



# **Kaua`i Community Alliance**

The Kaua`i Chapter of  
Bridging The Gap,  
Neighbor Island Continuum of Care

**By-Laws & Membership**

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# Chapter Bylaws

## I Purpose

### A. Name

The name of this interagency coalition is Kaua`i Community Alliance, hereinafter referred to as KCA.

### B. Description

KCA is a membership organization comprised of nonprofits, professional organizations, local government, and community members. KCA is a local coordinating chapter of Bridging The Gap (BTG) Hawai`i. BTG is the neighbor island Continuum of Care (CoC). BTG is comprised of local CoC chapters for each of the neighbor island rural counties (Kaua`i, Maui and Hawai`i).

The CoC was created to promote community-wide commitment to the goal of ending homelessness and to coordinate available federal funding and programs designed to address homelessness. BTG provides direction and response to the U.S. Housing and Urban Developments (HUD) CoC annual competition for homeless assistance funds.

As a member of BTG, KCA works collaboratively with the other county chapters, at large BTG members, and the State of Hawaii Homeless Programs Office (HPO). KCA develops recommendations for programs and services as well as assists in implementing new or expanded programs while preserving effective existing programs.

### C. Mission Statement

To end homelessness on Kaua`i through collaborative, coordinated, and effective service delivery in alignment with statewide efforts.

### D. Goals

1. Build and maintain a community-based process that supports BTG.
2. Develop a full continuum of homeless and housing services.
3. Ensure that homeless persons are treated with dignity and care.
4. Engage in planning and evaluation to maximize the use of existing resources.
5. Advocate for policy changes that promote a comprehensive, long-term approach to solving homelessness.
6. Work collaboratively with other agencies and groups throughout the state of Hawaii.
7. Provide public education and awareness of issues relating to homelessness.

## II Membership

### A. Membership

There are three (3) membership options: Business Membership includes non profits, businesses and community groups; Government Offices including Federal, State, and County; Community Partner is an individual member that does not represent a business or government office. To be considered a member, you must complete and submit the Membership Form along with dues to the Treasurer. Members must sign up to be on a committee. The Treasurer will confirm your membership upon review with the KCA Executive Team. *See Membership Form page 10.*

### B. Membership Dues

The deadline for membership dues is March 31. Dues cover one calendar year (January 1 to December 31). Dues can be paid in advance as far as the final quarter of the previous year (October 1). Government agencies may be eligible for a fee waiver.

### C. Membership Voting Privileges

Each member gets one (1) vote whenever an action goes through the decision making process (*see section 6*). Each member designates one (1) voting member to represent the interest of their agency. If the designated representative is unable to attend a voting meeting, he/she may assign a substitute representative from the same agency to vote in his/her absence.

Community Partner members must be present to vote and may not assign a substitute representative to vote in their absence. Each member must maintain good standing in order to vote. Good standing means 75% meeting attendance and current dues. The Treasurer will keep an updated list of members in good standing.

Members who are not current in their dues or do not meet the meeting attendance requirements will have no voting representation until their dues are made and/or their attendance improves.

### D. Monthly Reports

Monthly reports must be submitted to the Executive Committee one week prior to the general meeting.

CoC, ESG, & HPO funded programs are required to submit a monthly report providing program description, capacity, vacancies, and other pertinent information. *See Sample Report; Attachment II on page 13.*

All other members are encouraged to submit program and service information. These reports will be presented at the meeting along with the opportunity for the members to share information about their agency.

### **III Executive Committee**

**A. Executive Committee**

The Executive Committee shall be composed of four (4) Officers who are voted biennially from the general membership of eligible voting KCA members. The 4 Officers will include Chair, Vice-Chair, Secretary, Treasurer. An optional 5th member shall be the Past-Chairperson.

**B. Election and Term of Office**

KCA members shall elect Executive Officers at a general meeting of the calendar year during the same two year voting cycle as the BTG Board election. Nominations will be accepted by the Executive Committee during the month of October. Voting will take place in November. Results will be announced in December.

To be considered for nomination, members must be in good standing for a period of 1 year prior to election and continue in good standing for the entire term of their elections. **Conflict of interest** should be considered prior to running for office to ensure duties can be fulfilled. Each officer is responsible to get permission from their employer prior to making a commitment.

