

COMMUNITY ALLIANCE PARTNERS

Membership Packet



2021

(Updated 1/26/2021)

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COMMUNITY ALLIANCE PARTNERS

LETTER OF COMMITMENT

As a member of Community Alliance Partners (CAP),

Name of Applicant (Organization or Individual)

Commits to do the following:

- Support the mission, goals, processes, and leadership of CAP as agreed by the members;
- Send an authorized representative(s) to attend all CAP meetings;
- Prepare for each meeting by reading all pre-distributed material;
- Actively participate in all CAP convened meetings from beginning to adjournment; and

Membership Levels

All non-profit agencies, businesses, faith-based groups, public service (federal, state, and county) organizations, alliances, civic groups, and individuals are welcome to participate in CAP. All members must have a commitment to creating sustainable housing options and ending homelessness.

CAP recognizes three (3) membership categories:

1. Business Membership – A business, church group, non-profit, civic group, or other business entity may apply by completing an application and paying annual dues. Multiple attendees may represent one agency, but each member agency receives only one (1) vote.
2. Associate Membership – An individual, business, church group, non-profit, civic group, or other business entity, including government agencies, may apply for associate membership, attend general and committee meetings, and participate in activities of the CAP. Associate Members do not pay dues and may not vote.
3. Partner Membership – An individual who is a full-time adult student enrolled in a field of study relating to human/social services, elder (age 65 and better), or consumer (living in affordable housing, houseless, formerly houseless, living in a shelter). Partner members pay discounted dues and have one (1) vote.

To retain an active membership in good standing, all categories of members must attend at least 50% of the general meetings.

Membership dues cover one calendar year (from January 1 to December 31).

Given the responsibilities and time commitment of participation in CAP and its committees, I agree to join according to the following category: (check one box)

- Business Membership - \$50.00
- Associate Membership - \$0.00
- Community Partner Membership - \$20.00
- Request for waiver of dues (fee) membership. See Fee Waiver Policy in next section.

I have read and understand this letter of commitment and I will commit and respect its spirit as well as its intention. I will or will not be the voting member of my agency:

Print Name/Title _____

Organization Name: _____

Address/State/ Zip Code: _____

Business Phone: _____

E-mail: _____

Signature

Date

PLEASE ATTACH YOUR AGENCY'S SERVICES INFORMATION, BROCHURE, AND DUES PAYMENT CHECK (ALL CHECKS WILL BE MADE PAYABLE TO COMMUNITY ALLIANCE PARTNERS, WITH COMMUNITY ALLIANCE PARTNERS DUES WRITTEN IN THE MEMO LINE), IF APPROPRIATE. 2020 YEAR

NOTE: Attendance at meetings is reported to the Hawaii State Homeless Programs Office on at least an annual basis and is one (1) of the criteria used to determine funding awards.

Please mail your dues to:

CAP TREASURER: Toni Symons
73-4180 Ulu Wini Place
Kailua-Kona, HI 96740
tsymons.uluwini@gmail.com

COMMUNITY ALLIANCE PARTNERS

FEE WAIVER POLICY

Any individual or group may apply for a waiver of membership fees. When applying for a fee waiver for membership in Community Alliance Partners (CAP), please be aware of the following guidelines:

