

1 **BYLAWS OF**  
2 **NORTH CAROLINA COLLABORATIVE FOR CHILDREN, YOUTH AND FAMILIES**

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4 **ARTICLE 1 COLLABORATIVE**  
5

6 1.1 Name. The name of this collaborative shall be North Carolina Collaborative for  
7 Children, Youth and Families (the NC Collaborative), a collaborative under the laws of  
8 North Carolina, hereinafter referred to as “the Collaborative.”

9 1.2 Collaborative Offices. The Collaborative shall have and continuously maintain in this state  
10 an office and an agent whose office address is identical.

11 1.3 Collaborative Purpose. The purpose of the Collaborative shall be to:

- 12 • Serve as a vehicle for cross system collaboration among family members<sup>1</sup>, youth<sup>2</sup>,  
13 health, human services, juvenile justice, education, and courts—both public and  
14 private—together with other community partners to promote the achievement of  
15 better outcomes for the children, youth and families in North Carolina,
- 16 • Provide support to local/regional community collaboratives on operating within the  
17 guidelines of the System of Care values and principles, and
- 18 • Promote collaboration and serve as a liaison between local communities and state  
19 agencies.
- 20 • Establish priorities that drive the activities of all Collaborative committees. These  
21 priorities are based upon available data and when deemed appropriate by the  
22 Collaborative.

23  
24 1.4 Mission and Vision. The mission of the Collaborative shall be to act as a forum  
25 for collaboration, advocacy and action among families, public and private child, youth  
26 and family serving agencies and community partners to improve outcomes for all  
27 children. The vision of the Collaborative is to share responsibility and accountability for  
28 ensuring that children, youth and families are healthy, safe and successful at home, in  
29 school, and in their communities.

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31 1.5 Collaborative Decisions. Decisions of any Collaborative component are  
32 encouraged to be by consensus. In the event agreement in any committee is not

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<sup>1</sup> Family is defined by the Collaborative as a parent, custodian or guardian of a child or youth who has received services from any human services agency or organization.

<sup>2</sup> Youth is defined by the Collaborative as a person ages 14 to 26 who has received services from any human services agency or organization.

33 unanimous, decisions will be made by a majority vote. A majority is deemed fifty-one  
34 percent (51%) of the voting membership.

35 1.6 Collaborative Dissolution. In the event of the dissolution of the Collaborative,  
36 the voting membership shall, after paying or making provision for the payment of all the  
37 liabilities of the Collaborative, distribute the assets of the Collaborative to such  
38 organization or organizations focused on the mission of this organization in existence at  
39 the time of dissolution.

## 40 ARTICLE 2 MEMBERSHIP

41  
42 The membership of the Collaborative shall be composed of individuals interested in improving  
43 the well-being of children, youth and families, collectively referred to as “members”. Any public  
44 or private organization or individual who supports the mission of the Collaborative can be a  
45 member of the Collaborative and participate in meetings. Cross-discipline System of Care  
46 representation at the Collaborative is a priority. There are no limits to the number of members.

47 2.1 Voting Members. Persons who have attended (including telephone or other electronic  
48 means) four (4) out of the last six (6) meetings. The secretary will ensure to have an updated  
49 list of who has attended the last six (6) meetings. The secretary relies on the sign in sheets to  
50 count attendance and members need to ensure s/he signs in at each meeting.  
51

52 2.2 Stakeholders. ALL stakeholders are welcome. State and community collaborative partners  
53 *including and not limited to* the following are encouraged to participate as committee and  
54 voting members:

- 55 • Department of Public Instruction (DPI)
- 56 • Department of Public Safety-Division of Adult Correction and Juvenile Justice (DPS/DJJ)
- 57 • Division of Health Benefits (DHB)
- 58 • Division of Medical Assistance (DMA)
- 59 • Division of Mental Health, Developmental Disabilities and Substance Abuse Services  
60 (DMHDDSAS)
- 61 • Local Management Entities/Managed Care Organizations (LME/MCOs)
- 62 • Division of Public Health (DPH)
- 63 • Division of Social Services (DSS)
- 64 • Division of Vocational Rehabilitation (DVR)
- 65 • Family Members
- 66 • Youth Members
- 67 • NC Interagency Coordinating Council (ICC)
- 68 • NC Administrative Office of the Courts (AOC)
- 69 • NC Child