Executive Officers will serve a 2 year term that will run January 1<sup>st</sup> through December 31<sup>st</sup> of the respective years. The term shall be limited to two consecutive 2 year terms, except when to do so would threaten the continuity of the Executive Committee. After four (4) consecutive years in one role, an officer may serve in a different capacity or abstain from participation in the executive committee for a period of at least one (1) year. The Executive Committee shall have the discretion to extend or shorten the term limit.

**C. Vacancies/Resignations**

In the event that any position of the Executive Committee becomes vacant, the majority of the officers may elect a KCA member in good standing to fill the seat for the remainder of that term.

If an officer is not able to fulfill duties and misses more than 2 consecutive meetings (general or executive), they may resign or be asked to resign by other officers' majority vote.

**D. Authority**

The Executive Committee shall bear full executive authority over the daily operations and function of KCA and KCA's representation and participation at the BTG level.

**E. Officer Position Descriptions & Duties**

The Executive Committee oversees the day-to-day operations of KCA and serves as the direct link and representation on the BTG executive board.

**Chairperson**

Schedules and facilitates all KCA meetings including executive meetings, general meetings, committee meetings, and other special meetings or task forces (unless otherwise delegated). Serves as the primary liaison, media contact and/or public speaker on behalf of KCA. Writes

letters on behalf of KCA, attends statewide meetings and other task force meetings related to homeless issues. Serves as the primary contact for police and city officials regarding sweeps, crackdowns, or other activities related to homeless issues.

### **Vice-Chairperson**

Assists the KCA Chairperson with the scheduling and facilitation of meetings. Serves as the secondary liaison, media contact and/or public speaker on behalf of KCA. Serves as the secondary contact for police and city officials regarding sweeps, crackdowns, or other activities related to homeless issues. Assumes the duties of the KCA Chairperson in their absence.

### **Secretary**

Serves as general recorder of all KCA history. Records meeting minutes, disseminates information, coordinates general and executive meeting dates and locations. Posts announcements including on social media. Maintains and updates KCA roster, email lists, and contact information.

### **Treasurer**

The KCA Treasurer is responsible for managing all fiscal aspects of KCA and reports to the KCA Chairperson and Executive Committee. Reports monthly balance at general meetings and works with the KCA Secretary to maintain the KCA member status report detailing KCA members and their appropriate membership status for voting eligibility. Provides membership packets and W-9 to agencies. Checks PO Box monthly. *Refer to Section VII Financial Practices for details.*

### **Executive Committee Meetings**

The Executive Committee meets monthly a week before the general meeting. The Executive Committee develops the agenda for the KCA general meeting, develops action steps to meet KCA identified priorities, requests information from the county and state on behalf of KCA, and represents KCA at key county, state, or related governmental or political meetings. Guests may request to attend an Executive Committee meeting to propose information for a KCA general meeting.

## **IV Committees**

### **A. Committee Participation & Attendance**

All KCA members will be required to join one or more committees based on availability, area of interest, and potential resources. Committee ideas and recommendations will be reported to the KCA executive team for approval.

All KCA members shall be expected to actively participate in KCA and BTG functions and activities as part of the overall CoC process. Active participation includes attendance at KCA general meetings as well as participation on any KCA committees. All KCA members who receive CoC funding are reminded that active participation is a requirement and evaluation criteria for continued or new CoC competitive funding.

Attendance at committee meetings will be recorded and submitted as part of the general overall participation count submitted to BTG as part of their review of the CoC application.

## **B. Committee Descriptions**

### **1. HMIS Data**

This sub-committee of KCA at-large membership consists of agencies who have access to the Homeless Management Information System (HMIS) database. The HMIS Data Committee will serve on behalf of BTG as the primary HMIS advisory entity and shall provide oversight and recommendations regarding cross-cutting issues yet to be determined for HMIS.

The HMIS Data Committee will have equal representation, comprised of the following entities from each CoC: CoC Board Representative, HMIS Lead, Data Committee Chair, and HMIS System Administrator or Local System Administrator (LSA). The HMIS is used by government and non-profit agencies to document services provided to homeless individuals and families in the counties served by BTG.

The HMIS/Data Sub-committee chair shall schedule and lead committee meetings; assign tasks to members; and represent KCA at Point-In-Time events for BTG, HMIS policy meetings, and HI HMIS Advisory Council meetings.

