

"Never doubt that a small dedicated group of people can change the world; it is the only thing that ever has."

Margaret Mead

BY-LAWS OF THE FOX CITIES HOUSING COALITION

ARTICLE I: Name and Geographic Boundaries

The name of this organization shall be the Fox Cities Housing Coalition, hereinafter referred to as FCHC. The Fox Cities Housing Coalition serves Outagamie, Northern Winnebago, and Calumet Counties.

ARTICLE II: Mission

The mission of the FCHC is to ensure that all people in the Fox Cities have decent affordable housing.

ARTICLE III: Membership

Section One: Any organization, business, governmental entity or individual ascribing to the mission of the FCHC and willing to pay membership dues is eligible for membership. An individual shall be considered a member when that person is clearly identified by that organization to carry out specific activities on its behalf, either as a paid employee or volunteer.

Section Two: Those members meeting the requirements for Membership have a single vote on matters pertaining to the FCHC and its Officers. Organizations or Individuals not holding formal membership may not vote on any item.

Section Three: The FCHC membership shall elect annually an Executive Committee to act on behalf of the membership. The President, Vice President, Treasurer, Secretary and Past President shall constitute the membership of the Executive Committee.

1. The Executive Committee will be responsible to hire, train and retain all staff of the organization.
2. The Executive Committee will be responsible to file all paperwork associated with maintaining a non-profit designation with the IRS.

Section Four: The FCHC Executive Committee shall have the enumerated authority and responsibility to:

1. Convene on a regular basis, and at least six times per year.
2. Manage the affairs and set policy for the FCHC, including all financial authority.
3. Conduct fundraising and distribute funds for uses consistent with the mission of the FCHC.
4. Formulate and conduct public awareness activities on behalf of the FCHC and its membership. This activity shall not include activities intended to effect pending or future legislation, or activities proscribed by Federal I.R.C. or Wisconsin statute.

Section Five: The membership shall meet at least six times annually. The Executive Committee shall designate at least one of these meetings as an annual meeting. These meetings shall be open to the public. Special meetings may be called by the President and any additional eight members. In such cases the general membership must be notified by email or by US mail post no later than seven days prior to the special meeting date.

Annually, FCHC members shall include anti-discrimination trainings to membership. This shall include, but is not limited to: Fair Housing, Domestic Violence and LGBTQ.

ARTICLE IV: Duties of the Officers

Section One: The FCHC officers are a President, Vice-President, Treasurer, Secretary and Past President. These officers shall be elected by the members in good standing in accordance with Article: Election at an annual meeting. Either the President or Vice President shall be a representative of a member organization that provides direct housing services. The Executive committee serves the role of a PR committee when there isn't one.

Section Two: The President of the FCHC and has primary responsibilities to:

1. Attend and preside over all general membership and Executive Committee meetings
2. Provide administrative leadership to any FCHC contracted or FCHC supported position
3. Per the consensus of the Executive Committee, act as spokesperson for FCHC
4. Coordinate FCHC business among committees and membership
5. Set FCHC agenda and annual calendar of goals and objectives
6. Serve as ex-officio member on the Executive Committee
7. Monitor and oversee FCHC funded projects and contracts

The Vice-President shall serve in the absence of the President and if necessary complete the term of President should a vacancy arise. The Vice-President shall:

1. Attend all annual, regular and Executive Committee meetings
2. Assist the President to coordinate FCHC activities
3. Report to the President on matters related
4. Assist the President to monitor and oversee FCHC funded projects and contracts

The Secretary shall:

1. Attend all annual, regular and Executive Committee meetings
2. Maintain accurate records of FCHC's Annual and regular meetings
3. Execute official FCHC correspondence
4. Send notices, assist with the collection of dues, and maintain a roster of current FCHC members

The Treasurer shall:

1. Attend all annual, regular and Executive Committee meetings
2. Make deposits of all FCHC funds and maintain records of such deposits
3. Prepare and present regular finance reports

4. Arrange for audit services when appropriate
5. Send annual invoices for membership dues and collects membership dues on an annual basis

The Past President shall:

1. Attend all annual, regular and Executive Committee meetings
2. Assemble and Chair the Nominating Committee
3. Serve as ex-officio member

Section Five: At any meeting, at least 50% of current membership must be present to have a quorum and allow for voting practices. Voting will occur during regularly scheduled FCHC meetings. Should a topic need to be voted on in between a regularly scheduled meeting, an electronic vote may be administered utilizing any tool that is sufficient to identify quorum and clear voting results.

Section Six: All members shall attend all meetings. Any member missing more than three consecutive meetings (unexcused), shall not be in good standing and will lose voting privileges. Members may achieve good standing by attending next three consecutive meetings. The President may appoint committees as needed with the approval of the coalition.

ARTICLE V: Committees

Executive Committee

The Executive Committee shall consist of the President, Vice President, Treasurer and Secretary and Past President. This committee shall meet no less than six (6) times per year, or as requested by the President.

Temporary Committees

The FCHC may approve other temporary committees as recommended by the President.

Reporting

Committees must report directly to the Executive Committee or the whole membership

Article VI: Elections

Nominating

There shall be a Nominating Committee consisting of three individuals assembled by the Past President and appointed by the President. The Committee shall prepare a slate of nominees for the review of the Executive Committee, and for presentation and approval of the membership at the annual meeting.

Article VII: Finances

Section One: All income received by the FCHC must be reported to the President and the membership.

Section Two: All bank drafts must be signed by the Treasurer. All other contracts and similar instruments must be signed by the President and the Treasurer. All unbudgeted expenses of more than \$50 must be approved in advance by the Executive Committee.

Section Three: FCHC shall utilize a cash based financial reporting system.

Section Four: FCHC fiscal year shall be a calendar year.

Section Five: Should the membership choose to be insured against Officer and Director liability, the FCHC will pay the costs of an insurance policy covering Officer and Director liability. Should an Officer be required to be bonded or become a notary, the FCHC will pay any associated costs.

ARTICLE VIII: Parliamentary Order

The rules contained in the current Edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable and not inconsistent with these By-Laws or other rules FCHC may adopt.

ARTICLE IX: Amending By-Laws

These By-Laws may be amended at any meeting convened by the FCHC. For such a meeting, at least 50% of all current members shall constitute a quorum. A two-thirds majority vote of members present shall be required to amend these By-Laws. Proxies shall not be considered as contributing toward a quorum or majority vote.

ARTICLE X: Dissolution of Organization

Should the FCHC dissolve, all its assets shall be disposed of equally between members in good standing.

Accepted and Dated in Appleton, Wisconsin on February 21, 1997.

Revised 12/6/2000

Revised 3/21/01

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