

IOWA NAHRO
Bylaws of
The Iowa Chapter of the
National Association of Housing and Redevelopment Officials

ARTICLE I – Name

The name of this organization shall be the Iowa Chapter of the National Organization of Housing and Redevelopment Officials.

ARTICLE II – Area of Operations

The area of Operations shall be the State of Iowa.

ARTICLE III – Mission

The mission of Iowa NAHRO is to increase professionalism through training, networking, and member involvement, and to educate members regarding state and national housing and community development policies with the ultimate benefit of a higher standard of service to the people in communities served.

Our Vision Statement is: The Iowa Chapter of NAHRO is the premier Iowa Organization for education, information, and advocacy in housing and community development and a recognized partner for economic development.

ARTICLE IV – Goals

The goals of the chapter shall be established by its Board of Directors and may be modified, as necessary, from time to time.

ARTICLE V – Chapter Activities

Section 1: The Chapter shall not engage in political or partisan activities of any kind or character and shall not deal with any employees' grievances or engage in any management/tenant controversies.

Section 2: No funds of the Chapter shall be utilized to influence an officer or employee of the Federal government, an officer or employee of an agency, a member of Congress, an officer or member of Congress, or an employee of a member of Congress in conjunction with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement. This section shall not preclude the Chapter from lobbying on behalf of programs, policies, or regulations affecting the administration of such programs. No written or oral public policy statements on matters of community development or housing programs shall be made in the name of or on behalf of the Chapter without the consent of the Board of Directors of the Chapter.

Section 3: The activities of the Chapter shall, at all times, reflect the comprehensive and integrated approach to problems expressed in the national program of the National Association of Housing and Redevelopment Officials

Section 4: All activities of the Chapter shall fall clearly within the purposes of the National Association of Housing and Redevelopment Officials, and shall be conducted in accordance with the policies and procedures of the National Association of Housing and Redevelopment Officials and within the framework of the appropriate Regional Council.

Section 5: Should any question arise concerning the application, force, effect, or interpretation of any of these general rules governing the conduct of the Chapter activity, the North Central Regional Council of NAHRO shall be consulted and its decision shall be final.

Section 6: The Chapter shall transmit to the President of the Regional Council, at the time of issuance, two (2) copies of every official publication of the Chapter, including notices and minutes of meetings, and shall file with him/her summaries of its activities at such intervals as the Executive Committee of the Regional Council shall direct.

Section 7: The Chapter shall perform such duties and functions as a subsidiary organization of the Regional Council as may be specified by the Executive Committee of the Regional Council.

ARTICLE VI – Membership

Section 1: Any individual or public agency may become a member of the Iowa Chapter of NAHRO upon payment of dues.

Section 2: Membership in national NAHRO is not required of Iowa Chapter members, however membership is encouraged through Agency membership or as an associate member of another agency.

Section 3: Each agency, individual, and associate membership shall be entitled to cast one (1) vote as an active member in any action taken by a vote of members of the Chapter. For agency and associate memberships, such a vote shall be cast by a designated representative or alternate of such organization duly accredited for the purpose.

Section 4: To be a member in good standing, Chapter dues must not be more than three (3) months past due.

Section 5: The names of members whose dues are more than three (3) months past due shall be dropped from the roll of the Chapter. Such membership shall be reinstated upon payment of current dues.

ARTICLE VII - Government and Management

Section 1: The control and management of the affairs, funds, and the property of the Chapter shall be vested in a Board of Directors as established in Article IX hereof. The President may, at his/her request, convene a meeting of the Executive Committee consisting of the President of the Chapter, the President-elect, the immediate past President, the Secretary, and the Treasurer to act upon matters of the Chapter. Actions of such an Executive Committee meeting shall be reported to the Board of Directors at the next meeting of said Board.

Section 2: All checks, bonds, warrants, contracts or other instruments in writing necessary for the regular conduct of the chapter business shall be signed by two (2) officers of the Chapter.

Section 3: No member of the Board of Directors shall, under any pretense whatsoever, receive any salary or compensation from the funds of the Chapter.

Section 4: Any member of the Board of Directors missing as many as two (2) consecutive meetings of the Board of Directors without an acceptable excuse shall be dropped from the Board of Directors at the discretion of said Board.

Section 5: If a vacancy occurs in any office of the Chapter, it may be temporarily filled by the Board of Directors and shall be filled for the balance of the term by vote of the membership at the next meeting.

Section 6: Meetings of the Board of Directors – Regular meetings of the Board of Directors shall be held immediately following the annual meeting of the National Association of Housing and Redevelopment Officials and at such other times as the Board of Directors may determine. Special meetings of the Board of Directors may be called by the President at any time and shall be called by the President or the Secretary upon written request of a majority of the Board of Directors. Telephone Conference may be utilized as legitimate meetings of the Board of Directors as required by the Board.