### **2. Advocacy & Awareness**

This committee follows county, state, and federal legislation and strives to educate legislators regarding issues relating to homelessness on Kauai. They also engage in year-round awareness and education-related activities within the Kauai community, including but not limited to the local political arena and schools. This committee also plans for National Hunger and Homelessness Awareness Week and Hawaii Housing Month in November in partnership with the Events Committee.

### **3. Planning**

The Planning Committee, working with the HMIS/Data Committee, with stakeholders, and within the guidelines of the HEARTH Act, will implement, assess, and update, as necessary, the KCA Coordinated Entry System. The Planning Committee will provide regular updates to KCA Membership regarding the status of the assessment system.

Furthermore, the committee will plan for and conduct point-in-time (PIT) counts of homeless persons within each geographic area; conduct an annual gaps analysis of homeless needs and services; provide information to complete the Consolidated Plan within the CoC's geographic area; consult with COLLABORATIVE APPLICANT on the plan for allocating ESG funds; and reporting and evaluating performance of ESG subrecipients.

#### **a. Events**

This committee plans and coordinates events on behalf of KCA. Events include but are not limited to KCA's annual events of Project Housing Connect in November and Point-In-Time Count in January. This committee also plans for National Hunger and Homelessness Awareness Week and Hawaii Housing Month in November in partnership with the Advocacy and Awareness Committee. This involves coordinating with other island chapters as appropriate.

**b. Strategic Planning/Organizational Development**

This committee uses data and feedback to develop recommendations for funding priorities and strategies, and other cross-agency funding opportunities. They schedule member agency presentations for the monthly at-large KCA meeting. They will create and update a KCA Plan to End Homelessness by consulting with other plans around the State and beyond.

**Outreach**

This sub-committee of KCA at-large membership consists of outreach providers or those who may be able to assist outreach providers with resources. Attendees share agency updates, discuss efforts and coordinate services where possible.

**Ad-Hoc Committees**

Additional ad-hoc committees may be created and dissolved based on need or purpose as provided in the KCA general membership. Ad-hoc committees can be created or dissolved upon successful motion of recommendation to create or dissolve and by adoption by a simple majority of eligible voting members.

**V  
Meetings**

**A. General KCA Meetings**

KCA meetings, whether in-person or online, are open to the public. Anyone interested in participating in a meeting may gain access by contacting the KCA Secretary to be added to the email distribution list. The KCA Secretary will record all attendees on the general meeting sign-in sheet. Any non-members/guest speakers or presenters of information not directly related to homelessness will be asked to present at the end of a given meeting.

**B. Meeting Time and Location**

The General Meeting for all members is held once a month either in-person or virtually on the second Wednesday of the month from 10am-12pm. Changes can be made by a simple majority of eligible voting members, BTG's meeting schedule to be considered. The meeting's agenda is to be determined by the Executive Committee. The Executive Committee will confirm date, time, and location through email correspondence.

**C. Committee Meetings**

Each committee will meet at its discretion based on availability of the current committee. Decisions made at committee meetings will be brought to the Executive Committee meeting for discussion and inclusion in the general meeting's agenda.

**VI  
Decision Making**

**A. Agendas and Actions**

Agendas shall be emailed to all KCA members approximately 1 week prior to the general KCA meeting. Agenda items shall be listed topically and items needing member approval



shall be listed as such under appropriate business topic. Agencies or individual members who wish to propose agenda items should submit to the Executive Committee at least 1 week prior to their meeting.

**B. General Meeting Actions**

Action items needing member approval shall be discussed and approved by a majority vote during the meeting at which they are discussed. A quorum of voting members must be present at the meeting in order to approve action items. A quorum will be defined as 50% +1 of members in good standing. Any voting member has a right to call a motion or any action to vote.

**C. Electronic Actions**

Urgent items that need member approval in between the general KCA meetings shall be emailed to the KCA voting members. A quorum will be needed to discuss/respond via email within 48 hours, and a majority of the quorum will be needed to determine approval of electronic requests for action. Emails requiring actions from voting members will have “Action Required:” in the title of the email.

## **VII Financial Practices**

**A. Treasurer**

The KCA Treasurer is responsible for managing all fiscal aspects of KCA and reports to the KCA Chairperson and Executive Committee. KCA’s fiscal year starts January 1<sup>st</sup> and ends December 31<sup>st</sup> of each calendar year. The Treasurer holds all financial information in a neat and organized manner, passing it on to the next Treasurer in good condition.

**B. Taxes**

The Treasurer is responsible for State of Hawaii General Excise taxes and related forms to the State Tax Office.

