

ENDING COMMUNITY HOMELESSNESS COALITION BYLAWS

ARTICLE I. - NAME

The name of this organization shall be the Ending Community Homelessness Coalition and referred to in these By-laws as ECHO or the Coalition.

ARTICLE II. – VISION

The Vision Statement is: A community fiercely focused on ending homelessness.

ARTICLE III. - MISSION AND GOALS

Section I. Mission Statement

The mission of the Ending Community Homelessness Coalition is to provide dynamic, proactive leadership that engages policy makers and the community to end homelessness.

Section II. Purposes:

- Serve as the Austin/Travis County and Central Texas issue area planning body on homelessness.
- Development and support the implementation of a plan and strategies to end homelessness.
- Focus on Chronic Homelessness as appropriate.
- Foster community wide involvement ensuring ongoing representation of diverse community stakeholders.
- Maximize resources by jointly establishing and achieving goals and objectives based on assessments of needs in the community, pooling resources, and integrating services.
- Develop and maintain effective local, regional, state, and federal linkages.

ARTICLE IV. - MEMBERSHIP

Section I. Membership in ECHO shall be comprised of four (4) categories: 1)

Organizations - service organizations that provide direct services to the homeless; **2) Affiliates** – non-direct service organizations and/or business that support the purposes of ECHO; **3) Associates** - employees of Organizational and Affiliate members who want to support the purposes of ECHO but do not vote at meetings; and **4) Individuals** who are not employed by an Organizational or Affiliate member and represent themselves in supporting the purposes of ECHO. For the purposes of initial membership, all identified members of the 2007 Austin Travis County Homeless Task Force and the 2007 Ending Chronic Homelessness Organizing Committee shall constitute the initial membership for the purposes of adopting the initial Bylaws and electing the initial elected members of the Executive Committee.

Section II. Members shall submit membership forms and may be accepted as members at a meeting of the ECHO. The membership form will designate the representative and alternates of Organizational and Affiliate members who cast votes on their behalf. Forms, signed by a person

authorized to act on behalf of the Organization or Affiliate member, must be submitted prior to a meeting and voting rights become effective at the next meeting following the one during which membership is accepted. Efforts shall be made to recruit membership from a broad spectrum of the community including homeless and formerly homeless persons; providers of services; activists and advocates for the homeless; the business community; government representations at all levels including representatives of police and justice system; the faith community; neighborhood leaders; and others whose voice and actions will meet the purpose of fostering diverse community representation.

Section III. The responsibilities and rights on membership are to vote at the annual meeting and at any other meeting called as a "Membership Meeting". The members shall elect the Chair, Vice Chair/Chair Elect, and the 5 Members at Large positions of the Executive Committee at the annual meeting. Organizational and Affiliate members shall designate one representative who shall be expected to participate in meetings and each may cast votes at meetings. Associate and Individual members may not vote as both a representative of an Organizational or Affiliate member and as an individual member.

Section IV. Members may be removed from the membership list if they or their designated representative are not present at a least 50% of all called meetings within the ECHO annual year. Attendance is recorded at all meetings.

ARTICLE V. – Executive Committee

Section I. Purpose: The Executive Committee shall be vested with the management and administration of the ECHO and provide overall support for and coordination of the ECHO Vision, Mission, Committee works and address cross-cutting issues. The Executive Committee shall address to be best of its ability the advocacy efforts and systemic issues identified by ECHO and community to the community-at-large the needs of the homeless.

Section II. Responsibilities

- Plan quarterly ECHO membership meetings
- Meet monthly to serve the propose of the Executive Committee
- Serve as primary liaison with City Councils and County Commissioners Courts, and Community Planning Bodies within the ECHO planning area including the Austin/Travis County Community Action Network and implement an annual awareness campaign for these bodies.
- Provide a forum for information sharing/coordination of efforts among ECHO Committees
- Assign new issues to committees and/or form ad-hoc groups to address time limited tasks
- Identify a spokesperson that will represent ECHO in a passionate yet profession, fair and unbiased manner.
- Coordinate committee advocacy efforts and define their role as advocates.
- Design and implement policies, procedures and practices to ensure the sound and effective operation of ECHO including fiscal management.
- Maintain records and archives of ECHO activities
- Maintain membership rosters.

Section III. Composition and Service:

The Executive Committee shall consist of a Chairperson, a Vice Chair, a Past Chairperson, five (5) Members-at-Large, and the chair or a designated representative of each standing committee. Terms shall begin at the beginning of the annual year.

Section III. The Chairperson will serve a term of two (2) years and will be elected at the annual meeting in odd numbered years. The term will commence at the beginning of the fiscal year following the Annual Meeting at which they were elected. A Chairperson may serve a maximum of 2 consecutive terms

Section IV. Vice Chairperson and Members at Large shall serve a term of 1 year beginning at the start of the fiscal year following immediately their elected term. These positions shall serve a maximum of three consecutive terms

Section V. Past Chair will serve on the Executive Committee a term no more then 2 years.

Section VI. Vacancy:

Any vacancy occurring among the Vice Chair or Members-at-Large shall be filled by an appointment by the chairperson. These appointments shall be ratified by a vote of the membership at a subsequent meeting.

Section VII. Proxies:

Proxies in lieu of attendance are allowed by members of the Executive Committee.

