

Easton Hunger Coalition Purpose & Operating Principles

Adopted August 21, 2018

Name: Easton Hunger Coalition, also known as EHC

Address: The mailing address of EHC will be established by the Steering Committee.

Mission: Easton Hunger Coalition is an unincorporated non-profit association focused on reducing hunger in Easton and the Greater Lehigh Valley.

Strategy: EHC provides a forum to plan activities, events, programs and workshops to achieve its mission. Advocacy, education, community health, public awareness, food access and other related issues may be addressed. EHC intends to be a catalyst for the implementation of any programs which serve its mission.

Membership: Members can be any individual or entity that shares our commitment to the mission of the Coalition and pays dues.

Membership Dues: Dues will be determined by the Steering Committee based on the needs of the association.

Fiscal Year: January 1 to December 31.

ORGANIZATION

Steering Committee: The work of the Coalition will be accomplished by a Steering Committee comprised of no less than 7 and no more than 13 members.

The members of the Steering Committee will serve a one-year term and can be reappointed for two additional consecutive terms.

The Steering Committee reviews and appoints its members as necessary by a majority vote.

The Steering Committee will select a Chairperson and Vice Chairperson, Secretary and Treasurer to support the work of the Coalition.

The Chairperson will serve as the leader of the Steering Committee, calling meetings and setting agendas.

The Vice Chairperson shall serve as the Chairperson in his/her absence.

The Secretary will keep records such as membership lists, meeting minutes and any other records needed to manage the affairs of the Coalition.

The Treasurer will manage the bank account(s), credit card (s) and all financial records for the Coalition and will provide financial reports at each meeting of the Steering Committee.

The Steering Committee will appoint a Manager by majority vote.

The Steering Committee will set policy needed to accomplish the work and align with the mission of the Coalition.

The Steering Committee will create Sub-committees necessary to accomplish the work and align with the mission of the Coalition.

Advisory Group: The Advisory Group is a non-voting entity made up of people who can advise and support the leaders of the Coalition but are not at that time serving in any other leadership capacity. The Advisory Group is not a sub-committee and therefore does not need to meet.

Manager: The Manager is authorized to perform functions as defined by the Steering Committee including, but not limited to, the following:

Report to the Steering Committee on all activities of the Coalition.

Function as a spokesperson for the organization as needed and as requested by the Steering Committee.

Sub-committees:

Sub-committees will be formed and dissolved as necessary by the Steering Committee.

The Sub-committees will be led by a Steering Committee member, the Manager or an appointee and will be aligned with the mission and the operation of the Coalition.

Sub-committees will provide reports on their work at every Steering Committee meeting.

Meetings:

Full membership: Once per year

Steering Committee: Four times per year, or additional as required

Sub-committees: Establish a schedule and/or meet as needed

Voting: A majority of the Steering Committee constitutes a quorum. Passage of a motion requires a simple majority. In the absence of a quorum no formal action may be taken on specific matters except adjournment to a subsequent date.

Amendments: The Operating Principles can be amended by a two-thirds vote of the Steering Committee members present at any Steering Committee meeting, provided that a quorum is achieved and a copy of the proposed amendment is delivered to each Steering Committee member at least two weeks prior to the meeting. Postal mail or email is an acceptable means of delivery.

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