1. Fee waivers must be submitted between January 1st and July 1st of each year and are only good for the current calendar year (January 1 to December 31).
2. For a group (including businesses, non-profit organizations, churches, and civic groups) the fee waiver request must be accompanied by a brief, clear, written explanation of the need for a fee waiver. *As an example*, a signed statement on letterhead referring to an agency policy that prohibits funding of membership fees would be a consideration for a fee waiver request.
3. For an individual, the fee waiver request must be accompanied by a statement of inability to pay with some documentation to prove status. *As an example*, an individual that homeless with no income could provide a certification of homelessness from a credible service provider, along with self-certification of income below the poverty level.
4. Requests for fee waivers will be reviewed by the Executive Committee during the next regularly scheduled meeting following the date of the fee waiver request. Applicants will be notified by mail of the approval or denial of the application, with included documentation explaining any denial.
5. Fee waivers may be denied if the number of fee waivers exceeds the number of paid memberships, if insufficient documentation is provided, if the application is incomplete, if the application is submitted after July 1st, or if the applicant's stated purpose for requesting membership is not in accordance with the mission of CAP.
6. Denials may be appealed in writing within 14 days. Appeals should be mailed to the CAP's mailing address.
7. If granted a fee waiver, individuals or groups have full privileges of voting members through the end of the calendar year in which the fee waiver was granted.
8. A request for a fee waiver must be submitted annually. Previously approved fee waivers will not be automatically renewed during the next calendar year.

By signing below, I acknowledge that I have read and understand this policy.

Signature

Date

Printed Name

Business Name (if applicable)

COMMUNITY ALLIANCE PARTNERS

EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

Chairperson

- Schedules and facilitates the Community Alliance Partners (CAP) executive and general meetings, and any other special meetings or task forces.
- Serves as the primary liaison, media contact and/or public speaker on behalf of CAP.
- Writes letters on behalf of CAP, serves as primary representative from CAP to BTG, attends statewide meetings and other task force meetings related to homeless issues.
- Sends out upcoming grant announcements noticed on the Hawaii State Procurement Office website.
- Approves the disbursement of funds.
- Attends BTG meetings.

Co-Chair

- Assist with Administrative tasks including back up for meeting minutes, drafting agenda's, sending to Organizational Chair for distribution to CAP.
- Be connected to the committees to make sure work is getting done.
- Focus on increasing engagement in Kona.
- Serves as Chair and media contact in the absence of the Chairperson.
- Perform tasks as assigned by Chair.
- 2nd representative to attend BTG executive meetings.

Vice Chair & Chief Advocate

- Serves as Chair and Media contact in the absence of the Chair and Co-Chair.
- Serves as CAP representative to PIC Advocacy Committee, schedules and facilitates advocacy meetings, develops and advocates for a BTG legislative agenda that fits CAP needs.
- Drafts, circulates and presents testimony on behalf of CAP.
- Coordinates local, state and federal advocacy initiatives, participates in related task force meetings, and represents CAP accordingly.
- Represents CAP in local, state and federal legislative initiatives.
- Coordinate CAP Strategic Planning by identifying priorities to carry forward.
- Assist focused work groups, carry the work forward and educate our private and public constituents.

County Representative

- One person from the County of Hawaii will serve as liaison between the County and the CAP.
- Coordinates and disseminates necessary information exchange between these entities including, but not limited to, the announcement of available housing and supportive services funding available through local, state and federal agencies.

- Serves as the primary liaison for County announcements including, but not limited to, legislation that may impact those experiencing homelessness, grant opportunities, housing availability, emergency preparedness or disaster response information.
- Coordinates and compiles data required for the federal Homeless Assistance Grant exhibits.
- Coordinates the annual review/evaluation committee for homeless assistance programs.
- Oversees quality maintenance of the Homeless Management Information System.
- Attends BTG meetings.

Chair, Awareness

- Serves as CAP representative to the PIC Awareness Committee.
- Seeks ways to bring the issues of homelessness to public awareness and remains current in local, statewide, and national trends and solutions related to homelessness and affordable housing.
- Initiates awareness campaigns throughout the year. With Executive Committee review and approval, submits letters to the editor and other media outlets to inform general public of the issue of affordable housing and homelessness.
- Attends planning task force meetings on behalf of CAP and maintains responsibility for planning and leading the outreach activities such as local and state Homeless Awareness Week events, supports the PIC Awareness efforts, and actively support statewide awareness and media efforts as part of a coordinated public education campaign.

