

**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 sell or promote products or services to the network 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 attending 4 of the 11 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.

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

Section 4. The chair shall preside over each meeting.

Section 5. Special meetings may be called by the chair or executive committee.

## ARTICLE 5

### ACTIVITIES

The Providers bring 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 network 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 network shall be as follows:

**Chair** - The chair shall preside over and keep order according to these by-laws at all network 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 network; shall furnish each new member a copy of the by-laws; 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 network 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 network 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

##### **DUES**

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

#### ARTICLE 9

##### **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 network members at least one week prior to such meeting.