- 70 • School Mental Health Initiative (SMHI)
- 71 • Exceptional Children’s Assistance Center (ECAC)
- 72 • NC Family Support Network (FSN)
- 73 • Benchmarks
- 74 • Family, Agency and Child Training Teams (FACTT)
- 75 • NC Fetal Alcohol Spectrum Disorder Informed (NCFASDInformed)
- 76 • National Alliance on Mental Illness in NC (NAMINC)
- 77 • NC Provider Council
- 78 • Easter Seals/United Cerebral Palsy Association
- 79 • The Arc
- 80 • i2i
- 81 • NC DD Council
- 82 • Disability Rights NC
- 83 • DPH Parent Advisory Council
- 84 • DSS Family Advisory Council
- 85 • NC Families United (NCFU)
- 86 • NC Foster Family Alliance (NCFFA)
- 87 • NC Infant-Mental Health Association (NCIMHA)
- 88 • Strong Able Youth Speaking Out (SaySo)
- 89 • NC Youth M.O.V.E (Motivating Others through Voices of Experience)
- 90 • Universities, Colleges, Community Colleges and other higher education

91

92 2.3 Methods of Voting. Voting on Collaborative business may take place utilizing

93 telephone, letter, email, or other electronic means. Major business decisions (i.e.,

94 leadership changes, financial decisions, etc...) shall be put to a vote as prescribed in

95 these bylaws. All other business that furthers the mission and vision of the Collaborative

96 will be decided by consensus. If it is not clear whether a matter should be decided by

97 vote or consensus, the co-chairs will make and explain the decision.

98

99 2.4 Powers of Voting Members. The policy-making powers of the Collaborative shall

100 be vested in the voting membership, which shall have charge, control and management

101 of the policies, property, affairs and funds of the Collaborative and shall determine

102 compliance with the Collaborative’s stated purposes; shall fill vacancies among the

103 officers who are appointed by the voting membership; and shall have the power and

104 authority to do and perform all acts or functions not inconsistent with these bylaws.

105 The voting membership shall have the power and authority to do and perform all acts

106 and functions permitted for an organization described in these bylaws or the laws of the  
107 State of North Carolina.

108 **2.5 Rights and Responsibilities of Voting Members.** In addition to doing all things  
109 required or allowed by law, the Members of the Collaborative shall have the following  
110 rights and responsibilities:

- 111 (a) Vote on any amendment to the bylaws of the Collaborative pursuant to the  
112 guidelines in Section 5.1; and
- 113 (b) Elect officers pursuant to the guidelines in Section 3.2.
- 114 (c) Seek to resolve any conflict with another member that may impede the work of the  
115 Collaborative. If the conflict is between non-Executive Committee members, the  
116 Executive Committee may mediate. If the conflict is between Executive Committee  
117 members or between Executive Committee members and a non-Executive  
118 Committee member, an outside mediator will be sought.

119  
120 **2.6 Annual Membership Meeting.** The annual meeting of the membership shall be  
121 held in November on such date at such place and hour, as the voting membership  
122 shall determine. Business to be conducted at the annual membership meeting  
123 shall include, without limitation, elections for new officers, reports of the financial  
124 condition, approval of an annual budget for the Collaborative and operations of  
125 the Collaborative, an announcement regarding the results of prior elections of  
126 officers, and such other business as may come before the meeting.

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128 **2.7 Special Meetings.** Special meetings of the membership shall be held at the call of  
129 the co-chairs of the Collaborative at such place, date and hour as the co-chairs  
130 shall determine. The co-chairs shall call a special meeting upon the written request  
131 of one fourth (1/4) of the voting membership. No business other than that stated  
132 in the notice of the meeting may be conducted at any special meeting.

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134 **2.8 Notice of Meetings.** Notice of each meeting of the membership shall be sent to  
135 each Member at the Member's last email address as it appears on the records of  
136 the Collaborative not less than seven (7) nor more than thirty (30) calendar days  
137 prior to the meeting, unless member has otherwise notified that an alternate  
138 method or correspondence is needed. Attendance at any meeting, except for the  
139 sole purpose of objecting to the holding of such meeting, shall constitute waiver of  
140 notice of such meeting.

