

**BY-LAWS  
TO THE  
OKLAHOMA CHAPTER  
OF THE  
NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS**

**ARTICLE I – NAME**

The name of the organization shall be the Oklahoma Chapter of the National Association of Housing and Redevelopment Officials (Oklahoma NAHRO).

**ARTICLE II – AREA OF OPERATION**

The area of operation shall be the State of Oklahoma.

**ARTICLE III – OBJECTIVES AND PURPOSES**

The objectives of the Chapter shall be:

1. To provide a means for discussion of the various phases of housing, slum clearance, urban redevelopment, urban renewal, housing codes enforcement, neighborhood rehabilitation, non-profit housing, and related programs administration, including the promotion of knowledge, ethical standards, and efficiency of the profession.
2. To stimulate the formulation and adoption of urban renewal, urban redevelopment, code enforcement and housing policies and programs that reflect the needs of the area.

3. To secure frequent exchange of experience in and discussion of current operating problems, with consequent improvement of individual proficiency and advancement of administration and other operating skills.
4. To facilitate widespread participation in the affairs of the Association on the part of NAHRO members.
5. To stimulate the reporting of current practice and experience and the preparation and submission of the professional papers as part of NAHRO's collection, evaluation and distribution of materials for the benefit of the membership.
6. To further the purposes of NAHRO and to contribute to the Association's effectiveness through Chapter activities and through diligent efforts to increase the membership of the Association.

#### **ARTICLE IV – GENERAL RULES GOVERNING CHAPTER ACTIVITY**

1. The Chapter shall not engage in political or partisan activities of any kind. It shall not engage in employer-employee controversies, or in management-tenant controversies; but shall prevent study and discussion of these administrative relationships. Any action or recommendation by the Chapter shall be approved by a majority not of the members voting at a regular or special meeting.
2. All activities of the Chapter shall fall clearly within the purpose of NAHRO and shall be conducted in accordance with the policies and procedures of NAHRO, and within the framework of the Southwest Regional Council.
3. All recommendations of the Chapter involving policy or procedure affecting any official housing, slum clearance, urban redevelopment, housing codes enforcement, and urban renewal activity shall be made to the Executive Committee of the Oklahoma Chapter of NAHRO, or to the Liaison Committee of the Council.
4. The activities of the Chapter shall at all times reflect the comprehensive and integrated approach to problems as expressed in the national program of NAHRO.
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 Executive Committee of the Regional Council shall be consulted, and its decision shall be taken as final.
6. The Secretary shall record and maintain records of all official Chapter activities and shall provide appropriate copies to the President and/or Executive Committee of the Southwest Regional Council upon request.
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 V – MEMBERSHIP**

1. Any person who is an individual member in good standing of National NAHRO, any person who is directly involved in community development activities or assisted housing may be a member of the Oklahoma Chapter of NAHRO upon payment of dues specified in the By-Laws.
2. Any person residing in a property owned or administered by a local housing authority or involved in a community development project may be an associate member with full membership privileges except any such associate member may not vote, hold an office or serve on the Executive Committee. However, any such associated member, in good standing, may serve on any working committee, where they shall have the same privileges as other members (i.e., discuss, ask questions, offer suggestions and solutions and vote on any matter which may come before the working committee).
3. A commercial exhibitor or vendor doing business may be an affiliate member with full membership privileges except any affiliate member may not vote, hold office or serve on the Executive Committee. However, any such affiliate member, in good standing, may serve on any working committee where they shall have the same privileges as other members (i.e. discuss, ask questions, offer suggestions and solutions and vote on any matter which may come before the working committee).
4. To be a member in good standing, Chapter dues must not be more than three months past due.
5. The names of members whose dues are more than three months past due shall be dropped from the roll of the Chapter. Such members shall be reinstated upon the payment of dues in arrears and current dues.

## **ARTICLE VI – LIFETIME MEMBERSHIP**

Nominations for Lifetime Membership must be made to the Awards Committee; the Awards Committee will then determine eligibility per the following list and make a recommendation for approval to the Executive Committee.

A Lifetime member nominee MUST meet 4 of the 7 qualifications:

1. Be an active member at the time of retirement.
2. Be retiring completely out of the business or a related field.
3. Could not qualify to be an allied member (Allied Member: Any individual who is not affiliated with an agency or organization eligible for active or affiliate organizational membership shall be eligible for allied individual membership. This category would include such individuals as students; those who

are retired or unemployed; those employed by academic institutions, the military, or an international organization; and lifetime and honorary members).

