

**CENTRAL ILLINOIS COUNCIL OF HOUSING OFFICIALS**  
**BY-LAWS**

Amended March 12<sup>th</sup>, 2021

**ARTICLE I – NAME**

The official name of this organization shall be the Central Illinois Council of Housing Officials (herein referred to as the “Council”).

**ARTICLE II – PURPOSE**

**Section 1.** To work toward the objective to ensure the availability of decent, safe and affordable housing for all people; to work for community development and elimination of slums; to foster, develop and improve the standards and practices involved in administration of such programs; to provide a clearinghouse for exchange of ideas and experiences; to provide the membership with information on Federal and State of Illinois policy, legislation and regulations pertaining to affordable housing.

**Section 2.** To cooperate with the Illinois office of the U.S. Department of Housing and Urban Development and the Illinois Department of Commerce and Economic Opportunity and all other agencies, associations, groups and persons, both public and private, having similar or related purposes.

**ARTICLE III – MEMBERSHIP & ELIGIBILITY**

**Section 1.** The area of operation for the Council will include Cities and Counties 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, Montgomery, Morgan, Piatt, Pike, St. Clair, Scott, and Shelby.

**Section 2.** Any public housing authority (PHA), PHA affiliate or instrumentality, or other not-for-profit agency having to do primarily with one or more phases of affordable housing and related community programs in the State of Illinois shall be eligible for active membership.

**Section 3.** Active members of the Council shall be those members whose current membership dues are paid.

**Section 4.** A description of membership types and roles is attached hereto as Appendix A to these By-Laws and are made a part herein.

**ARTICLE IV – VOTING**

**Section 1.** Each agency holding an active membership and in good standing shall be entitled to cast one (1) vote.

**Section 2.** The voting on all questions coming before the Council shall be by roll call, and the yeas and nays shall be entered upon the Minutes of such meeting.

## **ARTICLE V – OFFICERS**

**Section 1.** The officers of the Council shall consist of a President, a Vice-President and a Secretary-Treasurer.

**Section 2.** Officers shall be elected by the active members of the Council at the Annual Meeting and shall serve a two (2) year term beginning October 1st until officially succeeded. In the event of a vacancy caused by death or resignation, the President shall appoint a member to fill the vacancy until the next regular election.

## **ARTICLE VI – DUTIES OF OFFICERS**

**Section 1.** President – The President shall act as Chairperson of the Board and shall preside at meetings of the members. He/she shall sign on behalf of the Council all formal instruments and shall perform such other duties as may from time to time be assigned to him/her. At each meeting, the President shall submit recommendations and information as is considered proper concerning the business, affairs and policies of the organization.

The President shall establish such committees, task forces, ad hoc groups, advisory councils, and like groups which are not prohibited by these By-Laws. In appointing members to such assignments, the President shall be diligent in representing the broad range of membership interest. No less than three (3) members in good standing shall be appointed to such committees, task forces, ad hoc groups, advisory councils, and like groups.

The President shall appoint members in good standing to serve on the IAHA Board as needed. In appointing members to such assignment, the President shall be diligent in representing the broad range of membership interest.

**Section 2.** Vice-President – The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and when so acting shall have all the powers of and be subject to all restrictions of the President. 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 3.** Secretary-Treasurer – The Secretary-Treasurer shall have the care and custody of all funds of the Council and shall deposit same in the name of the Council in such bank or banks as the Council may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Council. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Council at

each regular meeting (or more often when requested) an account of his/her transaction and also of the financial condition of the Council.

The Secretary-Treasurer shall keep the records of the Council, and also be responsible for preparation and distribution of the Minutes of all meetings of the membership.

The Secretary-Treasurer shall also maintain a current list of the members of the Council and shall be responsible for the collection of all dues, and shall assist the President in all correspondence required for the successful operation of the Council.

The Council shall not incur for any purpose any obligation requiring the payment of money unless the sum necessary for the payment of such obligation is on hand and in the Council treasury.

## **ARTICLE VII – MEETINGS**

**Section 1.** The Annual Meeting of the Council will be held on the Second Friday in July of each year.

**Section 2.** The Regular Meetings of the Council shall be held on the Second Friday in March, July, and November.

**Section 3.** The President of the Council may, when it be deemed necessary, or upon the written request of at least five (5) members of the organization, call a Special Meeting for the purpose of transacting any business necessary of the Council.

**Section 4.** The Council, at the direction of the President, may choose to meet by means of conference technology, such as telephone, video, and/or web conferencing.

**Section 5.** All members shall be notified in advance, by the President or Secretary-Treasurer, of the date, time and place of Regular, Special, or Annual Meetings. Such notice shall not be less than ten (10) days prior to the designated date.

**Section 6.** A quorum shall consist of no less than five (5) members of the Council, and no official business may be transacted without a quorum being present.

**Section 7.** The act of a majority of the membership present at a meeting at which a quorum is present shall be the act of the Council.

**Section 8.** All committees, task forces, ad hoc groups, advisory councils, and like groups shall meet as called by the President.

## **ARTICLE VIII – COMMITTEES**

**Section 1.** There shall be three (3) standing committees and such other standing and special committees as deemed necessary by the President.

