

# By-Laws of the HOPE Coalition

**ARTICLE 1** The HOPE Coalition is formed as a LONG TERM RECOVERY ORGANIZATION (LTRO) for Central Vermont.

**Section 1:** The name shall be the HOPE Coalition.

**ARTICLE 2 PURPOSE**

**Section 1:** The HOPE Coalition sets forth these *by-laws* to establish and maintain a network within and on behalf of the faith based, non-profit, governmental, business and other organizations and agencies which will provide a coordinated recovery effort in response to *disasters, such as the July 2023 flooding*.

**Section 2:** The HOPE Coalition will provide coordinated management of the long-term recovery *primarily* to owner occupied residential homes who do not have adequate personal resources for basic needs as a result of the disaster. This is accomplished as outlined in Article 9 Section 2.

**Section 3:** The HOPE Coalition, through its members, will provide *appropriate* spiritual, emotional, physical resources, *and/or labor* to those affected by the disaster; regardless of race, creed, color, gender, sexual orientation, disability or religious preference. Financial assistance is not provided.

***Section 4:*** *The HOPE Coalition is a collaborative organization of the faith community, the business community, other nonprofits and organizations. As such, HOPE Coalition seeks to assist organizations offering help to survivors within a framework and pooled resources in which organizations can best be employed, how and where they see fit to maximize support for survivors. As such, the HOPE Coalition respects each organization's mission, bylaws, policies, practices and autonomy. Furthermore, the HOPE Coalition recognizes that each organization is motivated by differing objectives, and possibly conflicting agendas of*

*other organizations and approaches. Therefore, the HOPE Coalition only prohibits organizations while working under its umbrella from employing heavy-handed, strong, or coercive proselytizing, marketing, or messaging of any organization's agenda. Any personal identifiable information obtained or derived during the course of helping survivors by individual organizations will be safeguarded and can not be used for future proselytizing, marketing or messaging unless survivors specifically opt in for continued contact. The HOPE Coalition also recognizes the autonomy of survivors and allows survivors to opt out from services provided by any organizations they feel are an inappropriate fit without providing a reason. The HOPE Coalition also recognized that organizations may not want to, or are prohibited from cooperatively working with or under other organizations, and respect those organizations' right to work independently on individual projects or needs.*

#### **ARTICLE 3 MEMBERSHIP:**

**Section 1:** Each participating faith-based (diocese, presbytery, conference, *congregation et.al.*), non-profit, governmental, business, and other organization and agency providing financial support, material, and/or labor for the work of the HOPE Coalition is considered a member organization *by submitting an application to the HOPE Coalition Chair. Membership is considered at will and may be terminated by the vote of the executive committee for sufficient cause. The Executive Committee shall maintain an up-to-date List of Active Member Organizations.*

#### **ARTICLE 4 ELIGIBLE VOTERS**

**Section 1:** Only one (1) representative of each member organization shall be eligible to vote on matters coming before the HOPE Coalition.

#### **ARTICLE 5 MEETINGS**

**Section 1:** All meetings of the HOPE Coalition will be at the call of the Chair, *any two of the Executive Committee Members, or at the call of 10 Member Organizations.*

**Section 2: Regularly scheduled meetings of the HOPE Coalition may be established.**

**Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to member organizations.**

**Section 3: Special meetings of the HOPE Coalition may be called, providing a clearly stated purpose for the meeting, the time and place shall be given electronically or by written notice at least one week (7 days) in advance to all Member Organizations. Whenever possible, a zoom link for virtual participation will also be provided.**

#### **ARTICLE 6 QUORUM:**

**Section 1: A quorum for transaction of business shall consist of at least *10 active member organizations*.**

#### **ARTICLE 7 OFFICERS**

**Section 1: Officers shall be elected from the member organizations *for the term of one year, or until a successor is elected thereafter* for the HOPE Coalition.**

- 1. A Chair shall preside at all meetings of the HOPE Coalition and perform other functions as deemed necessary by the Executive Committee.**
- 2. A Co Chair shall assist the Chair in all matters and shall preside in the absence of the Chair or at other times as deemed necessary by the Chair or the executive committee.**
- 3. A Secretary shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Executive Committee. If unable to attend a meeting, the Chair or presiding executive committee member shall appoint a secretary pro tem for that meeting.**
- 4. A Treasurer shall receive, deposit and account for any financial matters of the HOPE Coalition, providing regular financial reports to the Members, and perform other functions as deemed necessary by the Executive Committee.**

**Section 1:** The Officers of the HOPE Coalition shall provide direction to the coalition and coordinate partners as needed.

