

Purpose of the Homeless Services Network:

The purpose of the HSN is to provide community education and awareness on homeless issues. Another objective is to facilitate networking, coordinating, consulting and fund raising among individuals who work for or with agencies which provide high quality accessible and effective health, social, housing and other services to people who are homeless.

HOMELESS SERVICES NETWORK of Rochester, New York BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the Homeless Services Network of Monroe County located in Rochester, New York, henceforth known in this document as the HSN.

ARTICLE II. OFFICES

The principal office of the HSN shall be located in the City of Rochester, County of Monroe, State of New York.

ARTICLE III. PURPOSE OF THE ORGANIZATION

The purpose of the HSN is to provide community education and awareness on homeless issues. Another objective is to facilitate networking, coordinating, consulting and fund raising among individuals who work for or with agencies which provide high quality accessible and effective health, social, housing and other services to people who are homeless.

ARTICLE IV. MEMBERSHIP

SECTION 1. MEMBERSHIP ELIGIBILITY

There shall be no limit placed upon the number of members that may be accepted into HSN. Any member's participation shall be compatible with HSN purposes (See Article III.). Membership is open only to individuals.

Prospective members shall make application in writing to HSN along with a twenty dollar (\$20) annual membership fee. The Steering Committee shall reserve the right to deny an application for membership or discontinue a membership. To maintain membership, a member must be current on his/her membership fee.

SECTION 2. VOTING

A voting member is an individual who has been accepted for membership in HSN.

Each member present at a meeting of HSN shall have one vote on each matter submitted to a vote. Votes by members shall not be cast by proxy. All voting decisions shall be by majority. In the event of a tie vote, the Steering Committee will cast the tie-breaking vote at its next regularly scheduled meeting.

SECTION 3. ANNUAL DUES

Annual membership dues are \$20.00 and are accepted throughout the year, however in order to vote pursuant to Section 2, dues must be paid.

Homeless individuals or others who are unable to pay the annual membership fee may have it waived by request to the Steering Committee.

SECTION 4. MEMBERSHIP YEAR

The membership year for HSN is January 1 to December 31.

ARTICLE V. MEETINGS

SECTION 1. NUMBER OF ANNUAL SCHEDULED MEETINGS

The number of regularly scheduled meetings shall be no fewer than 10 meetings per membership year. The regularly scheduled meeting in September shall be the annual meeting for the purpose of reviewing the past year's activities, to include an annual report and any such business as may properly be brought before the meeting.

SECTION 2. NOTICE OF REGULAR MEETINGS

The time of regular meetings shall be at 9:00 am on the third Wednesday of each month, except for July and August when there are no meetings. The place for each meeting is determined by the Steering Committee and whenever possible the meeting place should be established in advance and maintained for the entire membership year.

SECTION 3. SPECIAL MEETINGS

Special meetings may be initiated only by consensus of the Steering Committee.

SECTION 4. ATTENDANCE

It is recommended that members attend our meetings regularly to ensure that the organization is addressing current issues in our community. Members are strongly encouraged to participate in one or more of the committees chartered by the HSN Steering Committee and the membership.

SECTION 5. RESIGNATIONS

Any officer or individual member may resign from any such position of membership in HSN. Such resignation shall be reviewed and become effective upon acceptance by the Steering Committee. The HSN Membership Coordinator/CO-Chair, in the event of such a resignation of any member, shall then note upon the membership roll the date on which the person ceased to be a member.

SECTION 6. ORDER OF BUSINESS

At any regularly scheduled meeting of HSN, Roberts Rules of Order shall guide the manner in which the meeting is conducted.

ARTICLE VI. OFFICERS AND STEERING COMMITTEE MEMBERS

SECTION I. POSITIONS

Eleven (11) of the Steering Committee members of HSN shall be nominated by category and elected by a majority vote at the annual meeting and shall serve for a term of three years beginning on September 1. However, at the first election, members elected for categories followed by the number one (1) will serve for a term of one year and those members elected for categories followed by the number two (2) will be elected for two years.

Steering Committee members will be chosen from the categories listed below. Election rotation groups follow in parentheses.

