

Communities of Faith United for Housing

Governance Structure

ARTICLE I-Name

Section 1. The name of the organization is Communities of Faith United for Housing.

ARTICLE II-Purposes and Policy

Section 1. The purpose of our organization is to build broad faith-based grassroots support for public policies that end homelessness and increase the supply of affordable housing in the Fairfax-Falls Church community in Virginia. Our goal is to increase the supply of affordable housing within our community, with a special focus on providing permanent housing opportunities for those at the lowest levels of income, who are either homeless or dangerously close to becoming homeless.

Section 2. To achieve its purpose, Communities of Faith United for Housing may seek alliances with like-minded individuals and organizations to:

- a. Increase public awareness and understanding of the benefits that affordable communities provide for all of us;
- b. Support our local government officials' efforts to preserve the supply of affordable housing and encouraging them to increase housing production; and
- c. Help those who provide affordable housing overcome community resistance to their efforts.

ARTICLE III-Membership and Representation

Section 1. Any person, organization, entity or agency that supports the purpose and policies of Communities of Faith United for Housing may join the organization. Our goal is to involve members that reflect the broad diversity of faiths, geographic and ethnic diversity of the Fairfax-Falls Church community including persons who are homeless or at risk of becoming homeless.

Section 2. There will be two types of voting members – individuals and organizations.

- a. Organizational members include faith-based organizations, nonprofit agencies, civic groups, businesses or other groups or agencies. Organizational members will designate one individual to represent the organization at meetings.
- b. An individual may hold only one voting seat during the year, either as an individual or organization member, but not both.

Section 3. Communities of Faith United for Housing understands that organizational representatives will participate in meetings, but do not necessarily speak for the organization or obligate the organization to decisions or actions taken by its representative. The Board of Directors will obtain consent from its members before listing individuals or organization members in printed materials.

Section 4. A non-voting liaison member is an individual or organization representative who wishes to be affiliated with Communities of Faith United for Housing and support activities through participation on committees and events, but does not have voting rights and is not required to pay dues.

ARTICLE IV-Officers and Their Election

Section 1. The Officers of Communities of Faith United for Housing will be a Chair, Vice Chair for Advocacy, Vice Chair for Administration, Secretary, and Treasurer.

- a. Offices are to be held by persons of faith, or representatives from faith-based organizations. Faith-based organizations are those entities that are organized for religious or ethical purposes and/or that provide human services and have a faith element integrated into their organization.
- b. Officers will be elected by a majority vote by the Board of Directors of Communities of Faith United for Housing immediately following the close of the Annual Meeting.
- c. Officers will assume their official duties immediately following the Annual Meeting and will serve for a term of two years or until their successors are nominated and elected.
- d. Only voting members in good standing will be eligible to hold office or serve on Communities of Faith United for Housing committees. No member may hold more than one office at a time, and no member will be eligible to serve more than two consecutive terms in the same office. A person who has served in an office for more than one-half of a full term is considered to have served a full term in such office.

ARTICLE V-Duties of Officers

Section 1. The Chair will:

- a. Preside at all meetings of Communities of Faith United for Housing, the Board of Directors and the Executive Committee.
- b. Be, ex-officio, a member of all committees except the Nominating Committee.
- c. Coordinate the work of the officers and committees.
- d. Set organizational goals and establish the scope of work for Communities of Faith United for Housing, with input from the Board of Directors.
- e. Act as, or delegate the responsibility for acting as, the spokesperson for Communities of Faith United for Housing.
- f. Appoint, with input from the Board of Directors, members of Communities of Faith United for Housing committees and representatives to other organizations, committees, task forces, and coalitions.
- g. The Chair may sign or endorse checks, drafts, and notes in the absence of the

Treasurer.

Section 2. The Vice Chair for Advocacy will:

- a. Monitor the development and adoption of policy decisions involving affordable housing for very low-income people in the Fairfax-Falls Church community.
- b. Initiate planning of Board of Supervisor meetings with Communities of Faith United for Housing Board or Directors and committees.
- c. Prepare and monitor an annual timetable of advocacy efforts, and prioritize the importance of those efforts.
- d. Draft advocacy messages to be sent to members and supporters and advocacy updates for web site.
- e. Prepare CFUH presentations for the Fairfax County Budget and other testimony as needed.
- f. Involve as many Communities of Faith United for Housing members as possible in advocacy issues.
- g. Serve as an aide to the Chair, as required, and represent the organization at events and meetings.
- h. Perform such other duties as the Chair and Board of Directors may designate.

Section 3. The Vice Chair for Administration will:

- a. In the event of the absence, resignation or inability of the Chair to serve, assume the duties of the Chair, until such time as the Board of Directors elects an individual, who will fill a permanent vacancy.
- b. Work with the Chair on administrative matters relating to meetings of the CFUH Board of Directors.
- c. In conjunction with the Chair and Communications Committee Chair oversee the management of the web site and communications with members and supporters.
- d. Monitor e-mail and forward as needed to the Board member(s) responsible for responding.
- e. Organize the Annual Meeting and handle logistics but not the agenda.
- f. Serve as an aide to the Chair, as required, and represent the organization at events and meetings.
- g. Perform such other duties as the Chair and Board of Directors may designate.
- h. Handle other administrative tasks as requested by the Chair.

