

1 SOUTHERN ILLINOIS CONTINUUM OF CARE

2  
3 Governance Charter

4  
5 Revised ~~9/22/14~~ 9/7/2017

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7 **Article I – Name**

8  
9 The name of the organization shall be Southern Illinois Continuum of Care Network  
10 (SICO CN).

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13 **Article II – Purpose**

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15 SICO CN covers 27 counties in southern Illinois which are divided up into 5 regions. The  
16 purpose of the SICO CN is to bring together public and private community based organizations,  
17 government representatives and consumers to identify ways to serve the homeless by  
18 identifying gaps and proposing action to fill those gaps.

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21 **Article III – Membership**

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23 Membership is open to any community –based organization, government agencies,  
24 homeless/formerly homeless person willing to actively participate in long term collaborative  
25 planning process focused on issues of homeless/at risk households. Membership is defined by  
26 paying of annual dues per organization or individual. Annual membership dues are fees that  
27 any member must pay to maintain active or inactive membership in a calendar year.  
28 Membership dues are as follows: \$25.00 per individual or ~~\$100.00~~ \$125.00 per agency  
29 membership. Membership dues must be paid no later than February 1<sup>st</sup> of each calendar  
30 year. As membership must include a homeless or formerly homeless individual,  
31 homeless/formerly homeless individuals are exempt from paying dues. Membership dues are  
32 used for various activities such as paying for the annual retreat, paying a grant writer, printing  
33 costs, etc. Region representatives create membership representation from each geographic  
34 area within the continuum.

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37 **Article IV- Attendance**

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39 Members will be expected to attend meetings to ensure continuity in the planning  
40 process. Any member wishing to apply for HUD any funding through the continuum must also  
41 meet the threshold requirements outlined on the SICO CN Threshold Requirements form.

1 **Article V – Meetings**

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3 A minimum of ~~five~~ four regular meetings plus ~~an~~ the annual ~~retreat~~ planning meeting  
4 will be scheduled ~~annually~~. All Continuum meetings ~~will~~ are be open to ~~the public~~ members  
5 and non-members. The meeting invitation and agenda will be published on the Continuum’s  
6 website as well as distributed on the e-mail contact list. ~~The membership committee actively~~  
7 ~~works to recruit new members on an on-going basis~~. An annual meeting shall be held in  
8 September.

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11 **Article VI – Requirements**

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13 A majority shall consist of more than one half of the voting membership present. A  
14 majority vote of voting members present is required to make decisions affecting the entire  
15 Continuum.

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18 **Article VII- Board of Directors**

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20 The Board of Directors will be composed of the President, Vice-President, Secretary,  
21 Treasurer, Region Representatives, a Formerly Homeless/Homeless Representative and  
22 Collaborative Applicant. Board members are nominated by the Nominating Committee and  
23 voted on the by CoC. The responsibilities of the Board of Directors will be to vote on actions to  
24 bring to members at general meetings for approval, review proposals, establish priorities of the  
25 Continuum and schedule an Annual Meeting. An Executive Committee made up of the Officers  
26 will conduct business of the SICOCN between meetings. The Board of Directors will meet a  
27 minimum of twice a year in addition to the regular membership meetings.

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30 **Article VIII – Officers/ Region Representatives**

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32 Officers of the Continuum will be four: a President, a Vice-President, a Secretary and a  
33 Treasurer. The Region Representatives of the Continuum will be one from each Region.  
34 Officers and Region Representatives must be members in good standing (annual membership  
35 dues have been paid) or represent an agency that is a member in good standing (annual  
36 membership dues have been paid).

1 **Article IX- Selection of Officers, Region Representatives, Collaborative Applicant**  
2 **and Homeless Representative**

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4 The officers are nominated by the Nominating Committee and are elected by the CoC  
5 for a term of two years. Election of The President and the Secretary will be held on even  
6 number years while the Vice President the Treasurer will be held on odd number years.  
7 Current officers may seek re-election for additional two-year terms, allowing one year between  
8 terms if seeking election to the same office; excluding the Treasurer who shall retain their  
9 position for continuity. The requirement of one year between terms may be waived with a  
10 two-thirds affirmative vote of voting members present at the annual meeting. Region  
11 Representatives are nominated by the Nominating Committee and are elected by the CoC for  
12 one year terms. All terms shall run according to the year October 1<sup>st</sup> through September 30<sup>th</sup>  
13 or until a person is duly elected for a position. Interim election will be held at the next meeting  
14 following the vacancy of an officer. Election to a position after October 1<sup>st</sup> will not count  
15 towards term lengths. For interim elections the term begins immediately after election. No  
16 person can hold more than one elected position concurrently.

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18 The Collaborative Applicant (CA) will be elected by the Board of Directors and the CA Board  
19 representative will be appointed by the CEO or Executive Director of the agency they represent.

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21 The Formerly Homeless/Homeless Representative will be nominated by agency representatives  
22 and voted upon by the Board of Directors.

