

# West Central Homeless Coalition Charter

<b>Vision</b>	Homelessness should be prevented whenever possible, and when it cannot, it should be rare, brief, and non-recurring.	
<b>Mission</b>	To end homelessness by providing homelessness prevention, intervention, and supportive services for persons and families in our region.	
<b>Focus service population</b>	Individuals experiencing homelessness and those who are at risk of homelessness in Barron, Chippewa, Dunn, Pepin, Pierce, Polk, and St. Croix Counties.	
<b>Membership and Responsibilities</b>	The West Central Homeless Coalition is open to agencies, organizations, and individuals with an interest in ending homelessness in west central Wisconsin.	
	Individual members will not have voting rights if they are also associated with a member agency (board member, employee, volunteer).	
	Vacancies and/or resignations of agency/organization members may be filled at the agency's/organization's discretion.	
	<b>Member Responsibilities</b>	<b>Member Rights</b>
	<ul style="list-style-type: none"> <li>• Complete a Membership Application and submit to the Secretary.</li> <li>• Maintain updated contact information and member information with the Secretary.</li> <li>• Attend four (4) of six (6) regular meetings each calendar year.               <ul style="list-style-type: none"> <li>○ If a member attends less than four meetings, they will lose voting rights for one year from the date of the third missed meeting.</li> </ul> </li> <li>• Advocate on behalf of those experiencing homelessness.</li> <li>• Uphold the mission of the West Central Homeless Coalition.</li> <li>• Disseminate relevant information to organizational members/agency employees.</li> <li>• Keep the coalition informed of the member organization's/agency's related activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Members may vote on coalition decisions.</li> <li>• Members may apply for funding that requires local homeless coalition involvement.</li> <li>• Members may run for Director of the WIBOSCOC.</li> </ul>

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<b>Coalition Officers and Decision Making</b>	<b>Officers and Duties</b>	<b>Chair</b>	<ul style="list-style-type: none"> <li>• Preside over all WCHC meetings.</li> <li>• Create an agenda for WCHC meetings and forward to Secretary for distribution.</li> <li>• Represent the WCHC at any community or public event where such representation is required.</li> <li>• Serve as the Delegate to WIBOSCOC meetings.</li> <li>• Communicate information between the WCHC and the WIBOSCOC.</li> <li>• Provide reports and other information to the WIBOSCOC as requested.</li> </ul>
		<b>Vice Chair</b>	<ul style="list-style-type: none"> <li>• Preside over all WCHC meetings in the absence of the Chair.</li> <li>• Represent the WCHC at any community or public event where such representation is required.</li> <li>• Record attendance and minutes in absence of the Secretary.</li> </ul>
		<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Record attendance and minutes of each meeting and submit to Chair or Vice Chair for review.</li> <li>• Maintain and update the membership roster.</li> <li>• Distribute the agenda and prior month's minutes to all WCHC members.</li> </ul>
	<b>Term</b>	<ul style="list-style-type: none"> <li>• One year, renewable for additional one-year terms, if the Coalition so votes.</li> <li>• Elected positions are held by an individual, not an organization or agency.</li> </ul>	
	<b>Procedures for Filling and Vacating Offices</b>	<ul style="list-style-type: none"> <li>• Vacancies and/or resignations of elected positions will be brought to the Chair and/or Vice Chair and a new election will be held.</li> <li>• Removal from an elected position may be performed by the Coalition with a majority of voting members voting as such. Reasons for removal include, but are not limited to:               <ul style="list-style-type: none"> <li>○ Inability to perform the required duties</li> <li>○ More than two absences from regular meetings in a calendar year</li> <li>○ Illegal and/or unethical behavior</li> </ul> </li> </ul>	

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	<b>Committees</b>	The creation of committees will be determined by a majority vote of the members.	
	<b>Task Forces</b>	Task forces will be created on an ad-hoc basis to accomplish a task-specific assignment on a time-limited basis.	
	<b>Decisions</b>	<ul style="list-style-type: none"> <li>• Each member agency/organization has one vote.</li> <li>• Each individual advocate member has one vote.</li> <li>• Quorum is a simple majority of voting members.</li> <li>• If quorum is not met at an in-person meeting, votes will be held via electronic means.</li> <li>• Electronic voting will be used if a decision must be made prior to the next regular meeting.</li> <li>• The time electronic voting will be open will be determined by the Chair.</li> </ul>	
<b>Wisconsin Balance of State Continuum of Care</b>	<b>Director</b>	Selection	<ul style="list-style-type: none"> <li>• Nominations for Director can be made by oneself or another member.</li> <li>• Selection of the WCHC Director is made by majority vote at the annual meeting.</li> </ul>
		Responsibilities	<ul style="list-style-type: none"> <li>• The time between WCHC’s annual meeting and WIBOSCOG’s annual meeting will be used to orient a new Director to the role.</li> <li>• The Director represents WCHC’s interests at Board meetings, while also making decisions for the betterment of the WIBOSCOG as an organization.</li> </ul>
	<b>Delegate</b>	Selection	<ul style="list-style-type: none"> <li>• The coalition Chair will serve as the WCHC Delegate at WIBOSCOG meetings.</li> <li>• If the Chair is unable to serve as Delegate at a WIBOSCOG meeting, members will select a Delegate through majority vote.</li> </ul>
		Responsibilities	<ul style="list-style-type: none"> <li>• The Delegate will vote in the best interest of the WCHC.</li> <li>• If there is an opportunity to review a voting item ahead of a WIBOSCOG meeting, the Delegate’s vote will reflect the majority vote of the coalition.</li> </ul>

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		<ul style="list-style-type: none"> <li>• The Delegate will communicate information between the WCHC and the WIBOSCOC.</li> </ul>
	<b>Dues</b>	<ul style="list-style-type: none"> <li>• WIBOSCOC dues will be paid by EHH funded agencies. The total amount will be divided equally among the recipient agencies.</li> <li>• West CAP will pay the full amount due to the WIBOSCOC and the other responsible agencies will pay their portion to West CAP.</li> <li>• If an EHH-funded agency fails to pay its portion of the dues it will be ineligible to apply for EHH funding in the next grant cycle.</li> </ul>
<b>Regular, Special, and Annual Meetings</b>	<b>Regular Meetings</b>	<ul style="list-style-type: none"> <li>• Regular meetings are held on the 3<sup>rd</sup> Tuesday of the months of January, March, May, July, September, and November.</li> <li>• Meetings are held from 1:00 p.m. – 3:00 p.m. unless otherwise determined in advance.</li> <li>• Meeting locations rotate throughout the WCHC service area.</li> <li>• Attendance must be in person with exceptions made for inclement weather.</li> </ul>
	<b>Special Meetings</b>	<ul style="list-style-type: none"> <li>• Special meetings may be called by the Chair to address imminent concerns.</li> <li>• Meetings may be held via conference call or other technologies as determined by the Chair.</li> </ul>
	<b>Annual Meetings</b>	<ul style="list-style-type: none"> <li>• The annual meeting will be held on the 3<sup>rd</sup> Tuesday of May. Notice of at least two weeks will be given to members for the annual meeting.</li> <li>• Coalition officers will be elected at the annual meeting.</li> <li>• The Director will be elected at the annual meeting.</li> <li>• The Coalition Charter will be reviewed at the annual meeting.</li> </ul>
<b>Amendments</b>	<p>This Charter may be amended at any regular or special meeting of the Coalition. Notice of the proposed change(s) shall be sent electronically to each member at least five (5) business days prior to the date of the meeting. Amendments to the Charter require a majority vote of the voting Coalition members.</p>	