

TN Valley Continuum of Care Bylaws

Article I – Name

The name of the organization shall be the Tennessee Valley Continuum of Care (hereafter referred to as TVCoC).

Article II – Purpose

The purpose of the TVCoC is to bring together public and private community based organizations, government representatives and consumers to identify ways to serve the homeless by identifying gaps and proposing action to fill those gaps.

Article III – Organizational Structure and Membership (Reference to Policy 4)

TVCoC is a community-based organization, consisting of individuals, government agencies, homeless or formerly homeless persons willing to actively participate in a collaborative planning process focused on issues of homelessness and who operate or live in the following 12 counties: Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Loudon, Monroe, Sevier and Union. Membership is defined by paying of annual dues to TVCH per organization or individual by January 31 or when joining the TVCoC for the first time. Initial dues paid after September 30, will also cover membership for the next calendar year. Regarding dues, the calendar year runs from January 1st to December 31st.

TN Valley Coalition for the Homeless (TVCH) serves as the Collaborative Applicant and HMIS Lead for the TVCoC. TVCH is a 501c3 organization with board representation from counties that are included in the TVCoC. The CEO of TVCH will serve as a liaison between the TVCoC Governing Council and TVCH board of directors to ensure continuity and communication.

All members of the TVCoC are required to review the Recusal / Conflict of Interest Policy and sign the Annual Conflict of Interest / Conduct Recusal Statement. (Reference to Policy 1)

Article IV – Attendance/Good Standing (Reference to Policy 4)

Member organizations will be required to remain in good standing in accordance with Policy 4 by maintaining attendance rate for the calendar year and membership dues up to date.

Article V – Meetings (Reference to Policy 4)

Meetings will be held monthly and are open to the public on the fourth Friday of the month, with the exception of the month of December, inclement weather and announced changes. Meetings will be held in a location chosen by the Collaborative Applicant.

Article VI – Decision Making (Reference to Policy 4)

All partners of the Collaborative Applicant are members of the TVCoC, and therefore, have TVCoC voting rights. Voting rights constitutes one vote per individual / organization. The annual partnership

application for members must indicate the designee who has voting rights. A voting member may appoint a proxy for voting for designee absence. Fifty percent (50%) plus one voting member in attendance constitutes a majority vote. TVCoC decisions will be made by majority vote.

Article VII – Governing Council Members (Reference to Policy 5)

Members of the Governing Council must be members in good standing or represent an agency that is a member in good standing for the duration of their appointment. Members of the TVCoC Governing Council will be selected from the TVCoC membership pool of those members in good standing by TVCoC members. Nominees must then receive the approval of the nominating committee and then be selected by majority vote.

Terms: Terms of Governing Council Members will be one year, but limited to three consecutive terms, with elections occurring annually.

Vacancy: In the event of a Governing Council Member vacancy, the Governing Council may fill a vacancy on an interim basis until annual elections.

Removal: Any Governing Council member may be removed with or without cause from office as a member at any time by a vote of two thirds of the Governing Council members other than the Member being removed.

Meetings:

Regular meetings: Regular meetings shall be held monthly at such time and places, as the Governing Council shall decide.

Special meetings: The Chair of the Governing Council shall call Special meetings. A special meeting shall be called when any two Governing Council members submit a request in writing for such meeting. Notice of the time, place, and purpose shall be given to all Governing Council members at least 3 days prior to the date of the proposed meeting.

Voting: Each Governing Council member shall be entitled to one vote on a matter requiring Governing Council approval. There will be no voting by proxy. Decisions will be made by majority vote.

Quorum: A quorum will consist of 50% plus 1 member.

Compensation: Governing Council members will receive no compensation.

The Governing Council will maintain an executive committee and consist of: one Chair, a Vice-Chair, Secretary, and Collaborative Applicant Liaison. The Governing Council must include one homeless or formerly homeless individual and represent the relevant organizations serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault or stalking.

Article VIII – Governing Council Officer Duties (Reference to Policy 5)

Duties of Chair:

1. Serve as leader of the Governing Council.
2. Preside over meetings of the TVCoC.
3. Establish an agenda for all Governing Council meetings.

Duties of Vice-Chair:

1. Conduct the duties of the Chair in the event of their absence.

Duties of the Secretary:

1. Keep minutes of the Governing Council and executive committee meetings.
2. Keep attendance of the Governing Council meetings.
3. Coordinate monthly TVCoC agenda with Collaborative Applicant Liaison

Duties of Collaborative Applicant Liaison:

1. Collaborative Applicant Liaison will disseminate agenda.

Article IX – Powers of Governing Council Executive Committee

The Executive Committee during the interval between meetings of the full Governing Council is empowered to exercise the powers of the full Governing Council with respect to any matter that, in the opinion of the Governing Council Chair, should not or cannot be postponed until the next scheduled meeting of the Governing Council. Decisions of the Executive Committee will be made by majority vote of the 4 Executive Committee members.

Article X - Governing Council Responsibilities to the TVCoC (Reference to Policy 5)

The TVCoC Governing Council will work in collaboration with the Collaborative Applicant to ensure that the TVCoC meets federal requirements.

The responsibilities of the Governing Council are including but not limited to the following:

1. Oversee the operations of the CoC and its committees
2. Review the bylaws annually
3. Create policies for TVCoC, when needed
4. Establish, coordinate, disseminate monthly TVCoC Meeting Agendas

Article XI – Responsibilities of Collaborative Applicant and the TVCoC (Reference to Policy 6)

TN Valley Coalition for the Homeless serves as the current Collaborative Applicant and Homeless Management Information System (HMIS) Collaborative Agency. TVCH is the approved HMIS Agency to ensure that a HMIS system is operated in TVCoC geographic area in accordance with applicable HUD regulations. The TVCoC may, by majority vote, designate another eligible applicant to serve as the Collaborative Applicant and/ or HMIS Lead Agency on behalf of the TVCoC. The designation of another entity to serve as Collaborative Applicant and/or HMIS Collaborative Agency shall remain in effect until such time that this organization shall, by majority vote, rescind such designation or designate a different entity to serve as the Collaborative Applicant and / or HMIS Collaborative Agency.

