

# **BY -LAWS for the WYOMING CHAPTER OF THE NATIONAL ASSOCIATION OF HOUSING & REDEVELOPMENT OFFICIALS**

## **ARTICLE I. NAME AND JURISDICTION**

Section 1. The name of this organization shall be Wyoming Association of Housing and Redevelopment Officials, the Wyoming Chapter of the National Association of Housing and Redevelopment Officials.

Section 2. The State Chapter shall operate within the geographic area of the state of Wyoming, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials and these By-Laws.

## **ARTICLE II. OBJECTIVES AND PURPOSES**

Towards the attainment of the provisions of adequate housing for the entire people and the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation and redevelopment; the purposes of the Wyoming Chapter shall be;

- (1) The main purpose of the Chapter shall be to implement on the local level the aims and purposes of the National Association of Housing and Redevelopment Officials through conferences, workshops, and other pertinent means.
- (2) To foster' and facilitate increased participation in the affairs of the association on the part of local NAHRO members.
- (3) To coordinate any activities that will advance the purpose of said corporation.
- (4) To provide a means for discussion of the various phases of housing and community development with an objective of promoting professional knowledge of the housing and urban development program, its operational problems, and the subsequent improvement of administrative and operational skills.
- (5) To provide a means through which the unique problems of the local programs of housing and community development may be documented, transformed into professional papers and submitted to NAHRO for the benefit of the membership.
- (6) To further the purposes of NAHRO and to contribute to NAHRO's effectiveness through Chapter activities and, through persevering endeavors, to increase the membership of NAHRO.

## **ARTICLE III. MEMBERSHIP QUALIFICATIONS AND VOTING DUTIES**

Section 1. Individual and Agency Membership. Any individual or entity whose main base of operation is within the State of Wyoming shall be an active voting member in good standing of the Wyoming State Chapter of NAHRO, as long as the individual's or entity's dues are paid to the Wyoming State Chapter.

Section 2. Affiliate Membership. Any individual or entity whose main base of operation is not within the State of Wyoming shall be an affiliate member in good standing of the Wyoming State Chapter of NAHRO, as long as the individual's or entity's dues are paid to the Wyoming State Chapter.

Section 3. Voting and Holding Office. Every active individual member or employee of an active entity is eligible to hold any office in the Wyoming Chapter and have State voting rights. Affiliate members are not eligible to hold State office and do not have State voting rights. Any business conducted shall require consent of two-thirds (2/3) of the active members voting.

Section 4. Membership. Membership dues will be reviewed annually and from time to time, by the Executive Board of the Wyoming Chapter for the operation of the Chapter. Payment of the established dues by the Wyoming Chapter shall entitle members to all the rights of their membership class.

## **ARTICLE IV. EXECUTIVE BOARD MEMBERS, RESPONSIBILITIES AND MEETINGS**

Section 1. The control of the affairs of the Wyoming Chapter shall be vested in the Executive Board, consisting of a President, Vice-President, Secretary, Treasurer and Immediate Past President.

Section 2. The Executive Board shall establish procedures for (a) maintenance of records and accounts, (b) receipt and expenditure of funds; (c) levying of dues, (d) periodic reporting of Wyoming Chapter affairs to the membership, and it shall otherwise plan and account for the activities of the Wyoming Chapter, including the employment of staff.

Section 3. The Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and place of the annual conference. Notice of a regular meeting shall be provided to each Board member not less than ten (10) days before the meeting date.

## **ARTICLE V. OFFICERS: NAMES AND DUTIES**

Section 1. The officers of the Wyoming Chapter shall be President, Vice-President, Secretary, Treasurer and Immediate Past President, who shall be active individual members in good standing of the Wyoming State Chapter.

Section 2. It shall be the duty of the President to preside at all meetings of the Wyoming

Chapter; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Wyoming Chapter; to implement such procedures, policies, and activities as may be adopted or approved; and to report periodically to the membership on the accounts and general business of the Wyoming Chapter.

Section 3. The Vice-President shall preside in the absence of the President at all meetings of the Regional Council, shall succeed the President in office if she/he cannot complete her/his term until the next annual meeting and perform such other duties as may from time to time be assigned by the President.

Section 4. The Secretary shall be responsible for maintaining records of the Wyoming Chapter, for the sending of such notices as may be required and attend to such other business as may belong to her/his office as directed by the officers. The Secretary shall promptly furnish the minutes or reports on meetings held and business transacted.

Section 5. The Treasurer shall be the custodian of the funds of the council. She/he shall collect all monies payable to the Chapter and shall deposit the same as directed by the President. She/he shall disburse funds of the Council upon approval of the President. The Treasurer shall keep the books of accounts of the Chapter and shall submit a statement of her/his accounts, with the proper vouchers at the regular meetings of the Chapter. She/he shall render an annual account to the President prior to the Annual Meeting.

Section 6. The Immediate Past President shall remain an officer for a period of two years as an advisory member of the Executive Board.

Section 7. The officers shall not receive compensation for their services.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

Section 1. The election of Officers shall be held at the annual conference of the Wyoming Chapter held in odd numbered years. The term of office shall be two years and shall commence at the close of the annual conference. All present officers of the Wyoming Chapter shall serve until their successors have assumed their duly elected or appointed positions.

Section 2. Each active member present, as defined in Article III, shall have one vote and shall cast her/his vote by a form of balloting prescribed by the President.

Section 3. No person shall be eligible for election to office who is not an active member in good standing of the Wyoming Association of Housing and Redevelopment.

Section 4. If a vacancy occurs in any office of the Wyoming Chapter, except as provided in Article IV, Section 2, it may be filled by the President for the unexpired term or until the next annual conference of the Wyoming Chapter, whichever occurs earlier.

## **ARTICLE VII. MEETINGS**

Section 1. There shall be an annual meeting of the membership of the Wyoming Chapter at a time and place fixed by the President. Reasonable notice of the annual meeting shall be given to the membership, but not less than thirty days prior to the meeting date.

Section 2. Special meetings of the membership may be called at any time on the order of the President or by the signed petition of a least one-fifth of the total active membership. The Secretary shall give notice of the time and place of a special meeting not less than ten days prior to the meeting date.

Section 3. The provisions of the By-Laws and Roberts Rules of Order shall apply to the conduct of any meeting of the membership and other duly constituted committee of the Wyoming Chapter.

## **ARTICLE VIII. COMMITTEES**

Section 1. The President may create such committees, task forces or similar groups as she/he deems appropriate to the purposes and activities of the Wyoming Chapter, and shall appoint the members thereto.

Section 2. The selection process for the committee membership shall seek to provide a broad representation of all special interests of the membership, including but not limited to, minorities and women.

## **ARTICLE IX. AMENDMENT**

Section 1. These By-Laws may be amended at a regular or special meeting of the membership, provided two-thirds of active members present vote affirmatively for the amendment. Each member shall be provided access to a copy of the proposed amendments with the notice of the meeting at which the amendments are to be voted upon. The Secretary or Treasurer shall provide the meeting notice to members not less than thirty days prior to the meeting date.

## **ARTICLE X. EFFECTIVE DATE, APPROVAL AND REVOCATION**

Section 1. The By-Laws and any amendments thereto shall become effective on approval by the Wyoming Chapter for the Association and are subject to revocation by the Wyoming Chapter for due cause.