



**Michigan Chapter of NAHRO
By-Laws**

ARTICLE I

Name and Jurisdiction

Section 1. The name of this organization shall be Michigan Chapter of the National Association of Housing and Redevelopment Officials (MINAHRO).

Section 2. The Chapter shall operate within the geographic boundaries of the State of Michigan, USA, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO), and these by-laws.

ARTICLE II

Objectives and Purposes

The purpose of NARHO is to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong, viable communities for all Americans, particularly those with low and moderate incomes, and to enhance the professional development and effectiveness of NAHRO's members. To achieve these objectives, the purpose of the Chapter shall be:

- (1) To enhance the efficiency and effectiveness of members and to facilitate the exchange of views;
- (2) To monitor and advocate relevant federal and state legislative and regulatory issues that impact housing and community development and to initiate the development of public policies through the committee process;
- (3) To communicate effectively with members, media, government, and others concerning issues related to housing and community development;
- (4) To encourage, develop and provide educational programs to enhance professional development, technical skills, and efficiency of housing and community development employees and organizations;
- (5) To develop, analyze, and disseminate information on housing and community development and related fields;
- (6) To recruit and retain members and provide services to strengthen NAHRO's ability to serve its members;
- (7) To work with other organizations and to aggressively develop conditions and collaborative efforts to accomplish NAHRO's mission;
- (8) To continuously strengthen the Chapter's internal management and operations to effectively utilize human, organizational, and financial resources to maximize the achievements of NAHRO's mission and goals.

ARTICLE III

Membership: Qualifications, Voting, Dues

Section 1. Any Agency that is an active member in good standing of NAHRO, and located within the geographical area of the Chapter, shall be an active member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided.

All the associates of an active agency member shall have full voting rights, and are eligible to participate in all activities open to the membership.

Every associate of an active agency member shall be eligible to hold any office in the Chapter.

Section 2. Any allied individual member affiliate agency member of NAHRO, located within the geographical area of the Chapter, shall be an affiliate member of the Chapter upon payment of such dues as hereinafter provided.

Every allied individual member and all of the associates of an affiliate member shall have all the rights of active members unless there exists a possible conflict of interest, as determined by the Executive Board.

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.

Section 4. Conference registration fees shall be set by the Executive Board after general membership input has been received, except that the Executive Board shall have the authority to increase or decrease fees for certain meetings or functions when necessary to cover expenses or promote attendance, without prior approval or input from the general 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, ten additional at-large members who shall be generally representative of the program in terms of geographic consideration, professional and special interests of the Chapter members; the three immediate past presidents of the Chapter who continue to reside within the geographic boundaries of the Chapter and who are still active in the field; the chairpersons of the five standing committees and the chair person of any other committee created by the President and/or Executive Board. The Executive Board shall have the right to appoint Chapter Advisors and to employ staff. The Regional President shall be an *ex-officio* member of the Executive Board.

Any Chapter members actively serving on the NAHRO Board of Governors and/or the North Central Regional Council of NAHRO Executive Board shall be *ex-officio* members of the Chapter Executive Board.

All past Presidents of the Michigan Chapter of NAHRO and its predecessors (the Great Lakes Chapter) are declared *ex-officio* members of the Executive Board of the Michigan Chapter of

NAHRO. They shall be notified of all board meetings. As an *ex-officio* member, they shall not have a board vote nor be included in the purpose of determining board *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.

Section 3. The Executive Board shall establish procedures for the selection of the two Chapter representatives at-large to the North Central Regional Council of NAHRO (NCRC/NAHRO) Executive Board who shall serve staggered terms of four years.

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 a regular meeting shall be mailed to each Board member not less than 30 days before the meeting date.

The President may call a Special Meeting of the Executive Board at any time. The Secretary, upon written request of at least one fourth of the voting members of the Executive Board, may call a Special Meeting. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be conducted.

