

**NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS
ARIZONA CHAPTER
BY-LAWS**

**ARTICLE I
NAME AND JURISDICTION**

- Section 1.** The name of this organization shall be the Arizona Chapter of the National Association of Housing and Redevelopment Officials.
- Section 2.** The Chapter shall operate within the geographic area of the State of Arizona, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO), and by these By-laws.

**ARTICLE II
OBJECTIVES AND PURPOSE**

The purpose of the Arizona Chapter of NAHRO shall be toward the attainment of adequate and affordable housing – specifically for those with low to moderate incomes; and, toward the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation, rental subsidies and redevelopment; and, for the attainment and enhancement of professional development of the chapters' members. Therefore to achieve this goal, the purpose of the chapter shall be:

1. To improve the standards and practices of all phases of administration directly related to the above objectives;
2. To develop and improve the professional standards involved in the administration of programs to achieve the above objectives;
3. To strengthen the capacity of the Association at all levels to provide for (a) the exchange of knowledge and results of experience; (b) the conduct of meetings, training and educational programs for the exchange of information; (c) the improvement of program administration; and, (c) the enhancement of professional development opportunities;
4. To facilitate effective relationships among all levels of government in the development and execution of housing and community development responsibilities; and,
5. To cooperate and collaborate with other agencies, associations, and groups, both public and private, having similar or related purposes.

ARTICLE III
MEMBERSHIP: QUALIFICATIONS, VOTING, DUES

Section 1. Any individual who is a current member and/or associate member of National NAHRO or affiliate in good standing and who resides within the geographical area of the Chapter, shall be a current member of the Chapter, upon payment of such dues as may be established by the Chapter as hereinafter provided.

Every current member shall have full voting rights and is eligible to participate in all activities open to the membership.

Section 2. Every current member shall be eligible to hold any office in the Association. Membership dues may be established, from time to time, by the Executive Board of the Chapter for the operation of the Chapter. Payment of the established dues shall entitle members to all rights of membership

ARTICLE IV
EXECUTIVE BOARD; MEMBERS, RESPONSIBILITIES, MEETINGS, QUORUM, VOTING

Section 1. The control of the affairs of the Chapter shall be vested in an Executive Board, consisting of the officers of the Chapter, the State Representative appointed by the Arizona Chapter President, the Vice-Presidents of the standing committees, and the Immediate Past President of the Chapter, each of whom shall be current allied individual members or associates of an affiliate agency, member/members of National NAHRO and an current individual member of Arizona NAHRO. The Regional President shall be an ex officio member of the Arizona Chapter Executive Board.

Section 2. The Executive Board shall establish procedures in writing for the (a) maintenance of records and accounts, (b) receipts and expenditure of funds, (c) levying of dues, (d) periodic reporting of Chapter affairs to the membership and it shall otherwise plan and account for the activities of the Chapter.

Section 3. The Executive Board shall establish procedures in writing for the election of Chapter representative(s) to the required regional standing committees.

Section 4. The Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and place of the annual meeting of the Chapter. Notice of regular meetings shall be mailed or e-mailed to each Board member not less than twenty (20) calendar days before the meeting date.

Section 5. At any meeting of the Executive Board, a majority of members of the Executive Board shall be present to establish a quorum for the conduct of the business of the Chapter. Each member of the Executive Board shall be entitled to one vote. In order for a member's vote to be counted, the member must be present.

