

BARROW COUNTY FAMILY CONNECTION

BY-LAWS

ARTICLE I- THE ORGANIZATION

Section 1. Name

- (a) The name of this “meet and confer” organization shall be Barrow County Family Connection, hereinafter referred to as “BCFC ” or the “Collaborative.”

Section 2. Mission

- (a) The BCFC shall be a voluntary, non-profit, “meet and confer” collaborative organization in the State of Georgia, and shall promote a family-based, community environment. It brings together government, business, civic groups, community service organizations, religious institutions, family members and concerned citizens to plan and advocate for children and family needs and issues in Barrow County. It facilitates a collaborative, coordinated approach to improving the quality of life for children and families.

Section 3. Purpose and Goals

- (a) The purpose of the BCFC shall be to promote the well-being of children, youth, and families in Barrow County including, but not limited to, the following:
1. Focus on children and families and shape a collective vision of how our community can effectively respond to their needs.
 2. Encourage communication and collaboration among groups and individuals concerned with our children and families.
 3. Develop community linkages that will coordinate and enhance services for children and families.
 4. Conduct a data review or community assessment that describes the conditions of local systems and families.
 5. Engage a variety of partners in developing and implementing an annual plan outlining activities and strategies to address the needs of children and families.

6. Communicate annual plan and activities to the wider community. Work with partners to implement quality interventions,
 7. Monitor and evaluate collaborative activities.
 8. Sustain high quality collaboration that makes the community stronger and better.
- (b) The goal of the BCFC is to produce positive outcomes in five (5) key areas:
1. Healthy children
 2. Children ready to start school
 3. Children succeeding in school
 4. Safe, stable, self-sufficient families
 5. Strong community

ARTICLE II- MEMBERSHIP

Section 1. Membership

- (a) The membership of the Collaborative shall consist of all persons who subscribe to the mission and purpose of BCFC as well as those who are involved in providing services to children and families.
- (b) Membership shall be representative of these areas in the community:
1. Civic/Church groups
 2. Community Service Organizations
 3. Education
 4. Government
 5. Physical /Mental Health
 6. Business
 7. Youth
 8. Parents
 9. Families
 10. Non-profit
- (c) Members will pledge support to the Collaborative mission and purpose.
- (d) Membership requires active participation in the activities of the Collaborative.
- (e) All members must demonstrate certain characteristics - including inclusivity, diversity, neutrality, non-partisanship, and representativeness of the community.

Section 2. Responsibilities

All members of the Collaborative are expected to:

- a. Participate actively in the Collaborative by attending meetings regularly and serving on committees or task forces.
- b. Communicate needs and concerns to the Leadership Team.
- c. Make recommendations to the Leadership Team on policy and program issues.

Section 3. Voting Rights

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- (a) Each collaborative member shall have one vote at Collaborative or Leadership Team meetings.

Section 4. Collaborative Meetings

- (a) The Collaborative shall meet monthly at a time and place designated by the Collaborative.
- (b) A collaborative meeting schedule will be published and disseminated to the collaborative at the beginning of each year, and reminder notices for each meeting will be disseminated at least seven (7) days before each collaborative meeting.
- (c) Meeting minutes, with a record of attendance, will be shared with all collaborative members at least seven (7) days prior to each collaborative meeting.

Section 5. Equal Opportunity

- (a) There shall be no discrimination on the basis of race, age, religion, sex, national origin or handicap with regard to membership in the Collaborative.

ARTICLE III- LEADERSHIP TEAM

Section 1. General Powers

- (a) The Leadership Team shall oversee the affairs of the BCFC.
- (b) The Collaborative may delegate its powers to the Leadership Team, which may exercise authority on behalf of the Collaborative and act on behalf of the BCFC between meetings of the Collaborative.
- (c) Leadership Team meetings may be conducted in person, by conference call, or by other means utilizing meeting technology.