141

142 2.9 Quorum; Voting. A quorum shall consist of no less than eleven (11) voting  
143 members of the Collaborative for transaction of business at any membership  
144 meeting. Except as otherwise provided in these bylaws or the laws of the State of  
145 North Carolina, the vote of a majority of those present and voting at a meeting at  
146 which there is a quorum shall be sufficient for the transaction of any business that  
147 requires a vote. Officers shall be elected by a majority of the votes cast at an  
148 election which may take place utilizing letter, email, or other electronic balloting  
149 prior to the membership meeting.

150 2.10 Record Date. For the purposes of determining members entitled to notice of and  
151 to vote at a meeting of the members or by consent resolution, or for the purposes  
152 of any other action, the record date shall be a date ten (10) calendar days prior to  
153 the meeting or notification date of the consent resolution.

154 2.11 Expectation of Voting Membership. Membership in the Collaborative shall:  
155 (a) Attend (4) of the last six (6) meetings,  
156 (b) Update the member's, employment change, mailing address or email address to the  
157 secretary in the instance of any change of contact information.

### 158 ARTICLE 3 OFFICERS

159  
160 3.1 Designation of Collaborative Officers. The officers of the Collaborative and the  
161 voting membership shall consist of two co-chairs (family<sup>1</sup> or youth<sup>2</sup> and agency or  
162 organization representative), two vice-chairs (family or youth and agency or  
163 organization representative), parliamentarian and a secretary. These individuals will  
164 constitute the Executive Committee empowered to meet at least once a month or as  
165 deemed necessary to make decisions about items to present to the Collaborative for  
166 consideration. If the Collaborative needs to make a decision in a time-sensitive matter,  
167 an email will be sent by the Co-Chairs to Collaborative members requesting feedback  
168 within 72 hours. In order to ensure continuity, Co-chair positions will exit and enter at  
169 the same time. Co-Chairs will serve for no more than two (2) consecutive two (2) year  
170 terms. Outgoing chairs can serve as Emeritus to the Executive Committee for twelve  
171 months upon leaving office. Every effort will be made to ensure that the officers are not  
172 overly represented by one agency or organization as to promote diversity within the  
173 Collaborative leadership.

174  
175 3.2 Election; Term. The officers of the Collaborative shall be elected by the voting  
176 membership of the Collaborative based on a slate of candidates prepared by the  
177 Nominating Committee as defined in Section 4.2(b). These newly elected officers shall  
178 take office at the first Collaborative meeting following the annual membership meeting.

179 In order to ensure continuity, Co-chair positions will exit and enter at the same time.  
180 Co-Chairs will serve for no more than two (2) consecutive two (2) year terms or until  
181 their successors have been duly elected and qualified. All other officers shall hold office  
182 for no more than two (2) consecutive two (2) year terms or until their successors shall  
183 have been duly elected and qualified.  
184

185 3.3 Removal; Resignation; Vacancies. The voting membership of the Collaborative,  
186 upon the vote of two-thirds (2/3) of the voting membership present may remove an  
187 officer of the Collaborative with cause at any time when such removal would be in the  
188 best interests of the Collaborative. Any officer may resign at any time by communicating  
189 such resignation to the Collaborative through direct notice to the Co-Chairs. A  
190 resignation is effective when it is communicated unless it specifies in writing a later  
191 effective date. In the event of the death, resignation, removal or other inability to serve  
192 of any officer, the Executive Committee shall follow approved protocol to designate a  
193 successor who shall serve until the expiration of the normal term of such officer or until  
194 his or her successor shall be elected, except that, in the event of a vacancy in the office  
195 of the co-chairs, the appropriate (family or youth or agency or organization  
196 representative) vice chairs shall serve as the acting co-chair of the Collaborative for the  
197 remainder of that term of office. If the vice chair is vacant as well, the nominating  
198 committee shall elicit candidates from the voting membership as defined in Section  
199 4.2(b). The newly elected co-chair shall complete the vacant co-chair's term or until  
200 their successors have been duly elected and qualified. In the event of a vacancy in the  
201 office of secretary, the Executive Committee may designate a successor, respectively,  
202 for the remainder of that term of office.  
203

