



# A Way Home for Tulsa Membership Charter

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## Preamble

It is the mission of the Tulsa City & County Continuum of Care, known as A Way Home for Tulsa (AWH4T), to prevent and end homelessness in the Tulsa County geographical area through partnerships among nonprofit organizations, private businesses, governmental entities, philanthropic individuals and organizations, the investment community, and citizens.

For purposes of clarity within this Charter, the term "AWH4T" may be used when referring to activities of the Continuum of Care (CoC). The term "Leadership Council" may be used when referring to activities of the CoC's board.

## Goals

AWH4T's goals shall include the following:

- a) Promote community-wide commitment to the goal of preventing and ending homelessness.
- b) Provide access to funding for local nonprofit providers and governmental entities that implement strategies to rapidly re-house individuals and families experiencing homelessness while minimizing the trauma and dislocation for those individuals, their families, and the local community.
- c) Promote access to and effective use of mainstream programs by individuals and families experiencing homelessness.
- d) Optimize self-sufficiency among individuals and families experiencing homelessness.
- e) Orchestrate a vision for preventing and ending homelessness in Tulsa County.

## ARTICLE I: Membership Selection

AWH4T maintains an open membership policy, supports diversification of its membership, and shall be comprised of representatives of relevant organizations within the CoC geographic area, as listed below. Changes in CoC membership are reflected on the lead agency's website.

### Section 1.1 Representation.

AWH4T shall endeavor to ensure that its general membership includes the following representation:

- a) Individuals who are currently experiencing, or have formerly experienced homelessness;
- b) Nonprofit and for-profit homeless assistance providers;
- c) Victim service providers;
- d) Faith-based organizations;
- e) Governmental entities, including Tribal Nations;
- f) Businesses;
- g) Advocates;

- h) Public housing agencies, including the Housing Authority of the City of Tulsa;
- i) School districts;
- j) Social service providers;
- k) Mental health agencies;
- l) Hospitals;
- m) Universities;
- n) Affordable housing developers;
- o) Law enforcement;
- p) Organizations that serve veterans;
- q) Philanthropic organizations;
- r) Supportive service providers – includes all organizations serving persons experiencing homelessness including mental health, health care, veterans, HIV/AIDS, substance abuse, employment, legal and education services; and
- s) Representatives of the CoC Lead Agency as ex officio members.

## Section 1.2 Membership Types.

A Way Home for Tulsa offers three different options for membership:

- **CoC-Funded (or Eligible for CoC Funding):** organizations who are awarded or could be awarded CoC funding due to their adherence to HUD requirements and best practices, including the Coordinated Entry System.
- **Service Provider:** organizations who provide direct client care to people experiencing homelessness, but do not utilize the Coordinated Entry System.
- **Coalition Member:** organizations who either do not provide any direct client care, or do not provide services solely to individuals experiencing homelessness. Coalition Members do not qualify for CoC funding, nor do they have access to HMIS. These are most commonly government agencies, business/commerce partners, healthcare systems, philanthropic organizations, etc.

## Section 1.3 Member Selection.

### Application

Organizations may submit an application for membership at any time; applications should be submitted to the Lead Agency. The AWH4T Leadership Council will consider applications for membership at least annually.

### Selection

Organizations applying for membership to AWH4T shall be subject to acceptance by a vote by the Leadership Council. If an organization's application is found to be ineligible for membership, or is rejected by a Leadership Council vote, the organization may re-apply after a 12-month waiting period.

All member organizations selected and approved by the processes outlined in this document will maintain membership in AWH4T indefinitely, so long as all terms of membership remain satisfied.

## Removal

Member organizations which are found to be out of compliance with the terms of membership may be subject to removal from A Way Home for Tulsa by vote of the Executive Committee. If the organization objects to the determination, they may submit an appeal— in writing—to the Lead Agency for consideration by the Leadership Council; appeals will be accepted within 30 days of the determination.

If after 12 months and demonstration of a significant change to leadership, mission, service delivery, or other core organizational features, organizations who are removed from AWH4T can reapply for membership.

# ARTICLE II: Member Responsibilities

## Section 2.1 General Member Duties.

AWH4T members support the efforts of the Continuum to achieve its goals of preventing and ending homelessness in the Tulsa area. These entities or individuals shall offer support, guidance, accountability, and expertise in an advisory capacity to the Leadership Council.

AWH4T member duties are as follows:

- a) A representative must attend at least two (2) meetings (All-Member or Leadership Council meetings) annually;
- b) Present to and/or discuss items of interest before a Committee, Task Group, Collaborative, or the CoC Lead Agency for discussion (such entity shall review and determine whether to present the item to the Leadership Council);
- c) Assist in identifying and recruiting new members;

Additionally, the agency's Executive Director, President, or Chief Executive Officer must complete an annual reaffirmation of the membership charter terms, including those corresponding to the organization's membership type, in order to remain in good standing.

## Section 2.2 Member Duties by Type.

Each member organization is responsible for upholding the terms of their membership type:

### CoC Funded (or Eligible)

- a) Receives (or eligible to receive) CoC funding in accordance with [24 CFR 578.15](#), including alignment with Federal financial management standards described in [2 CFR 200](#).
- b) Agrees and adheres to the AWH4T Code of Conduct.
- c) Agrees and adheres to the AWH4T Conflict of Interest Policy.

