

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

**ARTICLE I**

**NAME AND JURISDICTION**

- Section 1. The name of this organization shall be the Kansas Chapter of the National Association of Housing and Redevelopment Officials.
- Section 2. The Chapter shall operate within the geographic area of the State of Kansas subject to the provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO) and these by-laws.

**ARTICLE II**

**OBJECTIVES AND PURPOSES**

- Section 1. The objectives are toward the attainment of the provisions of adequate housing for the entire people and toward the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation, and redevelopment.
- Section 2. The purpose of the Chapter shall be:
- (1) To improve the standards and practice of all phases of administration directly related to the above objectives;
  - (2) To develop and improve the professional standards involved in the administration of programs to achieve the above objectives;
  - (3) To strengthen the capacity of the association at all levels and to provide for (a) the exchange of knowledge and results of experience; (b) the conduct of meetings, training and educational programs for the exchange of information; (c) the improvement of program administration; and (d) the enhancement of professional development opportunities.
  - (4) To facilitate effective relationships among all levels of government in the development and execution of housing and community development responsibilities;
  - (5) To cooperate and collaborate with other agencies, associations, and groups, both public and private, having similar or related purposes.

### ARTICLE III

#### MEMBERSHIP: QUALIFICATION, VOTING, DUES

- Section 1. Individual – Active. Any person with an elective, appointive, or ex officio position or employee affiliation with the following types of organizations or agencies, having to do primarily with urban renewal, housing rehabilitation, conservation codes, and community development and redevelopment: (1) public bodies; (2) non-profit private housing organizations; (3) non-profit community development corporations; (4) non-profit cooperative, mutual, educational, or civic organizations active in the field shall be eligible for active membership in the Chapter. Every active member in good standing shall have the right to participate in all activities open to the membership of the Association, shall be eligible to hold any office in the Association, and shall have full voting rights. An active member who ceases to qualify for active membership by reason of change of employment or other reason, may be retained in active status for a period of one year and, if he does not regain qualifying active status at the conclusion of that period, shall be transferred to affiliate membership.
- Section 2. Individual – Affiliate. Any person who is interested in the purposes and activities of the Chapter shall be eligible for affiliate membership. Affiliate members shall have all the rights of active members, including eligibility for appointment to committees unless there exists a possible conflict of interest, except the right to vote and the right to hold office.
- Section 3. Agency – Active. Any public agency, department, or organization having to do primarily with one or more phases of urban renewal including housing, rehabilitation, conservation, and related community programs shall be eligible to active agency membership in the Chapter. Each organization holding an active agency membership shall be entitled to cast one vote as an active member in any action taken by a vote of the members of the Chapter. Such a vote shall be cast by a designated representative or alternate of such organization duly accredited for the purpose.
- Section 4. Agency-Affiliate. Any agency, corporation, company, or other organization interested in the purposes and activities of the Chapter shall be eligible to affiliate agency membership. Affiliate agency membership shall have all the rights of active agency membership except the right to vote.
- Section 5. Membership Termination. The Executive Committee, by two-thirds vote and at its own discretion in the best interests of the Chapter, may deny membership to any person or agency, may reject renewal of membership, or may terminate a membership. A person or agency whose membership is terminated shall be entitled to a pro-rata return of membership dues.
- Section 6. Membership Dues. The Executive committee may from time to time establish dues for the Chapter to ensure sound operation of the Chapter. Payment of the established dues shall entitle members to all the rights of their membership.
- Section 7. A reserve Fund shall be established by the Executive Committee to safeguard the financial condition of the Chapter. Monies from the Reserve Fund may not be used without approval of a quorum at a duly called meeting.
- Section 8. Membership Term. The membership for Kansas NAHRO shall be defined as a calendar year of January 1 to December 31. Membership dues of all types shall be received by the

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Vice President of Member Services (or designated KSNAHRO officer) no later than February 1 of the current membership year. Membership dues collected after February 1 shall be subject to a late fee of \$25.00 per agency/affiliate membership and \$10.00 per individual membership. Membership dues subject to late fees as described above shall be allowed an appeal process through the Executive Committee as described through the “Kansas NAHRO Membership Dues Appeal Policy.”

