



N*WISH Local Coalition Bylaws

Mission Statement

The Northern Wisconsin Initiative to Stop Homelessness (N*WISH) Coalition is the collaborating and coordinating system that increases awareness and acts to promote and support services to end homelessness in Forest, Langlade, Oneida & Vilas Counties.

General Strategies

- To provide & promote collaborated leadership
- To strengthen the capacity of public and private organizations by increasing knowledge about collaboration, homelessness and successful interventions to prevent and end homelessness
- Provide affordable housing to people experiencing or most at risk of homelessness
- Chronic Homelessness - explore the need
- Increase economic stability
- Increase access to mainstream resources

Membership

N*WISH is open to agencies, organizations and institutions with an interest in becoming involved in addressing issues facing those that are experiencing homelessness in our service area. The membership strives to include a variety of people to represent homeless service providers, faith-based groups, local businesses, substance abuse and mental health providers, law enforcement, schools, hospitals, health care providers, elected officials, consumers or former consumers, and representative of specific population, veterans, elderly and youth. Persons interested in attending N*WISH Local Coalition meetings are welcome but will not be considered members for voting purposes.

In order to be a member of the N*WISH Local Coalition, an agency will need:

- A signed Memorandum of Understanding (MOU) and commitment to the Local Coalition mission on file. This pledge maintains an agency's active membership and reserves the right to vote.
- Membership is held by an organization, agency or institution rather than individually by employees or members of those entities.
- Members of agencies will be expected to attend 9 meeting per year (or 75%) in order to maintain their membership privileges.
- Members agree to maintain updated contact information.

Selection of Delegate

Delegate nomination forms will be sent out to each member of the coalition. Nomination forms will be returned to the current Delegate and distributed with the next coalition agenda. A paper ballot vote will take place at the next meeting to elect the Delegate. Only members with a completed Membership Application and a signed Memorandum of Understanding will be allowed to vote in this process. The Delegate identified by the coalition will serve a three (3) year term. There is The Secretary of the Wisconsin Balance of State will be notified within 30 calendars prior to the first Balance of State meeting the Delegate will attend. In case the Delegate cannot be present at the Wisconsin Balance of State meeting, the Director can vote.

Responsibilities of the Delegate

The Delegate will attend Balance of State Membership meetings on behalf of the Coalition and votes on the Member's behalf to the extent Membership voting is permitted. Each Coalition is entitled to one vote, cast in person or by written proxy by the Member's Delegate at any meeting of the Membership on a matter where voting is permitted. Members are permitted to vote only on the following matters:

- (a) The election and removal of Directors;
- (b) The acceptance of new Members and the termination of Membership;
- (c) The adoption of the Corporation's annual budget (including annual Membership dues) and any changes to the budget that are proposed by the Board of Directors; and
- (d) The adoption of any proposed amendments to the Articles of Incorporation and these Bylaws.

Selection of Wisconsin Balance of State Director

Director nomination forms will be sent out to each member of the coalition. Nomination forms will be returned to the Delegate and distributed with the next coalition agenda. A paper ballot vote will take place at the next NWISH meeting to nominate the Director. Only members with a completed Membership Application and a signed Memorandum of Understanding will be allowed to vote in this process. The BOS membership will elect the Director on the Wisconsin Balance of State Board of Directors. The Director elected will serve a three (3) year term with a maximum of two (2) terms. Nothing in these in these Bylaws precludes a Delegate from also serving as the Director.

Responsibilities of the Balance of State Director

The responsibilities of the Directors include advancing the mission of the Corporation by developing and overseeing the execution of a substantive strategic vision; the solicitation, development, and investment of funds to assist the Corporation in achieving its goals; the formulation of any desirable amendments to the Articles of Incorporation or these Bylaws; and attendance at meetings of the Board of Directors and meetings of the Board's committees and task forces of which they are members. Without limiting the generality of the foregoing, constraining the fiduciary obligations applicable to Directors under general principles of law, or restricting the development of additional responsibilities, the Board's specific responsibilities include:

- (a) Working in partnership with the President to oversee the efficient performance of the Corporation's mission;

- (b) Articulating and periodically reviewing and updating the Corporation's mission and values;
- (c) Maintaining the Corporation's fiscal health and developing its proposed annual budget for approval by the Members;
- (d) Assisting the President in the development and successful implementation of the Corporation's long-range plans, strategies, and organizational priorities;
- (e) Determining the policies of the Corporation and the Board of Directors (including, but not necessarily limited to, a code of conduct for Directors) and the organizational structure of the Board and its committees and task forces; and
- (f) Annually assessing the effectiveness of the Board and providing information for the annual assessment of the effectiveness of the President.

Voting

Voting is based on membership held by an organization, not an individual. Each agency is entitled to one vote. Only members with a completed membership application and signed Memorandum of Understanding shall be allowed to vote. All members must refrain from voting where there is a conflict of interest. A quorum shall be considered as a 2/3 majority of member.

Committees

Committees will be created on an ad-hoc basis. Possible committees include: Bylaws, nomination and outreach. Committees shall be appointed to accomplish a task-specific assignment on a time-specified basis.

Meetings

General meetings will be held:

Monthly on the 1st Wednesday of each month.

The Annual meeting will be held in May.

The facilitator will send out a reminder with notice of the meeting, agenda and previous minutes.

If the facilitator is not available an alternate person will be asked to facilitate the meeting on the day of the meeting.

The Delegate will take minutes at each meeting. Minutes will be recorded for each meeting and made available and sent out by email.

Attendance will be recorded by an attendance form.

Bylaw review and Amendments

The Bylaws may be amended at any general meeting provided members are notified by email of the proposed change at least 14-days prior to the meeting.

The proposed amendments shall be approved by a majority vote of those members' present.

The Bylaws, Membership Application and Memorandum of Understanding will be reviewed annually. The Memorandum of Understanding will be resigned annually. The Membership Application will only be updated by an agency as needed.

The Bylaws will be reviewed annually for approval.
Updated January 2019

Approved 1.2.2019