

# **BUTLER COLLABORATIVE FOR FAMILIES**

## **By-Laws**

### **ARTICLE 1: NAME**

The name of the organization will be Butler Collaborative for Families. Hereafter, the Butler Collaborative will be referred to as the “BCF.”

### **ARTICLE II: MISSION STATEMENT**

The mission of the Butler Collaborative for Families is to build a unified and integrated network of services by using a multi-agency approach to break down barriers and strengthen the system of care for individuals and families of Butler County.

### **ARTICLE III: PURPOSE**

The work of the BCF is driven by ongoing examination and evaluation of outcomes for the community of families and individuals across the lifespan from infant to seniors, and will:

#### **1. PROVIDE NETWORKING OPPORTUNITIES**

Develop and enhance communication and collaboration among businesses, the criminal justice system, faith-based organizations, education, social service agencies, and the community.

#### **2. FUNCTION AS AN INCUBATOR**

Provide opportunities and support for new ideas and programs that will enhance the community. Identify the needs of children, adolescents, adults, and families, and support initiatives that strengthen existing efforts and/or provide new opportunities.

#### **3. MOBILIZE RESOURCES**

Leverage human and financial resources to break down barriers in order to identify and address needs within the community.

### **ARTICLE IV: AUTHORITY**

The BCF is an independent entity functioning with Alliance for Nonprofit Resources (ANR), in conjunction with Center for Community Resources (CCR) as its Fiduciary.

### **ARTICLE V: MEMBERSHIP**

Membership of the BCF will be representative of businesses, the criminal justice system, faith-based organizations, education, social service agencies, and the community at large who demonstrate an interest and commitment to the purpose of the collaborative. Members of the BCF are expected to be actively engaged by attending meetings, reviewing and supplying information, and/or participating in subcommittees or special initiatives. Members of the BCF will consist of individuals, businesses, and/or organizations that have paid the appropriate level of annual dues or provided “in-kind” goods and/or services of equal value. Any individual or entity seeking in-kind membership must submit a written request to the Executive Committee for approval. Only paid and pre-approved in-kind members can vote. Paid members and pre-approved in-kind members receive one vote per entity.

### **ARTICLE VI: ETHICS POLICY**

It is the policy of the Butler Collaborative for Families that all of its Officers and Members uphold the highest standards of ethical, professional behavior. To that end, all BCF Officers and Members will dedicate themselves to carrying out the mission of this organization and will:

1. Recognize the chief function of the BCF is to, at all times, serve the best interests of its membership and community; as such it is the responsibility of each member to disclose all potential conflicts of interest and/or ethical concerns.
2. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all actions in order to inspire confidence and trust in the BCF.
3. Hold paramount the safety, health and welfare of the public in the performance of personal and professional duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
4. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of their position and profession.
5. Treat with respect and consideration all people, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
6. Serve with respect, concern, courtesy and responsiveness in carrying out the BCF's mission.
7. Respect the structure and responsibilities of the Executive Committee and Membership and provide them with facts and advice as a basis for policy-making decisions. Uphold and implement the by-laws and other policies and procedures as adopted.
8. Exercise discretionary authority to carry out the mission of the BCF under the Rule of Law and in accordance with BCF's by-laws, avoiding an interest or activity that is in conflict with the conduct of their official duties.
9. Respect and protect privileged information to which they have access in the course of their official duties.
10. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency and effectiveness while striving for personal and professional excellence and encouragement of the same of others.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

**MEMBERS:** The members of the BCF Executive Committee will be the Co-Chairs, Co-Vice Chairs, Secretary, Treasurer, Past Chair, BCF Coordinator, Senior Community Representative, Adult Community Representative, Youth Community Representative, Butler County Integrated Services Representative, Education Representative, Business Representative, Faith Based Representative and Fiduciary Representative.

**ELECTION:** The members of the Executive Committee will be elected by a majority vote of paid members at the November annual meeting.

**TERM OF OFFICE:** Members of the Executive Committee will be elected at the November annual meeting and will serve two-year terms, beginning with the acceptance of responsibilities at the January meeting. No person will serve more than two consecutive terms in the same office or more than 10 consecutive years on the Executive Committee without a one-year recess. Should any elected officer be unable to fulfill their full term, the Executive Committee will appoint a qualified individual to complete the remainder of the term. Time served in an appointment position will not affect the term limits.

**EXPULSION:** Executive Committee members found to be in violation of the ethics policy, who have failed to disclose conflicts of interest, or are found to be derelict of duties may be expelled from the Executive Committee. This will be done through a vote of not less than two-thirds (2/3) of the voting members of Executive Committee members, with the exception of the individual(s) in question.

**QUORUM:** A quorum will consist of not less than two-thirds (2/3) of the voting members for in-person and virtual meetings.