#### ARTICLE IV

##### **EXECUTIVE BOARD: MEMBERS, RESPONSIBILITIES, MEETINGS, QUORUM, VOTING, VACANCIES**

- Section 1. The control and management of the affairs, funds and property of the Chapter shall be vested in an Executive Committee. The members of which shall all be active individual members of the National Association of Housing and Redevelopment Officials (NAHRO) in good standing.
- Section 2. The Executive Committee shall consist of the officers of the Chapter, the immediate past president of the Chapter, previous past presidents of the Chapter who are currently active members of the Chapter, any member of the Southwest Regional Council Executive Committee who is a member of the Kansas Chapter, the Regional President, and any member of the NAHRO Board of Governors in the State. In addition, the six (6) elected district representatives will be voting members of the Executive Committee.
- Section 3. The Executive Committee shall establish procedures for the (a) maintenance of records and accounts; (b) receipt and expenditure of funds; (c) levying of dues; (d) periodic reporting of Chapter affairs to the membership and it shall otherwise plan and account for the activities of the Chapter.
- Section 4. The Executive Committee shall establish procedures for the selection of Chapter representative(s) to the required Regional standing committees.
- Section 5. ~~The Executive Committee shall meet at such times and places as may facilitate the orderly conduct of its affairs. Meetings of the Executive Committee shall be called at any time by the President or upon petition to the Secretary by any five (5) members of the Executive Committee, by the Secretary; provided that written notice thereof shall be given each member of the Executive Committee at least ten (10) days prior to each such meeting. Five (5) members of the Executive Committee attending and duly called meeting shall comprise a quorum for the purposes of transacting business.~~
- The Executive Committee shall meet at such times and places as may facilitate the orderly conduct of its affairs. Meetings of the Executive Committee shall be called at any time by the President or upon petition to the Secretary by any five (5) members of the Executive Committee, or by the the Secretary; provided that written notice thereof shall be given each member of the Executive Committee at least ten (10) days prior to each such meeting when the meeting is scheduled to occur face-to-face; or provided that written electronic notice thereof shall be given each member of the Executive Committee at least forty-eight (48) hours prior to each such electronic or conference call meeting. Any required action

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must be voted upon by those in attendance at a face-to-face meeting, and by electronic mail for any conference call or electronic mail meeting. A vote must contain a majority of those Executive Committee positions currently elected or filled by appointment. In the case of an electronic mail vote, the Executive Committee member must respond within two business days, and a non-response will constitute a vote of abstention.

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- Section 6. 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. On all questions coming before the Executive Committee each committee member including ex officio members may cast one vote.
- Section 7. Vacancies in the Executive Committee occurring between annual meetings shall be filled by a majority of the remaining members of the Executive Committee.

## ARTICLE V

### OFFICERS, NAME, DUTIES

- Section 1. The officers of the Chapter shall be a President, Senior Vice-President, five divisional Vice-Presidents, a Secretary and a Treasurer, all of whom shall be active Individual members of NAHRO, including the Kansas Chapter, in good standing.
- Section 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 the affairs of the Chapter and at the annual meeting 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 same. In the absence or inability of the President to attend any meetings, the Senior Vice-President and all Vice-Presidents shall be absent from any meeting, the Secretary or Treasurer shall call the meeting to order and a temporary chairperson shall be elected.
- Section 3. In order to further the aims and purposes of the Chapter and to facilitate organizational functions, operations and activities serving the various programs that are part of the Chapter's interest there are established five major divisions to which are assigned all such areas of interest and program activities appropriate to the categories determined by the Executive Committee:
- (1) Housing Division – Encompassing generally but not limited to the administration, development, management, technical and maintenance and related functions;

- (2) Community Revitalization and Development – Encompassing generally but limited to conservation, redevelopment, rehabilitation, and related functions;
- (3) Professional Development – Encompassing generally but not limited to development and implementation of programs to provide professional recognition to the organization and individual members, enhancement of professional development opportunities.
- (4) Membership Services – Encompassing generally but not limited to membership, membership retention, growth and informational matters.
- (5) Commissioners Committee – Encompassing generally but not limited to the development of means and methods to address and resolve the policy issues encountered in the Housing and Community Development programs.

Section 4. Each division shall be headed by a Vice-President specifically elected to this position in accordance with the provisions of these By-Laws who will serve as chairman of the division.

Section 5. The Vice-President heading each division may appoint with the advice and consent of the President such committees as he/she may deem necessary or as he/she may be directed by the Executive Committee. The term of office shall be two years and shall begin at the conclusion of the annual meeting held in the odd numbered years and shall serve until their successors have assumed their duly elected positions.

Section 6. A Secretary shall keep a record of the proceedings, resolutions and motions of the Chapter in a book maintained for that purpose. The Secretary shall send out notices required and attend to such other business as may belong to the duty of the office or as he/she may be directed by the officers. The Secretary shall promptly furnish to the President of the Regional Council and the Central Office of NAHRO current lists of names, titles and addresses of the officers of the Chapter and two (2) copies of all notices, publications or other documents of the Chapter.

Section 7. The Treasurer shall be the custodian of the funds of the Chapter. The Treasurer shall collect all money payable to the Chapter and shall deposit the same as directed by the Executive Committee. The Treasurer shall disperse funds of the Chapter upon warrants or checks signed by himself/herself and one other officer of the Chapter after the approval of each such account by the Executive Committee. The Treasurer shall not pay or expend any money of the Chapter except upon check properly executed by two (2) officers of the Chapter. The Treasurer shall keep the book of accounts of the Chapter and shall submit a statement of the accounts with the 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 shall report upon the financial affairs of the Chapter at the annual meeting. The Treasurer shall perform such other duties as properly belonging to the office or as may be directed by the Executive Committee. 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 8. The officers shall not receive compensation for their services. Subject to the approval of the Executive committee they may appoint such assistance as in their judgment may be convenient to the satisfactory and efficient discharge of the functions and the conduct of the business of the Chapter.

