

Article I – The Organization

Section 1

Name of Organization The official name of this organization shall be the Egyptian Council of Housing Officials, commonly known as “ECHO.”

Section 2

Area of Operation

Alexander County	Edwards County	Jefferson County
Clark County	Franklin County	Johnson County
Clay County	Gallatin County	Lawrence County
Coles County	Hamilton County	City of Marion
Cumberland County	Hardin County	Marion County
Edgar County	Jackson County	Massac County
City of Mt. Vernon	Perry County	Pope County
Pulaski County	Randolph County	Richland County
Effingham County	Saline County	Union County
Wabash County	Wayne County	White County
Williamson County		

Section 3

Purpose Because of the geographic and economic similarities of our Southern Illinois region, all Housing Authorities should and do encounter similar problems in successfully housing our elderly and families of low or moderate income. The Egyptian Council of Housing Officials are duly organized to help one another in solving these problems by association of idea and by sharing our experiences with those newer Authorities and Officials; to explore all avenue of bettering our operation by scheduling meeting where State and Federal Officials might meet with us to keep us abreast of all the new developments and laws pertaining to the operation of Housing Authorities whether it be at the Developmental State or the Management Stage.

Section 4

Eligibility Membership will be Executive Directors and/or principal Administrative Officers of any local Housing Authority.

Section 6

Dues The official dues of the organization shall be \$50.00 per year, per member.

Article II – OFFICERS

Section 1

Officers The officers of the organization shall be a President, a Vice-President, and Secretary-Treasurer, and three Directors.

Section 2

President The President shall preside at all meetings, and except as otherwise authorized by resolutions of this organization, the President shall sign all official documents or instruments made or adopted. At each meeting, the President shall submit recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the organization.

Section 3

Vice President The Vice-President shall perform the duties of the President in the absence or incapacity of the President, and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the organization shall elect a new President.

Section 4

Secretary The Secretary-Treasurer shall keep the records of the organization, shall act as Secretary at meeting, shall record all votes, shall keep a record of the proceedings, designated as the Minutes of the Meeting, in a proper journal, and shall perform all other duties incident to his/her office. He/She shall have care and custody of all funds, and shall deposit the same in the name of the Egyptian Council of Housing Officials in such bank or banks as may be selected. He/She shall sign all orders and pay checks for the payment of money, and shall pay out and disburse such money under the direction of the organization. He/She shall keep regular books of accounts showing receipt and expenditures and shall render at each regular meeting and account of his/her transactions and of the financial conditions of the organization. He/She will be responsible for the collection of all dues, and shall assist the President in all correspondence required for the successful operation of the Egyptian Council of Housing Officials.

Section 5

Directors (3) The Directors shall be the members of the Executive Committee with other duly elected officers and shall perform all other duties related to their office.

Section 6

The immediate Past President of this organization shall also be a member of the Executive Committee and serve in the capacity for one year after leaving this office as President.

Section 7

Election or Appointment All officers shall be elected for a term of two years and the election shall be held at an Annual Meeting to be held in September of each year. All officers shall remain in office until officially succeeded.

Article III – Meetings

Section 1

Annual Meeting The Annual Meeting of the Egyptian Council of Housing Officials will be held at the IAHA Annual Meeting in September of each year.

Section 2

Regular Meeting Regular Meetings shall be held bi-monthly on the third Friday starting with the September meeting which shall be the Fiscal Year.

Section 3

Special Meeting The President of the organization may, when he/she deems it expedient, and upon the written request of at least two members of the organization, call a Special Meeting for the purpose of transacting any business designated in the call.

Section 4

Notice of Meeting All members shall be notified in advance, by the Secretary-Treasurer of the date and place of Regular or Special Meetings.

Section 5

Quorum 25% of the members shall constitute a quorum, and no official business may be transacted without a quorum being present. A smaller number of members may meet on any regular business meeting scheduled.

Section 6

Manner of Voting The voting on all questions coming before the organization shall be by roll call, and the yeas and nays shall be entered upon the Minutes of such meeting. Each Member Authority shall have but one vote.

Section 7

Order of Business At the Regular Meetings of the organization, the followings shall be the order of business.

1. Roll Call
2. Reading and approval of the minutes of the previous meeting
3. Bills and communications
4. Report of the Secretary-Treasurer
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

All Resolutions shall be copied in a journal of the proceedings of the organization.

Article IV – Amendments

Amendments to By-Laws The By-Laws of the organization shall be amended only with the approval of at least quorum of the members at a Regular Meeting or a Special Meeting, but no Amendments may be adopted unless notice thereof has been previously given to all other members.

BY-LAWS
EGYPTIAN COUNCIL
OF
HOUSING OFFICIALS
ADOPTED
MARCH 19, 1968
REVISION (1)
SEPTEMBER 14, 2000
REVISION (2)
APRIL 21, 2005
REVISION (3)
JANUARY 29, 2011