ARTICLE V
OFFICERS; NAME, DUTIES

- Section 1.** The officers of the Chapter shall be President, Senior Vice-President, Secretary, Treasurer, the Vice-Presidents of the standing committees, the Immediate Past President and the State Representative.
- Section 2.** It shall be the duty of the President to preside at all meetings of the Chapter; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Chapter; to implement such procedures, policies, and activities as may be adopted or approved by the Executive Board of the Chapter; to order the annual audit of Chapter accounts; and to report periodically to the membership on the general business of the Chapter.
- Section 3.** The Senior Vice-President shall preside in the absence of the President at all meetings of the Chapter, shall succeed the President in office if he cannot complete his term, and perform such other duties as may from time to time be assigned by the President or the Executive Board.
- Section 4.** The Vice-Presidents shall chair the respective required standing committees and perform other functions as may be assigned by the President and Executive Board.
- Section 5.** The Secretary shall be responsible for maintenance and oversight of the current and historical records of the Chapter, sending such notices as may be required, and performing such other duties as may be assigned by the President or the Executive Board. The secretary shall furnish the regional Council current lists of names, titles and addresses of the officers of the Chapter.
- Section 6.** The Treasurer shall be custodian of the funds of the Chapter, collecting all dues and other money payable to the Chapter and depositing same as directed by the Executive Board. If designated by the Executive Board, membership dues may be collected by the Vice President of Member Services. The treasurer shall disburse funds of the Chapter pursuant to procedures adopted by the Executive Board in settlement of Chapter expenses, and report on the financial affairs of the Chapter at the annual meeting of the Chapter. The Treasurer shall keep a book of accounts, which shall be open for inspection to officers of the Chapter, or any committee appointed by them for the purpose of making an examination thereof, including the annual audit.
- Section 7.** The State Representative will be appointed by the Arizona Chapter President and shall be responsible for reviewing proposed and/or pending program regulations or amendments, federal and state legislation relating to housing, community revitalization, development and redevelopment, conservation and rehabilitation, in the State of Arizona. The State Representative also serves on the Pacific Southwest Regional Council of NAHRO's Executive Board.

ARTICLE VI
NOMINATIONS AND ELECTIONS

Section 1. Not less than sixty (60) calendar days prior to the annual meeting of the Chapter held in odd-numbered years, the Executive Board shall appoint a Nominating Committee consisting of a minimum of five (5) members representative of the members interests. They shall meet for the purpose of selecting one or more persons from the rolls of current individual members in good standing as nominees for election of the offices of President, Senior Vice-President, Secretary, and Treasurer. The sitting Senior Vice-President's name shall automatically appear on the ballot as a candidate for the office of President providing the Senior Vice-President agrees to serve if elected.

The Nominating Committee shall file with the Secretary a full ticket for these offices to be voted on at the ensuing annual meeting.

Section 2. Not less than ten (10) calendar days before the annual meeting or a date designated by the Executive Board, the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee as well as identifying the sitting Senior Vice President as a candidate for the office of President. Additional nominations may be made by members from the floor at the Annual meeting. The floor nomination shall contain a verbal certification that the nominee will serve if elected.

Section 3. The election of officers may be held at the annual meeting of the Chapter held in odd-numbered years. The term of the office of all officers and other members of the Executive Board shall be for two years and shall begin in October, to coincide with the term of officers of the Pacific Southwest Regional Council. All officers and other members of the Executive Board shall serve until their successors have assumed their duly elected positions.

The term of office shall be two years, concurrent with the term of PSWRC and National NAHRO officers, (which commences at the conclusion of the national annual conference).

Section 4. Any person who has been elected by the Chapter membership to serve two full consecutive terms as a Board Officer shall not be eligible for nomination and election to a third consecutive term in the same position. Service during a partial term, regardless of the length shall not be considered in the application of this rule.

If any member of the Executive Board ceases to be eligible for current membership in the Chapter, he/she shall cease to be a member of the Executive Board three months after they lose their status as a current member. The Executive Board, by two-thirds majority vote and its own discretion acting in the best interest of the Board, may deny, terminate or refuse to renew membership to any person or agency. Once the position is vacant, the Executive Board shall fill the vacant position by the originating unit or, if elected by a vote of the membership, by the Executive Board.