4. Have received the honor of Oklahoma NAHRO Member of the Year.
5. Have served at least one term on the Executive Committee.
6. Be eligible for nomination for Regional Lifetime Member (according to Southwest Regional Council By-Laws; Regional Lifetime Membership Qualifications: A Lifetime Membership may be given by the Executive Committee to an individual, upon retirement, who has rendered outstanding service to the Southwest Regional Council of NAHRO. Nominations for Life Memberships shall be made by Chapters to the Awards Committee which shall recommend approval to the Executive Committee. Lifetime Members shall be non-voting ex-officio members of the Executive Committee and shall receive complimentary registration for all SWRC annual conferences).
7. Have been dedicated to the promotion and wellbeing of Oklahoma NAHRO for a minimum of ten (10) years.

#### **ARTICLE VII – DUES**

1. Membership dues may be established from time-to-time by the Executive Committee of the Chapter.
2. Annual dues shall be payable on the first day of each Chapter year. The Chapter year shall be October 1st through September 30th.
3. No special assessments shall be levied.
4. A Lifetime Membership may be given by the Executive Committee to an individual upon retirement, who has rendered outstanding service to the Chapter. Lifetime members shall be non-voting ex-officio members of the Executive Committee and shall receive complimentary registration to the Chapter annual meeting.

5. Dues structure for the OKNAHRO membership are as follows:

HOUSING AUTHORITIES:

<u>Total Units (Public Housing, Section 8, etc.)</u>	<u>Dues</u>
0 - 25	\$30.00
26 - 49	\$75.00
50 - 99	\$100.00
100 - 199	\$140.00
200 - 399	\$160.00
400 - 599	\$180.00
699 - 799	\$220.00
800 & Over	\$320.00

**COMMUNITY DEVELOPMENT AGENCIES:**

<u>Total Annual Funding</u>	<u>Dues</u>
\$0 - \$99,999	\$90.00
\$100,000 - \$499,000	\$130.00
\$500,000 - \$999,999	\$170.00
\$1,000,000 - \$1,499,999	\$220.00
\$1,500,000 & Over	\$320.00

**NON-PROFIT AGENCIES / or OTHER FOR PROFIT AGENCIES (Not included in Housing Authority or Community Development Agency Categories):**

Dues

\$150.00

## **ARTICLE VIII – ORGANIZATION AND MANAGEMENT**

1. The management and control of the affairs, funds and property of the Chapter shall be entrusted to the Executive Committee consisting of the elected officers of the Chapter, the immediate past President of the Chapter, any member of the Southwest Regional Council Executive Committee who is a member of the Oklahoma Chapter, previous past Presidents of the Oklahoma Chapter who has accepted, in writing, the President's invitation to serve on the Executive Committee and who are currently active in the fields of mutual-help housing, community development, urban renewal or code enforcement in city or state government within the State of Oklahoma. In the event the President shall name committee chairpersons who are not members of the Executive Committee, such chairpersons shall be ex-officio members of the Executive Committee for the term in which they serve in such capacity.
2. All checks, bonds, warrants, contracts or other instruments in writing necessary for the regular conduct of the Chapter business shall be approved by the President and signed by the Officer(s) of the Chapter as designated by the Executive Committee.

## **ARTICLE IX – OFFICERS**

1. The Officers of the Chapter shall be a President, a Senior Vice-President, five additional Vice-Presidents with Portfolio, each corresponding to the national standing committees, a Secretary, and a Treasurer.
2. It shall be the duty of the President to preside at all meetings of the Chapter, to see that the By-Laws are strictly enforced, to supervise generally all affairs of the Chapter, and at the annual meetings to make a report of the accounts and general business of the Chapter during the preceding year. He/She shall appoint all committees and shall be an ex-officio member of the same. In the absence or inability of the President to attend any meeting, the Senior Vice-President shall perform all the duties of the President. If the Senior Vice-President is absent, any one of the Vice-Presidents shall preside. The President and all of the Vice-Presidents are absent, the Secretary shall call the meeting to order and a temporary Chairman shall be chosen.
3. The Senior Vice-President shall preside in the absence of the President. At the direction of the President and the Executive Committee he/she shall coordinate the development of program policy and shall carry out such other duties as may be assigned, including oversight of administrative committees not herein assigned to the Vice-Presidents with portfolio.
4. Each of the five Vice-Presidents with portfolio shall be responsible for the conduct of the standing committees for which they are elected and shall serve as chairperson of such standing committees.
5. The Secretary shall keep a record of the proceedings for the Chapter. He/She shall send out notices as necessary and attend to other duties as may be required of the office. The Secretary shall

promptly furnish to the President of the Regional Council and to the headquarters office of NAHRO current listings of names, titles, and addresses of the officers of the Chapter.

