

Bylaws of the Alliance for Housing

ARTICLE I

NAME, MISSION, AND PURPOSE

- 1.0 Name-** The name of this Organization shall be the Alliance for Housing, Oakland County Continuum of Care. Here on after to be referred to as the Alliance.
- 1.1 Mission-** To support housing solutions by promoting community partnerships.
- 1.2 Purpose-** The purposes of the Alliance for Housing, Oakland County Continuum of Care are as follows:
- 1.2.1** To establish a collective response that addresses homelessness and affordable housing in our community.
 - 1.2.2** To develop a local system that identifies gaps in homeless services and creates solutions to overcome those barriers.
 - 1.2.3** To end homelessness in our community by linking people in need with the services they require.

ARTICLE II

MEMBERSHIP

- 2.0 Membership-** The Alliance is open to any person or Organization whose purpose aligns with that of the Alliance, as stated in Article 1.2.
- 2.0.1** Membership includes, but is not restricted to, nonprofit organizations, federal, state or local governments, mental health agencies, school districts, businesses, human service providers and individuals who have been homeless or who have other special needs.

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Article I, 1.0; Article II, 2.0.2; Article III, 3.0.2, 3.0.3, 3.1.2, and 3.4; Article IV, 4.2, 4.4, 4.5, 4.9 and 4.10; Article V, 5.2.2, 5.2.4, and 5.3; Article VI, 6.0.1, 6.0.2, 6.0.4, 6.0.7, 6.3; Article VIII, 8.2

7/13/2015 - Bylaws amended and approved by Membership Committee

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- 2.0.2** A public invitation for new members shall be made on an annual basis. New membership opportunities will be open on an ongoing basis.
- 2.1 Annual Dues-** A membership fee for an Organization or an individual is required on an annual basis in an amount determined by the board
- 2.1.1** Membership fees are due on January 1st.
- 2.1.2** If at any time a member or prospective member finds the fee for membership a barrier, a request will be given to the Board of Directors to wave that year's dues fee. Such a request shall not be unreasonably denied.
- 2.2 Conduct-** Members shall conduct themselves in a respectable and orderly manner at all Alliance activities or when representing the Alliance. Discriminatory behavior serves as grounds for removal for both members and the Board of Directors.
- 2.3 Membership Meetings-** Full-membership meetings, with published agendas, shall occur at least quarterly.

ARTICLE III

BOARD OF DIRECTORS

- 3.0 Composition-** The duties and composition of the Board shall meet requirements set forth in Article 3.0 and 3.1 of the bylaws within 2 years after August 30, 2012. The Board of Directors shall include the following:
- 3.0.1** A member who is homeless or formerly homeless
- 3.0.2** A representative from the community who expresses an interest in the Alliance's mission
- 3.0.3** Representatives from organizations or projects serving the homeless or vulnerable populations or corporate entities in

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Oakland County. They will delegate a representative to the board to represent their agency/business.

- 3.0.4** Officers of the Board include President, Vice President, Secretary, and Treasurer.
- 3.0.5** The Board of Directors shall consist of no less than 7 members and no more than 17 members.
- 3.0.6** Board members shall serve three-year terms, with no limits on the number of terms. The board will devise a system for staggering initial terms.
- 3.0.7** Members shall serve without compensation for their role.

3.1 Duties and Conduct- The Alliance shall establish a Board of Directors composed of members that serve on behalf of the Alliance. The OCTH Executive Committee and capacity building work group shall be the first Nominating Committee. Members will elect Directors and approve any changes to the articles and bylaws. Written procedures pertaining to the Board selection process shall be composed, adopted, and updated every 5 years by the Governance Committee of the Board [§ 578.7 (a) (3)], or as necessary to maintain compliance with federal regulations. The duties and conduct of the Board of Directors shall include the following:

- 3.1.1** Appropriately represent Organizations or projects that service the homeless or those at risk of homelessness in Oakland County.
- 3.1.2** Attend scheduled Board meetings that are set monthly for the first year. The Board will decide how often to meet thereafter.

3.2 Vacancies- Board Members may resign from their role in the Alliance for Housing through a written resignation presented to the President. Where a vacancy exists, the Board may designate a successor to fulfill the vacated role until the position can be elected at the next membership meeting. The Board shall continue to act regardless of a vacancy.