Section 2. Number and Term

- (a) The Leadership Team shall consist of five (5) or seven (7) members, including a Chair, Vice-Chair, Secretary-Treasurer, and two (2) or 4 at-large members. A representative of the Fiscal Agent and the Immediate Past Chair will also serve on the Leadership Team with full voting rights.
- (b) Leadership Team members shall serve one-year terms. They may be re-elected to serve one additional one-year term. After serving a total of two terms, they must rest at least one term and then may serve again if elected. All terms will be extended for members elected as an officer for the duration of the time required to complete the officer term.
- (c) The term of office begins the first day of July.
- (d) The Leadership Team shall be representative of the community with no more than one (1) member being from one agency/institution.

Section 3. Nominations and Elections

- a) A Nominating Committee shall be appointed with three (3) or five (5) members, one of whom must be a member of the Leadership Team. The Immediate Past Chair will serve as Chair of the Nominating Committee
- b) Nominations will be solicited by an open procedure made known to every member through collaborative communications and meetings.
- c) A slate of nominated Leadership Team Members and Officers shall be presented to the Collaborative for approval no later than the April collaborative meeting. The slate will then be voted on and installed by the Collaborative during the May meeting. In addition to considering the slate of officers from the Nominating Committee, collaborative members will have the opportunity during the June meeting to offer nominations from the floor for each vacant office.
- d) Any Leadership Team position to be filled by reason of an increase in the number of members shall be filled by the same aforementioned process [see paragraph (c) above] or at a special meeting of the membership called for that purpose.

Section 4. Quorum

- (a) The presence or participation of at least a simple majority of the entire Leadership Team shall be necessary to constitute a quorum at any meeting of the Leadership Team.
- (b) When a quorum is established it is not broken by the subsequent withdrawal of any member.

Section 5. Interim Leadership Team Vacancies

- (a) If a Leadership Team member or officer resigns for any reason, the position vacated may be temporarily filled by a majority vote of the Leadership Team. If the vacancy involves the Chair, the Vice Chair will automatically fill the position per Article IV, Section 1(d) below.
- (b) A Leadership Team member or officer selected through this process shall hold office in an interim capacity until the next scheduled election of Leadership Team Members and Officers, at which time they may be included in the slate of candidates to be elected.

Section 6. Removal

- (a) Any Leadership Team member may be removed at any time by a majority vote of the Leadership Team; for unexcused absences from three (3) consecutive regular meetings, or whenever in its judgment the best interest of the Collaborative would be served.

ARTICLE IV- OFFICERS

Section 1. Number of Officers and Terms

- (a) The officers of BCFC shall be a Chair, Vice-Chair, Secretary-Treasurer, and such other officers as may be elected by the Leadership Team. The Immediate Past Chair will remain on the Leadership Team in an advisory capacity with voting rights for a period of one (1) year following the expiration of their term as Chair.
- (b) Officers shall serve one-year terms beginning in July.
- (c) Officers may be re-elected for one (1) additional term to the office they held the previous year
- (d) The Vice Chair will automatically succeed to the Chair position when it becomes vacated by the Chair.

Section 2. Officer Duties

- (a) The Officers of BCFC shall have powers and duties delegated by the Collaborative as are usual to their respective offices or as the Leadership Team shall prescribe from time to time.
 - 1. Chair. The Chair shall in general supervise the BCFC Coordinator, preside over all Collaborative and Leadership Team meetings, ensure diverse and inclusive membership, ensure that decisions are made jointly and are documented in writing, provide leadership and oversight for the collaborative's work, and shall perform all such other duties as may be prescribed by the Leadership Team from time to time.

2. Vice-Chair. In the absence of the Chair or in the event of the Chair's death or inability to act, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be assigned by the Chair or by the Leadership Team. The Vice-Chair will assume the Chair position at the conclusion of the Chair's term.
3. Secretary/Treasurer. The Secretary/Treasurer shall keep, or in his/her absence designate someone to keep, the minutes of the Leadership Team and Collaborative meetings, see that all notices are duly given in accordance with the provisions of these by-laws, and in partnership with the Chair, ensures all fiscal responsibilities and policies are adhered to. The Secretary/Treasurer shall perform other duties as from time to time may be assigned by the Chair or by the Leadership Team.
4. Immediate Past Chair. The Past-Chair shall serve one additional year in an advisory, non-voting capacity to the Chair and Leadership Team. The Past Chair will also serve as Chair of the Nominations Committee.