1. One member – Mental Health/Substance Abuse (2)

2. One member – Special Population (2) *
3. One member – Law Enforcement (1)
4. One member – Transitional Shelter Providers (3)
5. One member – Special Population (3) *
6. One member – Emergency Shelter Provider (3)
7. One member – Education/Academia (1)
8. One member – Prevention Provider (1)
9. One member – City Representative (2)
10. One member – County Representative (3)
11. One member – Permanent Affordable Housing (2)

* Please note that special populations could include but are not limited to the following areas: Youth, Domestic Violence, Veterans, Re-Entry, HIV, Chronic, etc.

In addition to the eleven (11) elected Steering Committee members, the Continuum of Care Team Coordinator, one (1) and the Homeless Management Information System Coordinator / Trainer, one (1) shall serve as members of the Steering Committee. The Steering Committee shall also select up to two (2) individuals who are or were Homeless to serve as full members of the Steering Committee. The Steering Committee shall also select from the membership one (1) representative of the Rochester Police Department, one (1) Treasurer, one (1) Secretary, and one (1) to serve as Webmaster who will also serve as members of the Steering Committee. If the individual selected as the Treasurer, Webmaster and/or secretary is also a member of the Steering Committee, the same individual will serve in both capacities but have only one vote.

The full Steering Committee membership shall consist of up to nineteen (19) members, eleven (11) nominated by category and elected by majority vote, one (1) Continuum of Care Team Coordinator, one (1) Homeless Management Information System Coordinator / Trainer, a minimum of two (2) homeless individuals, one (1) Treasurer, one (1) secretary, one (1) Webmaster and one (1) representative of the Rochester Police Department. The Steering Committee shall function as the Board of Directors of the HSN.

Members of the steering committee are expected to attend 80% of the general membership meetings and steering committee meetings. The minutes of each meeting will note those excused by the chair and those absent.

SECTION 2. CHAIRPERSON /CO-CHAIR

The Chairperson shall preside at all meetings of HSN. The Chairperson shall serve as chairperson of the Steering Committee.

The Chairperson and Co-Chairperson will be elected by the HSN Steering Committee for one year terms. The Co-Chair will act as Chairperson and assume other responsibilities of the Chair when Chair is absent.

The Chair shall be authorized to sign and execute all obligations approved by the membership. The Chair, along with the Steering Committee, shall have responsibility for the general management of the affairs of the HSN and shall ensure that all orders or resolutions of the membership are carried into effect.

The Co-Chairperson will also serve as the Membership Coordinator and track meeting attendance at HSN meetings and shall be responsible for the maintenance of a membership roll containing the names, current addresses and phone numbers of all persons who are voting members of HSN.

SECTION 3. SECRETARY

The Secretary shall be selected by the Steering Committee from the HSN Membership. The Secretary shall be the chief record-keeping officer for HSN. The Secretary shall ensure the recording of minutes shall distribute a copy of said minutes at or prior to the next regularly scheduled meeting time of the respective meetings.

The Secretary shall have responsibility for the official letterhead of the HSN. The Secretary shall attend to the giving and serving of all notices of HSN and have charge of such books and papers as the membership may direct.

The Secretary shall maintain a file of all official meeting minutes.

During the absence of the Secretary, a Steering Committee Member will record minutes and complete other HSN correspondence as directed by the Chairperson.

SECTION 4. TREASURER

The Treasurer shall be the chief financial officer of HSN. The Treasurer shall supervise all funds of HSN and shall be responsible for the deposit of all funds into banks and proper accounts.

The Treasurer shall be responsible to ensure that accounting records are being maintained in a current and accurate manner.

The Treasurer shall give a brief report at each meeting. At the end of each fiscal year, the Treasurer shall present an annual report setting forth, in full, the financial transactions of HSN.

The Treasurer shall serve as a member of the Steering Committee.

SECTION 5. WEBMASTER

The webmaster shall be the principal contact for the website of HSN and be responsible for ensuring that updated content is posted and ensuring that the website located at www.rochesterhomeless.com is operational and current.