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- 3.3 Nominating Committee** – There shall be a Nominating Committee which will fall under the Governance Committee as noted in Article 6.0.1. The Nominating Committee will review any interested party nominated for a vacancy on the Board. Nominations can be made by any member and self-nominations shall be permitted.
- 3.4 Removal from the Board**- A Board Member can be removed with or without cause from the Board of Directors by a majority vote of the remaining Board members. Causes for removal include:
1. Non-attendance
 2. Undisclosed conflict of interest
 3. Board members not in good standing (see article 4.6)
 - 4) Misuse of funds or fraud (refer to articles 7.1.1, 7.1.2 and 7.1.3) by the board representative in any arena.
 - 5) No longer affiliated with the origination/business for which they were a represented

ARTICLE IV

MEETINGS OF THE BOARD OF DIRECTORS

- 4.0 Regular Meetings**- Regular meetings shall be held a minimum of bi-monthly. The date, time, and place of the meetings will be determined by the Executive Committee, and these meetings shall be open to the public.
- 4.1 Annual Meetings**- A meeting of the Board of Directors and its membership will take place annually.
- 4.2 Meeting Attendance**- Board Members shall attend regular and annual meetings. A Board Member may be subject to removal from the Board with 5 unexcused absences within one calendar year. A member of the Board shall be excused if the Secretary is contacted and made aware of the absence 24 hours in advance of the meeting. A member who does not notify the Secretary 24 hours in advance of the meeting shall be marked unexcused. In the event that a representative of an organization/business cannot attend they may send a non-voting delegate.

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- 4.3 Notice-** Notice of meetings will be sent to the Board of Directors no less than ten days and no more than sixty days prior to the meeting date. The format of notice shall be through electronic communications, unless otherwise requested by the Board Member. The notice will include the date, time, purpose, and location where the meeting shall take place. Agendas and notification of new business shall also be distributed. The Board Member shall respond to the notice with their attendance at least 24 hours prior to meeting.
- 4.4 Voting-** New business shall be voted upon by Board Members. Each Board Member shall have a single vote and must be in good standing as noted in Article 4.6. A board member may request in writing to the chair if they are unable to attend a meeting but wish to give their proxy to another board member in voting on a specific matter.
- 4.5 Quorum-** A quorum is required to vote conduct upon all business for a meeting. A quorum is defined as 51% 4 or more eligible voting members present at a meeting, including those available via phone. Actions shall not be ratified until a quorum is represented.
- 4.6 Good Standing-** Board Members must be in good standing in order to vote, including the payment of annual dues (Article 2.1) and attendance at monthly Board meetings (Article 4.2).
- 4.7 Conduct of Meetings-** Board meetings shall be presided over by the President of the Alliance. The Secretary shall take minutes to be ratified by the Board.
- 4.8 Electronic Participation-** A Board Member may participate in the meeting through electronic communications available that can be heard by participating members. Electronic participation constitutes attendance at the meeting.
- 4.9 Voting on Decisions Between Meetings—**Between board meetings, the Executive Committee is empowered to act on the Board's behalf to conduct CoC business if there are time constraints that make it impossible to bring together the board for a vote. 75% of the Executive committee constitutes a quorum for 4.9
- 4.10** Matters coming before the Board that require prompt action may be

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addressed through an electronic vote with support of quorum (4 or more responses with majority of votes).

ARTICLE V

OFFICERS AND STAFF

- 5.0 Composition-** Officers shall be elected for two years terms and will include a President, Vice President, Secretary, and a Treasurer. Officers shall also become members of the Governance Committee. An Executive Director can be appointed to the position at the discretion of the Board.
- 5.1 Term-** Officers shall serve at the discretion of the Board for a two-year term after serving on the board for at least one year.
- 5.1.1** Officers may serve no more than two consecutive terms in any position.
- 5.2 Duties-** The Officers shall be responsible for the following duties:
- 5.2.1 President-** The President shall be responsible for presiding over the Board and meetings of the Board of Directors. The President shall be elected from the Board of Directors and complete tasks as assigned by the Board.
- 5.2.2 Vice President—**The Vice President shall be available to stand in for the president if he/she is unavailable. The Vice President shall be elected from the Board of Directors and complete tasks as assigned by the Board. Option to add a second VP
- 5.2.3 Executive Director-** The Executive Director serves as ex-officio, non-voting board member and is hired by the Board of Directors to carry out the mission, policy, and Bylaws of the Alliance. The Executive Director is subject to control of the Board of Directors and is the official representative of both the Board and the Alliance to outside agencies. The Executive Director is responsible for activities issued by the Board and any of its Committees.
- In matters where the Bylaws do not designate an activity to a specific representative, the Executive Director shall undertake

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such a role. The Executive Director shall plan, organize, maintain and control the operations of the Alliance; analyze the Alliance activities; attend all Board meetings; and advise the Board of the Directors of policy formation and relevant activities. The Executive Director shall be responsible for the employment, training, supervision and delegation of tasks as deemed appropriate to qualified Alliance personnel.

