



CODE OF PROFESSIONAL CONDUCT

The purpose of the National Association of Housing and Redevelopment Officials is to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong viable communities for all Americans, particularly those with low and moderate incomes, and to enhance the professional development and effectiveness of NAHRO members.

Each member of the Association will adhere to a Code of Professional Conduct which will support this purpose and pledges to:

- *Promote the public interest through the advocacy for responsible administration of housing and community development programs.
- *Perform their duties with the highest degree of integrity and professional care in order to merit the respect of the beneficiaries of programs, elected officials and the general public.
- *Maintain the highest standard of personal integrity and conduct.
- *Exercise diligence, objectivity and honesty in professional activities.
- *Avoid any activity which is in conflict with their official duties and not realize undue personal gain from the performance of official duties.
- *Serve the public with dedication, concern, courtesy and responsiveness.
- *Strive for professional excellence and encourage the professional development of their associates.
- *Promote and encourage the highest level of ethics within the industry.

This Code of Professional Conduct for members of the National Association of Housing and Redevelopment Officials has been adopted to promote and maintain the highest standards of personal and professional conduct among its members. Adherence to this Code is required for membership in the Association and serves to insure public confidence in the integrity and service of Association members.

This code was adopted by the NAHRO Board of Governors on October 15, 1989.

ARKANSAS CHAPTER
OF THE
NATIONAL ASSOCIATION
OIF
HOUSING AND REDEVELOPMENT OFFICIALS
BYLAWS

Adopted: October 20, 1978

Amended: October 26, 1979

Amended: May 7, 1980

Amended: October 21, 1981

Amended: May 19, 1982

Amended: April 17, 1992

Amended: April 22, 1992

Amended: September 21, 2007

Amended April 19, 2013

TABLE OF CONTENTS

		Page
ARTICLE I:	THE CHAPTER	
	Section 1: Name	1
	Section 2: Area of Operation	1
	Section 3: Districts	1
ARTICLE II:	OBJECTIVES AND PURPOSE	
	Section 1: Objectives	2
	Section 2: Purpose	2
ARTICLE III:	GENERAL RULES GOVERNING ACTIVITIES	
	Section 1: Activities	2
	Section 2: Action	3
	Section 3: Holding Two or More Offices	3
	Section 4: Fiscal Year	3
	Section 5: Terms of Officers, Directors and Members of Permanent Committees	3
	Section 6: Terms of District Directors	3
	Section 7: Number of Terms	3
	Section 8: Chapter Parliamentarian	3
	Section 9: Member of Southwest Regional Council of the National Association of Housing and Redevelopment Officials	4
	Section 10: Duties and Functions	4
	Section 11: Intent and Purpose	4
	Section 12: Professional Contracts	4
ARTICLE IV:	MEMBERSHIP: QUALIFICATIONS, VOTING, DUES	
	Section 1: Active Member	4
	Section 2: Associate Member	4
	Section 3: Dues	5
	Section 4: Lifetime Membership	5
	Section 5: Membership Termination	5
ARTICLE V:	GOVERNING BODY	
	Section 1: Board of Directors	5
	Section 2: Meetings	5
	Section 3: Responsibility and/or Authority	6

TABLE OF CONTENTS CONTINUED

		Page
	Section 4: Vacancies	6
	Section 5: Quorum	6
	Section 6: Removal of Officers and Directors	6
	Section 7: Code of Conduct	7
ARTICLE VI:	OFFICERS, DIRECTORS, PERMANENT COMMITTEES	
	Section 1: Officers	7
	Section 2: Duties of President	7
	Section 3: Duties of Senior Vice Pres.	7
	Section 4: Duties of Vice Presidents	7
	Section 5: Duties of Treasurer	7
	Section 6: Duties of Secretary	8
	Section 7: Duties of District Directors	8
	Section 8: Permanent Committees	8
	Section 9: Special Committees	8
	Section 10: Standing Committees	8
ARTICLE VII:	NOMINATION AND ELECTION	
	Section 1: Election of Officers	10
	Section 2: Election of District Directors	10
ARTICLE VIII:	MEETINGS	
	Section 1: Annual Meeting	11
	Section 2: Regular Meeting	11
	Section 3: Special Meeting	11
	Section 4: Quorum for Meetings	11
	Section 5: Conduct of Meetings	11
ARTICLE IX:	AMENDMENTS	12
ARTICLE X:	EFFECTIVE DATE	12

ARKANSAS CHAPTER OF THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

BY-LAWS

ARTICLE 1

THE CHAPTER

SECTION 1

The name of this organization shall be Arkansas Chapter of the National Association of Housing and Redevelopment Officials.

SECTION 2

The area of operation of the Chapter is limited to the operation within the geographic area of the state of Arkansas.

SECTION 3

The State shall be divided into seven (7) Districts as more specifically described below.

District 1. Baxter, Benton, Boone, Carroll, Crawford, Franklin, Madison, Marion, Newton, Searcy, Sebastian, and Washington Counties.

District 2. Cleburne, Fulton, Independence, Izard, Jackson, Lawrence, Randolph, Sharp, Stone, