

Darla Dowker Jackson – Coordinator
121 Whitehills Drive
East Lansing MI 48826
Office : (517) 337-2731
e-mail: coordinator@glhrn.org
www.glhrn.org

**Greater Lansing
Homeless Resolution
Network**

BYLAWS

ARTICLE 1 - NAME OF ORGANIZATION

Article 1, Section 1. Name

The name of this organization shall be The Greater Lansing Homeless Resolution Network, hereinafter referred to as the Network.

ARTICLE 2 - PURPOSE AND RESPONSIBILITY

Article 2, Section 1. Mission

To serve as the continuum of care for Ingham County, leading a collaborative, community approach to addressing and ending homelessness.

The corporation is organized exclusively for the purpose of receiving and administering funds for charitable, religious, educational, or scientific purposes as described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or any corresponding provision of the Internal Revenue Code).

ARTICLE 3 - MEMBERSHIP

Article 3, Section 1. General Membership

Members of the Network shall be organizations, agencies, and individuals concerned with housing, shelter, health care, mental health, substance abuse, education, employment, and other services that address the needs of the homeless and those at risk of homelessness. The business of the Network shall be managed by the Board of Directors.

Article 3, Section 2. Membership Categories

There shall be two categories of membership: voting members and community members. The Network Secretary shall maintain a list of the names, addresses, and status of all members.

Article 3, Section 3. Voting Members

1. An individual or representative of an organization or agency completing the annual membership application and paying the annual membership dues shall hereafter be known as a voting member.
2. Annual dues shall be billed in June of each year and shall be paid by the end of August of that year to secure voting membership for the following fiscal year, October 1-September 30.
3. If an organization or individual cannot pay the annual membership, that entity can submit a written request for a waiver in writing to the Chief Executive Officer (CEO) for approval by the Board of Directors.
4. Each individual or agency/organization representative shall have one vote.

5. An agency/organization may have additional representatives participate in committees.
6. Each voting member shall serve on at least one standing committee.
7. Voting members are eligible to serve on the Board of Directors.
8. Voting members will recuse themselves from any vote that considers a project in which they or the organization they represent have a financial or other interest.

Article 3, Section 4. Community Members

1. A community member is an individual, organization, or agency having an interest in the mission of the Network.
2. Community membership requires completion of the standard membership form.
3. Community members will not be given the power to vote at Network meetings.
4. Community members are encouraged to participate in various Network committees.

ARTICLE 4 - GENERAL NETWORK MEETINGS

Except as otherwise provided for in these Bylaws, General Network meetings shall be held at a frequency determined by the Board of Directors, at least quarterly, for the purpose of receiving input from the community, providing interagency education and collaboration, and supporting the mission of the Network.

ARTICLE 5 - ANNUAL MEETING

Article 5, Section 1. Purpose

An Annual meeting of all eligible voting members will be held to elect members to the Board of Directors and consider proposed revisions to the bylaws.

Article 5, Section 2. Annual Meetings

The Annual Meeting shall be held the third Thursday of October. Notice of the meeting shall be placed in a newspaper or regularly published periodical in accordance with MCL 450.2404.

Article 5, Section 3. Voting at Annual Meetings

1. Each voting member or his/her alternate shall have one vote.
2. Proxy voting is allowed by written notification to the Network Secretary at least 24 hours in advance of the Annual Meeting.
3. For the purposes of the Annual Meeting, a two-thirds majority of eligible members is required, either in person or by approved proxy.
4. Items requiring Network action shall be determined by a majority vote of the established quorum.

ARTICLE 6 – BOARD OF DIRECTORS

Article 6, Section 1. Authority of Board of Directors

1. Each member of the Board of Directors shall abide by the position description established in the

Board Governance Policies

2. The Board of Directors shall have the authority to establish the long term goals of the Network and to establish the policies for the administration of all programs, business, and property of the Network.
3. No Director of the Network may commit the Network to a policy or expenditure without the express authority of the Board of Directors.
4. The Board of Directors shall be authorized to employ and discharge a chief executive officer and resident agent to implement the Network's mission, goals, policies, and strategic plans. The Chief Executive Officer is responsible for personnel management including the hiring and discharge of Network staff.

Article 6, Section 2. Composition of Board of Directors

The Board of Directors is composed of twelve members, ten of whom shall be elected by the general membership. Two seats shall be reserved for one representative each from the field of education and one consumer representative, both of whom shall be appointed by the Board of Directors.

Article 6, Section 3. Board Terms of Office

Of the ten elected members, five shall serve three-year terms and five shall serve two-year terms. All elected directors shall serve beginning on the date of the annual meeting of their election and ending on the date of the annual meeting at the end of their term. Board-appointed members shall serve a one year term, which shall be from January 1-December 31.

Article 6, Section 4. Board Nominations

Nominations for directors shall be received in August by the Membership Committee and voted on at the Annual Network meeting in October. Any voting Network member may submit the name of any voting Network member as a nominee for the Board of Directors to the Membership Committee. The Membership Committee shall present all eligible candidates to the voting members. Candidates for appointed positions shall be identified by the Membership Committee and presented at the November meeting of Board of Directors each year.

Article 6, Section 5. Board Elections

Each Director shall be chosen by majority vote. If no majority is obtained for an office, a run-off election shall commence immediately between the two persons receiving the largest number of votes.

Article 6, Section 6. Non-Officer Board Vacancies

1. The resignation of any board member shall be in writing and addressed to the Executive Committee.
2. Any Director may be removed by a majority of directors at a special board meeting called for that purpose. Removal may be with or without cause.
3. The Board of Directors shall determine whether it is necessary to hold an election to fill mid-term vacancies on the Board of Directors.

Article 6, Section 7. Frequency of Meetings

The Board of Directors shall meet monthly.

Article 6, Section 8. Board of Directors, Quorum

One half of the board members must be present at the meeting to constitute a quorum. If less than a quorum is present, a meeting may be conducted, but no action can be taken.

ARTICLE 7 - OFFICERS

Article 7, Section 1. Network Officers

The minimum officers of the Network shall be the Chair, Vice-Chair, Secretary, and Treasurer.

Article 7, Section 2. Election of Officers

1. Officers will be elected at the first meeting of the Board of Directors from the Board of Directors following the annual meeting by a majority vote of the Board of Directors.
2. Officers shall serve one year terms.

Article 7, Section 3. Duties and Responsibilities of Chair

The Chair shall fulfill all responsibilities listed in the Board-approved Network Chair position description. The Chair shall chair the Network meeting and Executive Committee. The Chair shall provide supervision of the CEO. The Chair shall act as an authorized signatory on Network contracts.

Article 7, Section 4. Duties and Responsibilities of Vice-Chair

The Vice-Chair shall fulfill all responsibilities listed in the Board-approved Network Vice-Chair position description. The Vice-Chair shall act as Chair in the temporary absence of the Chair. The Vice Chair shall oversee the annual review of the CEO.

Article 7, Section 5. Duties and Responsibilities of Secretary

The Secretary shall fulfill all responsibilities listed in the Board-approved Network Secretary position description. The Secretary shall ensure that a written accurate record of the minutes of all official meetings is maintained. The Secretary shall also ensure that the following records are properly recorded and maintained:

1. Meeting Attendance
2. Membership lists containing names, addresses, and voting status
3. Membership Forms and Documentation
4. Agency governing documents, contracts, and other legal documents

Article 7, Section 6. Duties and Responsibilities of Treasurer

The Treasurer shall fulfill all responsibilities listed in the Board-approved Network Treasurer position description. The Treasurer shall ensure network dues are paid and deposited, and that an accurate record of any Network finances is maintained. The Treasurer shall also ensure the following:

1. All Network financial accounts are current
2. All financial records of the Network are accurate and up to date
3. The status of Network finances and membership is reported to Network membership

Article 7, Section 7. Officer Vacancies

Should the Chair be unable to complete their term, the Vice-Chair will assume the Chair responsibilities for the remaining term of the Chair. The Board of Directors shall determine whether it is necessary to hold an election to fill mid-term vacancies for other positions on the Executive Committee.

Article 8 - STANDING AND AD HOC COMMITTEES

Article 8, Section 1. Establishment of Committees

The Board of Directors of the Network may designate ad hoc committees to complete temporary or limited assigned tasks. In addition, the Network shall maintain the following standing committees:

1. Membership Committee:

A committee that recruits new members for the network, performs orientation of new members, and reviews applications for membership. Responsible for ensuring that activities and issues important to those served by the GLHRN are presented to and promoted within the community at large in a timely and effective manner. The Membership Committee shall accept nominations in accordance with Article 6, Section 4, and present a slate of eligible candidates. Shall identify candidates for appointed positions in accordance with Article 6, Section 4.

2. Quality Improvement Committee:

Responsible for quality improvement activities, including data management, agency reporting, and grievance management within the Network.

3. Human Services Committee:

Responsible for identifying gaps in services, identifying opportunities and challenges, coordinating discharge planning, and providing training and information for Interagency Service Teams.

4. Finance Committee:

Responsible for oversight of all finances administered by the Network. The committee shall serve as the Audit Committee for the Network and be chaired by the Network Treasurer. Funding recommendations will be made by the Finance Committee and reported to the Board of Directors for a vote.

Article 8, Section 2. Frequency

Except as otherwise provided for in these Bylaws, standing committees shall meet monthly. Ad hoc committees shall meet at the frequency determined by their Chair.

Article 8, Section 3. Committee Chairs

The Network Chair will appoint all committee chairs. All committee chairs shall serve one-year terms. The committee chairs' responsibilities include but are not limited to the following:

1. Setting the Agenda for the committee meeting
2. Conducting the committee meeting
3. Recruiting committee members as needed from the membership
4. Ensure the compiling and mailing of meeting notices
5. Accurate documentation of meeting minutes and attendance
6. Communicating with the Board of Directors

ARTICLE 9 – GRIEVANCE REVIEW BOARD

The Quality Improvement Committee serves as the Grievance Review Board and provides a process for concerns to be addressed that involve and impact the Network, clients, and agencies.

ARTICLE 10 – BYLAWS

Article 10, Section 1. Adoption

Adoption of these Bylaws shall require a two-thirds majority vote of eligible voting members.

Article 10, Section 2. Amendments

Proposed amendments to these Bylaws may be initiated by any member and presented to the Executive Committee at least 60 days in advance of the annual meeting. Upon approval, the Executive Committee shall present proposed amendments to be voted upon at the annual meeting.

ARTICLE 11 – OPEN MEETINGS

Article 11, Section 1. Compliance with Open Meetings Act

Except as otherwise provided for in these Bylaws, the Network shall abide by the provisions of the State of Michigan’s “Open Meetings Act”.

Article 11, Section 2. Parliamentary Authority

All meetings shall be ordinarily conducted in an informal manner, but may be conducted by Robert’s Rules of Order (revised edition) as deemed appropriate by the Chair.

Article 11, Section 3. Non-discrimination

The Greater Lansing Homeless Resolution Network is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of The Greater Lansing Homeless Resolution Network to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, The Greater Lansing Homeless Resolution Network is committed to maintaining an environment that is free of unlawful discrimination and harassment.