**Section 2.** Volunteers for committee membership shall be called for by the President. Committee members shall serve until the next selection of officers following their appointment, or until their successors are named. A committee Chairperson's tenure will end upon their failure to fulfill the purposes for which the committee was established.

**Section 3.** Only a voting member of the Council shall be appointed chairperson of any committee. Any member of the Council may be appointed as a committee chairperson with the approval of the President.

**Section 4.** There shall be no less than three (3) members in good standing appointed by the President to each committee. In appointing members to such assignment, the President shall be diligent in representing the broad range of membership interest.

**Section 5.** Each committee shall have such powers as are necessary to accomplish the purpose of such committee.

**Section 6.** Standing Committees are as follows:

- A. **Scholarship Committee:** The Scholarship Committee shall consist of a Chairperson and other members as provided in Sections 3 and 4 of this Article. This committee shall undertake the scholarship opportunities as provided by the Council. It shall solicit, evaluate, and recommend scholarship opportunities for residents of the membership. It shall also evaluate intake forms and other items necessary for processing the mission of the committee.
- B. **Nominating Committee:** The Nominating Committee shall consist of a Chairperson and other members as provided in Sections 3 and 4 of this Article. This committee shall solicit, evaluate, and recommend candidates to be elected as officers of the Council. One (1) nomination for each position shall be made by the committee before the Annual Meeting near the end of the current officer's terms. Nominations for any/all positions may also be made by members at the Annual Meeting. If this were to occur, resulting in a contested race, attendees of the Annual Meeting will vote by ballot to decide the matter. In nominating members for officer positions, the committee shall be diligent in representing the broad range of membership interest.
- C. **Program Committee:** The Program Committee shall consist of a Chairperson and other members as provided in Sections 3 and 4 of this Article. This committee shall solicit, evaluate, and recommend program topics, roundtable discussions, guest speakers, etc. for the Council membership attending Regular and Annual Meetings. In selecting a program topic, the committee shall be diligent in representing the broad range of membership interest.

**Section 7.** The President shall be empowered to appoint ad hoc committees as deemed necessary. Said committees shall have a Chairperson and other members appointed as provided in Sections 3 and 4 of this Article. It shall be responsible for such duties as assigned by the President. It shall cease to function when it has completed its duties as assigned.

## **ARTICLE IX – AMENDMENTS**

**Section 1.** Amendments to the by-laws of the Council shall only be made with the approval of a quorum of the membership present at a Regular, Special, or Annual meeting. However, no Amendment to the by-laws may be adopted unless notice thereof has been given to all Council membership prior to the aforementioned Regular, Special, or Annual meeting.

## **ARTICLE X – MEMBERSHIP DUES**

**Section 1.** The dues for all classes of members shall be determined annually and approved by a majority of eligible voting members present at any duly called meeting of the membership.

## **ARTICLE XI – FISCAL YEAR**

**Section 1.** The fiscal year of the Council shall be October 1<sup>st</sup> through September 30<sup>th</sup>. Dues shall be payable after October 1<sup>st</sup> and will be considered delinquent after December 1<sup>st</sup>.

## **ARTICLE XII – FINANCES**

**Section 1.** No compensation shall be due to officers for duties directly related to their offices. Except that remuneration may be paid for necessary out-of-pocket expenses. Approval of such remuneration shall have been made by a majority of eligible voting members present at any duly called meeting of the membership.

**Section 2.** No part of Council property or the proceeds, income or avails thereof shall be distributed to or inure to the benefit of any individual, whether by loan, purchase, exchange, or otherwise directly or indirectly.

## **ARTICLE XIII – RULES OF ORDER**

**Section 1.** Robert's Rules of Order, Revised, shall govern meetings of the Council membership, when not in conflict with these by-laws or rules adopted by the membership.

## **ARTICLE XIV – DISSOLUTION**

**Section 1.** In the event of the dissolution of this Council, all of its assets of every nature whatsoever remaining after payment of its liabilities and of necessary costs and expenses and dissolution proceeding shall be distributed and paid out by this Council to such other not-for-profit associations or organizations engaged in the same or similar programs consistent with the purposes of this Council as determined by the officers holding office immediately prior to the commencement of dissolution proceedings.

## APPENDIX A

### Membership Types:

1. **Housing Authority Membership:** Central Illinois Public Housing Authorities, as defined by HUD, and as set for in Article III.

Purpose: To unite the housing authorities in the central portion of the State of Illinois to use their resources to evaluate, educate, exchange ideas, and address the membership's individual and collective needs. CICHQ is primarily concerned with working towards the objective to ensure the availability of decent, safe and sanitary low to moderate income housing for all qualified people; to work for community development and the elimination of slums; to foster, develop and improve the standards and practices involved in the administration of such programs; and to provide a clearinghouse for the exchange of ideas and experiences.

2. **Not-for-Profit Membership:** A PHA affiliate or instrumentality, or other not-for-profit organization having to do primarily with affordable housing and housing-related community programs in the central portion of the State of Illinois, as set forth in Article III.

Purpose: To provide not-for-profits with education, training, networking and resources to assist them in the development of affordable housing. To work hand in hand with the local housing authorities in their goals of eliminating slums and improving the quality of the affordable housing inventory. To advocate for the development of tax credit properties and other types of affordable housing in the future.