General Membership Meeting held on April 20, 2017.
- (9) Change adopted as recorded in minutes of General Membership Meeting held on April 20, 2017.
- (10) Change adopted as recorded in minutes of General Membership Meeting held on April 17, 2014.
- (11) Change adopted as recorded in minutes of General Membership Meeting held on July 20, 2017.
- (12) DBA name change to Housing, Health and Human Services Alliance of Rutherford County (H<sup>3</sup>ARC) adopted as recorded in minutes of General Membership Meeting held on April 19, 2018.
- (13) Change adopted as recorded in minutes of General Membership Meeting held on April 19, 2018.