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25 **Article X – Board of Director Responsibilities**

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27 The President’s duties will be:

- 28 1. Serve as leader of the Continuum
- 29 2. Preside over meetings of the Continuum
- 30 3. Establish an Agenda for all meetings
- 31 4. Appoint chairs of all committees
- 32 5. Disseminate info in timely manner
- 33 6. Coordinate mailings to member
- 34 7. Ensure an annual review of the SICOCN financial records is completed
- 35 8. Serve on a committee

36  
37 The Vice President’s duties will be:

- 38 1. Act as the President, having all privileges and powers, in the absence or inability of  
39 the President
- 40 2. Serve on a committee

- 1 The Secretary's duties will be:
- 2 1. Keep minutes of all SICOCN meetings including membership meetings and meetings
  - 3 of the Board of Directors
  - 4 2. Make minutes of each meeting available to all members at least two weeks prior to
  - 5 the next scheduled SICOCN meeting.
  - 6 3. Keep attendance of all SICOCN meetings including membership meetings and
  - 7 meetings of the Board of Directors
  - 8 4. Maintain official records of SICOCN
  - 9 5. Serve on a committee

- 10
- 11 The Treasurer's duties will be:
- 12 1. Maintain accounting records of the SICOCN
  - 13 2. Collect dues of the SICOCN
  - 14 3. Keep records on status of voting members
  - 15 4. Provide reports to membership
  - 16 5. Manage other funds received by the SICOCN
  - 17 6. Serve on committee

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- 19 The Region Representative's duties will be:
- 20 1. Represent your Region as well as the SICOCN
  - 21 2. Report activities of the SICOCN to your Region
  - 22 3. Conduct the annual Point in Time homeless count in your region
  - 23 4. Report the results of the Point In Time Count to the Collaborative Applicant by the
  - 24 due date requested
  - 25 5. Have alternate from your agency attend regular meetings if you cannot attend
  - 26 6. Serve on a committee
  - 27 7. Verify the homeless inventory count in your region is correct
  - 28 8. Report the correct homeless inventory count to the Collaborative Applicant by the
  - 29 date requested

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- 31 The Formerly Homeless/Homeless Representative's duties will be:
- 32 1. Be an advocate to the homeless population
  - 33 2. Serve on a committee

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- 35 The Collaborative Applicant's duties will be:
- 36 1. Submit a joint application on behalf of all applicants for funding from funding bodies
  - 37 2. Annually update, review and confirm the Grant Inventory Worksheet with HUD
  - 38 3. Maintain the SICOCN e-mail list
  - 39 4. Annually update, review and enter Housing Inventory and Point-In-Time information
  - 40 into the HUD HDX.
  - 41 5. Enter into a grant with HUD for SICOCN planning funds on behalf of the SICOCN, if
  - 42 applicable
  - 43 6. Serve on a committee
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1 **Article XI- Committees**

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3 Standing Committees will be established as deemed necessary by the Continuum as a  
4 whole. The President will appoint committee chairs. Any vacancies of committee chairs will be  
5 appointed by the President. Committees may include persons not members of the Continuum.  
6 Ad Hoc committees (Nominating Committee, Retreat Committee, etc.) will be established by  
7 the Board of Directors as needed. All committee meetings will be open to the public. Current  
8 Standing Committees are as follows:

- 9  
10 1.) Public Education  
11 a. Set committee meeting schedule  
12 b. Provide notice of events and information pertinent to membership through  
13 publishing of newsletters, website and brochures  
14 c. Provide reports to membership  
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16 2.) Program Evaluation  
17 a. Set committee meeting schedule  
18 b. Conduct annual monitoring and site-visits of all SICOCN approved projects  
19 c. Review and recommend changes to the ranking tool as needed  
20 d. Prioritize grant applications for the SICOCN  
21 e. Provide reports to membership  
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23 3.) Membership Committee  
24 a. Actively recruit members to participate  
25 b. Identify membership criteria  
26 c. Track member participation  
27 d. Provide reports to membership  
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29 4.) HMIS  
30 a. Set committee meeting schedule  
31 b. Maintain the HMIS Policies and Procedures Manual  
32 c. Review, revise and approve privacy, security, and data quality plans  
33 d. Ensure consistent participation of recipients/sub recipients in HMIS  
34 e. Ensure that the HMIS is administered in compliance with HUD requirements  
35 f. Ensure that training is provided as needed  
36 g. Provide reports to membership  
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38 5.) Child/Youth Education Committee  
39 a. Set committee meeting schedule  
40 b. Provide information on services available to homeless youth  
41 c. Provide a list of all local homeless liaisons  
42 d. Advise the CoC of changes in legislation that affect homeless youth  
43 e. Provide reports to membership

- 1           6.) ~~Gaps Analysis Committee~~  
2           a. ~~Coordinate the PIT homeless count~~  
3           b. ~~Identify needs and gaps in homeless services~~  
4           c. ~~Provide reports to membership~~  
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## 7   **Article XII. Governance Charter**

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9           The Governance Charter ~~shall take the place of~~ replaced the previous by-laws and ~~shall~~  
10 ~~be in effect after approved~~ became effective by a majority vote at the 2014 Annual Meeting.  
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## 13 **Article XIII. Amendments**

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15           The Governance Charter must be reviewed, updated, and adopted by the SICOCN  
16 annually. Recommendations to change or amend the Governance Charter may be made by any  
17 member. Changes will be in effect after they are approved by a majority of the voting members  
18 present at a regular meeting of the SICOCN provided the proposed amendment had been  
19 submitted in writing at the previous regular SICOCN meeting-, or submitted electronically to  
20 members at least thirty (30) days before the next scheduled membership meeting.  
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## 23 **Article XIV. Rules of Conduct**

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25           Robert's Rules of Order shall be followed in all cases where they do not conflict with the  
26 Continuum. A copy of the Rules of Order and the Governance Charter shall be available during  
27 each meeting.  
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## 29 **Article XV. Conflict of Interest**

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31           No SICOCN Board Member may participate in or influence discussions or resulting  
32 decisions concerning the award of a grant or other financial benefits to the organization that  
33 the member represents.  
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## 35 **Article XVI. Voting Privileges**

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37           All agencies/organizations and individuals in good standing (annual membership dues  
38 have been paid), as members shall hold one vote from one representative committed to the  
39 development and implementation of the SICOCN. The chief executive officer or chairman of  
40 the board of each agency/organization will appoint the agency/organization representative  
41 authorized to vote in each meeting.  
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