Section 7: Notice of Meeting – Notice of meeting agendas other than the annual regular meeting, shall be given to each member of the Board of Directors in person or in writing or by electronic submission directed to his/her address of record at least three (3) days before the date designated for such meeting; such notice shall specify the time and place of such meeting and the business being brought before the meeting. At any such meeting at which every member of the Board of Directors is present, although held without notice, any business may be transacted which might have been transacted if the meeting had been duly called.

Section 8: Quorum – At any meeting of the Board of Directors, seven (7) members of the Board of Directors, exclusive of ex-officio members, shall constitute a quorum for the transaction of business. Meetings of the Executive Committee shall require three (3) members to constitute a quorum for the transaction of business.

Section 9: Voting – At all meetings of the Board of Directors, each member shall have one (1) vote, but no more than one (1) even though the individual may be in possession of a proxy. On matters requiring immediate attention, the President may call for an email vote, which will be affirmed at the next regular Board meeting.

Section 10: Removal of Member – Any one (1) or more of the members of the Board of Directors may be removed with cause at any time by three-fourths (3/4) majority of the general membership at any meeting or special meeting of the general membership called for that purpose.

ARTICLE VIII – Officers and other Board membership

Section 1: The officers of the Chapter shall be a President, a President-elect, an immediate past President, a Secretary, a Treasurer. Additional members are nine (9) members elected at-large. Also any members who are designated by the President to represent Iowa NAHRO as members on standing committees of the North Central Regional Council of NAHRO, plus members on the North Central Regional Council Executive Committee or who are members of a national committee of the national organization who hold positions in the National Association of Housing and Redevelopment Officials.

Section 2: It shall be the duty of the President to preside at all meetings of the Chapter, to see that the Bylaws are strictly enforced, to supervise generally all affairs of the Chapter, and at annual meetings to make a report of the accounts and general business of the Chapter during the preceding year. The President shall appoint all committees and shall be an ex-officio member of the same.

Section 3: The President-elect shall preside in the absence of the President at all meetings of the Chapter; shall succeed the President in office should he/she be unable to fulfill his/her term until the next election; and perform such duties as may from time to time be assigned by the President or the Board.

Section 4: The Secretary shall keep a record of the proceedings of the Chapter in a book maintained for that purpose. The Secretary shall send out notices required and attend to such business as may belong to the duties of the office or as may be directed by the officers. The Secretary shall promptly furnish to the President of the Regional Council and to the headquarter office of the National Association of Housing and Redevelopment Officials current lists of the names, titles, and addresses of the officers of the Chapter.

Section 5: The Treasurer shall be the custodian of the funds of the Chapter. The Treasurer shall collect all dues and other monies payable to the Chapter and shall deposit the same as directed by the Executive Committee. The Treasurer shall disburse funds of the Chapter upon warrants or checks signed by the proper officers of the Chapter in settlement of accounts payable incurred for current expenses of the Chapter, after approval of such account by the Board of Directors. The Treasurer shall not pay or expend monies of the Chapter except upon a check properly executed by the designated officers of the Chapter. The Treasurer shall keep the book of accounts of the Chapter and shall submit a statement of accounts, with proper vouchers, at the regular meetings of the Chapter. The Treasurer shall render an annual account to the officers prior to each annual meeting and report upon such financial affairs of the Chapter at the annual meeting. The Treasurer shall perform such duties as properly belong to the office or as may be specified by the Board. The books of the Treasurer shall be open for inspection of the officers or any committee appointed by them for the purpose of making an examination thereof.

Section 6: The offices of the Secretary and the Treasurer shall be filled by separate persons.

Section 7: In the event the President is unable to fulfill his/her term of office, the following shall be the order of succession. Any position(s) listed that becomes vacant will be filled by a two-thirds (2/3) vote of the Board of Directors.

- A. President-elect
- B. Secretary
- C. Treasurer
- D. Housing Subcommittee Chair
- E. Community Development Subcommittee Chair.

ARTICLE IX – Election of Officers and Board of Directors

Section 1: The election of officers and other members of the Board of Directors shall be held at the annual meeting in every odd numbered year. The term of the officers and Board of Directors shall be two (2) years and shall begin at the first regular meeting of the Board following National NAHRO annual conference. All members of the Board of Directors shall serve until their successors have been duly elected and qualified.

Section 2: Voting may be either by ballot or by voice and each active member present shall have one (1) vote. No proxy voting is permitted.

Section 3: The President shall, at least 60 days prior to the annual meeting of the odd numbered years, appoint a Nomination Committee of at least five (5) members, designating one (1) of such members as Chair. The Nominating Committee shall endeavor to select nominees so as to provide a reasonable representation of the membership of the Board of Directors found in the range of interest, geographic distribution, and size of agency represented in the membership of the Chapter. Not less than ten (10) days prior to the biennial meeting, the Secretary shall notify each eligible voter of the nominees selected by the nominating committee. Nominations shall also be called from the floor.

Section 4: The President-elect's name shall automatically appear for the office of President, unless he/she has requested to be withdrawn from consideration or is otherwise unable to fulfill the duties of President.