Chair, Organizational Development/Treasurer

- Solicits and welcomes new members to CAP.
- Schedules and facilitates organizational development meetings and circulates meeting notes.
- Collects and compiles agency descriptions and updates membership packets.
- Develops and distributes membership packets to new members.
- Encourages participation by recognizing members for consistent attendance and participation. Contacts and follows up with absentee members.
- Oversees and manages finances of CAP, reports monthly balance at general meetings, makes payments for events and other purchases upon approval from CAP membership.
- Collects dues from members, records receipts, maintains the membership roster, and reports status of members to the Executive Committee.
- Completes timely filing of required State of Hawaii General Excise taxes and related forms to the State Tax Office.

Secretary

- Records and disseminates meeting minutes, coordinates general and executive meeting dates and locations, and posts announcements.
- Maintains membership attendance records.

Chair from Previous Year

- No direct responsibilities.
- Serves as consultant to provide continuity of CAP activities, if needed, for no longer than one (1) calendar year.

Faith Representative

- Two person (one person from East Hawaii and one person from West Hawaii) from the faith community (i.e. Church, mosque, temple, congregation etc.) authorized by your local “church” leadership will serve as a liaison between the faith community and the CAP;
- Coordinates and disseminates necessary information exchange between these entities including, but not limited to resources from the Faith community (i.e. money, muscle, materials);
- Educate CAP about what specific services, including other resources and partnerships, their organizations can provide to the community.
- Participate in a strategic discussion about how these resources can or already do fill existing gaps.
- Cultivating members of the faith community to engage with CAP;
- Representative to be able to work in multi-faith communities.

COMMUNITY ALLIANCE PARTNERS COMMITTEE DESCRIPTIONS

Executive

Facilitated by the CAP chairperson and attended by elected members. This committee develops agenda for the CAP general meeting, develops action steps to meet CAP identified priorities, requests pertinent information from local, state and federal agencies on behalf of the CAP, and represents the CAP at key meetings and venues.

Advocacy

This committee reviews and tracks legislation related to homelessness, and develops plans of action to ensure favorable legislative outcomes.

Organizational Development

This committee works to engage the involvement of more partners, and schedules member presentations for the CAP general meeting. Develops membership packets, orientation of new members, and coordinates with Secretary to compile attendance data. Submits membership participation records for the federal Homeless Assistance Grant application.

Awareness

This committee coordinates the annual Homeless Awareness Week and any additional and/or ongoing awareness and education-related activities within the community.

COMMUNITY ALLIANCE PARTNERS

BYLAWS

I. PURPOSE

A. Name

The name of this interagency coalition is COMMUNITY ALLIANCE PARTNERS, hereinafter referred to as "CAP."

B. Description

Community Alliance Partners (CAP) is a membership organization of supportive housing and service providers, government and business organizations, other professionals and community members, consumers and other community representatives located on Hawaii Island. CAP advocates for affordable housing options locally, and assists in implementing new or expanded service programs while preserving effective, existing housing programs.

CAP is a chapter of Bridging the Gap (BTG), the balance of state (neighbor island) Continuum of Care (CoC), a coordinating body that develops recommendations for programs and services to address housing gaps and provides direction and response to the U. S. Department of Housing and Urban Development's (HUD) CoC annual competition for homeless assistance funds. As a BTG chapter, CAP works collaboratively with the other county chapters to reduce homelessness and expand affordable housing resources statewide.

C. Mission Statement

To create sustainable housing options and end homelessness through collaborative advocacy.

II. MEMBERSHIP

A. Membership in Good Standing

Each entity (individual or agency) with dues paid for that year will be allowed one (1) vote whenever an action goes through the decision making process (see section VI, below). Each agency is encouraged to designate, in advance, one (1) voting member to represent the interests of their agency. If the designated representative is unable to attend a meeting, he/she is highly encouraged to assign a substitute representative from the same agency to vote in his/her absence. In any case, voting representatives must be current residents of Hawaii Island.

For the purposes of identifying eligible voters at any given meeting, and determining the availability of quorum, the Treasurer will maintain an updated list of the voting representatives

of agencies and individual members. Agencies or individuals who are not in good standing will have no voting representation until such time that good standing can be obtained.

