

Butler Collaborative for Families

By-Laws RV 011212

ARTICLE I NAME

The name of the organization shall be Butler Collaborative for Families. Hereafter, the Butler Collaborative shall be referred to as the “BCF.”

ARTICLE II MISSION STATEMENT

The mission of the Butler Collaborative for Families is to build a unified and integrated network of services by using a multi-agency approach to break down barriers and strengthen the system of care for the children and families of Butler County.

ARTICLE III AUTHORITY and PURPOSE

The BCF is an independent entity functioning with CCR as its Fiduciary and with the understanding that terminology of funding sources may not accurately describe the structure of the BCF. The purposes of the BCF shall be to:

1. Develop and enhance communications and collaboration among the schools, social services, juvenile justice system, religious organizations, and the community
2. Identify the needs of children, adolescents and their families and to coordinate or implement services in order to strengthen or provide opportunities for growth
3. Leverage human and financial resources to support identified services
4. Examine and evaluate services for children, adolescents and their families

ARTICLE IV MEMBERSHIP

Membership of the BCF shall be representative of education, health and human services, and members of the community at large who demonstrate an interest and commitment to the purpose of the collaborative. Members of the BCF shall consist of “Paid Members”, and “Community Members”. Paid Members shall consist of individuals and/or organizations that have paid the appropriate level of annual dues, and individuals and/or organizations that have paid the appropriate level of annual dues with “In Kind” goods and/or services of equal value that had been submitted by letter to and approved by the Executive Committee. Community Members shall consist of consumers and interested members of the community at large and are not required to pay dues. In order to vote on issues, BCF Members in any category can not miss three consecutive meetings that are classified as unexcused absences.

Ethics Policy: It is the policy of the Butler Collaborative for Families that all of its Officers and Members uphold the highest standards of ethical, professional behavior. To that end, all BCF Officers and Members, shall dedicate themselves to carrying out the mission of this organization and shall:

1. Recognize that the chief function of the BCF at all times is to serve the best interests of its membership and community.
2. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all actions in order to inspire confidence and trust in the BCF.
3. Hold paramount the safety, health and welfare of the public in the performance of

personal and professional duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

4. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of their position and profession.

5. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.

6. Serve with respect, concern, courtesy, and responsiveness in carrying out the BCF's mission.

7. Respect the structure and responsibilities of the Executive Committee and Membership and provide them with facts and advice as a basis for their making policy decisions, and uphold and implement the bylaws and other policies and procedures as adopted.

8. Exercise whatever discretionary authority they have to carry out the mission of the BCF under the Rule of Law and in accordance with BCF's bylaws, avoiding any interest or activity that is in conflict with the conduct of their official duties.

9. Respect and protect privileged information to which they have access in the course of their official duties.

10. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness, while striving for personal and professional excellence and encouragement of the same of others.

ARTICLE V OFFICERS

Officers: The officers of the BCF shall be the Co-Chairs, Co-Vice Chairs, Secretary, Treasurer, Past Chair and Family/Parent Participant, Butler County Integrated Services Representative and General Member.

Election: The officers shall be elected by a majority vote of the active members at the November annual meeting.

Term of Office: Officers shall be elected at the November annual meeting and shall serve two year terms, beginning with the acceptance of responsibilities at the January meeting. No person shall serve more than two consecutive terms in the same office.

The initial Executive Committee, approved at the September 2004 meeting, shall be in place for three years. After the second year, one (1) Chair, one (1) Co-Chair, and either the Secretary or Treasurer will be replaced by a new officer.

DUTIES

Co-Chairs: the Co-Chairs shall be the principal officer of the BCF, attend to all the usual duties pertaining to the office, set the agenda and preside at all meetings of the BCF and Executive Committee. The Co-Chairs shall consult with the Executive Committee regarding all committee appointments, appoint committee chairs from the active voting membership, appoint/establish special committees as needed, and be an ex-officio member of all committees, except nominating. The Co-Chairs shall sign all contracts on behalf of the BCF, see that all directives and resolutions of the BCF are carried out, fill vacant offices with temporary appointments, and vote as a tie breaker, when needed.