204 3.4 Duties of the Co-chairs. The co-chairs, subject to the control of the voting  
205 membership, shall supervise and control the management of the Collaborative in  
206 accordance with these bylaws. The co-chairs shall preside at all meetings of the  
207 Collaborative membership. The co-chairs shall sign, with any other proper officer,  
208 instruments which may be lawfully executed on behalf of the Collaborative, except  
209 where required or permitted by law to be otherwise signed and executed, and except  
210 where the signing and execution shall be delegated by the voting membership to some  
211 other officer or Member. The co-chairs shall be the direct representative of the voting  
212 membership in the management of the Collaborative, shall officially represent the  
213 Collaborative and its mission and the principles of partnership in all dealings with the  
214 public, and shall have all such other duties and authority which such position would  
215 customarily require, and other duties as may be assigned by the voting membership  
216 from time to time. This may include acting as mediators for conflicts within the  
217 Collaborative.  
218

219 (a) Setting the Agenda for Collaborative meetings. A proposed agenda shall be prepared  
220 by the co-chairs or their designee and disseminated to the members of the

221 Collaborative, no less than three (3) calendar days prior to a meeting via the list  
222 serve and by posting it on the website. At this time, members can submit additional  
223 items for the agenda (with supporting documentation if needed) to the co-chairs or  
224 their designee. For a proposed agenda to become the official agenda for a meeting,  
225 it must be adopted by the State Collaborative at the outset of the meeting. At the  
226 time that an agenda is presented for adoption, a member can move to amend the  
227 proposed agenda by adding any item that the member desires to add, or by  
228 proposing any other change. Once all changes have been recognized, the agenda for  
229 that day's meeting is adopted. Members can always move to table an agenda item  
230 for another meeting if more information is needed or there isn't enough time to  
231 sufficiently discuss an agenda item.

232

233 3.5 Duties of the Vice Chairs. The vice chairs shall have such duties as determined from  
234 time to time by the voting membership and/or the co-chairs.

235

236 3.6 Duties of the Secretary. The secretary shall act as secretary of the Collaborative and  
237 the voting membership; shall assure that appropriate notices or waivers of notice are  
238 sent regarding meetings of the voting membership; shall assure that an official record of  
239 minutes, reports, policies and procedures, and other materials of the Collaborative are  
240 maintained; shall be responsible for the reporting of adequate records of all meetings of  
241 the voting membership including accurate attendance of the meetings; shall be  
242 responsible for submission of required reports; shall assist the co-chairs in assuring  
243 Collaborative business follows the approved bylaws; and shall perform such other  
244 duties as may be requested from time to time by the co-chairs and/or voting  
245 membership.

246

247 3.7 Duties of the Parliamentarian. The role of the parliamentarian is to ensure that  
248 meetings are orderly and civil, and to help the Collaborative operates according to its  
249 bylaws. The main function of the parliamentarian is to advise the co-chairs on procedure  
250 during meetings. The parliamentarian does not rule members out of order, neither  
251 should he or she call for votes—that is the job of the co-chairs. If a parliamentarian  
252 notices a violation in procedure, he or she should quietly tell the co-chairs, and then the  
253 co-chairs may rule from the chair. The parliamentarian is expected to:

- 254 • Act as the keeper of the bylaws and be familiar with their contents
- 255 • Be knowledgeable about meeting procedures
- 256 • Offer procedural opinions when asked to do so by a chairperson
- 257 • Capture proposed bylaw amendments throughout the year for annual consideration
- 258 • Chair any bylaws special committee

- 259 • Provide the secretary any draft bylaw amendments for dissemination to the voting  
260 membership 26 days before the annual November meeting  
261 • Present any proposed bylaw amendments to the voting membership during the annual  
262 November meeting.