CAP recognizes three (3) membership categories.

1. Business Membership – A business, church group, non-profit, civic group, or other business entity may apply by completing an application and paying annual dues. Multiple attendees may represent one agency, but each member agency receives only one (1) vote. Cost: \$50.00 per year.
2. Associate Membership – An individual, business, church group, non-profit, civic group, or other business entity, including government agencies, may apply for associate membership, attend general and committee meetings, and participate in activities of the CAP. Associate Members do not pay dues and may not vote. Cost: \$0
3. Partner Membership – An individual who is a full-time adult student enrolled in a field of study relating to human/social services, elder (age 65 and better), or consumer (living in affordable housing, houseless, formerly houseless, living in a shelter). Partner members pay discounted dues and have one (1) vote. Cost: \$20.00 per year.

To retain an active membership in good standing, all categories of members must:

- Attend at least 50% of the general meetings;
- Have paid current years membership dues.

III. OFFICERS

A. Members

The nine (9) members of the executive committee shall be the Chairperson, Co-Chair, Vice Chair and Chief Advocate, County Representative, Organizational Development Chair/Treasurer, Awareness Chair, Secretary and two Faith Based Representatives.

B. Election and Term

Officers 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 election. Officers shall be nominated during the month of October for the prior calendar year and elected at the general meeting in November, with a term that runs from January through December of the same year. Officers are limited to no more than four (4) consecutive years in any given officer position. After four (4) consecutive years, 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.

C. Vacancies

In the event that any officer position of the executive committee becomes vacant, the majority of the officers may elect another CAP member in good standing to fill the vacancy for the remainder of the current year.

D. Executive Committee Position Descriptions

1. Chairperson

- Schedules and facilitates the Community Alliance Partners (CAP) executive and general meetings, and any other special meetings or task forces.
- Serves as the primary liaison, media contact and/or public speaker on behalf of CAP.
- Writes letters on behalf of CAP, serves as primary representative from CAP to BTG, attends statewide meetings and other task force meetings related to homeless issues.
- Sends out upcoming grant announcements noticed on the Hawaii State Procurement Office website.
- Approves the disbursement of funds.
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2. Vice Chair & Chief Advocate

- Serves as chair and media contact in the absence of the chairperson.
- Serves as CAP representative to PIC Advocacy Committee, schedules and facilitates advocacy meetings, develops and advocates for a BTG legislative agenda that fits CAP needs.
- Drafts, circulates and presents testimony on behalf of CAP.
- Coordinates local, state and federal advocacy initiatives, participates in related task force meetings, and represents CAP accordingly.
- Represents CAP in local, state and federal legislative initiatives.
- Attends BTG meetings.

3. County Representative

- One person from the County of Hawaii Office of Housing and Community Development will serve as liaison between the County and the CAP.
- Coordinates and disseminates necessary information exchange between these entities including, but not limited to, the announcement of available housing and supportive services funding available through local, state and federal agencies.
- Serves as the primary liaison for County announcements including, but not limited to, legislation that may impact those experiencing homelessness, grant opportunities, housing availability, emergency preparedness or disaster response information.
- Coordinates and compiles data required for the federal Homeless Assistance Grant exhibits.
- Coordinates the annual review/evaluation committee for homeless assistance programs.
- Oversees quality maintenance of the Homeless Management Information System.
- Attends BTG meetings.

4. **Chair, Awareness**

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- Solicits and welcomes new members to CAP.
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- Participate in a strategic discussion about how these resources can or already do fill existing gaps.
 - Cultivating members of the faith community to engage with CAP;
 - Representative to be able to work in multi-faith communities.
8. **Chair from Previous Year**
- No direct responsibilities.
 - Serves as consultant to provide continuity of CAP activities, if needed, for no longer than one (1) calendar year.

