

**FRANKLIN COUNTY SERVICE PROVIDERS
By-Laws**

ARTICLE 1

NAME

The name of the organization shall be Franklin County Service Providers.

ARTICLE 2

PURPOSE

Section 1. The purpose of the Providers shall be to share concerns, resources, and ideas on addressing unmet needs of Franklin County residents; to become familiar with issues facing those we serve; and to avoid duplication of services. For profit businesses, agencies or organizations may not solicit business, sell or promote products or services to the Providers or its members.

Section 2. The motto shall be “the network of helping others.”

ARTICLE 3

MEMBERSHIP

Section 1. The Providers shall consist of concerned citizens of Franklin County and employees or members of non-profit and governmental agencies, schools, and organizations dedicated to meeting human needs of Franklin County residents.

Section 2. Member in good standing. A member shall remain in good standing by regularly attending meetings and by conducting themselves in a professional manner.

Section 3. Termination of membership. A membership may end by the member voluntarily notifying the secretary, or the member may be removed from the membership list if not in good standing.

ARTICLE 4

MEETINGS

Section 1. Meetings shall be held monthly, except during the month of July. Time and date will be determined by the membership.

Section 2. Meetings shall be held on East Central College campus, or a location agreed upon by membership.

Section 3. Notice of each meeting shall be given to all member agencies and organizations in good standing by mail, phone, fax, media or e-mail at least 7 days before the meeting.

Section 4. The chair shall preside over each meeting.

Section 5. Quorum. Ten members shall constitute a quorum at regular meetings.

Section 6. Special meetings may be called by the chair or executive committee. For special meetings, only five members are necessary to constitute a quorum and the action of the majority shall be the action of the meeting. Meeting minutes will be taken and shared at the next regular Providers meeting.

ARTICLE 5

ACTIVITIES

The Providers brings together members of the formal and informal services delivery system to strengthen that system by:

- Improving communication and interagency relationships;
- Identifying and prioritizing community human service needs;
- Mobilizing community resources

Activities may include, but are not limited to:

- Information exchange
 - Face-to-face meetings
 - Electronic list serv
 - Web site
- Needs analysis
- Information/referral services
 - Face-to-face meetings
 - Service provider directory (in electronic and/or print form)
- Joint program development
- Services coordination
- Resource procurement

This effort shall involve a commitment of resources, time and effort by each of the members. Benefits of the Providers will be enjoyed by all of those involved but most particularly by the people who need our services.

ARTICLE 6

OFFICERS AND DUTIES

Section 1. The elected officers of the Providers shall be as follows:

Chair - The chair shall preside over and keep order according to these by-laws at all Providers meetings. The chair may appoint all committees, temporary or permanent, and appoint or change committee chairpersons. This officer shall serve and vote on all committees.

Vice-Chair – The vice chair shall chair committees; and shall, in the event of the absence or inability of the chair, be empowered to assume the duties of the chair.

Secretary – The secretary shall appropriately keep the minutes, mailing list and records of the organization. The secretary shall coordinate and/or disperse all notices to members of the Providers; shall make available copies of the by-laws as needed; and shall work to maintain historical records. The secretary shall also make minutes of the previous meeting available in print or by electronic means.

Section 2. Term of office. The officers shall be elected for a term of one year or until their successors are elected. The term shall be defined by a calendar year, January 1 to December 31. Officers may serve more than one term.

Section 3. A vacancy in the vice-chair and secretary office, shall be filled by accepting nominations from members at a regular meeting. All vacancies will be filled only to the end of a particular officer's term.

Section 4. Executive Committee. The Executive Committee shall be made up of the officers and shall handle the business of the Providers between regularly scheduled meetings.

ARTICLE 7

NOMINATIONS AND ELECTIONS

Section 1. Nominations. Nominations will be sought from the membership at a regular meeting. If possible, a slate of more than one nomination will be presented for each office. Nominees must be members in good standing. Consent of the nominee to serve shall be secured prior to election. Nominees are not required to be present during the election.

Section 2. Election. All members in good standing and present at the regular meeting will be eligible to vote. The election shall be conducted during a regular meeting in the month of December. A simple majority of the votes cast will determine the election.

ARTICLE 8

COMMITTEES

Section 1. The chair of a committee shall be appointed by the chair of the Providers.

Section 2. Meetings of the committee may be called by its chair or the Providers chair on five days notice to the members of the committee. Committees shall meet as often as necessary to conduct its business.

Section 3. The action of a majority of the members present and voting at a committee meeting shall be the action of the committee.

Section 4. A committee shall keep minutes of their meetings and submit them to the regular Providers meeting for approval before action is taken.

Section 5. The majority at a regular Providers meeting may give a committee prior approval to act on their own to conduct business they were assigned to do.

ARTICLE 9

DUES

There are no initiation fees or dues to be a member of the Providers.

ARTICLE 10

AMENDMENTS

These by-laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds of the members at a regular meeting, provided notice of such meeting and proposed amendments have been sent out to all members at least one week prior to such meeting.