5.2.4 Secretary- The Secretary shall be elected from the Board of Directors and is responsible for the following duties:

5.2.4.1 Ensure minutes are taken during the Board of Directors meetings and sign to ratify them.

5.3.4.2 Keep a current record of contact information for all Directors and Officers.

5.3.4.3 Be a custodian of the Alliance's records and documents of the Alliance.

5.3.4.4 Notify Board Members of upcoming meetings, as provided in Article 4.2, and record member attendance.

5.3.4.5 Perform duties incident to the Alliance and other duties assigned by the Board or President.

5.2.5 Treasurer- The Treasurer shall be elected from the Board of Directors and is responsible for the following duties:

5.2.5.1 Supervise the receipt and custody of funds and securities of the Alliance.

5.2.5.2 Disburse and deposit funds of the Alliance as ordered by the President or Board of Directors.

5.2.5.3 Maintain and complete books and accounts belonging to the Alliance.

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- 5.2.5.4** Ensure that an annual audit of financial records is conducted and that employee withholding taxes are paid.
- 5.2.5.5** Ensure that the IRS form 990 is filed annually.
- 5.2.5.6** Perform duties incident to the Alliance's fiscal obligations determined by the Board of Directors or President.

- 5.3** **Vacancy-** A vacancy of any Officer position shall be filled by a Board Member through a majority vote if the officer is replaced mid-term. They would complete the term then be eligible for two subsequent two-year terms.
- 5.4** **Removal-** Any Officer can be removed with or without cause from the Board of Directors by a majority vote of the remaining members.

ARTICLE VI

BOARD OF DIRECTORS COMMITTEES

- 6.0** **Composition:** Board members shall be represented on each of the five committees outlined in this article. The Board of Directors shall appoint additional committees, subcommittees, and workgroups as deemed appropriate. Committees shall decide which function best meets the goals and objectives of that committee as well as select the chair, the board member serving on that committee shall report out updates to the board. Existing workgroups shall be consolidated under one of the listed committees. Members of the Alliance are encouraged to participate in at least one of the committees.

- 6.0.1** **Governance Executive Committee-**The Executive Committee shall consist of a minimum of four (4) voting Board Members including all Officers: President, Vice President, Secretary, and Treasurer and the chairs of all other committees. The Executive committee has the option to invite past officers to participate in executive committee meetings in an advisory capacity, not part of

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quorum or voting. The committee shall develop and carry out policies of the Board of Directors, conduct business in between meetings noted in article 4.9. develop agendas and review work of other committees and encompasses the Nominating Committee as noted in Article 3.3. The Executive Committee shall review Bylaws and Articles and evaluate the Executive Director annually. The Executive Committee shall review the Board selection process at least once every 5 years. The Executive Committee shall update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of the HUD Continuum of Care Program Interim Rule and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Board, its chair(s), and any person acting on behalf of the board.

6.0.2 Data Management and Performance Outcomes Committee-

This committee shall promote the quality of community funded and non-funded projects by reviewing data and coordinated policies and procedures in order to recommend best practices. This committee will focus on opportunities for growth and development in community outcomes while reviewing HMIS and other data sources to identify trends and gaps in services to address community needs. It will provide information and guidance to the Alliance HMIS System Administrators to follow up with agency admin staff and provide additional HMIS training.

6.0.3 Systems Coordination and Implementation Committee-

The Systems Coordination and Implementation Committee shall develop resources to implement community strategies, provide member agencies with access to technical assistance/training, and establish best practices, referrals and other tools to increase the Alliance's effectiveness in the community.

6.0.4 Strategic Planning, Funding and Advocacy Committee-

The Strategic Planning, Funding & Advocacy

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committee (SPFAC) will serve to set goals and actions steps to move the adopted Alliance for Housing strategic plan forward. The committee will create and complete planning documents; research and apply for funding opportunities; and attract and create new partnerships to advance Oakland County's goal of ending homelessness. This committee will focus on Advocacy and Public Awareness to provide a platform for current political and legislative issues, along with promoting the Alliance as a resource for the effective engagement of public and political entities. It will serve as a platform for Public Relations so that the Alliance will be able to manage information provided to our community. Members of this committee may participate in one or more of that three areas depending on their interests.