IV. **Committees**

A. **Membership**

All CAP members will be encouraged to join at least one (1) committee based on availability, area of interest, and potential resources. Invitation to join a committee will be made as part of the overall orientation process conducted by a member of the Organizational Development team at the time a member joins the CAP.

B. **Attendance**

Attendance at committee meetings will be recorded and submitted as part of the general overall participation count documented as part of the federal Homeless Assistance Grant application.

C. **Committee Descriptions**

1. **Executive**

Facilitated by the CAP chairperson and attended by elected members. This committee develops agenda for the CAP general meeting, develops action steps to meet CAP identified priorities, requests pertinent information from local, state and federal agencies on behalf of the CAP, and represents the CAP at key meetings and venues.

2. **Advocacy**

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3. Organizational Development

This committee works to engage the involvement of more partners, and schedules member presentations for the CAP general meeting. Develops membership packets, orientation of new members, and coordinates with Secretary to compile attendance data. Submits membership participation records for the federal Homeless Assistance Grant application.

4. Awareness

This committee coordinates the annual Homeless Awareness Week and any additional and/or ongoing awareness and education-related activities within the community.

V. Meetings

A. Open Meetings

CAP meetings are open to the public, who are invited to share their opinions and ideas and contribute to the collaborative effort. Anyone is permitted to join the CAP email distribution list and electronic correspondence system. The Secretary will make note of any visitors or new participants listed on the general meeting attendance sheet, who will then notify the Organizational Development Chair. The Organizational Development Chair will then follow up with the guests to discuss membership participation.

B. General Meeting Frequency

The group will meet not less than five (5) times per year.

C. Executive Committee Meeting

The executive team will meet one (1) week before the general meeting to draft the agenda for the following general meeting, discuss urgent issues, and address other issues before presentation to the general membership. This meeting's schedule will be changed to best suit the availability of the current team. Representatives from government entities will also be regularly invited to attend. This meeting is open to the public. Executive Sessions may be called by the Chair as needed, and shall be closed to the public.

D. General Committee Meetings

Each committee will meet as needed. Decisions made at committee meetings will be brought to the executive committee meeting for discussion and inclusion in the general meetings agenda.

VI. Decision Making

A. Agenda Items

Agendas shall be emailed to all CAP members at least 24 hours prior to the general meeting. Agencies or individual members that wish to propose agenda items must submit the same to a member of the Executive Committee at least two (2) days prior to the scheduled Executive Committee meeting date.

B. Action Items

Action items needing 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 vote on action items. A quorum will be defined as 50% of members in good standing. Any member has a right to call a motion or an action to a vote.

At any time where voting protocol on action items is questionable, the membership will defer to the Official Robert's Rules of Order.

VII. Financial Resources

A. Treasurer

The CAP has an elected Treasurer who sits on the executive committee. The treasurer is responsible for managing all fiscal aspects of the CAP and reports to the Chair.

B. Fiscal year

The CAP's fiscal year starts annually on January 1st and ends on December 31st.

C. Deposits

Donations and annual dues from members will be given to the Treasurer to be recorded as paid in the ledger for the current year, and then deposited. The Treasurer will keep on file any letters of commitment included with payments as a record of membership information.

D. Purchases

The Treasurer is responsible for payment of invoices for goods and services purchased by CAP.

E. Reimbursements

The Treasurer can reimburse members for expenses incurred on behalf of the CAP, if such expenses were pre-approved by the Executive Committee and is accompanied by a receipt for such expenses. No member is permitted to write a reimbursement check to himself/herself.

F. Authorized Signers

Each new executive team will have the following four (4) positions registered with a local and credible financial institution: Chair, Vice Chair, Organizational Development Chair/Treasurer, and Secretary. Should one person hold multiple titles, a minimum of three (3) individuals must be able to sign, to ensure availability for check signing of amounts higher than \$200.00.

VIII. **Bylaws Amendments**

By-laws can be amended as needed by majority vote of the general membership. Copies of the amended Bylaws will be made available upon request.