

Franklin Together: The Franklin County Reentry Coalition

Organizational Structure and By-Laws

Article I: Name

The name of the organization shall be **Franklin Together: The Franklin County Reentry Coalition**, referred to as the “Coalition.”

Article II: Mission and Purpose

- A. Vision** – Our Vision is for all formerly incarcerated individuals to successfully return to the community and remain free!
- B. Mission** – Our Mission is to develop strong collaborative community and professional relationships that will empower and support formerly incarcerated individuals, and their families, to reduce recidivism and encourage them to become contributing members of the community. We advocate for change that supports successful reentry for all returning individuals.
- C. Values** – Our Values – Individuals, Hope, Collaboration, and Dedication – support our Vision and Mission.

Article III: Membership

- A. Eligibility** – Membership shall be open to any organization, business, agency, or individual that supports the Coalition’s Vision, Mission, and Values. Membership is broadly defined to promote greater participation and inclusiveness of invested persons. Coalition meetings are open to the public as well.
- B. Participation** – There are several levels of participation available to those who want to be involved in the Coalition.
 - 1. Community Members: Individuals or persons who attend meetings without a signed Coalition Involvement (CIA) agreement. These members have no voting responsibility. These individuals are eligible to become Coalition Partners at any time a CIA is completed.
 - 2. Coalition Partners: Core organizations and/or individuals that align with and support the Vision, Mission, and Values of the Coalition and have completed and signed a CIA.
 - 3. Task Force/Subcommittee/Ad Hoc Committee Members: Coalition Partners are encouraged to join a Task Force, Subcommittee, or Ad Hoc Committee.

4. Steering Committee: This is the leadership group that will direct the activities of the Coalition to uphold the vision, mission, and values. Co-Chairs will lead the Steering Committee and oversee Coalition activities.

C. Coalition Involvement Agreement (CIA) – All new Coalition Partners will be offered a brief orientation, via written materials, electronic materials, or in-person, when requested and necessary. Refer to the Coalition Involvement Agreement (CIA) for further details.

Coalition Partners shall support Franklin Together’s Vision, Mission, and Values. The Steering Committee may choose to remove any partner who fails to meet the membership requirements at any time.

Any use of the coalition logo must be approved by the Steering Committee. Any coalition endorsement of a Coalition Partner or Coalition Partner’s program must have prior approval of the Steering Committee.

Article IV: Meetings

A. Meeting Frequency & Location (Coalition, Task Forces, Subcommittees, Ad Hoc Committees) –

- Meeting date/time/location is subject to change by consensus of the membership and Steering Committee.
- Interim Coalition meetings may be called by the Co-Chairs or members of the Steering Committee.

B. Notice of meetings – Written and/or electronic notice of meetings and an agenda shall be sent to coalition members in advance of each Coalition meeting.

C. Leadership and Decision-making – Coalition meetings will be led by a Co-Chair or by a member of the Steering Committee. All other types of meetings will be led by a designated chairperson or leader.

Consensus in decision making will be sought. If consensus cannot be achieved, decisions will be made by a majority vote of the Coalition Partners present.

Article V: Voting

A. All Coalition Partners in good standing are eligible to vote for the following:

- Amendments to the Franklin Together Organization Structure and By-Laws;
- Other guiding documents of the Coalition including, but not limited to, Coalition Involvement Agreement (CIA), binding contracts, Strategic Plans, and Requests for Proposals;

- Steering Committee members;
- Franklin Together Organization Structure and By-Laws can only be changed by simple majority vote of Coalition Partners;
- Other issues that may come before the Coalition.

B. Methods of Voting – When making decisions between Coalition meetings, the Steering Committee will make time sensitive decisions. All decisions made by the Steering Committee will be taken to the Coalition for ratification.

