EASTERN CAROLINA ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

BY-LAWS

ARTICLE I. NAME

1. **NAME** – The name of the Association shall be the **Eastern Carolina Association of Housing and Redevelopment Officials**, hereinafter referred to as the Association.

ARTICLE II. PURPOSE

1. **PURPOSE** – The purpose of the Association shall be to promote and assist in the development and implementation of public housing and redevelopment programs. The further purpose shall be to assist, coordinate and support existing organizations of like aim and purpose.

ARTICLE III. MEMBERSHIP

1. **AGENCY MEMBERSHIP** – Agency Membership in the Association may be held by duly constituted Housing, Section 8, Redevelopment and Community Development Agencies, or by departments of local government assigned such responsibilities. Membership is vested in the agency only and said agency shall be entitled to one membership, regardless of the number of programs being administered by it. Agency Membership shall be limited to those counties through which Interstate I-95 runs and those counties situated east of this defined western boundary and within the boundaries of the State of North Carolina.

2. **ASSOCIATE MEMBERSHIP** – Associate Membership may be held by individuals or firms who desire to further the aims and purposes of the Association. An Associate Member need not be located within the area described for Agency Membership.

3. **LIFE MEMBERSHIP** – Life members and Honorary Life members may be elected by a majority vote of the Association at a regular meeting to recognize past contributions and service to the Association as former Housing, Redevelopment and Community Development officials. Effective, June 2002 nominees for the life membership must have served as an officer of the Association or chairperson of a committee. Honorary life members are defined as other individuals that have made contributions to the Association.

4. **DUES** – Annual dues in the Association will be **$ 250.00**, payable in advance during the month of October, or upon application for membership. Any changes to the Annual dues shall be determined and approved by the membership. The annual dues will cover the registration cost for monthly and quarterly director's meetings for one member. Life Members shall not pay dues and shall receive free registration for all meetings and workshops.

ARTICLE IV. MEETINGS

1. **SCHEDULED MEETINGS** – The Association shall have an **ANNUAL MEETING** in the month of September. In addition, there shall be three quarterly meetings in December, March and June. The time and place of these meetings shall be determined by the Program Committee. The incoming President shall also call a meeting of incoming and outgoing Officers in order to effect a smooth transition of the Associations' leadership.

2. **NOTIFICATION OF MEETINGS** – Written notice will be extended to all members not later than twenty days prior to the date of such meeting.

3. **CALLED MEETINGS** – Called Meetings may be held upon call of the President or by petition of at least five members in good standing. Notification shall be extended as outlined in (2) above. There shall also be an Annual Workshop at a time and place selected by the Vice-President except it shall normally be scheduled in October.

4. **QUORUM** – Twenty-five percent **(25%)** of total Agency Membership in good standing shall constitute a Quorum at any scheduled or called meeting. When a quorum is in attendance, action may be taken by the Association upon a vote of a majority of the Agency Memberships present.

5. **VOTING** – Each Agency Membership shall have one vote. Such vote shall be cast by the Agency Head (i.e., Director) or duly authorized member of the Agency so designated by the Agency Head in writing.

6. **ELECTRONIC MEETINGS** – Electronic meetings will be conducted in the event of a declared State of Emergency and/or when health or safety of the membership may be adversely affected by physical presence. The membership will participate in the meeting, in accordance with the Electronic Meetings Policy. **(Attachment #1)**

ARTICLE V. OFFICERS

1. Officers of the Association shall be Executive Directors of Member Agencies in good standing as follows:

2. **PRESIDENT** – It shall be the duty of the President to preside at all meetings. The President shall:
   a. Review for approval all bills/invoices for payment by the Secretary-Treasurer.
   b. Appoint all Standing and special committees.
   c. Endorse all checks and disburse funds in accordance with the provisions of Article VIII.
   d. Perform such other duties as may be incumbent to the office of the President.
   e. Execute all contracts and agreements on behalf of the Association.

