



Article I – Name, Mission, Vision, Functions

Section 1.1 Name: The name of this organization shall be Fairbanks Housing and Homeless Coalition (herein referred to as the “FHHC”).

The FHHC is a member project of the North Star Community Foundation, a 501(c)3 which has its own governing body. These bylaws are the standard in which the coalition will operate and do not supersede the bylaws of the North Star Community Foundation or jeopardize its non-profit status.

Section 1.2 Mission Statement: The FHHC exists to provide a coordinated, collaborative, community response that positively impacts the homelessness issue in the Fairbanks North Star Borough (FNSB).

Section 1.3 Vision Statement: The FHHC strategically and collaboratively provides Fairbanks with community driven solutions to resolve homelessness and housing insecurities for households in the FNSB.

Section 1.4 Functions: The FHHC serves as a platform for the following activities:

- Collaborate with local nonprofit and for-profit entities to advocate for effective practices in eliminating homelessness.
- Promote client-focused interagency collaboration.
- Identify and address homelessness service gaps in the FNSB.
- Raise community awareness about homelessness.

Article II – Membership & Meetings

Section 2.1 Membership: All persons or organizations interested in Sections 1.2, 1.3, and 1.4 are eligible for membership in the FHHC.

2.1.1 Organizational Memberships. Membership for Organizations requires a letter-of-interest and must be approved by a simple majority vote of the Advisory Board.

2.1.2 Individual Memberships. Membership for Individuals requires a letter-of-interest and will be approved by a simple majority vote of the Advisory Board.

2.1.3 Executive Committee. The Executive Committee shall be composed of a Chair, Vice-Chair, Secretary, and Treasures. The Executive Committee shall consist of leaders who are part of the Advisory Board and shall elect by a majority vote of the Advisory Board.



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2.1.4 Advisory Board. This board shall comprise the Housing Coordinator who will be a non-voting member (except in the event of a tie), CoC and/or ESG funded organization representation, the fiscal sponsor and community leaders who can make immediate and strategic decisions germane to the FHHC. The Advisory Board will have a minimum of five (5) members and no more than eleven (11) members.

At a minimum, an organization that receives CoC and/or ESG funding will have a designated seat on the Advisory Board by the Executive Director of the funded organization. In the event that the Executive Director delegates a different representative from the funded organization, that member is subject to a majority vote of the Advisory Board. Any additional Advisory Board members shall be elected by a majority vote of the Advisory Board.

The Advisory Board may choose to invite any community or organizational member who is a non-voting member to participate in any/all meetings with general consensus of the Advisory Board.

A quorum, as listed in **2.4**, must be present to nominate and vote on Executive Committee members.

2.1.5 Advisory Board Voting. Voting may be conducted in person, electronically, or virtually. With prior notice to the Executive Committee, an Executive Director may occasionally delegate a proxy to vote on their behalf at in-person meetings. In the event that there are more than three proxy votes in a calendar year, the Advisory Board may choose to elect a new representative for that organization.

Section 2.2 Dues: The FHHC will charge membership dues to the Advisory Board and have suggested membership dues for general membership; monetary donations are also received. Fees are due at the annual meeting.

Dues are as follows:

Organization: \$50

Individual: \$25

A majority vote from the Advisory Board can waive membership fees for any organization or individual.

Section 2.3 Members & Meeting Decorum:

- All elected members are expected to attend regularly scheduled meetings, and they are responsible to contact a member of the Advisory Board if they are going to be absent.
- All attendees must treat all others with respect at all times.
- One person speaks at a time.
- Interagency disputes are private matters and will be handled in a different forum.



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- FHHC meetings will be semi-informal. The meeting facilitator (FHHC Chair, Vice Chair, Treasurer, or Secretary) will facilitate all meetings. as needed. THE FHHC meetings will informally follow Robert’s Rules of Order.

Section 2.4 Advisory Board Quorum: The quorum for Advisory Board meetings shall be at least one officer and a majority of the Advisory Board. Without a quorum, no votes can be made.

Section 2.5 General Membership Meetings: General FHHC meetings are usually open to the public and typically once per month. No quorum is necessary for this meeting.

Section 2.6 Other Meetings: All Executive Committee, Advisory Board, General Membership Meetings, and Work Group meetings shall be held as necessary.

Section 2.7 Rights & Responsibilities of All FHHC Members. To be treated in a respectful, safe, and honorable fashion. To attend all relevant meetings, vote at meetings during which a vote is put to those present, and within time limits allowed voice recommendations and concerns.

Section 2.8 Exclusion: Executive Committee members may be removed from the Executive Committee with or without cause by a quorum as stated in **2.4**.