Any meeting of the Executive Board may be held via electronic mail (e-mail) or through teleconferencing. Michigan NAHRO shall permit the casting of votes electronically when an Executive Board Meeting is convened by the President. The Secretary shall prepare a written record (minutes) of the meeting including issues, participants and votes cast, if required. Any Board Member may attend a Board meeting through electronic means. A Board Member is considered present when attending a meeting electronically.

Section 5. At any meeting of the Executive Board a majority of the members of the Executive Board entitled to vote shall be present to establish a *quorum* for the conduct of 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.

Section 6. In the event of a vacancy in the Office of President, the Senior Vice-President is to automatically succeed to the office of President for the balance of the President's term. In the event of the unavailability of the Senior Vice-President, the Executive Board shall select one of the Regional Vice-Presidents to serve as President until the next annual meeting of the Chapter. Other vacancies in the Executive Board occurring between annual meetings shall be filled by appointment of the President of the Board with Executive Board concurrence.

Section 7. If any member of the Executive Board ceases to be an Associate or an Allied Individual Member in the National Association, he/she shall cease to be a member of the Executive Board and his/her position on the Executive Board shall thereupon become vacant and shall be filled as provided in Section 6, above.

Section 8. Any member who fails to attend three consecutive Executive Board meetings shall be subject to removal by the Board.

ARTICLE V

Officers: Names, Duties

Section 1. The officers of the Chapter shall be a President, Senior Vice President, Vice President of the Southeastern Area which includes the counties of Lenawee, Washtenaw, Livingston, Shiawassee, Saginaw, Midland, Bay and all counties to the east; Vice President of the Southwestern Area including the counties of Oceana, Newaygo, Mecosta, Isabella and all counties to the south; Vice President of the Northern Area including all counties in the Northern half of the Mason, Lake, Osceola, Clare, Gladwin, Arenac and counties to the North; Vice President of the Upper Peninsula including all counties in the upper Peninsula; Secretary and Treasurer (who shall be current Associates or Allied Individual Members in good standing of the Association and 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 Chapter Meetings, shall succeed the President in the office until the next scheduled election should the President be unable to fulfill his/her term, and perform such other duties as may from time to time be assigned by the President or the Executive Board.

Section 4. If the President and Senior Vice President are absent from any meeting, the Vice-President of the area in which the meeting is being held will preside over the meeting. If the Senior Vice President is unable to perform the duties of the President the Executive Board shall appoint one (1) of the four (4) Vice Presidents to serve as President until the next scheduled election.

Section 5. The Secretary shall be responsible for the recording and distribution of minutes of meetings of the Executive Board and of the Chapter membership, the maintaining of records, 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 records and accounts of the Chapter, provision of periodic reports on finances to the Executive Board and to the membership at the Annual Conference, and performing such other duties as may be assigned by the President or the Executive Board.

ARTICLE VI

Nominations and Elections

Section 1. No less than ninety (90) days prior to the annual meeting of the Chapter, held in odd numbered years, the President, with the approval of the Executive Board shall appoint a nominating committee having not less than five (5) members, representation of the member's interest that shall meet for the purpose of selecting one or more persons from the roll of active (Associates and Allied Individual) members who are in good standing (all appropriate dues have been paid and the member(s) is/are still active in the field) with both Michigan and National NAHRO as nominees for each office and Executive Board position.

The current elected Senior Vice President's name shall automatically appear on the ballot for the position of president, assuming current eligibility and desire to serve.

Not less than forty-five (45) days before the annual meeting, the Secretary shall notify each eligible voter of the nominees selected by the nominating committee for the up coming election and that nominations may be made by the Membership.

The notice shall include, but is not limited to the following: Persons making or accepting a nomination must be active in the field and in good standing in both Michigan and National NAHRO; accepting person must do so in writing; location where nominations will be received; deadline for submission; self nominations are accepted; and a description of positions vacant and number of vacancies in each category.

Nominations shall be received by the Secretary or as stated in the notice, at least 20 days before the annual meeting to allow time for certification and ballot preparation.