Section VIII Duties and Responsibilities of the Executive Committee positions:

- a. Chairperson: The Chairperson shall be the executive officer of ECHO and shall preside at the annual meeting and at all general membership meetings. The Chairperson shall be the official spokesperson for the ECHO and may appoint other persons to speak for the coalition. The Chairperson may appoint standing committees and their Chairpersons and task forces for special purposes to carry out the work of the coalition.
- b. Vice-Chairperson: The Vice-Chairperson shall perform all the duties of the Chairperson in the event of temporary absence or temporary inability of the Chairperson to act. Also, the Vice-Chairperson shall succeed automatically to the office of the Chairperson upon resignation or removal from office of the Chairperson during the Chairperson elected two-year term.
- c. Members –at Large: The Members at Large serve on the Executive Committee for the purposes of assisting in guiding the ECHO coalition to accomplish its stated purposes and goals including managing the ECHO advocacy agenda and serving as the nominating committee for Executive Committee membership.

ARTICLE VI. COMMITTEES

Section I. Standing Committees: There shall be four (4) standing committees of ECHO: The Planning and Evaluation Committee, the Prevention Committee, the Exiting Committee, and the Events/Community Education Committee. The Chairperson of ECHO appoints committee chairpersons. Members and their designated representatives are expected to serve on a committee. Other community volunteers may serve on the committees.

Section II. AD-Hoc Committees: The ECHO Chairperson may appoint Ad-Hoc committees for the person of addressing time limited issues or other issues that are outside of the responsibilities of the standing committees

Section III. Responsibilities of the Standing Committees

Planning and Evaluation Committee

- Analyze how HMIS would be useful and produce reports on the data
- Conduct evaluation projects on the homeless and chronic homeless
- Identify Data Needs of the community and its service providers
- Complete the CAN Assessment and FAQ
- Conduct periodic counts of the Homeless
- Coordinate the Continuum of Care Applications process and planning/prioritization
- Produce an annual ECHO Report to the community
- Research special issues such as Shelter/Transitional Housing for Women and other needs as they are identified
- Address chronic homelessness as appropriate
- Maintain records of all activities
- Identify Systemic Issues/Advocacy needs and bring to Executive Committee

Prevention Committee

- Identify/Educate/Engage the community
- Develop and promote strategies that prevent homelessness
- Address chronic homelessness as appropriate
- Maintain records of all activities
- Identify Systemic Issues/Advocacy needs and bring to Executive Committee

Exiting Committee

- Support the creation of housing units and social services (inclusive of hard to serve such as people with criminal backgrounds)
- Implement plans for future infrastructure and agency capacity
- Engage stakeholders and policy-makers:
 - Community Housing Development Organizations,
 - Representatives of government department address housing and social services
 - Representatives of public housing authorities
 - Representations of private – non-profit and for-profit housing developers, social service organizations, including faith-based service providers
 - Re-Entry Roundtable and other cross cutting issue area planning bodies

- Address barriers to housing such as Utility Debt and Criminal Background, substance abuse, mental health, and Employment
- Address chronic homelessness as appropriate
- Maintain records of all activities
- Identify Systemic Issues/Advocacy needs and bring to Executive Committee

Events/Community Education

- Plan and produce events that support the purposes of ECHO and that engage the community in addressing the issue of homelessness
- Develop and implement an active community education campaign to increase the awareness of the needs of the homeless and the providers of service to them
- Address chronic homelessness as appropriate
- Maintain records of all activities
- Identify Systemic Issues/Advocacy needs and bring to Executive Committee

ARTICLE VII. MEETINGS

Section I. General Membership Meetings shall be held at quarterly during the year with a meeting held within 30 days prior to October 1st in each year, which is designed as an annual meeting at a time and place to be determined by the Executive Committee. Notice of the meeting will be e-mailed to all members at least thirty (30) days prior to the meeting. The annual year shall be October through September.

Section II. Meetings:

The Executive Committee shall normally meet monthly but may meet at other times when such meetings are properly called. The Chair shall be responsible for notification of regular meetings at least fifteen (15) days prior to the date of the meeting. The Chair or a majority of the Executive Committee on shorter notice may call an emergency/special meeting.

Section III. Quorum:

- a. Meetings of the Coalition: A quorum for meetings of ECHO shall be the members present.
- b. Executive Committee Meetings: A quorum for the Executive Committee shall be a simple majority of the duly elected and appointed members.
- c. Committee meetings: A quorum for committee meetings shall be those committee members attending.

Section IV. Notice:

Notice regarding the time and place of all ECHO Committee meeting shall be posted via a designated e-mail list and on designated websites.

ARTICLE VIII. BUSINESS POLICIES AND PROCEDURES

Section I. The Coalition is not a registered corporation. The Executive Committee may select a fiscal agent to manage and funds or assets contributed.

Section II. Fiscal Year:

The fiscal year of the ECHO is October 1 through September 30. Records of the Coalition shall be maintained and may be made available upon request.

ARTICLE IX. PARLIAMENTARY PROCEDURES

Section I. Robert's Rule of Order, Newly Revised, shall be the parliamentary authority on all matters of procedure not covered in the By-laws or in other specific procedural rules adopted by ECHO.

Section II. Amendments to the Bylaws: Amendments to these Bylaws may be made by a two-thirds (2/3) affirmative vote of the general membership providing that written notification by the Executive Committee of the proposed amendment has been given at least thirty (30) days before the meeting date of the vote.

ARTICLE X. ENACTMENT AND TRANSITIONAL PROCEDURES

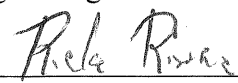
Section I. The enactment of the amended bylaws shall be immediate upon approval of the membership.

ARTICLE XI. LEGAL COUNSEL

Section I. All matters involving interpretation of Federal and State law, local ordinances and tax questions shall be promptly referred to legal council for opinion and advice.

 _____, Chair
The End Chronic Homelessness Organizing Committee

These bylaws are effective as adopted by the membership of End Chronic Homelessness Organizing Committee on June 22, 2007; and

 _____, Chair
The Homeless Task Force on June 15, 2007.