**C. Deposits**

Donations and annual dues from members will be given to the Treasurer to be recorded as paid in the ledger for the year and then deposited. The Treasurer will keep any letter of commitment included in payments for recording membership information.

**D. Expenditures**

**a. Payments**

The Treasurer is responsible for payment of invoices for goods and services purchased by KCA. This must be done in a timely manner.

**b. Reimbursements**

The Treasurer can reimburse members for expenses incurred on behalf of KCA if such item has been pre-approved by the KCA Chairperson and it is accompanied by a receipt for such expense. Any check \$200 or larger requires two authorized signatures. No one is permitted to write a reimbursement check to him/herself for any amount.

**E. Signers**

The Executive Committee must have 2 members registered with Central Pacific Bank as check-signers. Preferably the Treasurer and Chair. Financial decisions are finalized at executive meetings.

**VIII  
Ratification**

**A. Ratification**

The KCA Bylaws are hereby ratified upon majority vote by KCA members in good standing and whose ratification results are recorded in the official meeting minutes in which the vote occurred.

**B. Rescission**

The ratified KCA Bylaws will rescind all previous versions and revisions of the Bylaws.

**IX  
BTG Governance**

**A. BTG Governance Charter**

As a chapter of the BTG, KCA will also be governed by the BTG Governance Charter, which is available at [www.btghawaii.org](http://www.btghawaii.org)

**B. BTG Membership**

All KCA members in good standing are considered members in good standing of the BTG.

**C. Conflict**

In the event of an unforeseen conflict of action between the BTG Governance Charter and KCA Bylaws, the BTG Governance Charter will prevail.

**KAUAI COMMUNITY ALLIANCE  
BRIDGING THE GAP  
MEMBERSHIP FORM**



**Commit to the follow:**

1. Support the mission, goals, processes, and leadership of KCA and BTG
2. Be a member in good standing
  - a. Current with dues
  - b. Attend 75% of meetings to date
3. Prepare for each meeting by reading all pre-distributed material
4. Actively participate in all KCA convened meetings from beginning to adjournment
5. Share information from KCA with your group, agency or organization and obtain feedback for KCA
6. Provide public education and awareness of issues relating to homelessness
7. Provide written notification to KCA Executive Committee regarding membership, agency, staff representative, and contact information changes
8. Participate in 1 or more KCA Committees

**Given the responsibilities and time commitment of participation in KCA and its committees, I agree to be a member. I have read and understand this letter of commitment and I will respect its spirit as well as its wording.**

**[ ] Business Membership \$75.00**

- Non-profit, business, or community group. Membership includes 1 representative vote.

**[ ] Government Membership \$75.00**

- Federal, State, or County offices. Membership includes 1 representative vote.

**[ ] Community Partner Membership \$35.00**

- Individual person, not representing a Business or Government membership. Membership includes 1 vote. No alternate representative.

Agency:	Phone:
Address:	City: <span style="float: right;">Zip:</span>
Representative:	Alternate Rep:
Rep Email:	Alt Rep Email:
Rep Ph:	Alt Rep Ph:
Committee Choice- See Section IV for details. <input type="checkbox"/> Advocacy & Awareness <input type="checkbox"/> HMIS Data (All HMIS Agencies) <input type="checkbox"/> Planning: Events <input type="checkbox"/> Planning: Strategic Planning/Organizational Development  All HMIS agencies are automatically in the HMIS Data committee. Meetings are as needed for items such as policy changes. Chair will notify HMIS agencies at least a week in advance of a meeting.	
Government Agencies, select one: <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Federal *Government agencies may be eligible for a fee-waiver, please submit a waiver request if needed	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment I

Agency Letterhead

## **SAMPLE: FEE-WAIVER REQUEST**

Date

Dear KCA Executive Committee,

As a government agency, (Name of Agency) would like to request a fee waiver due to (Reason) to join Kaua`i Community Alliance. We are a County/State/Federal (circle one) agency.

If there are any questions, please reach out to me at (EMAIL) or (PHONE).

Mahalo,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

# Attachment II

## Kaua`i Community Alliance Monthly Report

Agency Name:

Month/Year:

<b>Program Description:</b>	<b>Program Contact: (Name/Phone)</b>	<b>ESG/CoC or HPO/CES Related:</b>	<b>Capacity: (number)</b>	<b>Current Vacancies: (number)</b>	<b>Comments:</b>