3. **VICE-PRESIDENT** – It shall be the duty of the Vice-President to perform in Absence of the President and to assist the President in the operation of the Association. The Vice-President shall be responsible for programs to be presented at scheduled meetings and the Annual Workshop.

4. **SECRETARY-TREASURER** – It shall be the duty of the Secretary-Treasurer to keep minutes of all Association Meetings, to attend to all correspondence assigned to said office by the President, and have custody and care of all funds and keep accurate records of such funds and their deposits and disbursements. The Secretary-Treasurer shall further endorse all checks and other disbursements of funds and shall keep all records as directed by the Association, and to make such reports to the Membership as may be required, but not less than quarterly. The Secretary-Treasurer shall also arrange for a fiscal audit by a qualified entity when directed to do so by the President or upon resolution duly adopted by the Membership.

ARTICLE VI. TERM OF OFFICE

1. TERM OF OFFICES – The term of office of all officers shall be one year from September to September.

   a. Recall – The recall of any officer may be effected only by a meeting called for that purpose and provided that a 2/3 majority of the quorum present will be required for recall. There shall be at least 20 days' notice given to the membership prior to the date of the meeting.

2. **VACANCIES** – All vacancies in any office shall be filled by a simple majority vote at the next meeting following the vacancy. The Nominating Committee will provide the names of the candidates not later than five days prior to the meeting. Any officer who misses two consecutive meetings without permission from the President will be considered to have vacated the office and the vacancy will be filled as outlined above.

- **Note: DUE TO THE NATURE OF THE DUTIES ASSIGNED TO THE SECRETARY/TREASURER, THE PRESIDENT MAY ASSUME THOSE DUTIES WHEN IT BECOMES APPARENT THE BEST INTERESTS OF THE ASSOCIATION WILL BE SERVED.**

ARTICLE VII. COMMITTEES:

1. **STANDING COMMITTEES:** All Standing Committees and any necessary special committees and their chairman shall be appointed by the President of the Association with the exception of the Chairman of the Program Committee, whose Chairman shall be the elected Vice-President. The term of all committees will run concurrent with that of the President.

a. **PROGRAM COMMITTEE** – It shall be the duty of the Program Committee to select the sites, dates and times of the annual and quarterly meetings during the designated months. It shall be the further duty of this committee to present such programs as called for by the Membership of the Association.

b. **LEGISLATIVE COMMITTEE** – It shall be the duty of the Legislative Committee to keep the Membership informed f pending legislation and to recommend possible courses of action.

c. **RESOLUTION COMMITTEE** – It shall be the duty of the Resolutions Committee to draft and present Resolutions for consideration by the Membership.

d. **CONVENTIONAL HOUSING COMMITTEE** – It shall be the duty of the Conventional Housing Committee to keep the Membership informed of conventional housing issues and to act as a liaison to Carolinas Council on conventional housing.

e. **SECTION 8 HOUSING COMMITTEE** – It shall be the duty of the Section 8 Committee to keep the Membership informed of

Section 8 issues and to act as a liaison to Carolinas Council on Section 8 issues.

f. **COMMUNITY DEVELOPMENT COMMITTEE** – It shall be the duty of the Community Development Committee to keep the Membership informed of Community Development issues and to act as a liaison to Carolinas Council on Community Development issues.

g. **HOUSING MAINTENANCE COMMITTEE** – It shall be the duty of the Housing Maintenance Committee to conduct workshops on housing maintenance.

h. **BY-LAWS COMMITTEE** – It shall be the duty of the By-Laws Committee to amend the By-Laws as it becomes necessary.

i. **NOMINATING COMMITTEE** – It shall be the duty of the Nominating Committee to make recommendations to the Membership on new officers of the Association. The Committee shall consist of the sitting President and two active immediate Past Presidents.

j. **BUDGET COMMITTEE** – The Budget Committee shall consist of the incoming officers and shall prepare a budget for the coming year for review and approval by the Membership at the Annual Meeting.

k. **SCHOLARSHIP COMMITTEE** – The Scholarship Committee shall prepare an award budget for the coming year for review and approval by the Membership at the Annual Meeting. ECAHRO membership will sponsor a minimum of two (2) Anthony Goodson, Jr. Scholarships per year for a high school student living within the ECAHRO membership housing authority. Scholarships awarded may not exceed $1500 per student.

