

**CONNECTICUT CHAPTER  
OF  
THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT  
OFFICIALS**

**BY-LAWS**

**ARTICLE I           NAME AND JURISDICTION**

Section 1.       The name of the organization shall be the Connecticut Chapter of the National Association of Housing and Redevelopment Officials (CONN-NAHRO).

Section 2.       The Chapter shall operate within the geographic area of the State of Connecticut, 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**

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, the purposes of the Chapter shall be:

1.       To improve the standards and practice of all phases of administration directly related to the above;
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 NAHRO at all levels 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: QUALIFICATIONS, VOTING, DUES

Section 1. Any individual or agency who resides within the geographical area of the Chapter shall be an active member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided.

Section 2. All active members of the Chapter shall be afforded full membership rights, including full voting privileges, however, to be eligible to hold office in the Chapter a member must be a member in good standing of the National Organization, NAHRO - National Association of Housing and Redevelopment Officials. An existing office holder whose National membership has expired for longer than 30 days is immediately deemed removed from office.

Section 3. Membership dues may be established, from time to time, by the Executive Board of the Chapter for the operation of the Chapter. Payment of established dues shall entitle members to all the rights of their membership. Any member of 20 years of service and who is retired is eligible for a complementary membership.

ARTICLE IV EXECUTIVE BOARD: MEMBERS, RESPONSIBILITIES, MEETINGS, QUORUM, VOTING, VACANCIES

Section 1. The control of the affairs of the Chapter shall be vested in the Executive Board, consisting of the Officers of the Chapter, who shall be members of NAHRO, 12 additional members, and the three immediate Past Presidents of the Chapter who are still active in the field. The Regional President and any Chapter members who are members of the National Board of Governors shall be ex officio members of the Executive Board with all rights of participation and voting.

Section 2. The Executive Board shall establish procedures for the (a) maintenance and audit 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, including the employment of staff.

Section 3. The Executive Board shall establish procedures for the selection of Chapter Representative(s) to regional and national committees of NAHRO.

Section 4. The Executive Board shall hold regular monthly meetings at a date and time established by the Executive Board, one of which will be held at the time and place of the annual meeting of the Chapter. Notice of a regular meeting shall be mailed to each Board member not less than 5 days before the meeting date.

Special meetings of the Executive Board may be called by the President at any time or by the Secretary upon written request of at least one-fourth of the membership of the Board. The Notice of Special Meeting shall specify the time

and place of the meeting and the business to be conducted.

- Section 5. At any meeting of the Executive Board, a majority of the members of the Executive Board shall be present to establish a quorum for the conduct of the business of the Chapter. Each member of the Executive Board shall be entitled to one vote. In order for a member's vote to be counted, the member must be present.
- Section 6. Any member of the Executive Board missing three consecutive meetings of the Executive Board without cause acceptable to the Board shall be dropped from membership on the Board, and the vacancy shall be filled.
- Section 7. Vacancies in the Executive Board occurring between annual meetings shall be filled by a majority of the remaining members of the Executive Board.
- Section 8. The Executive Board is empowered to create such wholly owned subsidiary corporations, ancillary trustees, divisions, committees, units, councils, or groups, as may be required to support, advance, and fulfill the purposes of the Chapter.

#### ARTICLE V OFFICERS: NAME, DUTIES

- Section 1. The Officers of the Chapter shall be a President, a Senior Vice-President, five Vice-Presidents with Portfolio, a Secretary and a Treasurer, who shall be members in good standing of NAHRO and the Chapter.
- Section 2. It shall be the duty of the President to preside at all meetings of the Chapter; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Chapter; to implement such procedures, policies, and activities as may be adopted or approved by the Executive Board of the Chapter; and to report periodically to the membership on the accounts and general business of the Chapter.
- Section 3. The Senior Vice-President shall preside in the absence of the President at all meetings of the Chapter, shall succeed the President in office if he cannot complete his term until the next annual meeting, and perform such other duties as may from time to time be assigned by the President or the Executive Board.
- Section 4. The Vice-Presidents with Portfolio shall serve as Chairpersons of the Chapter Standing Committees on Housing, Member Services, Professional Development, Community Development and Revitalization and Commissioners respectively.
- Section 5. The Secretary shall serve as the recording officer of the Chapter and shall assume all responsibilities generally acknowledged as being the function of this office.
- Section 6. The Treasurer shall serve as the fiscal officer of the Chapter, shall keep all

financial records, comply with all audit findings and recommendations and provide for timely reports to the Executive Board and to the membership; shall be responsible for the maintenance of the membership lists; shall bill and collect dues as may be determined; shall assist all conference and workshop chairpersons in the matter of financial activities.