Section 9. The Sr. Vice President shall serve at the pleasure of the President and under his/her direction. It shall be the duty of the Sr. Vice President to preside over meetings and other affairs of the Chapter in the absence of the President. The Sr. Vice President shall also serve as Chair of the Legislative Committee and coordinate legislative affairs.

## ARTICLE VI

### REGIONAL REPRESENTATIVES

Section 1. Six geographic Regions within the State of Kansas will be designated by resolution of the membership.

Section 2. The duties of the Regional Representatives will be:

1. To serve as a contact person for members in their region;
2. To serve on one of the five Division Committees identified in Article V, Section 3.(1)-(5);
3. To facilitate training and member participation.

## ARTICLE VII

### NOMINATIONS AND ELECTIONS

Section 1. The President shall at least six (6) weeks prior to the annual meeting of the Chapter held in odd numbered years appoint a committee of five (5) members, which committee shall file with the Secretary a full ticket to be voted for as officers and regional representatives at the ensuing annual meeting.

Section 2. At least fifteen (15) days prior to the ensuing annual meeting the nominating committee and the Secretary shall inform the entire Chapter membership of the names selected by the nominating committee for each office.

Section 3. Nominations in addition to these may also be made from the floor. Election of the original officers and regional representatives shall be held at the first meeting of the Chapter after approval of the Chapter on the basis of nominations from the floor.

Section 4. The election of officers and regional representatives shall be held at the first meeting of the chapter held in odd numbered years. The term of office shall be two (2) years and

shall begin at the conclusion of the annual meeting held in odd numbered years. All officers shall serve until their successors have assumed their duly elected positions.

- Section 5. Each active member present shall have one vote and shall cast his/her vote by written ballot, by show of hands or by voice. There shall be no voting by proxy.
- Section 6. No person shall be eligible for election to the office who is not an individual active member in good standing of the association and of the Chapter.
- Section 7. If a vacancy occurs in any office of the Chapter it may be temporarily filled by the Executive Committee and shall be filled for the balance of the term by vote of the membership at the next annual meeting.

## **ARTICLE VIII**

### **MEETINGS**

- Section 1. Regular meetings of the Chapter shall be at such times and places as may be determined by the Executive Committee. The annual meeting shall be held in the Spring of each year. The Secretary shall give notice of the time, place and purpose of the meeting at least fifteen (15) days prior to the date of the meeting.
- Section 2. Meeting of round table discussion groups and workshops may be held as planned by the Vice-Presidents and committees of each division.
- Section 3. Special meetings of the chapter may be called at any time by the Secretary on the order of the President or the Executive Committee or the signed petition of three (3) members representing three (3) separate cities. The Secretary shall give notice of the time, place and purpose of special meetings.
- Section 4. A regular meeting may be postponed by order of the Executive Committee.
- Section 5. Attendance at any meeting of the Chapter shall be confined to members of the Chapter and invited guests.
- Section 6. A majority of the members present at a regular scheduled meeting, in good standing, shall constitute a quorum.
- Section 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 Chapter interest.

## **ARTICLE IX**

### **COMMITTEES**

- Section 1. There shall be standing committees of the Chapter through which the program professional and member service needs and participation of the membership can be provided. The standing committees of the Chapter are:
- (1) Housing Division Committee
  - (2) Community Revitalization and Development Committee
  - (3) Professional Development Committee
  - (4) Membership Service Committee
  - (5) Commissioners Committee
- Section 2. Each elected Vice-President shall be the Chairperson of the respective standing committee.
- Section 3. The past Vice-Presidents of each division who are currently active in the Chapter shall be members of the respective standing committees.
- Section 4. The President may create such other committees, task force or similar groups as he/she deems appropriate to the purposes and activities of the Chapter and shall appoint the members thereto.
- Section 5. The President may appoint additional members to the standing committees as he/she deems appropriate.
- Section 6. The President shall inform the Executive Committee of all committee appointments.
- Section 7. The selection process for committee membership shall seek to provide a broad representation of all special interests of the membership including but not limited to commissioners, minorities and women.

## **ARTICLE X**

### **AMENDMENT**

- Section 1. These By-Laws may be amended only at the regular meeting of the Chapter or at special meeting of the Chapter called for that purpose by two-thirds (2/3) vote of the members present at such meeting. No proposed amendment shall be acted on unless written notice thereof has been filed with the Secretary at least three (3) weeks prior to the meeting. A copy of the proposed amendment shall be embodied in a call for the meeting and a copy shall be sent to each member of the Chapter at least fifteen (15) days prior to the date of the meeting.
- Section 2. Roberts Rules of Order shall be the Chapter's final authority on all questions of procedure and parliamentary law.

## **ARTICLE XI**



**EFFECTIVE DATE APPROVAL AND REVOCATION**

Section 1. These By-Laws and any amendments thereto shall become effective on approval by the Executive Board of the Regional Council and the board of Governors of the association and are subject to revocation by the Executive Board of the Regional Council and the Board of Governors of the association for due cause.

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Secretary, Kansas NAHRO

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President, Kansas NAHRO