263 ARTICLE 4 COMMITTEES OF THE VOTING MEMBERSHIP  
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265 Decisions of any Collaborative component are encouraged to be by consensus. In the event  
266 agreement in any committee is not unanimous, decisions will be made by a majority vote. A  
267 majority is deemed fifty-one percent (51%) of the voting membership.  
268

269 4.1 Committees Generally. The voting membership may establish an Executive Committee. The  
270 Executive Committee may establish and abolish such other standing committees, ad hoc  
271 committees and or work groups as it deems necessary from time to time as it shall deem  
272 appropriate to conduct the activities of the Collaborative. Each committee will consist of at  
273 least one chairperson and two or more committee members. Committee members may be  
274 members of the voting membership or other interested individuals with expertise in the focus  
275 area of the committee. The chair of the committee will be appointed by a Collaborative  
276 chairperson. Committee chairpersons are expected to facilitate committee meetings that work  
277 toward advancing the goals of the Collaborative. They will report out on any progress and  
278 recommendations to the Collaborative. Each non-standing committee shall disband upon  
279 completion of the work for which it was created. Activities of the standing committees are  
280 subject to oversight and approval of the voting membership.

281 4.2 Standing Committees. The voting membership may establish the following  
282 committees that may have the duties and responsibilities described herein or by  
283 Executive Committee resolution.

284 Executive Committee. The voting membership shall appoint an Executive Committee consisting  
285 of not less than five (5) members, including the two co-chairs, two vicechairs, secretary and  
286 parliamentarian. The maximum membership should be no more than the elected officers and  
287 the number of chairpersons for each active subcommittee. The Executive Committee may  
288 exercise all powers and authority of the voting membership in management of the  
289 Collaborative between meetings of the voting membership (within the limits prescribed by law)  
290 or may have such specific powers and responsibilities as determined by the voting  
291 membership. The Executive Committee will work with and engage youth/young adults as  
292 advisers and partners in the Collaborative’s strategic plan and ongoing work. The co-chairs shall  
293 act as chairpersons of the Executive Committee. The Executive Committee shall keep minutes  
294 of its proceedings, keep records of its proceedings with the records of the Collaborative and  
295 shall report to the voting membership on actions taken

- 296 i. Unanimous Consent Action by Executive Committee. Any action required or  
297 permitted to be taken at a meeting of the Executive Committee may be taken

Adopted on December 12, 2014

Amended on 1/14/15, 9/11/16, 12/11/16, 11/4/16,1/26/18,4/12/19

298 without a meeting if consent in writing, setting forth the action so taken, is  
299 indicated in writing unanimously by all the Executive Committee Members entitled  
300 to vote on the action. The written consents described in this section may be given  
301 via facsimile or email.

302 ii. Meeting by Conference Telephone. The Executive Committee members may  
303 participate in and act at any meeting by means of conference telephone or similar  
304 communications equipment if all persons participating in the meeting can hear each  
305 other simultaneously. Participation in such a meeting shall constitute presence of  
306 the Executive Committee in person at the meeting.

307 iii. Notice of Meeting. The co-chairs, or their designee, are responsible for reporting  
308 meeting outcomes to the voting membership.

309

### 310 Collaborative Committees and WorkGroups

311 The Collaborative and each of its' Committees will promote the System of Care (SOC) values  
312 and engage family and youth voices with agency and organization voices in all goals and  
313 activities. In addition, diversity of voices will be honored and respected by all participants. The  
314 following principles of partnership will be actively embraced in all activities of the Collaborative  
315 or its' committees.

- 316 ▪ Everyone desires respect.
- 317 ▪ Everyone needs to be heard.
- 318 ▪ Everyone has strengths.
- 319 ▪ Judgements can wait.
- 320 ▪ Partners share power.
- 321 ▪ Partnership is a process.

322

323

324 Each Committee will:

- 325 ▪ Be co-chaired by an agency/organization representative and a family/youth member  
326 and shall consist of not less than three (3) individuals;
- 327 ▪ Orient members to the Collaborative using the orientation resource tools;
- 328 ▪ Develop goals and actions steps on the Collaborative's Strategic Plan in coordination  
329 with the Executive Committee;
- 330 ▪ Coordinate with other committees and stakeholders as needed; and
- 331 ▪ Report progress, successes and needs to the Collaborative at least two times during the  
332 meeting calendar.