**Section 2:** The Officers shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of the HOPE Coalition , including but not limited to:

1. Hiring, evaluating and terminating of positions, whether compensated or volunteer. 2.

Engaging and executing grants, contracts and agreements.

3. Conducting public relations or outreach.

4. May call regular and special meetings.

5. Reviewing performance, providing additional instruction, and institutionalizing new best practices and policies for the organization, including task forces.

**Section 3:** Except as otherwise required by law or these by-laws, the *Officers* shall have all the authority of the HOPE Coalition in the management and operation of the organization during such times as is needed, but not meeting and may authorize contracts and agreements as required.

**Section 4:** A simple majority of the Officers must be present to conduct business.

#### **ARTICLE 8 -EXECUTIVE COMMITTEE AND TASK FORCE**

*The Officers and Task Force Members meet to expedite the organizational goals.*

#### **ARTICLE 9 SUB-COMMITTEES AND TASK FORCES**

**Section 1:** The HOPE Coalition may create such temporary or permanent sub-committees,

task forces and special staff made up of its members or other persons as agreed upon. These special staff and task forces shall have such authority as the executive committee directs.

**Section 2:** The following Task Forces of the HOPE Coalition may be established as necessary. These Task Forces are encouraged to coordinate with the other Task Forces and the executive committee as needed in order to best accomplish their jobs:

- **1. Encouragement, Emotional and Spiritual Support Task Force**
- **2.. Communications, Web and Social Presence Task Force**
- **3. Donations, Warehouse and Un-thrift shop Task Force**
- **4. Enablers, Team Coordination and Support Task Force**
- **5. Assessment, Reconstruction and Job Management Task Force**

*\*\*\*\*please note much of the content of this section would now be covered under process and procedures rather than by-laws*

## **ARTICLE 10 VACANCIES AND NOMINATING PROCESS**

**Section 1:** Any Officer may be terminated for cause during a special meeting of the Members. The Members and Officers shall be presented due cause for involuntary termination. Termination shall be in accordance with the procedures concerning meetings of the HOPE Coalition, by a two thirds majority vote of the Members present and voting.

**Section 2:** Replacement of any vacancy on the executive committee shall be done by a special election in accordance with these procedures concerning meetings of the HOPE Coalition, by a majority vote of the members.

**Section 3:** The Executive Committee shall determine the appropriate process for securing nominations from among the members for vacancies of any of the offices, announcing the nomination process and conducting elections.

## **ARTICLE 11 RULES**

**Section 1: Business of the HOPE Coalition will be conducted in accordance with Robert's Rules of Order.**

#### **ARTICLE 12 SELECTION CRITERIA (CLIENT)**

**Section 1: Selection Criteria of clients shall be established and approved by the HOPE Coalition, as a written set of "criteria of assistance in priority order" to guide the work and the case management process. These criteria or guidelines for distribution of funds may be amended in response to changing circumstances by vote at a regular or special meeting of the HOPE Coalition called in accordance with these by-laws. Furthermore, the HOPE Coalition will encourage case management providers to strictly adhere to common disaster case management practices as accepted by the disaster case management industry.**

#### **ARTICLE 13 AMENDMENTS**

**Section 1: The by-laws may be amended by the HOPE Coalition and *subject to* the laws of the state of Vermont at any scheduled meeting or special meeting of the HOPE Coalition by a two-thirds vote of the *members* present, providing that a full written account of the proposed changes have been sent to the HOPE Coalition Members two weeks (14 days) prior to the meeting.**

#### **ARTICLE 14 DISSOLUTION**

**Section 1: It is for the benefit of the Central Vermont residents that the HOPE Coalition remains intact and maintains its function. *If for some reason it* becomes necessary to dissolve the *HOPE Coalition* ; an exit strategy will be developed *by the Officers* that allows for the dissolution of the HOPE Coalition recommended to the Executive Committee by and voted on by the Members. The exit strategy *shall ensure all cases* are closed or are forwarded to other agencies or organizations for completion. HOPE Coalition and its Membership shall determine the dispersion of any remaining assets.**

