

BY-LAWS
INLAND EMPIRE CHAPTER
OF
NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

ARTICLE I
NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the Inland Empire Chapter of the National Association of Housing and Redevelopment Officials.

SECTION 2: The Inland Empire Chapter shall operate within the geographic areas of the following counties of the State of Washington: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman and Yakima.

ARTICLE II
OBJECTIVE AND PURPOSE

SECTION 1. The purpose of IEC-NAHRO is to enhance the professional development of IEC members and to achieve the attainment of the provisions of adequate housing for all people, especially those of low income and to attain sound, viable communities through the process of development. To achieve these objectives, the purpose of Inland Empire Chapter shall be:

- 1. To improve the standards and practice 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 the exchange of knowledge and results of experience, to conduct meetings, training and educational programs for the exchange of information, the improvement of programs for administration and the enhancement of professional development opportunities.**
- 4. To facilitate relationships among all levels of government in the development and execution of housing and community development responsibilities.**
- 5. To cooperate and collaborate with other agencies, associations and groups, both public and private, having similar or related purpose.**

ARTICLE III
MEMBERSHIP, QUALIFICATIONS, VOTING, DUES

SECTION 1. Any person with an employee affiliation, elective, or an appointive position with the following types of organizations or agencies, having to do primarily with housing, community development or redevelopment, housing rehabilitation or conservation, or codes; (1) Public bodies; (2) non-profit private housing organizations; (3) non-profit community development corporations; (4) non-profit cooperatives

who are in good standing of National NAHRO, and who reside within the geographic area of the Chapter, shall be an active member of the chapter upon payment of such dues as established by the chapter.

Every active member shall have full voting rights, provided that in the case of an active agency member the vote is cast by its designated representative, and is eligible to participate in all activities open to the membership.

IEC chapter members must be a National NAHRO member to hold any office in the Chapter.

Every active member agrees to adhere to and be accountable for performing their professional duties in accordance with the NAHRO Code of Professional Conduct. (Appendix A)

SECTION 2. Individuals who are not members of active agencies doing business within the geographical area of the Chapter, shall be an affiliate member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided.

Every affiliate member shall have all rights of active members including the right to vote in Chapter elections or on Chapter matters. However, affiliate members shall not have the right to hold office on the Chapter level.

Every affiliate member agrees to adhere to and be accountable for performing their professional duties in accordance with the NAHRO Code of Professional Conduct. (Appendix A)

SECTION 3. 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 the rights of their membership class.

ARTICLE IV

EXECUTIVE COMMITTEE MEMBERS RESPONSIBILITIES, MEETINGS, QUORUM, VOTING, VACANCIES

SECTION 1. The control of the affairs of the Chapter shall be vested in the Executive Committee, consisting of the Officers of the Chapter, who shall be active, individual members of NAHRO. The Chairpersons of the (5) standing committees, who shall be generally representative of the program, professional and special interests of the Chapter members, and the immediate Past President of the Chapter. The Regional President shall be an ex-officio member of the Executive Committee.

SECTION 2. The Executive Committee shall establish procedures for the (a) maintenance of records and accounts, (b) receipt and expenditure of funds, (c) levying of dues, (d) periodic reporting of Chapter affairs to the membership, (e) volunteers appointed by the Board, and it shall otherwise plan and account for the activities of the Chapter.

SECTION 3. The Executive Committee shall hold at least 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 meeting shall be mailed to each committee member not less than seven (7) days before the meeting date.

Special meetings of the Executive Committee may be called by the President at any time, or by the Secretary/Treasurer upon written request of the majority of the Committee. The notice of a Special Meeting shall specify the time and place of the meeting and the business to be conducted.

SECTION 4: At any meeting of the Executive Committee a majority of the members of the Executive Committee shall be present to establish quorum for the conduct of the business of the Chapter. Each member of the Executive Committee shall be entitled to one vote. In order for a member's vote to be counted, the member must be present.

SECTION 5. If any member of the Executive Committee ceases to be eligible for active membership in the Chapter, he/she shall cease to be a member of the Executive Committee three months after they lose their status as an active member. Once the position's vacant, the Executive Committee shall fill the vacant position except as provided in Article VI, Section 5.

ARTICLE V

OFFICERS, NAMES, DUTIES

SECTION 1. The Officers of the Chapter shall be President, Vice-President, Secretary and Treasurer, who shall be active individual members in good standing of the Association and the Chapter.

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 Committee of the Chapter, and to report periodically to the membership on the accounts and general business of the Chapter.

SECTION 3. The Vice-President shall preside in the absence of the President at all meetings of the Chapter; shall succeed the President in office if he/she cannot complete the term until the next annual meeting; and perform such other duties as may be assigned by the President or the Executive Committee.

SECTION 4. The Secretary, shall be responsible for maintaining the records of the Chapter, the sending of such notices as may be required, and performing such other duties as may be assigned by the President or Executive Committee.

