

**BY-LAWS OF THE NEW MEXICO 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 National Association of Housing and Redevelopment Officials- New Mexico Chapter hereinafter referred to as NAHRO-NM.

Section 2. NAHRO-NM shall operate within the geographic area of the State of New Mexico, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO), and these By-Laws.

ARTICLE II

Mission

NAHRO-NM facilitates the professional development of its membership and advocates for quality housing programs in our communities.

ARTICLE III

Goals and Objectives

The goals of NAHRO-NM are toward the attainment of the provisions of affordable and adequate housing for eligible persons and toward the attainment of sound communities through the process of development, preservation, conservation, rehabilitation, and redevelopment. NAHRO-NM shall pursue the following objectives:

- (1) To develop and improve the professional standards and practices of all phases of administration directly related to the goals.
- (2) To strengthen the capacity of NAHRO-NM at all levels providing for (a) exchange of knowledge and results of experience; (b) the conduct of meetings, training and educational programs for the exchange of information; and (c) the enhancement of professional development opportunities.
- (3) To facilitate effective relationships among all levels of government in the development and execution of Housing and Community Development responsibilities.
- (4) To cooperate and collaborate with other agencies, associations and groups, both public and private and non-profit, having similar or related purposes.

NAHRO-NM proposes to achieve its goals and objectives through.'

- (1) Exchanging best practices and ideas;
- (2) Training members;
- (3) Enhancing professional development opportunities;
- (4) Dissemination of information related to housing and community development.

ARTICLE IV

Membership

Section 1. Any public agency, department or non-profit organization having to do primarily with one or more phases of housing and/or community development programs shall be eligible to have an active agency designation in NAHRO-NM. Each associate of an organization holding an active agency designation shall have one vote in any action taken by a vote of the members of NAHRO-NM, and shall be eligible to hold any office in NAHRO-NM, except as otherwise mentioned and/or excluded by the By-Laws.

Section 2. An individual or agency interested in assisted housing and community development activities, including commercial exhibitors, doing business within the geographical area of the region, shall be an affiliate member of NAHRO-NM upon payment of such dues as established by NAHRO-NM as hereinafter provided. Every affiliate member shall have all the rights of active members including the right to vote, but shall not have the right to hold office on the regional level.

Section 3. At its own discretion, the Executive Board, by a two-thirds vote, may deny membership to any agency. An active member in good standing is one who pays their dues in a timely manner. An agency whose membership is terminated shall be entitled to a pro-rated return of membership dues.

Section 4. Any member of NAHRO-NM who resides within the geographical area of NAHRO-NM shall be an active member of NAHRO-NM upon payment of such dues as established by the Executive Board of NAHRO-NM.

Section 5. Membership dues and membership categories may be established from time-to-time by the Executive Board of NAHRO-NM For the operation of NAHRO-NM. Any member and/or any organization that has not paid the membership dues three (3) days prior to the Annual Conference of NAHRO-NM shall not be entitled to vote during said periods.

Section 6. A Lifetime Membership may be given by the Executive Board to an individual, upon retirement or under special circumstances, who has rendered outstanding service to the NAHRO-NM, Nominations for Lifetime Memberships shall be made by agency members to the Executive Board for approval. Lifetime Members shall be non-voting ex-officio members of the Executive Board and shall receive complimentary registration for all NAHRO-NM Annual Conferences.

FEE STRUCTURE

AGENCY	200 units or less	\$100.00
	More than 200 units	\$150.00
AFFILIATE	Non-Profits	\$150.00
	Organizations	\$150.00

The membership period shall be from July 1 through June 30 of the following year for all membership categories regardless of when dues are paid.

Section 7. The Executive Board of NAHRO-NM may establish membership dues and membership categories from time-to-time. Payment of the established dues shall entitle the member to all the rights of their membership category.

ARTICLE V

Executive Board

Section 1. The control of the affairs of NAHRO-NM shall be vested in the Executive Board. The Executive Board consists of the officers of NAHRO-NM who shall be active members of NAHRO, a minimum of six (6) additional members at large who shall be general representatives of the program, professional, and special interests of NAHRO-NM members and the immediate past President of NM NAHRO.

The Regional President shall be an ex-officio member of the Board.