ARTICLE V - PAID STAFF AND/OR CONTRACTORS

Section 1. BCFC Coordinator

- (a) Paid staff and/or contractors shall consist of a BCFC Coordinator, and others as approved by the Leadership Team.
- (b) The Leadership Team shall evaluate the job performance of the Coordinator annually.
- (c) The Coordinator will report to the Chair.
- (d) The Coordinator shall not preside or have voting privileges at any meeting of the Collaborative or Leadership Team.
- (e) The Leadership Team shall approve all hiring and firing decisions involving the BCFC Coordinator.

ARTICLE VI- COMMITTEES

Section 1. Committee Appointments

- (a) Committee Chairs of BCFC shall be appointed by the Chair of the Collaborative and confirmed by the Leadership Team. Committee Chairs shall select committee members. At least one member of each Committee shall be a member of the Leadership Team.

Section 2. Standing Committees

- (a) Nominating Committee - The Nominating Committee will present a slate of nominated Leadership Team Members and Officers (see Article IV, Section 1) to the Collaborative for approval no later than the April Collaborative Meeting. The slate will be voted on and installed by the Collaborative during the May Collaborative meeting. The Immediate Past Chair will serve as Chair of the Nominations Committee.

Section 3. Other Committees

- (a) Committees to carry out other functions and activities of the BCFC consistent with these by-laws may be established by the Leadership Team, as it deems appropriate. The Chair may appoint Ad Hoc Committees or Task Forces whenever necessary.

ARTICLE VII- CONTRACTS, CHECKS, DRAFTS, FUNDS

Section 1. Fiscal Policy

- (a) The BCFC is solely responsible for the collection, solicitation and management of funds used to carry out its purpose.
- (b) An operational fiscal agent will be named by the Leadership Team for the DHS Grant, paying all bills, contracts, salaries, and expenses in a timely manner and in accord with the approved budget.
- (c) BCFC, as appropriate will act as custodial fiscal agent for the Collaborative's non-DHS funds.
- (d) All operational fiscal agents for BCFC will provide an independent annual audit consistent with generally accepted accounting principles.

Section 2. Contracts

- (a) The Leadership Team may authorize the Chair, by two-thirds vote, to enter into contract or execute or deliver an instrument in the name of, or on behalf of, the BCFC. Such authority relates to the conduct of business and affairs and may be limited or general.

ARTICLE VIII- BOOKS AND RECORDS

The following books and records of the BCFC shall be kept at the office of the BCFC and retained for the period mandated by law:

- (a) Correct and complete books and records of accounts.
- (b) Minutes of the proceedings of the meetings of the Collaborative and Leadership Team.
- (c) A current list of the BCFC Collaborative and Leadership Team members and their residence and business addresses.
- (d) A copy of the By-laws
- (e) Agency Agreements
- (f) Inventory list of all BCFC property updated yearly prior to July 1.

ARTICLE IX- INDEMNIFICATION AND INSURANCE

The BCFC shall, to the full extent permitted by law, indemnify and hold harmless its directors, officers, agents and others

ARTICLE X- FISCAL YEAR

The fiscal year of the BCFC shall be July 1 through June 30.

ARTICLE XI- BY-LAW AMENDMENTS

These by-laws may be amended by a vote of two-thirds of the Collaborative members present and voting at any business meeting, providing that notice is given to include the proposed amendments to all members at least fifteen (15) days prior to the meeting at which a vote is to be taken.

ARTICLE XII- PARLIAMENTARY AUTHORITY

Except as otherwise provided in its by-laws and standing rules, the BCFC shall be governed in its proceedings by Robert's Rules of Order, Newly Revised.