## ARTICLE VI NOMINATIONS AND ELECTIONS

- Section 1 . Not less than 60 days, or such other time period as the Executive Board may decide, prior to the annual meeting of the Chapter held in odd numbered years, the Executive Board shall appoint a Nominating Committee having 7 members representative of the member interests, that shall meet for the purpose of selecting one or more persons from the rolls of the members in good standing as nominees for each office and Executive Board position. Not less than 30 days before the annual meeting the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee and that nominations may be made by the membership, provided it is made by a petition bearing the name of the nominee and the signature of at least 20 active members in good standing, and further that the petition is received by the Secretary who shall certify the petition, at least 10 days before the annual meeting.
- Section 2. The Election of Officers and members of the Executive Board shall be held at the annual meeting of the Chapter held in odd numbered years. The term of office shall be two years and shall begin on October 1, or at the conclusion of the Annual Convention of NAHRO, held in odd numbered years, whichever is earlier. All officers and members of the Executive Board shall serve until their successors have assumed their duly elected positions.
- Section 3. Each active member shall have one vote and shall cast his/her vote by written ballot in a manner as prescribed by the nominating committee.
- Section 4. No person shall be eligible for election to office and to the Executive Board who is not a member in good standing of NAHRO and of the Chapter.
- Section 5. If a vacancy occurs in any office of the Chapter, except as provided in Article V, Section 2, it may be filled by the Executive Board for the unexpired term or until the next annual meeting of the Chapter, whichever occurs earlier.

## ARTICLE VII GENERAL MEMBERSHIP MEETINGS

- Section 1. There shall be regular general membership meetings at the discretion of the Executive Board. There shall be an annual meeting of the membership of the Chapter at a time and place fixed by the Executive Board. Reasonable notice of the annual meeting shall be given to the membership, but not less than 10 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, the Executive Board, or by a signed petition of at least one-fifth of the total membership active at the time. The Secretary shall give, or cause to be given, notice of the time and place of a special meeting not less than 5 days prior to the meeting date.
- Section 3. A quorum must be present at any meeting of the membership at which business is transacted. The presence of either 10 Agency members or 15 individual members shall constitute a quorum.
- Section 4. The provisions of these by-laws and Robert's Rules-of-Order shall apply to the conduct of any meeting of the membership, the Executive Board, and other duly constituted committees of the Chapter.

#### ARTICLE VIII COMMITTEES

- Section 1. There shall be Standing Committees of the Chapter through which the program, professional, and member service need and participation of the membership can be provided. The Standing Committees of the Chapter are:
- Housing
  - Member Services
  - Professional Development
  - Community Development & Revitalization
  - Commissioners
- Section 2. Each Standing Committee shall be comprised of 5 active members. The Vice-President with Portfolio shall act as Chairperson. The President shall appoint the remaining 4 members in consultation with the Chairperson of that committee.
- Section 3. The President may create such other committees, task forces or similar groups as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint the members thereto i.e. Public Information, HUD-DECD Liaison, Venue Committee, Exhibitors Committee, Holiday Dinner Committee, and Annual Conference Committee.
- Section 4. The selection process for committee membership shall seek to provide broad representation of all special interests of the membership, including but not limited to commissioners, minorities and women.

ARTICLE IX            AMENDMENT

Section 1 .        These By-laws shall be amended at a regular meeting or special meeting of the membership, provided a quorum is present and voting and two-thirds of those voting vote affirmatively for the amendment. Each member shall be sent a copy of the proposed amendments with the notice of the meeting at which the amendments are to be voted. The Secretary shall send the meeting notice to each member not less than 15 days prior to the meeting date.

ARTICLE X            EFFECTIVE DATE, APPROVAL AND REVOCATION

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

ARTICLE XI           DISSOLUTION

In the event of dissolution, any assets of the Chapter (known as CONN-NAHRO) remaining after payment of all debts and liabilities, shall be distributed exclusively for charitable and educational purposes within the realm of housing, and exempt from Federal income tax under the provisions of Section 65002(2)(3) of the Internal Revenue code, as deemed appropriate by a majority of the voting members of the Executive Board.

- Revised:        1 .(7-80)  
                      2. (3-84)  
                      3. (4-98)  
                      4. (7-01)  
                      5. (4-02)