



Human Services Network **Bylaws 2008**

STATEMENT OF PHILOSOPHY

The purpose of the Human Services Network (HSN) is to assess the human service needs of the community and assure that identified needs are being addressed through a collaborative network of accessible, effective and comprehensive prevention and intervention programs developed and maintained, with the advice and assistance of consumers.

HSN COORDINATOR

A staff person is contracted to a member agency, but takes direction from the HSN. The Coordinator provides staff services to the HSN and authorized standing committees. The Coordinator assists in the development of action plans, implementation of strategies and reporting. The Coordinator also functions as a liaison between the HSN and other community groups.

MEMBERSHIP

Membership to the HSN is open to all Hillsdale County organizations and/or consumers of those organizations. New organizations may join the HSN by:

- Submitting a letter of interest to the Executive Committee and
- Signing an agreement supporting the HSN philosophy.

The Executive Committee will recommend new members for approval to the full HSN body. Membership will be approved or denied by the full HSN body.

Members are listed on page 4 of the bylaws, and the list is updated on January 1 of each year.

HSN member responsibilities include:

- Identify areas of need in the community
- Actively participate in the work of HSN committees
- Identify planning groups to develop action plans
- Review action plans and reports
- Ensure coordination of planning, implementation and integration of services to avoid duplication of services
- Develop and advocate for new services
- Identify funding sources to implement services
- Any additional duties as agreed to by the HSN membership.

FINANCIAL PARTICIPATION

All members, with the exception of consumer representatives, will be expected to contribute to the financial support of the HSN. Annual dues will be assessed by the HSN Executive Committee and will be due from each member no later than December 31 of each year.

Organizations finding it impossible to pay dues may submit a letter requesting consideration of exemption. This letter must be sent to the Executive Committee for review by October 1 of each year. Consideration for exemption will be based solely on the following criteria:

- Agencies having at least 60% of their budget funded by another 100% dues-paying entity may receive a 50% discount of their dues.
- Agencies without an annual operating budget.

COMMITTEES

Committees of the HSN are defined as follows:

- Executive Committee
The membership of the Executive Committee shall consist of the HSN Chair and Vice-Chair and a representative from each standing committee. The representative to the Executive Committee must hold a significant decision-making position within his/her organization.
- Housing Continuum of Care
- Funding Committee
- Indicators Committee
- Communications/Marketing Committee

Additional committees shall be formed as needed with the approval of the HSN membership.

PROCEDURES

Meeting Days/Times—HSN meetings will be held no less than quarterly at a time agreed to by the membership

Quorum—A quorum for any HSN meeting requires more than 50% of the representatives. If a quorum is not present and action must be taken, a phone poll will be conducted.

Organizational Representatives—HSN organizations will be represented by the chief decision-maker. An organization may request the appointment of an alternate representative. Requests must be in writing and must clearly specify that the delegate has the authorization to make decision and commitments for their organization.

Officers—The HSN will elect a chair and vice chair from its membership annually. The vote will require a simple majority. No organization may hold a chair for more than two consecutive years. Installation of officers will occur at the October meeting of each year.

Duties of officers:

Chairperson

- Review/approve agendas for meetings
- Facilitate HSN general meetings
- Work with staff to generate reports and plans
- Review and approve reports and plans
- Sign official correspondence and letters of support.

Vice-Chair

- Assume all duties of the chair in their absence or resignation.

Voting—All issues, which will require a vote, will be listed in the agenda and distributed to members at least one week prior to the HSN meeting. Only HSN representatives or their designated alternate may vote. HSN votes will be by simple majority vote.

Voting members are dues-paying or dues-exempt members. Voting member organizations are allowed one vote per organization. All others will be Associate members without voting rights.

When a financial decision is needed by the membership, the chairperson will call for a vote. A majority decision will be required. Organizations that will benefit financially from the decision must abstain from voting.

Fiscal Year

The fiscal year for the HSN will begin October 1.

Reporting

Standing committees of the HSN will report not less than quarterly to the HSN in a verbal or written report.

Collaborative programs will provide outcome-based reports to the HSN annually. Responsibility for this report is that of the lead agency.

HSN Support and Involvement in New Projects/Services

The HSN does not directly provide any services. All service delivery for either prevention or intervention is provided by member agencies.

Any community organization may present a request for support of a specific project. Support requests must be in the following form:

- The presenter contacts the HSN Chair or HSN Coordinator not less than one week before the HSN meeting where the proposal is to be reviewed.
- The presenter provides supporting documentation for the request, which is distributed to all HSN members for review prior to the meeting.
- The HSN votes on the proposal. They may support, reject or request additional information on work. The HSN may also assign the project to a standing committee of the HSN for further work.

Review and Amendment of the HSN Bylaws

Annual review and validation of this document will occur in January. This document may be amended at any time with a unanimous vote of the HSN members present provided that the proposed changes have been circulated in writing to the membership at least one month prior to the meeting at which the vote is taken.

Revised 3-18-08



Human Services Network Membership List 2007-2008

Alpha-Omega Women's Care Center
Art of Creative Dimension
Branch-Hillsdale-St. Joseph Community Health Agency
CAPA—Child Abuse Prevention and Awareness
Community Action Agency
Department of Human Services
Domestic Harmony
Hillsdale Area Ministerial Association
Hillsdale Community Health Center
Hillsdale County Board of Commissioners
Hillsdale County Community Foundation
Hillsdale County Intermediate School District
Hillsdale County Probate Court
Hillsdale County Senior Services Center
Hillsdale County Sheriff Department
Key Opportunities
Legal Services of South Central Michigan
LifeWays
McCullough Vargas and Associates
MSU Extension
Mid-South Substance Abuse Commission
Region II Area Agency on Aging
Salvation Army
South Central Michigan Works!
United Way of Hillsdale County

HSN Mission Statement: Working together to insure optimal quality of life for all Hillsdale County residents.

HSN Vision Statement: Leading Hillsdale County by enabling people to reach their fullest potential.

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