Section 5: No person shall be an officer or member of the Board of Directors who is not also an individual member of the Iowa Chapter of NAHRO and a member of National NAHRO.

ARTICLE X – Committees

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

Section 2: Each standing committee shall have a chair, with Professional Development having co-chairs, designated from at-large Board membership by the Chapter President. The standing committee Chair shall act as he communication liaison to and from North Central Regional Council and Iowa NAHRO when there is no representative appointed based on Article X, Section 7.

Section 3: Each standing committee Chair shall have the power to create subcommittees, as needed, and to appoint subcommittee Chairs.

Section 4: Membership on the standing committees and subcommittees shall be from the general membership. Each standing committee and subcommittee shall be comprised of a recommended minimum of three (3) members. Volunteers shall be actively sought and recruitment efforts shall be undertaken by the standing committee Chairs that shall ensure membership that is representative of the broad interests of the Chapter. The committee makeup shall give special emphasis to membership on the part of minorities, women, and commissioners.

Section 5: Standing committee responsibilities shall be as follows:

- a. Community Revitalization and Development – This committee shall address the programmatic areas of their respective functions, and shall recommend actions to the Board of Directors regarding, but not limited to, regulations, administration at the federal, state, and local levels, and the effective representation of the membership's interest, therein.
- b. Housing – This committee shall address the programmatic areas of their respective functions, and shall recommend actions to the Board of Directors regarding, but not limited to, program dollars, legislation, regulations, administration at the federal, state, and local levels, and the effective representation of the membership's interest, therein.
- c. Member Services – This committee shall serve the general and special interests of the members which cut across program and professional lines; represent the special interest of groups within the membership and shall work to coordinate supportive products and services rendered by the Chapter such as conferences and workshops, seminars, publications, development of library materials, and publish the membership directories. (Unless services are contracted out.
- d. Professional Development – This 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. This committee shall have the specific duties of planning and organizing of conferences and workshops. This committee should expect to interact with the Member Services standing committee on the development of agendas for conferences and workshops.

e. Commissioners - This committee shall focus on the general and specific areas of commissioners. This committee shall serve to broaden the constituency supporting the goals and objectives of the Chapter; support programs to expand the skills of commissioners to effectively discharge their responsibilities; and, work with leadership and membership at all levels of the Chapter in fulfillment of these purposes.

Section 6: The President may create such other committees, task forces, advisory councils, or similar groups as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint members thereto.

Section 7: The Chapter President shall designate Iowa NAHRO members to represent the Iowa NAHRO Chapter on the standing committees of the North Central Regional Council of NAHRO. Iowa NAHRO members who serve on North Central Regional Council standing committees will also participate as members of the Iowa Chapter of NAHRO Board.

ARTICLE XI - Chapter Meetings

Section 1: Regular meetings of the Chapter shall be held at such times and places as may be fixed by the Board of Directors.

Section 2: Special meetings of the Chapter may be called at any time by the Secretary on the order of the President or on the signed petition of ten (10) members.

Section 3: A regular meeting may be postponed by order of the Board of Directors or by a petition signed by one-third (1/3) of the members.

Section 4: A special meeting to which the public is invited to attend may be held at any time if approved by a majority vote at any meeting, a quorum being present, or if approved by the Board of Directors.

Section 5: The annual meeting shall be held at the annual conference each year. At the annual meeting, the officers shall report on their activities and the general business of the Chapter and conduct such other business which may be brought before the membership.

Section 6: Members present at the annual meeting of the Chapter shall constitute a quorum.

Section 7: Robert's Rules of Order shall be the Chapter's final authority on all questions of procedure and parliamentary government under the Bylaws.

ARTICLE XII – Dues

Section 1: An annual Chapter dues structure shall be established by the Board of Directors and may be revised as necessary.

Section 2: Chapter dues shall be paid on a calendar year basis.

ARTICLE XIII – Amendments

Section 1: These Bylaws may be amended at a regular meeting of the Chapter by a two-thirds (2/3) vote of the members voting. No proposition to amend shall be acted upon unless written notice thereof has been filed with the Secretary at least three (3) weeks prior to the meeting. A copy of any proposed amendment filed with the Secretary shall be embodied in the call for the next regular meeting and a copy shall be sent to every member of the Chapter at least ten (10) days before the date of the meeting.

Section 2: No amendments to these Bylaws shall become effective unless and until approved by the Executive Committee of the Regional Council and the Board of Governors of the Association.

ARTICLE XIV – Effective Date of Bylaws, Approval, and Revocation

These Bylaws and any amendments thereto shall become effective upon approval of the Executive Committee of the NCRC Regional Council and Board of Governors of the National NAHRO Association and are subject to revocation by the Executive Committee or the Board of Governors of the Association for due cause. Upon approval of the Executive Committee, a copy of these Bylaws and any amendments thereto shall be transmitted to the headquarters office of the National Association of Housing and Redevelopment Officials.