The Nominating Committee shall notify each active member of the candidates for office(s) at least fifteen (15) days prior to the annual meeting.

The Executive Board will determine and announce the voting process, to include procedures for electronic voting. The Nominating Committee shall be responsible for ballot preparation and supervision of the election process.

Section 2. The election of officers shall be held at the annual meeting of the Chapter held in odd numbered years. The term of office for all officers shall be two years commencing on October 1 following their election or at the conclusion of the Annual Convention of NAHRO held in odd numbered years, which ever is earlier.

All Officers and Executive Board members shall serve until their successors have assumed their duly elected positions.

Board members elected at large shall serve a four-year term commencing on October 1 following their election, or at the conclusion of the annual convention of NAHRO held in odd numbered years, which ever is earlier.

Section 3. Each active Associate and Allied member shall have one vote. The casting of ballots at the annual (spring) meeting shall take place from 9:00 a.m. to 5:00 p.m. on the second day of the conference; the person receiving the largest number of votes for the respective position shall be deemed elected; the election announcement to take place at the annual meeting on the last day of the conference as called by the President.

ARTICLE VII

Membership Meetings

Section 1. There shall be at least two meetings of the membership per year, one being an annual meeting, at a time and place designated by the Executive Board. Reasonable notice of all membership meetings shall be given to all members 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 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 fourteen (14) days prior to the meeting date.

Section 3. A *quorum* must be present at any meeting of the membership at which business is transacted. Twenty (20) current 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 any other duly constituted committees of the Chapter.

ARTICLE VIII

Committees

Section 1. There shall be Standing Committees for the Chapter through which the program, professional, and member services needs and participation of the membership can be provided. The standing committees of the Chapter are: Community Revitalization and Development, Housing, Member Services, Professional Development, and Commissioners.

The Housing and Community Revitalization/Development Committees shall generally address the programmatic areas of their respective functions, and shall recommend actions to the Chapter Executive Board regarding, but not limited to, program dollars, legislation, regulations, administration at federal, state, and local levels and the effective representation of the membership's interests therein.

The Members 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 groups within the membership, including but not limited to minorities, commissioners, and women, and shall work to coordinate supportive products and services rendered by the Chapter such as conferences, workshops, seminars, publications, representation and such related matters.

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 Commissioners Committee shall serve to broaden the constituency supporting the goals and objectives of the Association; support programs to expand the skills of the Commissioners to

effectively discharge their responsibilities, work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes.

Section 2. Each standing committee shall have a Chairperson appointed by the President with the Executive Board's approval, which person shall be an *ex-officio* member of the Executive Board. He/She shall also be the Chapter representative on the corresponding Standing Committee at the North Central Regional Council of NAHRO level and shall act as communications mechanism to and from both levels.

Section 3. The President may create such other committees, task forces, and advisory councils or similar groups as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint members thereto.

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. **Elected or appointed Board and Committee Members shall be current Associates or Allied Individual Members in good standing of the Association and Chapter.** (this section amended 4/13/07)

Section 5. Resolutions passed by the standing committee on issues having implications on the federal and national NAHRO level shall be first taken before the Chapter Executive Board and shall then be taken by the standing committee chairpersons to the corresponding NCRC/NAHRO STANDING Committee for its determination and possible consideration by the NCRC/NAHRO Executive Board prior to being submitted to the national level.

ARTICLE IX

Amendments

Section 1. These by-laws may be amended at a regular meeting of the membership, provided a *quorum* (20) is present and voting and two-thirds vote affirmatively for the amendment. Each Associate and Allied Individual member shall be sent a copy of the proposed amendments with a notice of the meeting at which the amendments are to be voted. The Secretary shall send the meeting notice to each member not less than thirty (30) days prior to the meeting date.

ARTICLE X

Effective Date, Approval and Revocation

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

Adopted by MINAHRO September 12, 2003, Battle Creek, MI.
Article IV amendments 9.16.2011