6.0.5 Finance and Audit Committee- The Finance and Audit Committee shall be chaired by the Treasurer and consist of only board members. The Treasurer will create review and bring the annual budget created by the Executive director to the full board for approval. The Treasurer will oversee monthly and annual financial receipts and disbursements in accordance with the budget, and enact annual audits on the books and accounts of the Alliance. This committee will make a recommendation to the full board of the selection of and auditor, will review the interim annual statements as well as the audited statements then bring a recommendation to the full board for approval.

6.0.6 Project Prioritization committee shall be conducted in accordance with the Alliance prioritization policy and will not include Alliance funded board members. No committee of the Alliance that is used for funding decisions will included funded members.

6.1 Committees shall develop and implement programs as deemed suitable by the Board of Directors.

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- 6.2** Workgroups within any committee shall be composed of members of the Alliance. Workgroups report to the committee and carryout goals of that committee.
- 6.3** Board representatives serving on the committee Chairpersons shall report the activity and efforts of their committee during the board and membership meetings. Committees shall record minutes during their meetings and distribute them as desired by the Board of Directors.
- 6.4** Each committee member is entitled to one vote and a quorum shall consist of at least one-third of recorded members. Votes shall be made in-person or through electronic means.

ARTICLE VII

INDEMNIFICATION AND LIABILITY INSURANCE

- 7.0 Indemnification-** Members of the Board of Directors, Officers, Members of Committees or persons who serve the Alliance as a Director, employee, or agent shall be indemnified by the Alliance as permitted by the Michigan Non-profit Corporation Act. A person shall be indemnified for the portion of expenses including attorney fees, judgments, penalties, fines, or amounts paid in settlement in which the person is entitled to be indemnified.
- 7.1 Non-exclusivity of Rights-** Persons are not entitled to indemnification if they fail in their duties. The following indicates areas and procedures in which persons are *not* diligent for protection:
- 7.1.1** Funds are misused as a result of neglect and misbehavior. Directors shall remain up-to-date of the activities of the Alliance and receive summaries of officer performance.
 - 7.1.2** The Alliance is harmed by the depletion of assets due to the Director's failure in duties or by acting in bad faith or fraud. In such a case the Director shall be personally liable to the Alliance and creditors.

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7.1.3 In cases where there is possible misbehavior or neglect by the Officers or subordinates, Directors are required to investigate and correct misconduct.

7.2 Liability Insurance- Insurance shall be purchased and maintained on behalf of persons who were or is a Director, Officer, employee, or agent of the Alliance. Insurance shall protect persons against liability incurred by such a person arising from his or her status, whether or not the Alliance would have power to indemnify against liability under the laws of the State of Michigan.

ARTICLE VIII FINANCES

8.0 Fiscal Year- The Fiscal Year of the Alliance shall be from October 1 through September 30.

8.1 Duties of the Board Members- Board Members have a legal obligation to direct funds, assets and related affairs of the Alliance. The Board is responsible for ensuring funds and assets are managed appropriately and shall not delegate this task to other Alliance members.

8.2 Bank Accounts- Upon receipt, funds and assets of the Alliance shall be deposited to designated accounts within board approved financial institutions, and shall only be disbursed upon signature of the Executive director of at least two individuals or as designated by the Board. The Alliance will implement internal controls consistent with the accounting policies and procedures manual.

ARTICLE IX CONFLICT OF INTEREST

9.0 Dealings- Board members shall *not* influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the Alliance that the member represents (as noted in § 578.95 (b)).

9.1 Procedure- In cases where a conflict of interest arises, members shall abstain from voting and submit written notification one week prior to voting on a matter. A definition of conflict of interest can be found in

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§578.95.

ARTICLE X CHANGES TO THE BY-LAWS

- 10.0 Changes-** Board members may make recommendations for changes to the by-laws.
- 10.1 Communications-** Upon completion of the board decision to make changes to the by-laws, they shall present the changes in writing to the general membership no less than 10 days prior to a general meeting.
- 10.2 Voting-** By-laws changes shall be adopted by a voice vote at a general meeting by a simple majority of those present.

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7/7/2021 – Bylaws revised and approved by General Membership Committee

3/6/2019 – Bylaws revised and approved by General Membership Committee

Article I, 1.0; Article II, 2.0.2; Article III, 3.0.2, 3.0.3, 3.1.2, and 3.4; Article IV, 4.2, 4.4, 4.5, 4.9 and 4.10; Article V, 5.2.2, 5.2.4, and 5.3; Article VI, 6.0.1, 6.0.2, 6.0.4, 6.0.7, 6.3; Article VIII, 8.2

7/13/2015 - Bylaws amended and approved by Membership Committee

Article II, 2.1.2; Article III, 3.1 and 3.3; Article IV; Article V; Article VI, 6.0.1 and 6.0.2; Article VIII.

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