333

334 (a) Nominating Committee for Executive Officers. The Nominating Committee shall  
335 consist of not less than three (3) individuals. A co-chair of the Collaborative shall  
336 serve as the chairperson of the Nominating Committee and shall:  
337 i. Recommend annually, and upon the request of the voting  
338 membership, candidates from the voting membership and officers of  
339 the Collaborative.  
340 ii. Elicit candidates from the voting membership, complete a vetting  
341 process of the candidates and provide a biography of the candidates to  
342 the voting membership at least twenty-six (26) calendar days or two  
343 meetings (whatever comes first) prior to the date of the annual or  
344 interim election meeting of the membership.  
345 In preparing each slate of candidates required herein, this Committee  
346 shall consider each candidate's qualifications, references and  
347 commitment to the Collaborative.  
348 iii. Attempt to prepare each slate of candidates in a manner which  
349 promotes diversity by considering candidates who are geographically,  
350 racially and ethnically diverse and who represent consumers and a  
351 variety of organizations and professional disciplines.

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353  
354 (b) Membership/Sustainability Committee. The Membership/Sustainability Committee  
355 shall:  
356 i. Provide orientation to the Collaborative through information and  
357 mentoring to promote inclusion and support the work of the  
358 organization;  
359 ii. Expand the membership base and providing opportunities for  
360 membership connections, either geographically or by discipline,  
361 iii. Advance the Collaborative's mission and increase participation,  
362 support and visibility at the state and local levels, and  
363 iv. Collaborate with other related organizations and updating their  
364 members about relevant activities.

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(c) Communication/Social Marketing Committee. The Communication/Social Marketing Committee shall:

- i. Be co-chaired by an agency/organization representative and a family/youth member;
- ii. Manage communication with members and maintenance of organization’s website, web-based platforms, social media; and
- iii. Promote and educate all stakeholders on best practices and policies for children, youth and families.

(d) Training and Technical Assistance Committee. The Training and Technical Assistance (T&TA) Committee shall:

- i. Be co-chaired by an agency/organization representative and a family/youth member with interest in protecting and expanding System of Care (SOC) trainings that are meaningful and can be replicated with fidelity;
- ii. Oversee, update and improve the child and family team (CFT) trainings that are online as well as may review and provide recommendations for revision to existing CFT curricula in NC;
- iii. Support CFT trainers by providing technical assistance according to their strengths and needs;
- iv. Develop and disseminate information and resources to support the community-based work of community collaboratives,
- v. Coordinate priorities for funding projects that further SOC expansion and sustainability.

(e) North Carolina Transition Age Youth Committee (NCTAY). The Transition Age Youth Committee shall be co-chaired by two voting members to include a youth. This committee shall:

- i. Plan for inclusion of transition aged youth and engaging adult allies in all areas of the Collaborative scope;
- ii. Plan for expansion of youth leadership development and youth peer support, mentoring and advocacy programs that are evidence informed best practices;
- iii. Represent youth voice and grow youth voice in systems, services and supports based on youth strengths and needs.

402 (f) Community Collaborative Committee: The Community Collaborative Committee  
403 shall:  
404 i. Serve as a resource for local collaborative, and  
405 ii. Respond to local collaborative questions, needs and assist with local  
406 collaborative planning and sustainability.

407  
408 (g) School-based Behavioral and Mental Health Committee: The School-based  
409 Behavioral and Mental Health Committee shall:  
410 i. Explore ways that schools can access mental health services for their  
411 students and families by fostering the development of local planning and  
412 implementation, and  
413 ii. Promote a statewide plan to have quality behavioral and mental health  
414 services delivered at school.

415  
416 (h) Cultural Competency and Health Disparities Committee: The Cultural Competency  
417 and Health Disparities Committee shall:  
418 i. Promote the ability of individuals and systems to respond respectfully  
419 and effectively to people of all cultures in a manner that recognizes,  
420 affirms, and values the worth of individuals, families and communities  
421 and protects and preserves the dignity of each.  
422 ii. Create curricula for trainings and analyzing data collected from different  
423 agencies and organization around elements of cultural competency.

