

# Fredericksburg Regional Continuum of Care Membership Form

Organization Name: \_\_\_\_\_

Primary Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Each organization will be represented by one voting member. The primary representative will have the primary authority to vote. In their absence, the alternate representative can vote on behalf of the organization. If neither will be present at a meeting where a vote is scheduled, please contact the Chairperson to designate a representative in their absence.

Information about your organization:

Please list the type of services your organization provides related to homeless needs and services:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will your organization participate in the annual Point-In-Time Homeless Census held in January?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is your organization willing to be a member of the Homeless Management Information System (HMIS)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

By signing below, each representative acknowledges that they have read and understand the responsibilities set forth in the attached **Fredericksburg Regional Continuum of Care Policies and Procedures**.

Primary Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Fredericksburg Regional Continuum of Care Policies & Procedures

## Name, Location, Office and Fiscal Year

### ***Name:***

The name of this organization is Fredericksburg Regional Continuum of Care, hereafter referred to as the FRCoC. The FRCoC serves the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania and Stafford. These jurisdictions comprise Planning District 16 (the Region).

### ***Location and Office:***

The FRCoC's lead agency is the City of Fredericksburg. The primary contact and mailing address is:

Erik Nelson, Senior Planner  
City of Fredericksburg  
PO Box 7447  
Fredericksburg, VA 22404

### ***Mission Statement:***

The mission of the Fredericksburg Regional Continuum of Care is to develop, promote, and support a continuum of human services and housing opportunities that reduce and prevent homelessness in our community.

### ***Fiscal Year:***

The FRCoC functions according to a fiscal year beginning January 1 and ending December 31.

## Purpose

### ***Section 1:***

The purpose of the FRCoC is to: (1) identify and address the problems causing chronic homelessness; and to (2) provide a vehicle for community-wide assessment, planning and coordination of services to the region's homeless population.

### ***Section 2:***

The FRCoC will accomplish its purposes in the following ways:

- a) Identify the causes of homelessness in the community and region
- b) Collaborate with individuals and organizations to seek and implement solutions to the causes and problems of homelessness, including the empowerment of persons impacted by homelessness.
- c) Provide technical assistance to members of the FRCoC, particularly in the identification of potential resource/grant opportunities
- d) Evaluate and communicate the causes of and solutions to the problems of homelessness to the general public, community leaders, and elected officials.
- e) Provide an Annual Report to the Board of Supervisors and the community on the state of homelessness and priority needs and issues affecting homeless persons, including availability of and access to affordable housing.

## **Governance**

### ***Organization:***

The FRCoC is organized according to these policies and procedures. The FRCoC shall be governed by its membership according to these policies and procedures.

### ***Officers:***

Officers of the FRCoC shall consist of at least a Chair person and Secretary. The FRCoC may elect additional officers as needed. Officers will be elected by a majority of the votes cast by the general membership at a meeting at which a quorum is present.

Any member in good standing is eligible to serve as an officer.

Officers shall be elected by a majority vote and shall serve two year terms. Officers may serve two consecutive terms.

Any Officer may be removed with cause by the general membership. Reasons for removal include:

- a) Misconduct
- b) Inability to perform the required duties, i.e. illness, death
- c) Unauthorized absences
- d) Insubordination
- e) Violations of law, illegal activity
- f) Activities prohibited by these policies and procedures

### ***Approved Activities:***

The FRCoC shall engage in activities that benefit the non-profit members of the FRCoC in order to support the purposes of the FRCoC and its members.

The FRCoC shall support services provided by its members which are consistent with its purposes.

The FRCoC will provide and Annual Report to George Washington Regional Commission (formally RADCO) and/or the jurisdictional elected officials on the state of homelessness and priority needs and issues affecting homeless persons, including availability of and access to affordable housing.

The FRCoC shall not engage in propaganda or participate in any political campaign on behalf of any candidate for office.

## **Organizational Structure**

### ***Membership:***

The FRCoC shall consist of the following:

- a) General Membership and Officers
- b) Standing Committees
- c) Ad hoc Committees

Membership of the FRCoC shall be composed of the following:

- a) Organizations that provide direct services to homeless individuals and/or those at risk of becoming homeless
- b) Organizations that construct or provide permanent housing
- c) Agencies that do not provide direct services to homeless individuals and/or those at risk of becoming homeless, but that have an interest in the causes and problems of homeless individuals and in assisting homeless persons
- d) Individual Members: Individuals who do not belong to a member agency, but wish to support the activities of the FRCoC
- e) Regional elected officials

The Secretary shall maintain a membership database.

The General Membership shall establish an Executive Committee. This Executive Committee will include officers and chairs of all standing committees.

### ***Membership Dues:***

There shall be no dues requirement.

### ***Maintaining Good Standing status:***

A member in good standing is one who:

- a) Attends a minimum of 75% of all regular monthly meetings
- b) Participates in at least one (1) sub-committee
- c) Does not have two consecutive unexcused absences
  - a. Service staff with a work conflict on a meeting day will be considered excused

### ***Funding:***

A primary benefit of the FRCoC is that it can apply for HUD funds through their Super NOFA. In order for a member to participate in the funding process, the member must:

- a) Be a member in good standing
- b) Be a member for at least one year

### ***Responsibilities of General Membership:***

- a) Approval of the minutes of meetings
- b) Approval of new applicants as members
- c) Voting in general elections at the annual meeting to be held in December of each year and at such other times as required
- d) Approval of grant applications on behalf of the FRCoC
- e) Approval of programs to be initiated or supported by the FRCoC
- f) Oversight of all standing and ad hoc committees
- g) Providing a summary of the issues and actions of the FRCoC to the Region's individual jurisdictions

# Meetings and Procedures

## ***Times:***

There shall be monthly meetings of the general membership. These meetings shall be held at a time and place to be determined by the membership.

The Executive Committee will meet regularly as necessary.

Special meetings of the membership or Executive Committee may be called by the Chair and will meet as needed.

## ***Quorum:***

The FRCoC shall consider the members present in excess of five (5) to constitute a quorum for all general meetings. All votes will pass by a majority of those members present. In event of a tie, the Chair will have the determining vote.

## ***Voting Privileges:***

Organizational members may have more than one individual from their organization attend monthly, special and annual meetings. However, when votes are cast, an organization is entitled to one vote regardless of how many members of the particular organization attend the meeting.

## **Duties of Officers**

The Chair shall preside at all meetings of the FRCoC and Executive Committee. The Chair shall represent the FRCoC at the meetings of other organizations, unless the Chair or the membership delegates this duty to another member.

The Vice-Chair, if one, shall perform all duties of the Chair in the absence of the Chair. He or she may perform such other duties as assigned by the Chair and the membership or the Executive Committee.

The secretary shall maintain a current and accurate registry of the membership, and insure that all notices are sent out in accordance with the provisions of these policies and procedures. In addition, the secretary shall keep minutes of the meetings of both the membership and the Executive Committee, act as parliamentarian and serve as custodian of the records of the FRCoC. The Secretary may perform such other duties as assigned by the Chair, the membership or the Executive Committee.

## **Committees**

At a minimum, the FRCoC will have four standing committees. The FRCoC may determine and set other ad hoc committees as necessary.

The four standing committees are the Grants Committee, the Point-In-Time Committee, the Public Relations Committee, and the Executive Committee.

The Chair will be a member ex-officio of all committees.