Section 3. The Secretary will:

- a. Maintain organizational records, and keep minutes of all meetings of Communities of Faith United for Housing, Board of Directors, and Executive Committee.
- b. Send announcements of meetings to its members.
- c. Prepare and maintain a current roster of the members of the Board of Directors, including their terms of office, and the membership of Communities of Faith United for Housing.
- d. Perform other administrative functions related to the Secretary's office.

Section 4. The Treasurer will:

- a. Collect and receive all monies due, and have responsibility, on behalf of Communities of Faith United for Housing, for all organizational funds and accounts.
- b. Deposit funds in a bank designated by the Board of Directors.
- c. Keep a full and accurate account of revenues and expenditures.
- d. Make disbursements as authorized by the Board of Directors or membership, as specified in these policies or determined by vote of members.
- e. Present financial statements to the Board of Directors on a regular basis, and provide an annual report to Communities of Faith United for Housing membership at the Annual Meeting.
- f. If required by law, the Treasurer will commission an independent financial audit.

ARTICLE VI-Board of Directors

Section 1. The Board of Directors will consist of up to fifteen members from the membership of Communities of Faith United for Housing.

Section 2. The Board of Directors will be elected by a majority vote at the Annual Meeting of Communities of Faith United for Housing and will serve for a term of two years or until their successors are nominated and elected.

Section 3. All members of the Board of Directors must be voting members in good standing of Communities of Faith United for Housing. Three consecutive absences from a Board of Directors meeting without valid reason will be deemed a resignation.

Section 4. A vacancy on the Board of Directors may be filled, until the expiration of the term, by a majority vote of the remaining members of the Board of Directors.

Section 5. The Board of Directors will:

- a. Serve as committee chairs or carry out other specific responsibilities.
- b. Have responsibility for the business and property of the organization, with full power and authority to manage and conduct business, subject to the instructions of the general membership.
- b. Create standing and special committees and approve their plans of work.
- c. Be authorized to spend no more than \$2,500 for costs not noted in the budget.

Section 7. There will be at least two regular meetings of the Board of Directors annually. The Chair may call special meetings of the Board of Directors, and will call a special meeting upon the written request of three members of the Board of Directors.

Section 9. A majority of the members of the Board of Directors will constitute a quorum.

Section 10. The Executive Committee will consist of the elected officers, and up to three directors appointed by the Chair. The Executive Committee may exercise the powers and duties of the Board of Directors in an emergency situation or on issues that require immediate attention. A report of the Executive Committee's action must be presented to the full Board of Directors at its next regularly scheduled meeting.

ARTICLE VII-Finance

Section 1. The fiscal year of Communities of Faith United for Housing will begin on the first day of July.

Section 2. The amount of annual dues will be determined by the Board of Directors.

Section 3. Annual dues will be payable on the first day of the fiscal year or at a schedule determined by the Board of Directors. To be in good standing, members must pay the dues within three months of the fiscal year or the date they join. Any member who fails to pay the dues may lose its voting privileges. Individuals and organizations may join Communities of Faith United for Housing at any time during the fiscal year and will pay the full annual dues when they join.

Section 4. The Board of Directors will present an annual budget to be adopted by a majority of members present at the Annual Meeting.

Section 5. A Finance Committee will be appointed by the Board of Directors to prepare a budget for the ensuing fiscal year.

Section 6. In the event of dissolution of the organization, after payment of any outstanding debts, the remaining assets may be distributed to one or more nonprofit organizations, foundations, or organizations, to be determined by a majority vote of the Board of Directors.

ARTICLE VIII-Meetings

Section 1. Communities of Faith United for Housing will hold an Annual Meeting each year. Additional general membership meetings may be held at the discretion of the Board of Directors.

Section 2. The Secretary will notify members by mail or email of the Annual and general membership meetings, not less than ten days prior to such meeting.

Section 3. The agenda of the Annual Meeting will be to elect members of the Board of Directors, adopt an annual budget for the coming fiscal year, and to transact other business.

Section 4. Ten percent of the membership of Communities of Faith United for Housing will constitute a quorum at the Annual or general meetings for the purpose of conducting business.

ARTICLE IX-Nominations and Elections

Section 1. Communities of Faith United for Housing will appoint a Nominating Committee to develop a slate of candidates for the Board of Directors.

- a. The Nominating Committee will be appointed by the Board of Directors, and will consist of up to five members, of which only two members may be current members of

the Board of Directors.

- b. The Chair of the Nominating Committee should not be a member of the Board of Directors.

Section 2. The report of the Nominating Committee will be sent to the membership no later than ten days before the date of the Annual Meeting. The report of the Nominating Committee will be presented at the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member, provided the consent of the nominee will have been secured.

Section 3. Election of the Board of Directors will be by majority of those present and qualified to vote. Absentee or proxy voting will not be permitted.

ARTICLE X-Committees

Section 1. Standing and special committees may be created by the Board of Directors to promote the purpose and carry on the work of Communities of Faith United for Housing.

Section 2. Standing and special committee chairs will be elected by the Board of Directors. Committee chairs will be members of Communities of Faith United for Housing. Board of Directors members and general members of Communities of Faith United for Housing may serve as committee chairs, as appropriate. Committee chairs who are not members of the Board of Directors will report regularly to the Board of Directors.

Section 3. Vacancies in committee chairs will be filled by the Chair, with the advice and consent of the Board of Directors.

ARTICLE XI-Amendments

Section 1. These guidelines may be amended by a two-thirds vote of the members present and voting at any meeting of the organization, provided written notice of the proposed amendment is provided to the membership at least ten days in advance of the meeting.