424  
425 (i) Financial Advisory Committee: The Financial Advisory Committee receives and  
426 reviews monthly budget reports from the fiduciary agent, review these reports with  
427 the Executive Committee, makes recommendations to the Executive Committee and  
428 the Collaborative that advises the fiduciary agent on financial matters by bringing  
429 diverse perspectives to inform decisions and help communicate the status of  
430 financial accrual, leveraging and distribution of assets, resources and money to fulfill  
431 the purpose, mission, and vision of the Collaborative. This committee operates  
432 under a separate charter (see appendix A).  
433 i. The co-chairs cannot be a fiduciary agent or state employee.  
434 ii. State employees can participate as non-voting members.

435  
436 4.3 Special Committees and Work Groups. The co-chairs may appoint special  
437 committees for a specified term with the concurrence of the voting membership, for  
438 such special tasks as circumstances warrant. A special committee shall limit its activities

439 to the accomplishment of the tasks for which it is appointed and shall have no power to  
440 act except as specifically conferred by action of the voting membership. Upon  
441 completion of the tasks for which it was created, a special committee shall stand  
442 discharged.  
443

444 4.4 Election; Term of Office and Removal of Committee Members. The co-chairs  
445 shall appoint committee chairpersons. Each committee chairperson(s) shall be  
446 responsible for selecting other members of the committee. All committee chair/co-chair  
447 appointments shall be subject to approval by the voting membership. Vacancies in the  
448 membership of such committees shall be filled by appointment made in the same  
449 manner as provided in the case of the original appointment. Transition of officers and  
450 committee chairs/co-chairs will occur through a transition plan developed and  
451 implemented by and through the executive committee.  
452

453 4.5 All committee members may serve no more than two consecutive 2-year terms  
454 or until their successors are selected. All committee members and committee  
455 chairpersons shall be subject to removal with cause at any time by vote of a majority of  
456 the voting membership then in office. The membership of committees, except the  
457 Executive Committee, may include interested persons at large who are not Executive  
458 Committee members or voting members.  
459

460 4.6 General Committee Procedures. A majority of the members of each committee  
461 present in person shall constitute a quorum for the transaction of business, and the act  
462 of a majority of the members of any committee present in person at a meeting at which  
463 a quorum is present shall be the action of the committee. Committee meetings may be  
464 conducted by means of conference telephone or similar communications equipment if  
465 all persons participating in the meeting can hear and interact with each other  
466 simultaneously. Participation in such a meeting shall constitute presence in person at  
467 the meeting. Each committee shall report to the voting membership regarding its  
468 deliberations, recommendations and activities since the prior voting membership  
469 meeting. Notice of the meetings of any committee shall be given to the members  
470 thereof and to the co-chairs, who shall have the right to attend and participate in the  
471 deliberations of all committees. The co-chairs or the committee chairperson may invite  
472 to any committee meeting such individuals as they may select who may be helpful to  
473 the deliberations of the committee. Each committee may operate through the  
474 establishment of one or more subcommittees to be composed of such members of the  
475 committee and to have such duties and responsibilities as shall be delegated to the

476 subcommittee by the committee. Each committee may adopt rules for its own  
477 operations and for the operations of its subcommittees as long as they are consistent  
478 with these bylaws or the policies of the voting membership.

479  
480 4.7 Committee Authority. No committees or ad hoc committees of the voting  
481 membership shall be authorized to take the following actions:

482 (a) Authorize distributions to or for the benefit of the chairperson(s) or  
483 officer(s);

484 (b) Approve dissolution, merger or the sale, pledge, or transfer of all or  
485 substantially all the Collaborative's assets; (c) Adopt, amend, or repeal  
486 the bylaws.

## 487 ARTICLE 5 AMENDMENTS

488  
489 5.1 Amendment Procedure. These bylaws may be amended at any meeting of the voting  
490 membership at which there is a two-thirds (2/3) majority vote of the members present and  
491 eligible to vote on the proposed amendment (as referenced in Article 2.4), provided that a  
492 written copy of the proposed amendment has been transmitted to members of the voting  
493 membership at least twenty six (26) calendar days or two meetings (whichever comes first) prior  
494 to the vote on the amendment. These bylaws should be reviewed annually to ensure they still  
495 express the intentions of the Collaborative membership.