SECTION 5. The Treasurer shall be responsible for maintaining the accounts of the Chapter and supervise the fiscal activities of any individual (such as a Service Office) who has been delegated to handle bills and charges of the Chapter. The Treasurer shall be responsible to develop and monitor the Chapters annual budget and shall make an annual report to the Chapter and such additional reports to the Executive Committee as the Committee may require.

SECTION 6. Three Members-at-Large on the Chapter Board are appointed by either the President or the Board.

ARTICLE VI

NOMINATIONS AND ELECTIONS

SECTION 1. Not less than thirty (30) days prior to the annual meeting of the Chapter held in odd numbered years, the Executive Committee shall appoint a Nominating Committee having three (3) members representative of interest, that shall meet for the purpose of selecting one or more persons from the rolls of active individual members in good standing as nominees for each office. Not less than ten (10) days before the annual meeting the Secretary/Treasurer shall notify each eligible voter of the nominees selected by the Nominating Committee and that nominations may be made by the membership, provided it is made by a petition bearing the name of the nominee and the signature of at least three (3) active members in good standing, and further that the petition is received by the Secretary/Treasurer, who will certify the petition at least five (5) days before the annual meeting.

SECTION 2. The election of Officers shall be held at the annual meeting of the Chapter held in odd numbered years. The term of the office shall be two (2) years and shall begin October 1. All officers and other members of the Executive Committee shall serve until their successors have been duly elected.

SECTION 3. Each member shall have one (1) vote and shall cast his/her written vote by ballot.

SECTION 4. No person shall be eligible for selection to office who is not an active member in good standing of the Association and the Chapter.

SECTION 5. If a vacancy occurs in any office of the Chapter except as provided in Article IV, Section 5, it may be filled by the Executive Committee until the next annual meeting of the Chapter.

ARTICLE VII

MEETINGS

SECTION 1. There shall be an annual meeting of the members of the Chapter at a Chapter Workshop. Reasonable notice of the annual meeting shall be given to the membership, but not less than thirty (30) days prior to the meeting date.

SECTION 2. Special meetings of the membership may be called at any time on the order of the President, the Executive Committee, or by the signed petition of at least one fifth (1/5th) of the total active membership. The Secretary shall give notice of the time and place of a special meeting not less than fourteen days (14) prior to the meeting date.

SECTION 3. A quorum must be present at any meeting of the membership at which business is transacted. At least 25% of the active members of the Chapter must be present to constitute a quorum.

SECTION 4. The provisions of these By-Laws and Roberts Rules of Order shall apply to the conduct of any meeting of the membership, the Executive Committee, and other duly constituted committee meetings of the Chapter.

ARTICLE VIII

COMMITTEES

SECTION 1. There shall be Standing Committees of the Chapter through which the program, professional and member service needs and participation of the membership can be provided. Each standing Committee shall have at least one (1) representative from the Region's corresponding committee who must formally communicate with the Chapter, at least on a bi-annual basis, and report back to the Regional Board. The Standing Committees of the Chapter are:

- (1) Professional Development**
- (2) Member Services**
- (3) Housing**
- (4) Community Development**
- (5) Commissioners**

SECTION 2. Each standing Committee shall have two (2) members appointed by the President and two (2) members-at-large elected by the membership of the Chapter. The Chairperson and Vice-Chairperson of each Standing Committee shall be elected by its members, from among its members, to serve a term concurrent with the President

SECTION 3. The Chairperson of each Standing Committee shall serve on the Executive Committee during his/her term of office.

SECTION 4. Ad Hoc or Special Committees. The President may create such other special or ad hoc committees, or similar groups for specific or short term concerns as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint the members thereto. Such committees shall automatically expire upon the expiration of the term of the office of the President.

SECTION 5. 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

REMOVAL OF EXECUTIVE BOARD MEMBERS

Any member of the Executive Committee may be removed from office by the Committee with cause and whenever in its judgement the best interest of the Chapter would be served, by a two-thirds majority vote of the Executive Committee. Any Committee member whose removal has been so proposed shall be given an opportunity to be heard prior to the vote being taken.

ARTICLE X

AMENDMENTS

SECTION 1. These By-Laws may be amended at a meeting of the membership, provided a quorum is present and voting and two-thirds (2/3rd) of those voting vote affirmatively for the amendment. Each member shall be sent a copy of the proposed amendments with a notice of the meeting at which the amendments are to be voted upon.

ARTICLE XI

EFFECTIVE DATE, APPROVAL AND REVOCATION

SECTION 1. These By-Laws and amendments thereto shall become effective on the approval of the Executive Committee of the Pacific Northwest Regional Council and the Board of Governors of the Association for due cause. Upon approval by the Executive Board of the Board of Governors, a copy of these By-Laws and any amendments thereto shall be transmitted to the Central Office of NAHRO.