Article VI: Leadership

A. Steering Committee – The Steering Committee provides ongoing oversight and guidance to the Coalition to ensure the work plan is being followed and that objectives are being met. The Steering Committee shall act on behalf of the Coalition and actively pursue its purposes and activities. It shall supervise and direct the affairs of the Coalition within the limits of the Franklin County Reentry Coalition Organizational Structure and By-Laws and applicable State and Federal laws, rules, and regulations. The Steering Committee will be comprised of sector representatives elected by Coalition Partners. In addition, all Task Force Chairs and Co-Chairs shall be voting members of the Steering Committee. Subcommittee and Ad Hoc Committee Chairs and Co-Chairs may be included for the duration of the group’s existence. Steering Committee members shall agree to all responsibilities listed below:

- Planning the agenda for Coalition meetings.
- Preparing a Strategic Plan and recommending periodic updates for the Coalition's approval.
- Working with the Lead Agency to provide oversight of grants, grant applications and budgets.
- Developing a process to ensure ongoing input from Coalition Partners.
- Approving any proposed changes in the direction and scope of grant-funded activities that alter the terms and conditions of the contract. The Lead Agency shall receive Steering Committee approval prior to submitting requested changes from the Funding Agency. Requests to expend funds that exceed restrictions of any funding source shall first be approved by the Lead Agency and the Steering Committee.
- Developing and overseeing annual legislative advocacy activities, including an annual budget.
- Participating in Coalition staff recruitment and interview process with the Lead Agency when appropriate and contingent upon funding.
- Recommending policy and by-laws changes as needed.
- Soliciting reports on Coalition activities from standing task forces and workgroups for annual reporting to the general Coalition.
- Reviewing the annual Coalition Work Plan and making revisions as needed.

- Reviewing and voting on acceptance of CIAs for Coalition Partners.
- Make decisions regarding Coalition functions, policies, programs, and procedures.

B. Elections – Steering Committee members shall be chosen by election. These guidelines shall be followed:

- Any Coalition Partner may make a nomination for the Steering Committee.
- Elections will be held annually or as needed.
- Voting will be completed by consensus at the designated Coalition meeting or via electronic means. If a consensus vote is not possible then paper voting will be completed by those present at the meeting or an electronic polling will be done. Votes will be tallied and reported.
- There are no term limits for Steering Committee members or Co-Chair positions.
- The Steering Committee will consist of Coalition Partners who are nominated for various sector positions and approved by a consensus vote at either an in-person Coalition meeting or via email.
- If more than one person is nominated for a sector position, a simple majority vote will determine the winner. This vote will be done either in writing at a Coalition meeting or via electronic polling of some manner.
- The number of Steering Committee members shall be between 9-15. Each committee member shall serve for a term of 3-4 years depending on the voting rotation determined by the number of Steering Committee members. The terms shall be staggered so that 3-4 committee sectors will be up for election each year. The number of Steering Committee members will vary depending on current needs for leadership and sector representation.
- Any Steering Committee member selected to fill an unexpired term will follow that term's cycle.
- The Steering Committee member terms begin and end at the time of annual elections.
- The Steering Committee may appoint new committee members prior to the beginning of the program year and at any time a vacancy occurs.

C. Steering Committee Leadership – This committee will be governed by the Co-Chairs that are nominated by Coalition Partners and voted upon either by consensus vote or in writing if more than two people are nominated for the Co-Chair positions.

- 1. Managing Co-Chair** – The Managing Co-Chair shall be elected by members of the Coalition. This Co-Chair will perform the following duties.
 - Preside at all full Coalition and Steering Committee meetings.
 - Shall serve a minimum of two (2) years to be reaffirmed each year.

- 2. Supporting Co-Chair** – The Supporting Co-Chair will be responsible for the following duties.
 - Carrying out the powers, duties, and responsibilities of the Managing Co-Chair in that person’s absence. Other duties and responsibilities delegated by the Managing Co-Chair.
 - Shall serve a minimum of two (2) years to be reaffirmed each year.

