

Safe Haven Cheatham County

Board of Directors Application

Date: _____

Name: _____

First

MI

Last

Residence:

Address: _____

Phone: _____ **E-Mail:** _____

Employer:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Type of business or organization: _____

Preferred method of contact: () Work () Residence () Cell Phone

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization

Role/ Title

Dates of Service

Education/Training/ Certificates:

Optional- Have you received any awards or honors that you would like to mention?

How do you feel Safe Haven Cheatham County would benefit from your involvement on the Board?

Are you familiar with Domestic Violence/ Sexual Assault and abuse? And the impact it has on the community? (Friend, co-worker, relative, yourself)?

Do you have experience in any of the following: Finance, Accounting, Personnel/Human Resources, Communications, Education, Instruction, Special Events, Grant Writing, Fundraising, Outreach, Advocacy. Etc.?

Please list any groups, organizations, or businesses that you could serve as a liaison to on behalf of Safe Haven Cheatham County:

(3)

Please tell us anything else you would like to share.

Are you willing to be subjected to a background check? YES NO

I have read Article IV from Safe Haven By-Laws (attached) Board of Directors regulations

Initials

Signature of Applicant: _____

**Please return this application to SHCC Secretary Amber Locke via email
Amber.locke11@outlook.com**

**(We will reply to your application after our regular meeting, the
third Thursday of each month)**

**THANK YOU FOR YOUR INTEREST IN
SAFE HAVEN CHEATHAM COUNTY**

CONFIDENTIALITY AGREEMENT

SAFE HAVEN CHEATHAM COUNTY

ASHLAND CITY, TN 37015

Date _____

In agreement with SAFE HAVEN CHEATHAM COUNTY and _____ do hereby enter this into this agreement and understand the need for the utmost confidentiality due to the sensitive nature of what this Corporation tries to achieve and the concerns for the safety and security for the women victims of domestic violence, their children, the transporters, and all persons involved with this non-profit organization.

I do hereby agree never to disclose any information concerning the location, names of victims or names of transporters, whether by verbal or written communication, concerning any aspect of the Safe House formed and used by SAFE HAVEN CHEATHAM COUNTY CORPORATION as safe shelter for women victims of domestic violence and their children.

X _____

X, _____

SAFE HAVEN
CHEATHAM COUNTY

CONFLICT OF INTEREST STATEMENT

By signing this statement, you are certifying that, to your knowledge, there is no conflict of interest with regards to your involvement with the Safe Haven Cheatham County Organization, either professionally, personally, or financially. Any appearance of a conflict of interest that may arise in the future shall be reported to the Board of Directors for their decision on its validity, and the undersigned shall cease and desist all involvement with Safe Haven Cheatham County until said potential conflict of interest is resolved by the Board of Directors.

CODE OF ETHICS

By signing this Code of Ethics, the undersigned agrees that he/she will not use their involvement with Safe Haven Cheatham County in any manner that will promote personal gain, advance personal interests, or obtain favors or benefits for themselves.

There will be no sexual relationships allowed between any person affiliated with Safe Haven Cheatham County and its clients.

There will be no financial involvement in the lives of the clients by any person affiliated with Safe Haven Cheatham County.

No personal information will be divulged by any person affiliated with Safe Haven Cheatham County to clients or their friends or family.

There will be no divulging of any information related to the client or their families by any person affiliated with Safe Haven Cheatham County.

Any breach of this Code of Ethics is grounds for immediate termination of the individual's position in or with Safe Haven Cheatham County.

Signature _____

Date _____

SHCC House Rules

1. All Doors will be locked at 10PM and will re-open at 6AM. IN CASE OF AN EMERGENCY CALL HOUSE #615-681-5863. No one allowed to enter after 10 PM without re-approval or calling ahead to #615-681-5863.
2. Knock before entering rooms and keep noise down. Respect each other's privacy.
3. We expect you to clean your room daily and clean up after your children, this includes the kitchen, bathrooms, common room, laundry room, playroom, and yard play area, decks, etc.
4. Watch your language around children, visitors, and staff members, and other residents. Some language can be offensive.
5. Do not leave your children unsupervised. You are responsible for your own children and their behavior.
6. Before you leave Courtney's House please return all linens, towels, and wash cloths to the office or to a staff member. Be sure all belongings are removed from your room.
7. We are a non-smoking facility. Designated smoking areas are the back deck and under the back deck downstairs.
8. **FOR YOUR Safety:** If you leave the house for work/grocery/court/etc. please use the sign in/out log. Please notify a staff member you are leaving the house and the approx. time of your return. Unless pre-approved by a staff member or the Program Director, you are expected to return to the house no later than 10 PM each night. For your safety, we need to know where you are in case we have to look for you.
9. Courtney's House is not responsible for lost or stolen items.
10. Laundry days and hours are Mondays, Wednesdays, and Fridays from 8 AM to 10 PM.
11. All medications **MUST** be in a locked medication box at all times out of the reach of children and other residents. (We supply these boxes to you upon your entry to the safe house. They are expected to be returned on the day of your exit from the house).
12. Children's bedtimes are: 8:30 PM - 9:00 PM. (Please be courteous to sleeping children, especially if they attend school or are sick).
13. Please attend your exit Interview with a staff member or Program Director before leaving Courtney's House.
14. If you have an issue with any resident or staff member, please see the Program Director. Do not discuss issues with other residents.