Section 2. The Executive Board shall establish procedures for the (a) maintenance of records and accounts, (b) receipts and expenditures of funds, (c) levying and collection of dues, (d) periodic reporting of NAHRO-NM affairs to the membership, and it shall otherwise plan and account for the activities of NAHRO-NM including the employment of staff therefore and professional service fees. An annual report shall be presented to the membership for approval during the annual meeting.

Section 3. The Executive Board shall establish procedures for the selection of NAHRO-NM representatives to the required standing committees,

Section 4. The Executive Board shall hold not less than four regular meetings each year. One meeting will be held each quarter. Notice of the meetings shall be mailed or c-mailed (if available) to each Board Member not less than thirty (30) days before the meeting date.

Special meetings of the Executive Board may be called by the President, or by the Secretary upon the written request of at least one-fourth of the membership of the Board. The notice of special meetings shall specify the time and place of the meeting and the business to be conducted. A minimum of seven (7) calendar days written notice will be required.

Section 5. At any meeting of the Executive Board, a simple majority of its members shall be present to establish a quorum for the conduct of business. 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. In the event there are vacancies on the Board, a simple majority of the remaining members shall represent a quorum.

Section 6. Vacancies in the Executive Board occurring between annual meetings shall be filled by majority vote of the members of the Executive Board.

Section 7. Attendance by officers and directors shall be required at all Executive Board meetings. The presiding President should be notified in advance by non-attending officers. It shall be the responsibility of the Executive Board to determine the acceptability of the reasons for the absence from a regular Executive Board meeting. Two (2) unexcused absences will be grounds for removal from the Executive Board by a majority vote of the Executive Board at a regular Executive Board meeting.

ARTICLE VI

Officers

Section 1. The officers of NAHRO-NM shall be: President; Senior Vice-President; Secretary; Treasurer; five vice-presidents as follows: Vice-President for Professional Development, Vice-President for Housing, Vice-President for Community Revitalization and Development, Vice-President for Member Services, Vice-President for Commissioners and a minimum of six (6) At-Large Representatives; who shall be active members in good standing of NAHRO-NM.

Section 2. It shall be the duty of the President to preside at all meetings of NAHRO-NM to create and appoint such special committees as may, from time-to-time, be necessary for conducting the affairs of NAHRO-NM; to implement such procedures, policies and activities as may be adopted or approved by the Executive Board of NAHRO-NM, and to report to the membership on the accounts and general business of NAHRO-NM.

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

Section 4. The five (5) Vice-Presidents shall be responsible for the conduct of the Standing Committees to which they are elected and shall preside at all meetings of the committee. The Vice-Presidents may be assigned duties and responsibilities by the Executive Board related to the current interests of NAHRO-NM within the scope of the standing committees they chair.

Section 5. The Secretary shall be responsible for maintaining the records and accounts of NAHRO-NM, the sending of such notices as may be required, and performing such other duties as may be assigned by the President of the Executive Board.

Section 6. The Treasurer shall have custody of all NAHRO-NM funds and property and shall countersign all withdrawals of funds from NAHRO-NM's account. The Treasurer shall be responsible for maintaining proper records of all income and expenses of NAHRO-NM and shall present financial reports at regular Executive Board meetings and at each annual business meeting.

Section 7. The Vice-President of Professional Development shall be designated as the Service Officer for NAHRO-NM.

The control and management of the affairs, funds and property of NAHRO-NM shall be vested in the Executive Board, the members of which shall be active as designated representatives in good standing with NAHRO-NM.

ARTICLE VII

Nominations and Elections

Section 1. Not less than sixty (60) days prior to the annual general membership meeting of NAHRO-NM held in odd numbered years, the Executive Board shall appoint a Nominating Committee that notifies the membership of the deadlines, requirements, and procedures for nomination. The members running for office must be in good standing with NAHRO-NM. Not less than thirty (30) calendar days before the meeting, the Nominating Committee shall notify each eligible voter of the nominees qualifying to run for office. Nominations may also be made by the general membership at the Annual Conference in accordance with Robert's Rules of Order and the requirements of Nominating Committee.

Section 2. The election of the officers shall be held at the annual general membership meeting of NAHRO-NM in odd numbered years. The term of the office for all officers shall be two years with each term starting on October 1st following the annual meeting.

Section 3. Each associate of an organization holding an active agency designation shall have one vote in any action taken by a vote of the members of NAHRO-NM, and shall be eligible to hold any office in NAHRO-NM, except as otherwise mentioned and/or excluded by the ByLaws. Votes by proxy will be allowed.