SECTION 6. SIGNATORIES

The Treasurer is the primary signatory. However, Chairperson and Co-Chair of HSN shall be empowered to sign checks in the absence of the Treasurer. Steering Committee must give approval to disburse funds.

SECTION 7. VACANCIES

If a position on the Steering Committee becomes vacant, the Steering Committee shall nominate an individual from the membership to fill the unexpired term. The individual nominated shall be presented to the membership at a regular meeting and a vote of the membership will be taken on the nominee to fill the unexpired term. The individual being nominated must be qualified to fill the unexpired term in the same category as the individual he/she is replacing. The elections shall be held during the next regularly scheduled HSN meeting.

In the event that the remaining term of office is six months or less, the Steering Committee shall make an interim appointment until the next scheduled election.

SECTION 8. CONFLICT OF INTEREST

Whenever a conflict of interest arises, any affected member shall abstain from the vote on that issue that involves said conflict. The question as to whether a conflict has arisen shall be confirmed by the Steering Committee.

No part of the net earnings of the organization shall inure to the benefit of any member, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services and expenses rendered to or for the organization).

ARTICLE VII. FOCUS GROUPS

The membership and Steering Committee of HSN shall identify the focus groups of HSN and will determine the purpose of said focus group(s). The focus groups will develop goals, objectives and work plans to be reviewed and revised annually and as needed. Focus group membership need not be restricted to HSN members. HSN believes homeless persons should be included on focus groups whenever possible. The focus groups shall make a report at each regularly scheduled HSN meeting. The facilitator or chair of the focus groups shall determine the meeting schedules and the structure of the focus group.

ARTICLE VIII Endorsement Policy

The Homeless Services Network does not make formal endorsements for any organization, agency or project. Support and endorsements can be provided individually by persons/agencies represented within this organization.

For issues/topics requesting review by the Homeless Service Network, the following procedure is recommended:

Please discuss and put in writing your issue/topic for support to a HSN steering committee representative for review at the next steering committee meeting.

If appropriate, the issue/topic will be put on the next HSN meeting's agenda for presentation and review by members of the Homeless Service Network. After review of the issue/topic, members will make recommendations for follow up action steps.

ARTICLE IX Representative to the Continuum of Care

The Homeless Services Network (HSN) elects two representatives to the Rochester/Monroe County Homeless Continuum of Care Team (CoC). They will be elected for three- year terms. These terms should not be concurrent to avoid having both representatives to the CoC being new at the same time whenever possible. If a position should become vacant, nominations will be taken at the next HSN meeting, with election at the following meeting.

The HSN representatives to the CoC Committee must be HSN members in good standing and able to commit to fully participate and give the necessary time to the CoC Team. They represent the broad range of needs for all homeless individuals/families and the HSN membership, not the organization for whom they are employed, a particular set of services or a particular homeless population.

ARTICLE X. CONFERENCE ATTENDANCE

HSN as part of its yearly budget provides funding to send one (1) member of the HSN to attend relevant two conferences as funds are available. The relevant conferences will be selected annually by the steering

committee during its annual retreat. Interested members will complete an application and those applications will be reviewed by the HSN Steering Committee who will then vote on who will attend each conference that year.

Each conference attendee will in return for their paid attendance at the conference on behalf of HSN, will report back to the membership at the next meeting with a summary of important highlights from the conference and relevant information. No single person may be voted to attend more than one (1) conference per two (2) year period.

ARTICLE XI. AMENDMENTS TO THE BY-LAWS

Members of HSN shall receive notice of proposed amendments at least ten (10) working days prior to the next regularly scheduled meeting at which voting upon these proposals shall take place.

Amendments shall be approved by two-thirds (2/3) vote of members present during any regularly scheduled meeting.

END OF BY-LAWS

ADOPTED; December 19, 2012

REVISED; September 18, 1996

REVISED; October 17, 2001

REVISED; October 16, 2002

REVISED; January 15, 2003

REVISED; October 20, 2004

REVISED; September 13, 2006

REVISED; August 11, 2010

REVISED: January 3, 2012

REVISED: October, 2012

REVISED: August 26, 2013

REVISED: October 9, 2013