1. **Financial Approvals:** All expenses from the BCF Budget shall be submitted to the BCF Executive Committee for approval and a BCF Expense Check Request

Form. Once an expense has been approved, it shall be signed by a Co-Chair and submitted to the Fiduciary CCR for payment.

2. Communication: All communication made on behalf of the BCF shall be reviewed by the Executive Committee for comment prior to being sent and should be signed with the approval of both Co-Chairs or a Co-Chair and Vice Chair.

Co-Vice Chairs: the Co-Vice Chairs shall preside at meetings in the Co-Chair's absence, assist with the development of the agenda, take over responsibilities in the Co-Chair's absence, and support the activities of the Collaborative.

Secretary: this individual works in conjunction with the BCF Coordinator and causes to happen the following:

1. review, record and report minutes for all meetings
2. record attendance for all meetings and submit the record of attendance to the BCF Coordinator within one week of the meeting
3. handle necessary correspondence
4. be the custodian of BCF records
5. have available a current copy of the by-laws at all meetings.

Treasurer: the treasurer will monitor the financial well being of the BCF as part of the executive committee, report of the financial status of the BCF, and focus on resource development looking at community needs.

Past Chair: the Past Chair will attend all BCF General and Executive Committee meetings and will participate on at least one sub-committee.

Family/Parent Participant: the Family/Parent Participant officer position will be an individual who has received services now or in the past. They will attend all BCF General and Executive Committee Meetings and will participate in at least one sub-committee.

BCF Coordinator: the BCF Coordinator reports directly to the Executive Director of the host agency (CCR). The primary responsibility of this position is to work directly with and be accountable to the BCF Executive Committee and help to carry out the BCF membership's goals and objectives

Butler County Integrated Services Representative: the Butler County Integrated Services Representative will attend all BCF General and Executive Committee meetings and will participate on at least one sub-committee.

General Member: the General member will attend all BCF General and Executive Committee meetings and will participate on at least one sub-committee.

Conflict of Interest Policy

Determination – There may be times when interests and/or concerns of an Executive Committee Member, their staff (*whether paid or volunteer*), immediate family, or any party, group or organization in which said persons holds a position as an employee, officer, director or partner, may be seen as competing with the interests or concerns of the Butler Collaborative for Families. Any concern regarding the existence of such a conflict of interest should be brought openly before the Executive Committee. If present, the person of interest shall be excused from the meeting during disclosure of materials facts and discussion. With the obtainment of a quorum, the remaining Executive Committee Members shall vote to determine if a conflict of interest exists.

Duty to Disclose – Each Executive Committee Member is responsible to disclose in writing to the Executive Committee as a whole any conflict of interest. This disclosure must be updated annually through the completion of a BCF Conflict of Interest Form.

Self Recusal - Each Executive Committee Member is responsible to recuse themselves at any time from involvement in any decision or discussion in which a conflict of interest may exist.

Form – Each Executive Committee Member shall sign a Conflict of Interest Form at the December Executive Committee Meeting.

ARTICLE VI COMMITTEES

A member of the Executive Committee shall be a co-chair on each committee. Each committee shall have a secretary that will record and report meeting minutes and attendance to the BCF Coordinator within one week of each meeting. Committees shall meet as often as needed, normally once per month. Committee members are expected to attend all scheduled meetings. However, if circumstances prohibit attendance, an alternate from their agency or organization may attend. An active committee member shall not miss more than three consecutive meetings unexcused. You must notify a committee Co-Chair at least one (1) day in advance for an absence to be excused.

Ad-Hoc Committees: Ad-Hoc Committees will be formed in response to special needs and/or projects as they are identified by the BCF. Their function will be focused and time limited. There is no limit to the number of ad-hoc committees functioning at any one time.