## **DUTIES:**

**CO-CHAIRS:** The Co-Chairs will:

***This is a voting position.***

- Be the principal officers of the BCF.
- Attend all BCF General Membership and Executive Committee meetings.
- Attend to all the usual duties pertaining to the office.
- Set the agenda and preside at all meetings of the BCF and Executive Committee
- Consult with the Executive Committee regarding all committee appointments.
- Appoint committee chairs from the active voting membership.
- Appoint/establish special committees as needed.
- Serve as ex-officio members of all committees.
- Sign all contracts on behalf of the BCF.
- See that all directives and resolutions of the BCF are carried out.
- Fill vacant offices with temporary appointments.
- Vote as a tie breaker when needed.

**CO-VICE CHAIRS:** The Co-Vice Chairs will:

***This is a voting position.***

- Attend all BCF General Membership and Executive Committee meetings.
- Oversee and coordinate subcommittee activities.
- Preside at meetings in the Co-Chairs' absence
- Assist with the development of the agenda.
- Assume responsibilities in the Co-Chairs' absence.
- Support the activities of the BCF.

**SECRETARY:** The Secretary will:

***This is a voting position.***

- Attend all BCF General Membership and Executive Committee meetings.
- Review, record and report minutes for all meetings.
- This individual works in conjunction with the BCF Coordinators and causes the following to make happen:
  - Record attendance for all Executive Committee meetings in Executive meeting minutes and monitor attendance for all General BCF meetings.
  - Have available a current copy of the by-laws at all meetings.

**TREASURER:** The Treasurer will:

***This is a voting position.***

- Attend all BCF General and Executive Committee meetings and serve as the Chair of the Finance Committee with the purpose of monitoring and reporting on the financial well-being of the BCF.
- Verify and approve the accuracy of monthly financial reports provided by the fiduciary.
- Collaborate with fiduciary for the purpose of maintaining accurate financial records.
- In conjunction with Co-Chairs, review and approve check requests/payments as it relates to the operation of the BCF.

**SENIOR COMMUNITY REPRESENTATIVE:**

***This is a voting position.***

The Senior Community Representative will attend all BCF General and Executive Committee meetings. This position will represent the concerns and interests of the senior community in Butler County and the impact on their families.

**ADULT COMMUNITY REPRESENTATIVE:*****This is a voting position.***

The Adult Community Representative will attend all BCF General and Executive Committee meetings. This position will represent the concerns and interests of the adult community in Butler County and the impact on their families.

**YOUTH COMMUNITY REPRESENTATIVE:*****This is a voting position.***

The Youth Community Representative will attend all BCF General and Executive Committee meetings. This position will represent the concerns and interests of the youth population in Butler County and the impact on their families.

**BUSINESS REPRESENTATIVE:*****This is a voting position.***

The Business Representative will attend all BCF General and Executive Committee meetings and will serve as the Chair of the Membership Committee. This position will represent the concerns and interests of the business population in Butler County and the impact on their families.

**EDUCATION REPRESENTATIVE:*****This is a voting position.***

The Education Representative will attend all BCF General and Executive Committee meetings. This position will represent the educational institutions of Butler County and serve as a connection to and for the BCF.

**FAITH BASED REPRESENTATIVE:*****This is a voting position.***

The Faith Based Representative will attend all BCF General and Executive Committee meetings. This position will represent the concerns and interests of the faith-based communities and organizations in Butler County and the impact on the community.

**FIDUCIARY REPRESENTATIVE:*****This ex-officio position is a non-voting position.***

The Fiduciary Representative is appointed by the Fiduciary and will attend all BCF General and Executive Committee meetings and will participate in the Finance sub-committee.

**BUTLER COUNTY INTEGRATED SERVICES REPRESENTATIVE:*****This ex-officio position is a non-voting position.***

The Butler County Integrated Services Representative will attend all BCF General and Executive Committee meetings. This position will serve as the liaison between the BCF and Butler County Human Services. This is an appointed position that is reviewed annually and has no term limits.

**BCF COORDINATOR and BCF MARKETING COORDINATOR:*****These are non-voting positions.***

The BCF Coordinator is an independent, contracted position (through the Alliance for Nonprofit Resources (ANR), as selected by the Executive Committee. The BCF Coordinators reports directly to the Co-Chairs and are accountable to the Executive Committee. The primary responsibility of these positions are to work directly with, and be accountable to, the BCF Executive Committee and help to carry out the BCF membership's goals and objectives.

**PAST CHAIR:** The Past Chair will:

***This ex-officio position is a non-voting position.***

- Attend all BCF General and Executive Committee meetings.
- Function as an advisor and mentor for continuity of the mission of the BCF
- Be aware that the term of service is determined by the results of each election, as the most recent Co-Chair leaving office in good standing will automatically become the Past Chair.