1. The Collaborative Applicant will submit the annual CoC Consolidated (HUD) Application for funding on behalf of the TVCoC.
2. Collaborative Applicant in consultation with the TVCoC and the Data Management Committee will develop procedures and policies needed to comply with HMIS requirements as prescribed by HUD.

3. Collaborative Applicant in consultation with the TVCoC Data Management Committee, will monitor Emergency Solution Grant (ESG) sub-recipient performance, evaluate outcomes and work to remediate unsatisfactory performance regarding ESG requirements.
4. Collaborative Applicant in consultation with TVCoC Coordinated Assessment and Data Management Committees, will establish and operate a coordinated assessment system, in consultation with the recipients of Emergency Solutions Grants program funds. The Coordinated assessment system will: cover the geographic area served by the TVCoC, is easily accessed by individuals and families seeking housing or services, be well advertised and include a comprehensive and standardized assessment tool. The Coordinated Assessment System should encompass the following: outreach, engagement, assessment, shelter, housing, supportive services and homelessness prevention strategies.
5. TVCoC Collaborative Applicant and TVCoC Ad Hoc committee will establish geographical forms per HUD and THDA requirements for the recipients of Emergency Solutions Grants program funds.
6. The Collaborative Applicant and the Point in Time Count (PIT) Committee, will coordinate a PIT count at least biennially, or as required by HUD.
7. Collaborative Applicant in consultation with the TVCoC Governing Council and Data Management Committee, will provide and conduct the following: annual gaps analysis of the homeless needs and services available (including a housing inventory), consolidated plan, ESG Consultation (including reporting on and evaluation of the ESG sub recipients) and operating the approved HMIS (Homeless Management Information System).
8. Collaborative Applicant in consultation with the TVCoC Governing Council and Data Management Committee, will ensure HMIS compliance with HUD requirements.
9. Collaborative Application in consultation with the TVCoC Committees will prepare and submit HUD's Continuum of Care Grant application. The submission of this application will be based upon the TVCoC established priorities, design, operation and collaborative process for developing application and approving the submission of application in response from TVCoC service providers to the NOFA published by HUD.
10. Collaborative Applicant must keep the following documentation related to establishing and operating a Continuum of Care for a minimum of 5 years:
 - A. Evidence that the Governing Council selected by the TVCoC meets the requirements of 24 CFR part 578.5(b)
 - B. Evidence that the TVCoC has been established and operated as set forth in subpart B of (the Interim rule), including published agendas and meeting minutes (Collaborative Applicant will record all TVCoC meetings and incorporate all committee reports within the monthly minutes), an approved Bylaw that is reviewed and updated annually, a written process for selecting a Governing Council, that is reviewed and updated at least once every 5 years, evidence required for designating a single HMIS for the TVCoC, and monitoring reports of ESG sub recipients and sub recipients.
 - C. Evidence that the TVCoC has prepared the application for funds as set forth in 24 CFR part 578.9 including the designation of the eligible applicant to be the collaborative applicant.

Article XII—Committees

Standing Committees and sub-committees will be established as deemed necessary by the TVCoC as a whole. Committees will nominate candidates for Chairmanship and submit to Governing Council for approval at the first meeting of each new CoC year. Nominations will be approved; presented to the

committee on or before the next scheduled meeting and provided ongoing support by the Governing Council and/or Collaborative Applicant. The Governing Council, as needed, will establish ad Hoc committees. All committees must present committee reports for all committee meetings to the Collaborative Applicant, within one week of their committee meeting, to be incorporated into the following monthly TVCoC minutes.

Required committees will be determined as needed by the Governing Council and TVCoC.

Article XIII – Bylaws

Bylaws shall be in effect after they are approved by a majority vote of the current members of the TVCoC. The Bylaws will be reviewed and updated by the Governing Council Annually based upon the HUD regulations and internal TVCoC objectives and responsibilities.

Article XIV – Amendments

Recommendations to corrections or amendments to Bylaws will be in effect after they are approved by majority vote of the TVCoC.

Article XV – Communication

The Collaborative Applicant representative shall take minutes of each TVCoC meeting and make available to all members at least three days prior to the next scheduled meeting.

Article XVI- Homeless Management and Information System

All member agencies that are funded through McKinney-Vento Funding including Emergency Solutions Grant (Domestic Violence programs are exempt) are required to participate in the Homeless Management and Information System (HMIS) and must annually sign the TN Valley Continuum of Care HMIS Agreement to Participate form. All member agencies are strongly encouraged to participate in the HMIS. HMIS Lead and TVCoC MOU will be reviewed annually to ensure that all federal requirements and TVCoC objectives will be met.

Article XVII- Funded Project Monitoring

All member agencies that are funded through McKinney-Vento Funding through the CoC NOFA Application and Emergency Solutions Grant are required to be monitored by the Collaborative Applicant (TVCH) and TVCoC for program compliance, outcomes, annual reporting to HUD, LOCCS financial draws, and program match.

In compliance with the July 31, 2012 Rules and Regulations of the Federal Register (Vol.77, No 147, page 45445), TVCoC will work with Emergency Solution Grants and NOFA CoC Projects funded within the TVCoC geographic area to establish and consistently follow written standards for providing Continuum of Care assistance.

Certified as approved by TVCoC:

Governing Council Representative

Date