

BY-LAWS
for the PITTSBURGH AREA CHAPTER
of the
NATIONAL ASSOCIATION
of
HOUSING AND REDEVELOPMENT OFFICIALS

ARTICLE I

JURISDICTION

Section 1. The name of this organization shall be Pittsburgh Area Chapter of the National Association of Housing and Redevelopment Officials, hereinafter referred to as the Chapter.

Section 2. The Chapter shall operate within the geographic area of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington and Westmoreland Counties, subject to the provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO) and these By-Laws. The Chapter shall maintain its headquarters in the City of Pittsburgh.

ARTICLE II

OBJECTIVES AND PURPOSES

Toward the attainment of the provisions of adequate housing for the entire people and toward the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation, and redevelopment, the purposes of the 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 objective;
- (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 (d) 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;
- (5) To cooperate and collaborate with other agencies, associations, and groups, both public and private, having similar or related purposes;
- (6) To represent the special interests of special interest groups within the membership, including but not limited to minorities, commissioners and women.

ARTICLE III

MEMBERSHIP; QUALIFICATIONS, VOTING, DUE.3

Section 1. Any individual who resides within the geographical area of the Chapter, and is active in housing, community development or related activities shall be an active member of the Chapter upon payment of dues as may be established by the Chapter as hereinafter provided.

Every individual member shall be eligible to hold any office in the Chapter. Members elected to offices requiring membership in the NAHRO national organization, as specified in Article V, Section 1, must become national members before assumption of the respective office.

Section 2. 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 membership.

ARTICLE IV

EXECUTIVE BOARD: MEMBERS. RESPONSIBILITIES. MEETINGS. QUORUM. VOTING. VACANCIES

Section 1. The control of the affairs of the Chapter shall be vested in the Executive Board, consisting of the Officers of the Chapter, who shall be individual members of NAHRO National, three additional members, who shall be generally representative of the

program, professional, and special interests of the Chapter members, and the one Immediate Past President of the Chapter who is still active in the field. Any member of the Board of Governors of NAHRO National from within the Chapter jurisdiction and the President of the Regional Council shall be members of the Executive Board by virtue of their office. Such ex-officio members shall have the right to vote but shall not be counted in a quorum,

Section 2. The Executive Board 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, and it shall otherwise plan and account for the activities of the Chapter including the employment of staff therefore.

Section 3. The Executive Board shall establish procedures for the selection 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 the regular meetings shall be mailed to each Board member not less than seven days before the meeting date.

Special meetings of the Executive Board may be called by the President at any time or by the Secretary upon the written request of at least one-fourth of the membership of the Board. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be conducted.

Section 5. At any meeting of the Executive Board, a majority of the 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 the member's vote to be counted, the member must be present.

Section 6. Vacancies in the Executive Board shall be filled by a majority of the remaining members of the Executive Board.

ARTICLE V

OFFICERS: NAME, DUTIES

Section 1. The officers of the Chapter shall be President, Senior Vice President, Secretary, Treasurer, Vice President - Housing, Vice President - Community Revitalization and Development, Vice President - Professional Development, Vice President - Member Services, Vice President - Commissioners, who shall be individual members in good standing of the NAHRO National 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 Board of the Chapter; and to report periodically to the membership on the accounts and 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/she cannot complete his/her term until the next annual meeting, and perform such other duties as may from time to time be assigned by the President or the Executive Board.

Section 4. The Chapter may establish other officers such as Vice Presidents with portfolio to chair Standing Committees or perform other specified functions and shall prescribe the method of election and terms of office.

Section 5. 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 the Executive Board.

Section 6. The Treasurer shall be responsible for maintaining the treasury and records of accounts, reporting information regarding the accounts to the Executive Board and such other agencies as may require it, and performing such other duties as may be assigned by the President or the Executive Board.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1. Not less than sixty days prior to the annual meeting of the Chapter held in odd numbered years, the Executive Board shall appoint a Nominating Committee having three members representative of the member interests, 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 and shall also nominate one or more persons for each additional Executive Board position. The Nominating Committee shall serve as the Election Committee and shall certify the results of the election at the annual meeting, and shall carry out any recount directed by the Executive Board in response to a majority of the members present at the time of the announcement of the election results. In case of a tie, the chairperson of the Election Committee shall toss a coin to determine the winner. Not less than forty days before the annual meeting the Secretary shall notify, by mail, each eligible voter of the nominees selected by the Nominating Committee. Additional 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 ten active members in good standing. The petition must be received by the Secretary, who shall certify the petition, at least twenty days before the annual meeting. The Secretary shall immediately notify the membership, by mail, of the final ballot and voting instructions.

Section 2. The election of Officers and other members of the Executive Board shall be held at the annual meeting of the Chapter held in odd numbered years. The term of office shall be two years and shall begin on July 1 in odd numbered years. All officers and other members of the Executive Board shall serve until their successors have assumed their duly elected positions.

Section 3. Each active member shall have one vote and shall cast his/her vote by written ballot.

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

Section 5. If a vacancy occurs in any office of the Chapter, except as provided in Article V, Section 3, it may be filled by the Executive Board for the unexpired term.

ARTICLE VII

MEETINGS

Section 1. There shall be an annual meeting of the membership of the Chapter in June. Reasonable notice of the annual meeting shall be given to the membership, but not less than thirty 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 Board, or by the signed petition of at least one-fifth of the total active membership. The Secretary shall give notice of the time and place of a special meeting not less than seven day? prior to the meeting date.

Section 3. A quorum must be present at any meeting of the membership at which business is transacted. One third of the active members of the Chapter shall 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 Board, and other duly constituted committee of the Chapter.

ARTICLE VII

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. The Standing Committees of the Chapter are: Housing, Community Revitalization and Development, Professional Development, Member Services, and Commissioners.

Section 2. Any active member of the Chapter may be a member of a Standing Committee. The Chairperson for each Standing Committee shall be the Vice President elected by the membership.

Section 3. General Functions; The Housing Committee and the Community Revitalization and Development Committee shall generally address the programmatic areas of their respective functions, and shall recommend actions to the Board of Governors regarding, but not limited to, program dollars, legislation, regulations, administration at federal, state, and local levels and the effective representation of the membership's interest therein.

The Professional Development 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 such job responsibilities.

The Member Services Committee shall serve the general and special interests of the members which cut across program and professional lines, represent the special interests of special interest groups within the membership, including but not limited to minorities, commissioners, and women and staff work to coordinate supportive products and services rendered by the Association such as conferences and conventions, workshops and seminars, publications, representation and such related matters.

The Commissioners 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.

Section 4, The President may create such other committees, task forces or similar groups as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint members thereto.

Each chairperson shall seek to provide a broad representation of all special interests of the membership, including but not limited to commissioners, minorities, and women, for committee membership.

ARTICLE IX

AMENDMENT

Section 1, These By-Laws may be amended by an affirmative vote of a majority of those members returning a valid ballot. Each member shall be sent a copy of the proposed amendments and a mail ballot in accordance with procedures established by the Executive Board,

EFFECTIVE DATE, APPROVAL, AND REVOCATION

Section 1. These By-Laws and any amendments thereto shall become effective upon approval of the Executive Board of the Regional Council and the Board of Governors of NAHRO National and are subject to revocation by the Executive Board of the Regional Council and Board of Governors of NAHRO National for due cause.