ZERO TOLERANCE POLICY

1. Use of alcohol in/on these premises.
2. Use of illegal substances in/or these premises.
3. Divulging the location of this safe house to anyone, having anyone to pick you up, meet you, or drop you off at the safe house.
4. Abusive behavior towards a staff member, other residents, their children, or visitors.
5. Disruption of the house. (Drama, back biting, rumors, etc.)
6. Having or using a firearm in/on these premises.

If you violate any of the zero tolerance policies, you will be asked to gather your belongings and arrangements will be made for you to enter another safe house/facility within one (1) hour. Transportation will be provided if needed.

I have read and understand the above statements.

Residents Signature

Program Director/Staff Member Signature

Date _____

ARTICLE IV of SHCC By-Laws

Board of Directors:

1. **Election.** The Corporation shall designate a Board of Directors who shall initially be appointed by a majority vote of the incorporators to serve as the Executive Board consisting of President, Vice-President, Secretary and Treasurer.
2. **Terms.** The term for all executive board officers shall consist of no less than two years. Elections for these positions will be held at the annual board meeting in June of every other year. Each new officer will take their new positions starting July 1st of the same year.
3. **Number.** The initial number of Directors shall be no less than ten (10) and may be increased or decreased without further amendment of these bylaws. At no time shall the number of Executive Board members be less than four (4) consisting of President, Vice-President, Secretary, and Treasurer.
4. **Qualifications.** To serve as a Board member, an individual shall have general knowledge of non-profit Corporations, be committed to the meetings, be willing to serve for a period of at least two (2) years. Be willing to be active in all endeavors of the corporation and shall have a desire to pay it forward with what they have, know, or have access to for the benefit of the Corporation. Be willing to sign a Confidentiality Agreement to be conscious of all privacy and security matters for the benefit of all concerned.
5. **Powers.** The Board of Directors shall have all corporate authority, except such powers as are otherwise provided in these bylaws and the laws of the State of Tennessee to conduct the affairs of the Corporation in accordance with these bylaws. The Board of Directors may by general resolution delegate to committees of their own number, or to officers of the Corporation such powers as they deem appropriate.
6. **Meetings.** Regular monthly meetings of the Board of Directors shall be held at the place and time designated by the Board of Directors including phone conference calls or otherwise called by a majority vote of the Board of Directors. If any one individual or Executive Board member misses three (3) consecutive meetings or chooses not to participate, that seat shall automatically be vacated.
7. **Special Meetings.** Special meetings may be called by the President of the Corporation or a majority of the Board of Directors. Persons authorized to call special meetings shall provide notice of the time and location of such meetings and state the purpose thereof, and no other matter shall be considered by the Board of Directors at such special meeting except upon unanimous vote of all Directors present.
8. **Annual Meetings.** All Board Directors are required to meet once each year in June for the purpose of organization, the election of Executive Board positions (every other year), yearly budget projections and acclamations and transaction of other business. The time and location of the Annual Board Meeting notification will be in writing or an email format from the Secretary to all members within thirty (30) days of the meeting. All newly elected executive officers will take their new positions starting July 1st of the same year they are elected.
9. **Notice and Waiver.** Notice of regular monthly meetings need not be in writing. Attendance at any meeting shall be considered waiver of the notice requirement thereof. Regular monthly meetings will be discussed each and agreed upon.
10. **Quorum.** A quorum shall consist of a majority of the Directors. If at any meeting, less than a quorum is present, the majority may adjourn the meeting without further notice to the absent director(s). Board members are hereby allowed to vote via email. Requiring the email be sent to all members as a "group" and requiring a "reply to all" response.
11. **Vacancy.** Any vacancy occurring in the Board of Directors shall be filled by majority vote of the remaining Directors, though less than a quorum. Each person so elected shall serve until the duration of the unexpired term, or until the next annual meeting. The incorporating Board of Directors shall serve initial terms of two (2) years unless otherwise asked and agreed upon by a majority of the Board of Directors.
12. **Removal.** Any Director can be removed by a majority vote of the remaining Directors for failure to act in the best interests of the Corporation, of lack of sympathy with the stated purpose of the Corporation.
13. **Compensation.** Directors shall receive no compensation for their service as Directors.