ARTICLE VIII. FISCAL

- The fiscal year of the Association shall be from **October 1 through September 30** each year.

- The Secretary/Treasurer shall take the necessary action to effect a fiscal audit annually by a licensed CPA or audit Committee appointed by the President and upon completion turn over all audit reports, files, and records to the incoming Secretary/Treasurer. The outgoing Secretary/Treasurer shall also take the necessary action to transfer all funds, bonds, certificates of deposit and other such documents being the property of the Association to the incoming Secretary/Treasurer.

- All monies received by the Secretary/Treasurer on behalf of the Association shall be deposited in an account insured by the FDIC or FSLIC. Funds in excess of immediate needs shall be invested in manner that is most beneficial to the Association.

- Any and all fiscal matters shall be accomplished in a timely manner.

- All checks written on behalf of the Association shall bear the Signature of the Treasurer and the President

ARTICLE IX. ELECTIONS

1. At least thirty days prior to the Annual Meeting the Nominating Committee shall meet and decide on its recommendations for new officers. Such recommendations shall be included in the notice of the annual meeting, which shall be at least twenty days prior to such meeting. The President shall ask for nominations from the floor at the annual meeting. Election will be determined by the majority vote of the quorum present.

ARTICLE X. AMENDING OF BY-LAWS

1. **AMENDING OF THE BY-LAWS** – Any amendment to adopt By-Laws shall be ratified by a 2/3 vote of the quorum present, provided such amendment was included in the notice of a meeting, which shall be at least twenty days prior to such meeting.

ARTICLE XI. MISCELLANEOUS

1. **BENEVOLENCE POLICY** – In the event of the death in the immediate family of a member flowers or some other appropriate memorial

shall be sent to the ECHAHRO member. Immediate family members shall be: spouse, child, step-child, parents, mother-in-law, and father-in-law. In the case of Life Time Members, only that member will be remembered with a memorial flower or acknowledgment. The maximum amount for contribution will be $500.00.

Members, including Life-Time Members, who are hospitalized, shall receive a card from the organization. It shall be the responsibility of the member agency to advise the President of an illness or that death has occurred.

Other members are encouraged to also contact the President if they learn of a death or illness which would need to be acknowledged. It shall be the duty of the President to arrange for the memorial or remembrance upon receiving the information.

BY-LAWS AMENDMENT DATES:

March 13, 1985
June 11, 1986
October 14, 1994
June 08, 1999
June 13, 2000
December 12, 2000
September 10, 2002
June 17, 2003
September 09, 2008
September 16, 2014
December 2017
September 2020

By-Laws Attachment #1 - (Effective June 9, 2020)

ECAHRO (East Carolina Association of Housing and Redevelopment Officials)

ELECTRONIC MEETINGS POLICY STATEMENT

During this time of the COVID-19 Pandemic, in order to conduct the business of the ECAHRO organization, it has become necessary to hold Electronic Meetings instead of physical meetings. **All future meetings will be held electronically, until such time is deemed appropriate to resume physical meetings.**

The following protocols will serve as guidelines for conducting such meetings:

- The Secretary/Treasurer or designee shall call the roll at the beginning of the meeting.
- Attendees who provide responses, make comments, or ask questions should identify themselves before doing so (unless queried directly) so that other participants are aware of who is speaking.
- An ECAHRO member's participation in a meeting via telephone, real-time videoconferencing, or similar real-time electronic or video communication counts toward a quorum, and such members may vote as if physically present.
- Members may participate in a meeting through use of conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence at the meeting.
- Teleconferences are subject to the same behavioral standards as physical meetings.