- d) Demonstrates alignment and adherence to the [AWH4T Service Standards](#) and nationally recognized best practices, including but not limited to:
  - a. Access to Housing without Preconditions;
  - b. Consumer Choice & Agency;
  - c. Recovery Orientation;
  - d. Individualized, Person-Centered Services;
  - e. Social & Community Integration;
  - f. [Trauma Informed Care](#);
  - g. [Motivational Interviewing](#);
  - h. [Harm Reduction](#); and
  - i. Authentic Lived Experience Engagement.
- e) Demonstrates alignment and support of the [AWH4T Strategic Plan](#).
- f) Utilizes HMIS and adheres to [HUD HMIS Data Standards](#) (or equivalent systems for victim service providers).
- g) Actively participates in the Coordinated Entry System.

## Service Provider

- a) Agrees and adheres to the AWH4T Code of Conduct.
- b) Agrees and adheres to the AWH4T Conflict of Interest Policy.
- c) Proven alignment and adherence to the [AWH4T Service Standards](#) and nationally recognized best practices, including but not limited to:
  - a. Access to Housing without Preconditions;
  - b. Consumer Choice & Agency;
  - c. Recovery Orientation;
  - d. Individualized, Person-Centered Services;
  - e. Social & Community Integration;
  - f. [Trauma Informed Care](#);
  - g. [Motivational Interviewing](#);
  - h. [Harm Reduction](#); and
  - i. Authentic Lived Experience Engagement.
- d) Proven alignment and support of the [AWH4T Strategic Plan](#).
- e) Established use of HMIS and adherence to [HUD HMIS Data Standards](#) (or equivalent systems for victim service providers) or development and execution of an HMIS implementation plan (within 12 months of admittance).

## Coalition Member

- a) Agrees and adheres to the AWH4T Code of Conduct.
- b) Agrees and adheres to the AWH4T Conflict of Interest Policy.
- c) Proven alignment and support of the [AWH4T Strategic Plan](#).

If a member organization is interested in switching from one type of membership to another, they would need to resubmit an application for consideration by the Executive Committee.

## ARTICLE III: Code of Conduct Policy

The members of AWH4T, as a consortium of entities and individuals working to end homelessness in the Tulsa area, dedicate themselves to conduct all deliberations and actions in a manner that ensures constructive teamwork, efficiency, honesty, and transparency. Members pledge themselves to a standard of conduct in the commission of the CoC's affairs so that the dignity of fellow members and their respective citizens and constituents is maintained while cultural diversity is honored and respected.

### Section 3.1 Violations and Disciplinary Actions.

Violations of the above-listed elements of the AWH4T Code of Conduct may be reported to the chair of the Leadership Council and Lead Agency or its designee by any member. Notice of any disciplinary action(s) for unacceptable behavior shall be provided to the executive management for the respective member organization that the violating individual represents. Such disciplinary actions may result in any or all of the following:

- a) Loss of voting privileges;
- b) Censure by the AWH4T membership; and/or
- c) Expulsion from AWH4T of the individual and/or the member organization that the individual represents.

## ARTICLE IV: Conflict of Interest Policy

AWH4T members, in their role as strategic partners collaborating with the Leadership Council to end homelessness in Tulsa City and County, shall conduct all CoC decision-making in accordance with this Conflict of Interest Policy

### Section 4.1 Contract, Awards, and Other Benefits to Recipient.

- a) No member or member representative may participate in or influence discussions or resulting decisions concerning the award of a CoC or ESG grant or other financial benefits to that member or the organization that the member represents.
- b) An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under Part 578, or when an individual's objectivity in performing work with respect to any activity assisted under Part 578 is or might be otherwise impaired.

Organizational conflicts arise when a member who is specifically associated with an applicant organization participates in a decision concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee, recent employee, or family member affiliated with a recipient or sub-recipient organization participates in contract monitoring or rate setting

tasks that directly impacts said organization. Examples of ongoing conflicts of interest include the determination of rent reasonableness under [§ 578.49\(b\)\(2\)](#) and [§ 578.51\(g\)](#); housing quality inspections of property under [§ 578.75\(b\)](#) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures/partnerships, or participation in evaluation or determination of awards.

## Section 4.2 Financial Interest of Member.

- a) Members are prohibited from the solicitation and/or acceptance of gifts when in a position to participate in a decision-making process or gain inside information regarding the activities of the CoC (or by the organization(s) that they represent) that would provide a benefit in excess of fifty dollars (\$50) from persons, organizations, or corporations with a vested interest in the outcomes of decisions made by the Leadership Council, or its sub-groups, on behalf of the CoC or its member organizations. This paragraph shall not be construed as prohibiting the receipt of attendance stipends by members of AWH4T Lived Experience boards.
- b) Members shall not participate in the selection, award or administration of a contract supported by CoC funds if a real or apparent conflict of interest exists. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the organization under consideration for an award.
- c) Except for unsolicited gifts of fifty dollars (\$50) or less, members shall neither solicit nor accept gratuities, favors or anything of monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors which may influence or be reasonably perceived as influencing a member in the performance of their duties.

## Section 4.3 Recusal Policy.

Leadership Council, AWH4T members, and members of the public participating in AWH4T committees or task groups must recuse themselves from the decision-making process when a personal or organizational conflict exists.

## Section 4.4 Violations and Disciplinary Actions.

Violations of the above-listed elements of the AWH4T Conflict of Interest Policy may be reported to the chair of the Leadership Council and Lead Agency or its designee by any member. Notice of any disciplinary action(s) for unacceptable behavior shall be provided to the executive management for the respective member organization that the violating individual represents. Such disciplinary actions may result in any or all of the following:

- a) Loss of voting privileges;
- b) Censure by the AWH4T membership; and/or

- c) Expulsion from AWH4T of the individual and/or the member organization that individual represents.