## **ARTICLE VIII: COMMITTEES**

The Co-Vice Chairs will oversee sub-committees. Committees shall meet as often as needed, normally once per month. Committee members are expected to attend all scheduled meetings. Each committee chairperson should ensure a summary of activity is provided by a member of each sub-committee at the general meeting.

### **A. STANDING COMMITTEES**

- 1. EXECUTIVE:** The Executive Committee shall consist of the Co-Chairs, Co-Vice Chairs, Secretary, Treasurer, Past Chair, Senior Community Representative, Adult Community Representative, Youth Community Representative, Butler County Integrated Services Representative, Education Representative, Business Representative, Faith Based Representative and Fiduciary Representative, the BCF Coordinator and the BCF Marketing Coordinator. The Executive Committee shall be responsible for strategic planning of both short- and long-term collaborative goals, developing and monitoring committees, and guiding the collaborative process toward the achievement of the BCF's mission.
- 2. FINANCE:** The Finance Committee shall consist of the Treasurer, the Fiduciary Representative and at least one Co-Chair. The Finance Committee shall assist with budget preparations and financial reporting, review program financial reports, review and recommend changes to budgets, as well as assist and support fundraising and grant writing efforts.
- 3. DEVELOPMENT AND MARKETING:** The Development and Marketing Committee shall assist in the communication and the promotion of the BCF's mission, purpose and collaborative opportunities, while identifying systemic resource and training needs and developing opportunities to address those needs.
- 4. MEMBERSHIP:** The Membership Committee shall consist of the Business Representative (Chair), the Treasurer and at least one Co-Vice Chair. The Membership Committee will be responsible for developing, tracking, and maintaining BCF membership.

### **B. PARTNERING COLLABORATIVES**

- 1. BUTLER COUNTY PREVENTION COUNCIL (BCPC):** The Prevention Council Committee is represented by the membership of the Butler County Prevention Council which collaborates with community stakeholders to support and promote safe and healthy lifestyles for individuals and families.
- 2. EARLY CARE AND EDUCATION COUNCIL (ECEC):** The Early Care and Education Council Committee is represented by the membership of the Butler County Early Care and Education Council which works to increase the quality of childcare and early education for all children in our community.
- 3. LOCAL HOUSING OPTIONS TEAM (LHOT):** The LHOT Committee is represented by the membership of the Butler County Local Housing Options Team whose mission is "to raise awareness of homeless and housing issues and to eliminate barriers to safe, accessible, affordable housing, therefore promoting dignity, hope and stability in our community."

4. **SAFE KIDS BUTLER COUNTY:** The Safe Kids Butler County Committee is represented by the membership of the Safe Kids Pennsylvania Butler County Partners (SKPBCP). SKPBCP is a coalition of child injury prevention advocates that operate as a partner of Safe Kids Pennsylvania to conduct child injury prevention activities and education consistent with the principles of Safe Kids Worldwide.

## **C. AD-HOC COMMITTEES**

1. Ad-hoc committees shall be created by BCF to address identified special needs or projects. Their work will be focused in scope and limited in duration. The number of ad-hoc committees operating at any given time shall not be restricted.

## **ARTICLE IX: MEETINGS**

Meetings shall be held monthly at a time and place to be determined by the Co-Chairs and membership. A reminder of regularly scheduled meetings shall be sent to all members prior to the meeting date. Special meetings may be called by the Executive Committee; members will be provided with notice of the special meetings twenty-four hours prior to the meeting.

- **ATTENDANCE:** BCF members are expected to attend all scheduled meetings. However, if circumstances prohibit attendance of an agency's or organization's designated representative, an alternate from their agency or organization may attend.
- **VOTING:** Proposed motions require the affirmative vote of a simple majority of the active members in attendance. Paid members and pre-approved in-kind members receive one vote per entity.

## **ARTICLES X: PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of "Robert's Rules of Order" Newly Revised shall govern the BCF's parliamentary procedures except when they are not consistent with the BCF's by-laws and any special rules or orders the BCF may adopt.

## **ARTICLE XI: AMENDMENTS**

The by-laws may be amended. The amendments will be proposed in writing for members' consideration at a regularly scheduled meeting. Adoption of the proposed amendment will be scheduled for the following regular meeting.

## **ARTICLE XII: DISSOLUTION**

At a meeting specially called and convened for the specific purpose of considering the dissolution of the BCF, members by a vote of two-thirds (2/3) of the entire voting membership, may elect to recommend the dissolution of the BCF. Remaining funds will be dispersed to a non-profit member(s) as decided by a majority vote of the general membership in attendance at the dissolution meeting.