6. The Treasurer shall be custodian of the funds of the Chapter. He/She shall collect all dues and other money payable to the Chapter and shall deposit the same as directed by the Executive Committee. He/She shall disburse funds of the Chapter pursuant the procedures adopted by the Executive Committee in settlement of Chapter expenses. He/She shall submit a statement of his/her accounts at regular meetings of the Chapter. He/She shall render an annual account to the officers prior to each annual meeting and report upon the financial affairs of the Chapter, or any Committee appointed by them for the purpose of making an examination thereof.

7. The officers may appoint such assistants as in their judgement may be convenient to a satisfactory and efficient discharge of the functions of the conduct of the business of the Chapter.

#### **ARTICLE X – ELECTION OF OFFICERS**

1. The election of officers shall be held each odd-numbered year at the annual meeting. The vote may be either by ballot or by voice, and each member present shall have one vote. There shall be no voting by proxy.

2. The President shall, at lease four (4) weeks prior to the annual meeting at which an election will be held, appoint a Nominating Committee of five (5) members, which committee shall file with the Secretary a full ticket to be voted for as officers at the ensuing annual meeting. Nominations in addition to these may also be held at the first meeting of the Chapter after approval of the charter on the basis of nominations from the floor.

3. If a vacancy occurs in any office of the Chapter, it may be filled temporarily by the Executive Committee, and shall be filled for the balance of the term by vote of the membership at the next meeting.

4. No person shall be eligible for election as an officer who is not a member in good standing of the Oklahoma Chapter and National NAHRO.

#### **ARTICLE XI – STANDING COMMITTEES**

1. There shall be five (5) standing committees: Housing, Community Revitalization and Development, Professional Development, Member Services and Commissioners.

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 Executive Committee 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 specific area of career identification, training and education, certification and credentialing and the professionalism 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 interest of special interest 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 Association such as conferences and conventions, workshop 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.

2. The President shall appoint one member from each of the State standing committees to the corresponding Regional standing committees.

3. The President shall appoint such other committees as he/she may deem necessary to the effective conducting of the Chapter activities and the furtherance of the purposes of the Chapter and National NAHRO.

#### **ARTICLE XII– MEETINGS**

1. Regular and Annual Meetings of the Chapter shall be at such a time and place as may be determined by the Executive Committee. The Secretary shall give notice of the time, place and purpose of the meeting at least ten (10) days prior to the date of the meeting.

2. Meetings of round-table discussion groups may be held as planned by the Executive Committee.

3. Special meetings may be called at any time by the Secretary on the order of the President or the Executive Committee or on the signed petition of three (3) members representing three separate cities. The Secretary shall give notice of time, place and purpose of special meetings.

4. Time and place of a previously announced regular meeting may be altered by the Executive Committee, provided the 10-day prior notice requirement under paragraph 1 of this Article is met.

5. Attendance at any meeting of the Chapter shall be confined to members of the Chapter and invited guests.

6. Each individual member of the Chapter shall have one vote and a quorum shall consist of twenty (20) members of the Chapter.

7. A quorum must be present at any meeting at which business is transacted. Without a quorum, meetings may be held at which the admission of new members may be announced, a program may be presented, or members may engage in discussion of matters of the Chapter's interest.

#### **ARTICLE XIII – AMENDMENTS**

1. These By-Laws may be amended only at a regular meeting of the Chapter, or at a special meeting of the Chapter called for that purpose, by two-thirds majority vote of the members present. No proposed amendment shall be acted on unless written notice thereof has been filed with the Secretary at least three 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.

2. No amendment to these By-Laws 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 – ROBERT'S RULE OF ORDER**

1. Robert's Rule of Order shall be the Chapter's final authority on all questions of procedure and parliamentary law.

#### **ARTICLE XV – CHAPTER YEAR**

1. The Official Chapter Year and the term of office of the Chapter Officers shall commence October 1.

#### **ARTICLE XVI – EFFECTIVE DATE OF BY-LAWS, APPROVAL AND REVOCATION**

1. These By-Laws were approved by the membership at a regular meeting on September 8, 2006.

2. These By-Laws and any amendments thereto, shall become effective on approval by the Board of Governors of NAHRO and subject to revocation by the Board of Governors for due cause expressed in writing.

Amendments approved and adopted by the Membership on January 22, 1983, May 7, 1983, September 18, 1983, September 10, 1994, May 10, 1996, October 24, 1998, September 8, 2006, June 17, 2008, and May 17, 2013