

BYLAWS FOR THE CENTRAL ILLINOIS COUNCIL OF HOUSING OFFICIALS

As Amended October 12, 2012

ARTICLE I -- THE ORGANIZATION

Section 1. Name of Organization - The official name of this organization shall be the Central Illinois Council of Housing Officials.

Section 2. Area of Operation - The area of operation will include City and County Housing Authorities in Central Illinois, as follows:

Cities Of: Alton, Danville, Decatur, East St. Louis, Granite City, Pekin, Quincy, and Springfield.

Counties Of: Adams, Bond, Brown, Calhoun, Cass, Champaign, Christian, DeWitt, Fulton, Greene, Hancock, Jersey, Logan, Macoupin, Madison, Mason, McDonough, Menard, Monroe, Montgomery, Morgan, Piatt, Pike, St. Clair, Scott, Shelby and Vermillion.

Section 3. Purpose - Because of the geographic and economic similarities of our Illinois Region, all Housing Authorities should and do encounter similar problems in successfully housing our elderly and families of low or moderate income. The Central Illinois Council of Housing Officials is duly organized to help one another in solving these problems by association of ideas and by sharing our experience with those newer Authorities of Officials; to explore all avenues of bettering our operation by scheduling meetings where State and Federal Officials might meet with us to keep us abreast of all new developments and laws pertaining to the operation of Housing Authorities, whether it be at the Development Stage or the management Stage.

Section 4. Eligibility - Membership will be Executive Directors or principal Administrative Officers of any local Housing Authority within area of operation listed above.

Section 5. Dues - The official dues of the organization shall be determined by group annually.

ARTICLE II - OFFICERS

Section 1. Officers - The officers of this organization shall be a President, a Vice-President and a Secretary-Treasurer.

Section 2. President - The president shall preside at all meetings, and, except as otherwise authorized by resolution 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 may consider proper concerning the business, affairs and policies of the organization.

The President shall appoint a Nomination Committee 60 days prior to the Annual Meeting, consisting of 3 persons in good standing, for the purpose of making nominations for all offices and submitting names to the membership at the Annual Meeting. Nomination for officers may also be made from the floor at the Annual Meeting.

The President shall appoint not less than 3 persons in good standing to any other standing committee.

- Section 3. Vice-President** - The Vice-President shall perform the duties or the President in the absence or incapacity of the President, and in case of the resignation or death of the President the Vice-President shall perform such duties as are imposed on the President until such time as the organization shall elect a new President.
- Section 4. Secretary-Treasurer** - The Secretary-Treasurer shall keep the records of the organization, shall act as Secretary at meetings, shall record all votes, shall keep a record of the proceedings, designated as the duties incident to his office. He shall have care and custody of all funds, and shall deposit the same in the name of the Central Illinois Council of Housing Officials in such bank or banks as may be selected. He shall sign all orders and checks for the payment or money, and shall pay out and disburse such money under the direction of the organization. He shall be responsible for the collection of all dues, and shall assist the President in all correspondence required for the successful operation of the Central Illinois Council of Housing Officials.
- Section 5. Election of Appointment** - All officers shall be elected for a term of two years commencing Oct. 1 and the election shall be held at an Annual Meeting to be held in July of each year. All officers shall remain in office until officially succeeded. In the event of a vacancy caused by death or resignation the President shall appoint to fill the vacancy until the next regular election.

ARTICLE III - MEETINGS

- Section 1. Annual Meeting** - The Annual Meeting of the Central Illinois Council of Housing Officials will be held on the Second Friday in July of each year.
- Section 2. Regular Meetings** - Regular Meetings shall be held on the Second Friday in March, July, and November. The Fiscal Year shall be 10/01 thru 9/30.
- Section 3. Conference Technology** - The Board, at the direction of the President, may choose to meet by means of conference technology, such as telephone, video, and/or web conferencing.
- Section 4. Special Meetings** - The President of the organization may, when he deems it expedient, and upon the written request of at least two members of the organization, call a Special Meeting for the purpose of transacting any business designated in the call.
- Section 5. Notice of Meetings** - All members shall be notified, in advance, by the Secretary Treasurer, of the date and place of Regular, Annual or Special Meetings.
- Section 6. Quorum** - Five members 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 7. 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 authority shall have but one vote.
- Section 8. Order of Business** - At the Regular Meeting of the organization, the following shall be the order of business:

1. Roll Call

2. Reading and approval of the Minutes of the previous meeting
3. Bills and Communications
4. Report of the Secretary-Treasurer
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

All Resolutions shall be copied in a journal of the proceedings of the organization. Robert's Rules of Order shall prevail at all Council meetings.

ARTICLE IV – AMENDMENTS

Amendments to Bylaws - The Bylaws of the organization shall be amended only with the approval of at least a quorum of the members at a Regular Meeting or a Special Meeting, but no Amendments may be adopted unless notice thereof has been previously given to all other members.