496

497 THIS IS TO CERTIFY that the above bylaws of North Carolina Collaborative for Children,  
498 Youth and Families were duly adopted by the members in attendance at the strategic planning  
499 retreat on Friday, December 12, 2014, as amended on April 12, 2019.

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509 **Financial Advisory Committee Charter**

510

511 1. Official Title. Financial Advisory Committee (“Committee”).

512

513 2. Authority. This Committee is established under NC Families United (NCFU) pursuant to and  
514 in accordance with NCFU policy for distributing funds from income earned by NC

515 Collaborative Training Institute online training for Child and Family Teams 101 and Introduction  
516 as developed by the NC State Collaborative for Children, Youth and Families.

517

518 3. Fiduciary Agent Entity Named. North Carolina Families United.

519 4.

520 5. Objective and Scope. The Financial Advisory Committee receives and reviews monthly  
521 budget reports from the fiduciary agent, review these reports with the Executive  
522 Committee, makes recommendations to the Executive Committee and the Collaborative  
523 that advises the fiduciary agent on financial matters by bringing diverse perspectives to  
524 inform decisions and help communicate the status of financial accrual, leveraging and  
525 distribution of assets, resources and money to fulfill the purpose, mission, and vision of the  
526 Collaborative. This committee operates under a separate charter (see appendix A).

527 i The co-chairs cannot be a fiduciary agent or state employee.

528 ii State employees can participate as non-voting members.

529 6. Membership. There will be two co-chairs of this committee. No employee of the fiscal  
530 agent or state employee can serve as a co-chair. State employees can participate as non-  
531 voting members. The committee will be comprised of no less than seven (7) members  
532 including family/youth members and various agency representatives who meet criteria for  
533 voting membership of the Collaborative (see section 2.11 of the NC Collaborative for  
534 Children, Youth and Families bylaws) to avoid conflict of interest.

535

536 7. Duties of Committee. The duties of the Committee are solely advisory and shall extend only  
537 to the submission of advice and recommendation to the NC Collaborative for Children,  
538 Youth and Families (“Collaborative”), which shall be non-binding. The final financial  
539 decisions rest with NCFU. NCFU shall have fiduciary custody and business function control  
540 of all funds of the Collaborative and shall provide proof of officer insurance to cover funds.  
541 NCFU shall ensure that a true and accurate accounting of the financial transactions of the  
542 Collaborative is made at the annual meeting of the voting membership and that reports of  
543 such transactions are presented to the voting membership. NCFU shall arrange for the  
544 financial records of the Collaborative to be reviewed by a certified public accountant

Adopted on December 12, 2014

Amended on 1/14/15, 9/11/16, 12/11/16, 11/4/16,1/26/18,4/12/19

545 promptly after the end of each fiscal year, if required by North Carolina or federal law or if  
546 requested by the voting membership. NCFU, in conjunction with this committee, shall  
547 oversee the budget, contracts and deliverables for the SOC or related projects granted.

548

549 8. Reports. NCFU shall submit quarterly financial reports to the Collaborative, one of those  
550 reports, the annual report, being presented at the annual meeting in November of each  
551 year.

552

553 9. Fiscal Year. Fiscal year for the Collaborative shall begin on October 1<sup>st</sup> of each year and end  
554 on September 30<sup>th</sup>, following the federal fiscal year. This committee shall approve all  
555 budgets and contracts for each fiscal year.

556 10. Contracts. NCFU shall be authorized to execute contracts on behalf of the  
557 Collaborative in accordance with established policies of the Collaborative Executive  
558 Committee and the Collaborative’s bylaws and the bylaws of any governing body of the  
559 named fiduciary entity, presently as this amendment, NCFU.

560 11. Meetings. This committee shall meet regularly on a monthly basis, or as needed, to be  
561 determined by the Executive Committee and Committee Co-Chairs.

562

563 12. Conflict of Interest. NCFU shall inform the Executive Committee and the Collaborative  
564 voting membership of any direct or indirect conflicts of interest, which they or their  
565 governing body may have regarding any transaction contemplated by the voting  
566 membership (a “Conflict of Interest”).