

# **Greater Milford Community Health Network (CHNA 6)**

## **Bylaws Adopted on December 2025**

### **Article I Name, Purpose and Fiscal Year**

The name of this coalition is the Greater Milford Community Health Network hereafter referred to as CHNA 6, a volunteer community coalition created by the Massachusetts Department of Public Health in 1992 to improve health through local collaborations.

The mission of CHNA 6 is to facilitate effective collaboration and capacity building using local assets and resources in the service area to promote prevention, health equity and healthy communities.

The vision of CHNA 6 is to build healthier communities by including a wide range of accessible, multigenerational and culturally diverse services and programs that assist community members and educate them in the importance of prevention and leading healthier lives.

The communities served are Bellingham, Blackstone, Douglas, Franklin, Hopedale, Medway, Mendon, Milford, Millville, Northbridge, Sutton, Upton, and Uxbridge.

The fiscal year shall be identified as April 1 to March 31 of any given year.

### **Article II Membership**

The CHNA 6 membership shall consist of representatives from local public, nonprofit and private sector health organizations, including health and human service agencies, schools, municipal organizations, faith-based communities, businesses and other partners interested in working to improve the health of their community. Membership should be reflective of the diversity of the region and persons interested in furthering and supporting the mission and vision of the CHNA 6.

Membership is established by attending bimonthly meetings.

## **Article III Governance**

### *Steering Committee:*

Governance of CHNA 6 shall be the responsibility of a volunteer steering committee. The Steering Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer and at least six additional members. A designee of Milford Regional Medical Center shall be a member of the Steering Committee.

Individuals wishing to serve on the Steering Committee must be an active member of CHNA 6 for at least six months. If they have not been an active participant in CHNA 6, they will be a non-voting Steering Committee Member for their first 6 months. Nominations for Steering Committee are accepted from the general membership and self-nomination. A nomination letter must be completed and returned to the Chair. Approval of Steering Committee members will be made by a majority vote of the Steering Committee. Officers are selected from within the Steering Committee.

Steering Committee members serve three-year terms and are eligible to serve two consecutive terms. After a one-year hiatus, former members may reapply to be a member of the Steering Committee. If desired, members of the Steering Committee, who have served two consecutive terms, may remain on as a non-voting member for 6 months. This must be voted on and approved by two thirds of the Steering Committee. 1-year hiatus to start at the end of the 6-month non-voting status.

Steering Committee members who are no longer able or willing to participate actively will resign steering committee membership. Removal from the steering committee for failure to fulfill steering committee obligations and/or behavior that is not in line with the keeping of the mission of CHNA 6 will be made by a two-thirds vote of all Steering Committee members in office.

At least two thirds of the Steering Committee members must be present to constitute a quorum for voting.

The responsibilities of the steering committee are as follows:

- Meet alternative months from general CHNA 6 meetings;
- Attend all general CHNA 6 meetings;
- Recruit membership that reflects diversity of communities served;
- Hire and evaluate the performance of any staff and contractors;
- Provide administrative and fiscal oversight of CHNA 6;
- Execute any contractual arrangements for CHNA 6;
- Approve grants recommended by the Grants Committee;
- Authorize expenditures as needed;

- Review the Community Health Improvement Plan on an annual basis.

*Officers:*

The Chairperson shall:

- Preside over all general membership and Steering Committee meetings;
- Facilitate workflow of all staff and contractors and provide annual performance review for all staff and contractors;
- Set agenda for Steering Committee and general meetings;
- Ensure effective communication with the general membership.

The Vice-Chairperson shall:

- Assist with all assigned Chairperson duties;
- Perform all the duties of the Chairperson in his/her absence.

The Treasurer shall:

- Work with designated Fiscal Agent to keep accurate account of all receipts and disbursements;
- Present statements of financial status of the CHNA 6 at Steering Committee and General CHNA 6 meetings.
- Create annual cash flow projections, including all grants and administrative functions.

## **Article IV Meetings**

Full membership meetings shall be held every other month and shall be open to the public. Notice of meetings shall be provided on the CHNA's website.

## **Article V Conflict of Interest**

In order to avoid conflict of interest situations, the following actions will be taken:

1. Members of the Grant Review Committee and Steering Committee will sign a Conflict of Interest Statement identifying any possible conflicts of interest. Individuals with a conflict shall leave the room during discussion of an application and shall abstain from voting.

2. Minutes from Grant Review and Steering Committee meetings shall clearly record which members excused themselves from discussion and voting.

## **Article VI Amendments**

Articles of these bylaws may be changed or amended by a two-thirds vote of all Steering Committee members in office.

## **Article VII Non-Discrimination and Code of Conduct**

CHNA 6 shall adhere to the policy that no person shall be excluded on the basis of race, ethnicity, religious affiliation, color, sex, national origin, political affiliation, sexual orientation, gender identity or expression, age, physical or mental disability, active military or veteran status and citizenship.

Members making formal statements, taking action, or joining committees on behalf of the CHNA 6 shall gain prior approval from the CHNA 6 Steering Committee.

## **Article VIII Liability**

The Steering Committee and/or members of CHNA 6 while serving in this capacity shall not be personally liable for any debt or obligation of CHNA 6. CHNA 6 and its individual members are not liable for any actions taken or not taken.