Section 4. No person shall be eligible for election to office or to the Executive Board who is not affiliated with an agency-active member in good standing with NAHRO-NM.

Section 5. If a vacancy occurs in any office of NAHRO-NM, except as provided in Article IV, Section 6, it may be filled by the Executive Board for the unexpired term or until the next annual meeting of the NAHRO-NM, whichever occurs earlier.

Section 6. No officer can be elected for more than two (2) consecutive terms in the same position.

ARTICLE VIII

Meetings

Section 1. There shall be one annual meeting of the membership of NAHRO-NM at the time and place fixed by the Executive Board. Notice of the meetings shall be given to the membership, at least thirty (30) days prior to the meeting date.

Section 2. Special meetings of the Executive Board may be called by the President, or by the Secretary upon the written request of at least one-fourth of the membership of the Board. The notice of special meetings shall specify the time and place of the meeting and the business to be conducted. A minimum of seven (7) calendar days written notice will be required.

Section 3. A simple majority must be present at any meeting of the membership at which business is transacted. A simple majority of the active members present at any regular or special meeting of NAHRO-NM shall constitute a quorum.

Section 4. The provision of these By-Laws and Roberts Rules of Order shall apply to the conduct of any meeting of the membership, the Executive Board and other duly constituted committee of the NAHRO-NM.

ARTICLE IX

Committees

Section 1. There shall be Standing Committees of NAHRO-NM through which the program, professional, and member service needs and participation of the membership can be provided. The Standing Committees of NAHRO-NM are as follows: Commissioners, Community Revitalization and Development, Housing, Membership Services, and Professional Development.

Section 2. The Housing Committee and Community Revitalization and Development Committee shall generally address the program areas of their respective functions, and shall recommend actions to the Executive Board regarding, but not limited to, program dollars, legislation, regulations, administration at federal, state and local levels and the effective representation of the membership's interest therein.

The Professional Development Committee shall focus on the general and specific areas of career development, training and education, certification and credentialing.

The Member Services Committee shall serve the general and special interest of the members which cut across program and professional lines; represent the special interests of

special interest groups within the membership, including but not limited to minorities, commissioners, and women, shall work to coordinate supportive products and services rendered by NAHRO-NM such as conferences and conventions, workshops and seminars, publications, representation and such related matters.

The Commissioner's Committee shall serve to broaden the constituency, supporting the goals and objectives of NAHRO-NM, support programs to expand the skills of Commissioners to effectively discharge their responsibilities, and work with staff, leadership, and membership at all levels of NAHRO-NM in fulfillment of these purposes.

Section 3. Each Standing Committee may have two (2) members appointed by the President and two (2) Members-At-Large elected by the Executive Board. The Vice-President elected to serve in each of the five (5) areas of special interest represented by the five (5) standing committees shall serve as chairman of the corresponding committee. Each committee shall elect from within its membership, a vice-chairman who shall assist the chairman and serve in his/her absence.

Section 4. The President may create such other committees, task forces or similar groups, as he/she deems appropriate to the purposes and activities of NAHRO-NM, and shall appoint the members thereto.

Section 5. The election 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

Dissolution

Section 1. Upon dissolution of this organization for any cause, the properties then in the possession of the organization shall be turned over to such successor or organization, as the Board shall determine. In no event shall any property of the organization inure to the benefit of any individual member or to the benefit of any organization which does not qualify as an exempt 501 (c)(3) organization under the pertinent provisions of the Internal Revenue Code as provided by the Charter of NAHRO-NM.

Section 2. Dissolution of NAHRO-NM shall be in compliance with the laws of the State of New Mexico and those pertinent requirements and regulations of the funding regulations. The disposition of all property and assets of this corporation shall be in accordance with NAHRO-NM policy and procedures.

ARTICLE X1

Effective Date, Approval, and Revocation

Section 1. These By-Laws may be amended at a regular or special meeting of the membership, provided a quorum is present and voting, two-thirds of those voting vote affirmatively for the amendment (by mail ballot affirmatively voted on by a majority of those voting). 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 no less than thirty days prior to the meeting date.

Section 2. These By-Laws and any amendments thereto shall become effective on approval by the general voting membership.

Chris Herbert

President

Valerie Huerta

Secretary

1/18/2013

Date