

# **South Dakota Housing for the Homeless Consortium BY-LAWS**

## **7-18-18**

### **Article I – Name**

The name of the organization shall be South Dakota Housing for the Homeless Consortium (SDHHC).

### **Article II – Purpose**

The purpose of the SDHHC is to establish a collaboration of community-based organizations, businesses, government representatives, homeless and formerly homeless individuals across the state of South Dakota to identify and respond to issues related to homelessness.

### **Article III –Membership**

Membership is open to any interested individual, national organization with roots in South Dakota, community-based organization, governmental agency, businesses, tribal organization, homeless or formerly homeless person within the State of South Dakota to actively participate in a long term collaborative planning process focused on issues of homelessness.

### **Article IV – Attendance**

SDHHC and PAC members are expected to attend quarterly meetings (either on the state and/or local level) to ensure continuity in the planning process. Should any PAC member be absent from three (3) SDHHC meetings within the calendar year, he/she will be asked to step down from their position and nominations for a new PAC member will be requested at the next regularly scheduled SDHHC meeting. PAC members are expected to be actively involved in activities of the PAC and SDHHC. PAC members who do not attend SDHHC or PAC meetings and are not actively engaged in discussions and decision making may be asked to resign or may be removed from the PAC by a majority vote of the PAC.

### **Article V – Meetings**

Statewide SDHHC meetings will be scheduled on a quarterly basis and will be open to the public.

### **Article VI – Policy and Advisory Committee (PAC)**

The PAC members of SDHHC will be chosen by the SDHHC to make policy and advisory decisions for the SDHHC. If any PAC positions need to be filled, nominations will be taken at the following SDHHC meeting. The PAC will consist of: two Co-Chairs, a Secretary/Treasurer, along with 8 other members for a total of 11 members. The target for members will consist of A) 3 from the Sioux Falls area; B) 3 from the Rapid City area; C) 1 homeless consumer; and D) 4 from areas outside the cities of Sioux Falls and Rapid City. The Co-Chairs of the PAC will appoint a nominating committee to present a slate of nominees for election to the PAC as need to fulfill the mission of the Consortium.

Active SDHHC members should be considered for nomination to the PAC, however, lack of attendance at SDHHC meetings would not prohibit an individual from being elected to serve on the PAC, if such person's employment (position or organization) is deemed beneficial to SDHHC.

## **Article VII – Requirements**

The PAC shall consist of 11 members of which 6 or more including one co-chair must be present to have a quorum. A majority vote (51%) of members present is required to make decisions. No voting can be conducted without a quorum present.

## **Article VIII - Officers' Responsibilities**

**The Co-Chair responsibilities are as follows:**

- 1) Serve as leaders of the PAC
- 2) Preside over meetings of the PAC
- 3) Establish an Agenda for all PAC meetings
- 4) Oversee the dissemination of information to SDHHC and PAC members in a timely manner

**The Secretary/Treasurer responsibilities are as follows:**

- 1) Record minutes at all PAC meetings (*The Secretary/Treasurer may appoint a designee from his/her agency to take the minutes in their absence. The Designee would not retain any voting rights.*)
- 2) Coordinate distribution of minutes and other information to all PAC members as well as the SDHHC members as appropriate
- 3) Maintain records of the organization
- 4) Track CoC funds awarded to SDHHC

## **Article IX - Election of Officers and Standing Committee Chairs**

Co-chairs and a Secretary/Treasurer who will serve annual terms. General members of the PAC will serve two consecutive four-year terms. Member organizations may accept only one nomination for the PAC. Current PAC members may seek re-election for additional four-year terms. In the event a member is unable to complete his/her term, nominations will be requested at the next regularly scheduled SDHHC meeting.

## **Article X-By-Laws**

By-Laws of the PAC shall take effect after they are approved by a majority vote of the Policy and Advisory Committee (PAC).

## **Article XI Amendments**

Proposed changes or amendments to the by-laws must be presented to the Co-Chairs of the PAC. The Co-Chairs will review the amendments and will formally propose those amendments or changes to all members of the PAC at the next meeting. Changes will be in effect after they are approved by at least 51% of the vote if a quorum is present.

## **Article XIII – Communication**

The Secretary/Treasurer shall make minutes of the previous month's meeting available to all members at least one week prior to the next PAC meeting. The Co-Chair shall make the proposed agenda available to all members (SDHHC and PAC) at least one week prior to the next PAC meeting.

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