- 3. Coalition Coordinator** – The Coalition Coordinator will be responsible for the following action items. If the position is not filled the Managing Co-Chair and Supporting Co-Chair will share these responsibilities.
 - Distributing meeting notices and agendas prior to full Coalition and Steering Committee meetings.
 - Taking minutes of all Coalition and Steering Committee meetings and distributing copies to all Coalition Partners.
 - Distributing additional pertinent information related to business or activities of the Coalition or Coalition Partners via electronic means.
 - Duties delegated by the Managing Co-Chair or the Steering Committee.
 - The Coalition Coordinator is not a voting member of the Steering Committee.

- 4. Lead Agency Representative** – The Lead Agency may choose to send a representative to the Steering Committee meetings in order to provide supervisory oversight for the Coalition Coordinator. The Lead Agency representative is not a voting member of the committee.

D. Steering Committee Meetings – Meetings will follow these guidelines:

- Meetings will be held on a regular basis as determined by the consensus of the group.
- The Coalition Coordinator or one of the Co-Chairs will schedule meetings and provide agendas and minutes. Meetings may be called by a Co-Chair if necessary, to ensure the work of the Coalition moves forward.
- Steering Committee meetings will be held on a regular basis.
- Dates and times of meetings will be posted.
- Meetings will open to the public and will start with public comment.
- If there are any sensitive issues to discuss, a closed Steering Committee session will be held without the public present.
- The Steering Committee will vote on meeting agenda items regarding Coalition functions, policies, programs, and procedures with each elected member and each task force/subcommittee/ad hoc chairperson having one vote. Voting may be done in person or electronically. A simple majority vote will determine results. In the case of a tie, the Managing Co-Chair will have the deciding vote.

- E. Task Forces/Subcommittees/Ad Hoc Committees** - Task forces will be created to do the work of the Coalition and to address specific gaps or needs. Subcommittees or Ad Hoc Committees will be formed on an as needed basis under a specific task force. These committees will focus on a particular project for the time it takes to complete the project's objectives.

Each task force will have at least one Coalition Partner to act as a liaison between the task force and the Steering Committee. These liaisons will act as the chair of the task force. Task Force chairs and co-chairs will be voting members of the Steering Committee.

Minutes from task force meeting should be provided to the Steering Committee in a timely manner. The task forces will decide on their respective name/title (as related to the Coalition) and the time, date, location, and frequency of their meetings.

Task forces will have the following functions and perform the resulting tasks:

- Make recommendations on focus areas for needs and priorities
- Plan activities around priorities
- Research and secure funding for activities and engage key stakeholders.
- Provide minutes from task force meetings to the Steering Committee in a timely manner.
- Each task force will decide on the respective name/title (as related to the Coalition) of the group
- Each task force will pick the time, date, location, and frequency of meetings
- The Outreach Task Force will be the one standing task force charged with recruitment, training, and outreach to possible new Coalition Partners. This group will identify education and training needs and develop strategies to meet those needs.

- F. Task Force/Subcommittee/Ad Hoc Chair Responsibilities** – Chairs will agree to actively participate in the following ways:

- Attend at least 50% of the Coalition meetings per year;
- Participate in electronic correspondence as deemed necessary;
- Assist in the development of Strategic Plans;
- Actively participate in the planning, development, and implementation of Task Force activities;
- Participate in a minimum of one Coalition activity per year.

Article VII- Amendments to the Franklin Together: The Franklin County Reentry Coalition Organizational Structure and By-Laws

This document may be reviewed on an on-going basis. Any Coalition Partner may propose amendments to this document. Proposed amendments shall be presented to the Steering Committee no later than (2) weeks before a full Coalition meeting in order to be considered. The Steering Committee will ensure that any proposed amendments are emailed to the Coalition Partners before the same meeting. Amendments must receive a majority vote of all Coalition Partners participating in the meeting or voting via email.

Article VIII – Fiscal Responsibility

The identified Lead Agency will be responsible for fiscal accountability.

Article IX – Effective Date

The effective date of these guidelines is September 17, 2020.