- Section 5.** Each current member present at the annual meeting shall have one vote and shall cast his/her vote by written ballot, a show of hands or voice vote. If an office is unopposed, vote may be cast by a show of hands or voice vote, at the preference of the presiding Chapter President.
- Section 6.** No person shall be eligible for election to an office that is not a current individual member in good standing of the Chapter and a current associate or Allied individual member of National NAHRO.
- Section 7.** If a vacancy occurs in any office of the Chapter, except as provided in Article V, Section 3, the Executive Board may fill it for the unexpired term, or until the next annual meeting of the Chapter, whichever occurs earlier. Vacancies that occur among chairmen of the required standing committees shall be filled as provided in Article VIII, Section 2.

ARTICLE VII **MEETINGS**

- Section 1.** Regular meetings of the membership of the Chapter shall be at such times and places as may be determined by the Executive Board. At least one (1) such meetings shall be held during each Chapter year including the annual meeting. The Executive Board shall give notice of the time, place and purpose of the meeting at least thirty (30) calendar days prior to the date of the meeting.
- Section 2.** The annual meeting shall be held at a time and place fixed by the Board, and the official Chapter calendar year shall be concurrent with the Regional Council's calendar year. At the annual meeting, the officers shall report on their accounts and the general business of the Chapter, and such other business shall be transacted as may be brought before the membership.
- Section 3.** Special meetings of the membership may be called at any time by the Secretary on the order of the President, the Executive Board, or by the signed petition of at least one-fifth (1/5) of the voting membership. The Secretary shall give notice of the time, place, and purpose of special meetings at least ten (10) calendar days prior to the date of said meeting.
- Section 4.** A quorum must be present at any meeting of the membership at which business is transacted. One-fifth (1/5) of the voting members of the Chapter shall constitute a quorum.
- Section 5.** The provisions of these by-laws and Roberts Rule-of-Order shall apply to the conduct of any meeting of the membership, the Executive Board and other duly constituted committee of the Chapter. In the event of conflict, these by-laws shall prevail.

ARTICLE VIII **COMMITTEES**

- Section 1.** There shall be Standing Committees of the Chapter through which the program, professional, commissioner, and member service needs and participation of the membership can be provided. The Board shall have the power to establish and or abolished Standing Committees as needed. Standing Committees required by the National NAHRO Constitution are:
- a. **HOUSING.** The committee shall address the programmatic areas of the housing function, and shall recommend actions through the Executive Board and its counterpart regional committee regarding, but not limited to: funding, legislation, regulations, administration at the federal, state and local levels, and the effective representation of the membership's interests therein.
 - b. **COMMUNITY REVITALIZATION AND DEVELOPMENT.** The committee shall address the programmatic area as the community revitalization, development and redevelopment, conservation and rehabilitation functions, and shall recommend actions through the Executive Board and its counterpart regional committee regarding but not limited to, funding, legislations, regulations, administration at the federal, state and local levels, and the effective representation of the membership's interests therein.
 - c. **PROFESSIONAL DEVELOPMENT.** The committee shall focus on the general and specific areas of career identification, training and education, certification and credentialing, and the professionalization of the members engaged in housing, development and redevelopment, conservation and rehabilitation activities. It shall recommend actions through the Executive Board and its counterpart regional committee concerning these and related matters.
 - d. **MEMBER SERVICES.** The committee shall serve the general and specific interest of the members which cut across program and professional lines; shall represent the interest of special interest groups within the membership, including, but not limited to minorities, commissioners and women; and shall consider supportive services and products such as conferences, conventions, workshops, seminars, publications, representation, and related matters. It shall recommend actions through the Executive Board and its counterpart regional committee.
 - e. **COMMISSIONER AFFAIRS.** The committee shall serve to broaden the constituency supporting the goals and objectives of the Association; support programs to expand the skills of commissioners to effectively discharge their responsibilities; work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes.

