

BY-LAWS FOR THE NORTHERN ILLINOIS COUNCIL OF HOUSING ADMINISTRATORS

ARTICLE I - THE ORGANIZATION

- Section 1. Name of Organization. The official name of this organization shall be the Northern Illinois Council of Housing Administrators.
- Section 2. Area of Operation. The area of operation will be located entirely in the Northern section of Illinois from the Southern boundary of Henderson, Warren, Knox, Peoria, Woodford, Livingston, McLean, Ford and Iroquois Counties, North. This area of operation can be modified by the approval of the organization to include Counties outside the foregoing boundaries.
- Section 3. Purpose. The purpose of the Council shall be:
1. To promote decent, safe and sanitary housing for persons of low and moderate income, including families and elderly, handicapped or disabled persons;
 2. To provide a forum for sharing of experiences and the exchange of ideas;
 3. To advance and promote meaningful communications and relationships with the Illinois Association of Housing Authorities as a unified group of professional housing administrators;
 4. To formulate an educational and communication network to improve the expertise in the housing industry;
 5. To advance and promote communications with federal, state and local agencies and officials and other agencies and organizations to carry out uniform policies and goals for public and assisted housing purposes;
 6. To provide the membership with information on the Illinois Association and Federal and State of Illinois Policy, Legislation and regulation pertaining to housing.
 7. To promote professionalism of Public Housing Authority Administrators;
 8. To remain continuously organized and operated exclusively for not-for-profit purposes for the benefit of the Public Housing Authorities throughout the Northern part of the State of Illinois.
- Section 4. Membership and Eligibility. Membership will be Executive Directors and/or principal administrative officers or their designates of any Local Housing Authority, any public or not-for-profit agency having to do primarily with housing, not to exceed three members per Authority. Active members shall be those whose current membership dues are paid.

Section 5. Dues. The official dues of the organization shall be on recommendation of the Executive Committee and approved by a majority of qualified voting members present at a duly called meeting of the membership.

ARTICLE II - OFFICERS

Section 1. Officers. The Officers of the Organization shall consist of a President, First Vice-President, Second Vice-President, Secretary-Treasurer and two Directors which shall substantially comprise the Executive Committee.

Section 2. Election. Officers shall be elected by the active members of the organization at the annual meeting and shall serve a two (2) year term beginning December 1st. All officers shall remain in office until officially succeeded. In the event of a vacancy, the President and the Executive Committee shall appoint a Northern Illinois Council of Housing Administrators member to fill the position until the Annual Meeting. That appointee may be elected for a term of office at that time.

Section 3. 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. He/she shall perform such other duties as may from time to time be assigned to him/her by the membership. The President may from time to time establish such committees, task forces, and ad hoc groups as he/she may determine to be in the best interest of the Council. In accordance with the Illinois Association of Housing Authorities By-Laws, the President shall serve on the Executive Board of said Association during his/her tenure as President of this Council and when necessary, appoint an active member of the Council to complete the term for any interim vacancies.

Section 4. First Vice-President. In the absence of the President or in the event of his/her inability or refusal to act, the First Vice-President shall assume and perform the duties of the President and when so acting, shall have the powers of and be subject to, all the restrictions upon the President, until the next scheduled election of officers. At the direction of the President and the membership he/she shall carry out such other duties as may be assigned.