Article III – Roles and Responsibilities

Section 3.1 Executive Committee: Shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers shall be members of the Advisory Board. Each position shall serve a two-year term, and terms of the officers shall be staggered. These offices shall be filled via a majority vote of the Advisory Board. (See 2.1.4). Individual Executive Committee Members have no individual authority; rather, their authority comes from the Team as a whole.

Sections 3.2 Advisory Board: Shall be composed of 5-11 members as noted in **2.1.4**. Each agency represented on the Advisory Board shall have only one vote. Individual Advisory Board Members have no individual authority; rather, their authority comes from the Advisory Board as a whole. The majority of organizations represented on the Advisory Board must be directly involved in the homeless service spectrum. Advisory Board Members are encouraged to attend as many FHHC meetings as possible, but most of their FHHC decisions will be made at Advisory Board meetings or through open communications with the other Advisory Board Members. The Advisory Board Members duties include:

- Ensure the FHHC is always person-focused.
- Review, amend, and approve all FHHC official documents including: Ten Year Plan, Strategic Plan, and Bylaws.
- Develop plans for addressing community service gaps.
- Through the Executive Committee, provide guidance to the FHHC throughout the year.
- Promote interagency and community collaboration.
- Discourage public disputes between individuals and agencies.



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Section 3.3 Chair: The FHHC Chair shall be elected by a majority vote of the Advisory Board. The Chair shall preside over all meetings of the Executive Committee, Advisory Board, and Membership Team. The Chair shall develop the agenda, in conjunction with the other Executive Committee Members.

Section 3.4 Vice Chair The Vice Chair shall assist the Chair in the guidance and coordination of activities of the Executive Committee, Advisory Board, and General Membership. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chairperson.

Section 3.5 Treasurer: The Treasurer shall be responsible for the maintenance of complete and accurate records of the financial transactions and conditions of FHHC. The Treasurer shall deposit or ensure the timely deposit of all monies and other valuables in the name of the FHHC. The Treasurer shall also be responsible for ensuring the timely payment of any financial obligations authorized by the Executive Committee. The Treasurer shall provide a monthly written report to the Advisory Board who will then share it with the general membership of the FHHC. An annual report shall also be submitted to the Executive Committee shortly after June 30 of each fiscal year. The fiscal year shall be from July 1 through June 30 of the following year.

Sections 3.6 Secretary: Shall be responsible for documenting maintaining a record of all Executive Committee, Advisory Board, and General Membership meetings. These minutes shall be distributed to appropriate Executive Committee Members, Advisory Board Members, and/or General Membership.

Section 3.7 General Membership

Goal of the FHHC:

To promote community collaboration

Connect organizations and individuals with community resources

Community Planning

Coordinated Entry

Advocacy

Project Homeless Connect

Point in Time Count

Homeless Prevention

Street Outreach initiatives

Article IV – Prohibited Activities

To protect our Fiscal Agent, the following activities are prohibited.

Section 4.1 – Activities to jeopardize tax exempt status: Nothing herein shall authorize this Coalition, directly or indirectly, to engage or include among its purposes any activity other than those for which qualification would be granted as a tax exempt entity under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1954, or any activity which would jeopardize the non-profit business status of the entity under the laws of the State of Alaska.



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Section 4.2 – Political Campaigns: No substantial part of the activities of this Coalition shall be for the purpose of carrying on propaganda or otherwise attempting to influence legislation. None of the activities of this Coalition shall consist of participating in, or intervening in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

Section 4.3 – Non-charitable Support: No part of the net earnings of this Coalition shall benefit any private shareholder or any individual. The property of this Coalition is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to a non-profit fund, foundation or Coalition which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1954.

Article V – Grievances

Section 5.1 Grievance Process: The grievance procedure is open to any member of the FHHC at the time of filing the grievance and/or who has a dispute involving the interpretation, application, or alleged violation of any provision of the FHHC bylaws. Specific acts by the FHHC Advisory Board are grievable; policies are not. Every reasonable effort shall be made to affect the resolution of grievances at the earliest step possible.

Issues should be resolved by discussion between the parties in a reasonable and timely manner. If the issue is not resolved to the member's satisfaction through discussion between the parties, the grievance must be put in writing and presented to the Advisory Board. The written grievance shall specify the nature of the grievance, the date it arose, the relief sought and the results of all previous efforts at resolution. The Advisory Board shall respond to the grievance in writing no later than five working days following the day on which the written grievance was presented.

If the grievance is not resolved to the satisfaction of all concerned parties, then the grievance shall be submitted in writing to the FHHC fiscal agent, specifying the nature of the grievance, when it arose, the dates, and results of all previous efforts at resolution and the specific relief sought. The FHHC fiscal agent shall determine steps to resolve the grievance.