Additional Committees of the Chapter may include:

- f. RURAL HOUSING AND DEVELOPMENT. The committee shall address the general and specific needs, interests, special problems, and programmatic concerns of rural areas relating to housing, community revitalization, conservation and rehabilitation, and economic development functions, and shall recommend actions through the Executive Board and Chapter representatives on regional Housing and Community Revitalization/Development Committees concerning these matters.
- g. LEGISLATIVE. The committee shall review proposed and/or ending program regulations or amendments, federal and state legislation, related to housing, community revitalization, development and redevelopment, conservation and rehabilitation, making periodic reports to the membership and providing clearinghouse information services on current regulations and legislation; and legislative committee concerning these matters.
- h. FINANCE. The committee shall address the general and specific needs, interests, special problems, and programmatic concerns of financial matters relating to housing, community revitalization, conservation and rehabilitation, and economic development functions, and shall recommend actions through the Executive Board and Chapter representatives on regional Housing and Community Revitalization and Development Committees concerning these matters.
- i. MAINTENANCE. The committee shall address the general and specific needs, interests, special problems and programmatic concerns of maintenance matters relating to housing, CIAP, development and rehabilitation, and shall recommend actions through the Executive Board and Chapter concerning these and relating matters. The committee shall also be responsible for working with the Professional Development Committee on the planning, scheduling and implementing of regular maintenance training programs.
- j. FAMILY SELF-SUFFICIENCY. The committee shall address the general and specific needs, interests, special problems and programmatic concerns of self-sufficiency matters relating to housing and shall recommend actions through the Executive Board and Chapter representatives concerning these matters.
- k. COMMUNICATION. The committee shall address all marketing needs for the chapter, including producing the newsletter and web site. This committee's responsibilities shall include collecting news articles from individuals and agencies, writing and editing articles, updating the calendar of events, supervising the printing of the newsletter and mailing it to Chapter members and other subscribers.

In addition, this committee may perform other functions as may be assigned by the President and Executive Board. The Executive Board shall determine the frequency of the Chapter's newsletter publication.

Section 2. Each Standing and Chapter Committee shall have two (2) members appointed by the President and three (3) members approved by the Executive Board. The Chairperson and Vice-Chairperson of each Standing and Chapter committee shall be elected by committee members from among its members to serve terms concurrent with the terms of Chapter officers.

Section 3. The President shall appoint such other committees, task forces or similar groups as may be deemed appropriate to the purposes and activities of the Chapter, and shall appoint the members thereto. Ad hoc committee members and/or task forces shall not have a vote on the Executive Board.

Section 4. The selection process for committee membership shall seek to provide a broad representation of all special interests of the membership, including but not limited to commissioners, minorities and women.

ARTICLE IX **ADMINISTRATION**

Section 1. Financial records of the Chapter shall be audited annually in a manner provided for by the Executive Board, and the audit report shall be submitted to the Board as soon thereafter as practicable.

Section 2. The fiscal year for the Chapter shall be the calendar year.

Section 3. Within 30 calendar days from the expiration of a Board members term of office, all records of the Chapter shall be transferred to the newly elected officer. To be included, but not limited to are all of the Chapter's financial records and reports, meeting minutes and agendas and chapter by-laws.

ARTICLE X **AMENDMENT**

Section 1. These by-laws may be amended at a regular or special meeting of the Chapter, or by a vote conducted through postal or electronic mediums for this purpose. At least 50 percent of the voting membership must vote affirmatively for an amendment to pass. No proposed amendment shall be acted on unless written notice thereof has been filed with the Secretary at least three (3) weeks prior to the meeting. A copy of the proposed amendment shall be embodied in the call for the meeting and a copy shall be sent to each member of the Chapter at least ten (10) days prior to the date of the meeting.

ARTICLE XI
EFFECTIVE DATE, APPROVAL AND REVOCATION

Section 1. These by-laws and any amendments thereto shall become effective on approval of the Executive Board of the Regional Council and the Board of Governors of the Association and are subject to revocation by the Executive Board of the Regional Council and Board of Governors of the Association for due cause.

APPROVED BY:
Arizona NAHRO Board Members – 7/21/05
PSWRC Region – 8/2005
National NAHRO – 3/2006