- Section 5. Second Vice-President. In the absence or incapacity of the First Vice-President, the Second Vice-President shall perform assigned duties stated above.
- Section 6. Secretary-Treasurer. The Secretary-Treasurer shall keep all the records of the organization, shall act as Secretary at meetings, shall record all votes and shall keep a record of the proceedings. He/she shall have care and custody of all funds and shall deposit it in the name of the Northern Illinois Council of Housing Administrators in such bank or banks as he/she may select. He/she shall sign all orders and checks for the payment of money, and shall pay out and disburse such money in collaboration with the directors, subject to audit of the Northern Illinois Council of Housing Administrators organization at any time. He/she shall keep regular books of accounts showing receipt and expenditures and shall render at each regular meeting an account of his/her transactions and of the financial condition of the organization. He/she shall be responsible for the collection of all dues, and with the assistance of the Directors, shall assist the President in all correspondence required for the successful operation of the Northern Illinois Council of Housing Administrators.
- Section 7. Directors. The Directors shall be members of the Executive Committee with other duly elected officers and shall perform all other duties related to their office; shall be ex-officio members of all committees; shall collaborate with the Secretary Treasurer in signing all orders and checks for the payment of money; and assist the Secretary-Treasurer and the President in all correspondence required for the successful operation of the Northern Illinois Council of Housing Administrators.
- Section 8. The Immediate Past President of this organization shall also be a member of the Executive Committee and serve in this capacity for two years after leaving his office as President.
- Section 9. The Executive Committee shall be responsible for the business of the Council between meetings of the Council, including the custody and disbursement of funds. The Council shall not incur for any purpose any obligation requiring the payment of money unless the sum necessary for payment of such obligation is on hand in the Council Treasury.

ARTICLE III - MEETINGS

- Section 1. Annual Meeting. The Annual Meeting of the Northern Illinois Council of Housing Administrators will be held in November.

- Section 2. Regular Meetings. Regular meetings shall be held quarterly starting with June 1995.
- Section 3. Special Meetings. The President of the organization may, when he/she deems it expedient, and upon the written request of at least five members of the organization, call a Special Meeting for the purpose of transacting any business designated in the call.
- Section 4. Notice of Meetings. All members shall be notified, in writing, 7 days in advance by the Secretary-Treasurer of the date and place of regular meetings; and in the event of a special meeting, notification shall be made 3 days in advance of the meeting in writing and by telephone.
- Section 5. Quorum. One-third of the membership shall constitute a quorum, and no official business may be transacted without a quorum being present, but 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 shall have but one vote. A simple majority is needed for passage of a motion or resolution in a full Council meeting or Executive Committee meeting.
- Section 7. Order of Business. At the Regular Meetings of the organization, the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of previous meeting
3. Bills and Communications
4. Report of the Secretary-Treasurer
5. Report of Committees
6. Report of Members of the IAHA Board of Directors
7. Old Business
8. New Business
9. Determination of next meeting date
10. Adjournment

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

ARTICLE IV - FISCAL YEAR

- Section 1. Fiscal Year. The fiscal year of the Council shall be October 1st to September 30th. Dues shall be payable in advance of October 1st and shall be considered delinquent after December 1st.

ARTICLE V - FINANCES

- Section 1. Compensation. No compensation shall be due to officers/directors for duties directly related to their offices. Except that remuneration may be paid for necessary out-of-pocket expense. Such remuneration shall be approved by the Executive Committee.
- Section 2. Inurement of Benefits. No part of the Council property or the proceeds, income or avails thereof shall be distributed to or inure to the benefit of any individual whether by loan, purchase, exchange, or otherwise directly or indirectly, except that any individual may be compensated for services actually rendered in good faith and at rates of compensation comparable to those prevailing generally for the type of service rendered.

ARTICE VI -RULES OF ORDER

- Section 1. Rules of Order. Roberts Rules of Order, Revised, shall govern meetings of the membership and the Executive Committee when not in conflict with these By-Laws or rules adopted by the membership of the Committee.

ARTICLE VII - AMENDMENTS

- Section 1. Amendments to By-Laws. These By-Laws shall be amended only with the approval of a simple majority at a duly called meeting with a quorum of the members being present. But no Amendments may be adopted unless notice thereof has been previously given to all members, at least fifteen (15) days prior to the meeting. Said Amendments shall become effective upon adoption.

ARTICLE VIII - DISSOLUTION

- Section 1. Dissolution. In the event of the dissolution of the Council, all of its assets of every nature whatsoever remaining after payment of its liabilities and of necessary costs and expenses and dissolution proceedings shall be distributed and paid out by this Council to other not-for-profit associations or organizations engaged in the same or similar programs consistent with the purposes of this Council as determined buy the officers holding office immediately prior to the commencement of dissolution proceedings.

REVISED: _____