Drug Alcohol and Tobacco Coalition: The Butler County Drug Alcohol and Tobacco Coalition shall identify community needs concerning alcohol and other drugs education, prevention and treatment. Once needs are identified, they shall work to meet those needs through organizations and individuals by educating our community on drug and alcohol related topics, initiating new programs and assisting with their implementation.

Executive Committee: The Executive Committee shall consist of the Co-Chairs, Co-Vice Chairs, Past Chair, Secretary, Treasurer, Butler County's Integrated Services Coordinator and the Parent/Family Participant. The Executive Committee shall be responsible for strategic planning of both short and long term collaborative goals, developing and monitoring committees, and guiding the collaborative process toward the achievement of the BCF's mission.

Family Advisory: The mission of the Butler County Family Advisory Committee is to ensure the voice of families is heard and understood within the human service system and to provide information about services and resources to our community.

Family Development Credentialing: The Family Development Credentialing Committee consists of BCF Members who have been trained as FDC Trainers and Portfolio Advisors through the Pennsylvania state FDC training and credentialing system, and those who have completed the FDC training. Their function is to promote and provide the opportunity for frontline family workers to learn and practice the skills of strength-based family support.

Finance Committee: The Finance Committee shall assist with budget preparations and financial reporting, review program financial reports, review and recommend changes to budgets, and assist with fundraising and grant writing efforts.

Integrated Services: The Integrated Services Committee shall help drive the integration of health and human services in Butler County through the development, monitoring and implementation of integrated service plans.

Resource Development and Training: The Resource Development and Training Committee shall identify systemic resource and training needs, and develop alternatives and opportunities to offer BCF Members.

Youth Advisory Committee: The Youth Advisory Committee shall consist of youth consumers who participate in the “Y.I.N.O.” group (*Youth Impacting New Opportunities*), health and human services professionals and community stakeholders. Its purpose is to ensure the “voice” of youth is heard as equal partners in the development and receipt of services. Committee members shall work together to; evaluate the effectiveness of services, promote holistic services with a youth and family focus, provide support to youth who receive services, plan and implement positive outreach activities to benefit youth in the community, and to build collaboration between youth, parents, schools, and service providers.

ARTICLE VII MEETINGS

Meetings shall be held monthly at a time and place to be determined by the Co-Chairs and membership. A reminder notice of regularly scheduled meetings shall be sent to all members prior to the meeting date.

Special meetings may be called by the Executive Committee; members will be provided notice of the special meetings twenty-four hours prior to the meeting.

Attendance: BCF members are expected to attend all scheduled meetings. However, if circumstances prohibit attendance of an agency’s or organization’s designated representative, an alternate from their agency or organization may attend. An “Active Member” is defined as members who do not miss more than three consecutive meetings unexcused. You must notify the BCF Coordinator at least one (1) day in advance for an absence to be excused. Meeting attendance shall be recorded by the BCF Secretary and maintained by the BCF Coordinator.

Voting: A quorum shall consist of no less than 30% of active members and officers. Proposed motions shall require the affirmative vote of a simple majority of the active members and officers in attendance. Each member agency or organization shall cast only one vote.

ARTICLE VIII PARLIAMENTARY BCF

The rules contained in the current edition of “Robert’s Rules of Order” Newly Revised shall govern the BCF’s parliamentary procedures except when they are not consistent with the BCF’s by-laws and any special rules or orders the BCF may adopt.

ARTICLE IX AMENDMENTS

The by-laws may be amended. The amendments will be proposed, in writing, for members’ consideration at a regularly scheduled meeting. Adoption of the proposed amendment will be scheduled for the following regular meeting, giving BCF members at least thirty days for consideration of the proposed amendment.

ARTICLE X DISSOLUTION

At a meeting specially called and convened for the specific purpose of considering the dissolution of the BCF, members by vote of two-thirds (2/3) of the entire voting membership, may elect to recommend the dissolution of the BCF.