

Franklin Together: The Franklin County Reentry Coalition Organizational Structure and Guidelines (By-Laws)

Article I: Name

The name of the organization shall be **Franklin Together: The Franklin County Reentry Coalition**.

Article II: Mission and Purpose

- A. Vision** – The Coalition envisions for all formerly incarcerated individuals to successfully reintegrate into the community and remain free.
- B. Mission** – 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.

Article III: Membership/Leadership

- A. Eligibility** – Membership shall be open to any organization, business, agency, or individual that supports Franklin Together’s mission and vision. Membership is broadly defined to promote greater participation and inclusiveness of invested persons. Coalition meetings are open to the public as well.
- a. **Community Members:** Individuals or persons who attend meetings; without application and signed agreement. These members have no voting responsibility. These individuals are eligible to become Coalition Partners.
 - b. **Coalition Partners:** Core organizations and/or individuals that align with and support the mission of the Coalition and have completed an application and signed a coalition agreement.
 - c. An Executive Committee will direct the activities of the coalition to uphold the mission and vision.
- B. Coalition Involvement Agreement** - All new coalition leaders will be offered brief orientation, via written materials, electronic materials or in-person, when requested and necessary. Defer to the Coalition Involvement Agreements for further details.

Coalition Partners shall support the Franklin Together’s mission and vision. The Executive Committee may choose to remove any member who fails to meet the membership requirements at any time.

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

- C. Task Force Chair & Responsibilities:** Task Force chairs will agree to actively participate in Franklin Together 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 IV: Meetings

A. Meeting Frequency & Location (Coalition, Task Forces, Work Groups) –

- Meeting date/time/location is subject to change by consensus of the membership and Executive Committee.
- Interim Franklin Together meetings may be called by members of the Executive 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 meeting.

C. Leadership and decision making – Franklin Together meetings will be led by a Co- Chair or by a member of the Executive Committee. 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. Task Force meetings will be led by a designated leader.

Article V: Voting

As outlined in these Guidelines, all Coalition Partners are eligible to vote for the following:

- Amendments to the Franklin Together Structure and Guidelines (By-Laws);
- Other guiding documents of the Coalition including, but not limited to, Coalition Involvement Agreement, binding contracts, and Requests for Proposals;
- All other issues that may come before Franklin Together

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

By-Laws can only be changed by simple majority of Coalition Partners.

Article VI: Officers and Executive Committee

A. Makeup and General Responsibilities - The Executive Committee of the Coalition will consist of the Co-Chairs and members-at-large as appointed by the Chairs or Executive Committee. This committee will meet at the call of the Chair to act for the Coalition when the full Coalition cannot reasonably meet in a timely fashion and on a regular basis as determined by the Co-Chairs and Coalition Coordinator. The Executive Committee provides ongoing oversight and guidance to the Coalition to ensure the work plan is being followed and that objectives are being met.

General guidelines are as follows:

- The number of Executive Committee members shall be nine. Each committee member shall serve for a term of 3 years. The terms shall be staggered so 1/3 of the committee members will be on each three year cycle.
- Any Executive Committee member selected to fill an unexpired term will follow that terms cycle.
- The Executive Committee member's term begins and ends in September.
- The Executive Committee may appoint new committee members prior to the beginning of the program year and at any time a vacancy occurs.

Responsibilities of the Executive Committee:

It shall act on behalf of Franklin Together and actively pursue its purposes and activities. It shall supervise and direct the affairs of the Coalition within the limits of these "Structures and Guidelines," consistent with this document and applicable State and Federal laws, rules and regulations. Executive Committee members agree to all responsibilities listed below:

- Planning the agenda for Franklin Together 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 Partner.
- Proposed changes in the direction and scope of grant-funded activities and budget that alter the terms and conditions. The funding agency shall receive Lead Agency and Executive Committee approval prior to submitting requested changes from the funding agency. Requests to expend funds that exceed restrictions of any funding agency shall first be approved by the lead agency and the Executive Committee.
- Develop and oversee annual legislative advocacy activities, including an annual budget.
- Participate in Franklin Together staff recruitment and interview process with Lead Agency, when appropriate and contingent upon funding.
- Recommend policy and by-laws changes to Franklin Together, as needed.
- Solicit reports on Franklin Together activities from standing committees, as needed.
- Review the Coalition Work Plan and make revisions as needed.
- Review and execute Coalition involvement agreements for Coalition Partners.

B. Officers' Responsibilities:

1. **Chair** – The Chair shall be elected by members of the coalition. The Chair will perform the following duties.
 - Preside at all full Franklin Together meetings and Executive Committee meetings.
2. **Co-Chair** – The Co-Chair will be responsible for the following duties.
 - Carrying out the powers, duties and responsibilities of the Chair in the absence of the Chair.
 - Other duties and responsibilities delegated to him or her by the Chair.
3. **Coalition Coordinator** – The Coordinator will be responsible for the following action items. If the position is not filled the Chair and Co-Chair will share these responsibilities.
 - Distributing meeting notices and agenda prior to full Franklin Together meetings and Executive Committee meetings.
 - Responsibility for taking minutes of all Franklin Together meetings and Executive Committee meetings and distributing copies to all Franklin Together Coalition Partners.
 - Distribute additional pertinent information related to business or activities of coalition or members of the coalition via electronic means.

C. Chair and Co-chair - These members shall serve a minimum term of two (2) years, to be reaffirmed each year. Nominations for leadership positions will be open to all persons with a vote held at the September meeting. There are no term limits.

Article VII – Franklin Together Task Forces & Workgroups- Franklin Together will include a breakdown into task forces which will perform the work of the coalition. Task forces will be created to address specific gaps or needs.

The task forces will make recommendations on focus areas for needs and priorities; plan activities around priorities; research and secure funding for activities and engage key stakeholders. Each task force will have at least one Coalition Partner to act as a liaison between the task force and the Executive Committee. These liaisons will act as the chair of the task force. Minutes from task force meeting should be provided to the Executive 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.

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.

Article VIII- Amendments to the Franklin Together: The Franklin County Reentry Coalition Organizational Structure and Guidelines (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 Executive Committee no later than (2) weeks before a full Coalition meeting in order to be considered. The Executive 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 IX – Fiscal Responsibility

The identified Fiscal Agent will be the lead agency and therefore responsible for fiscal accountability.

Article X – Effective Date

The effective date of these guidelines is _____, 2017.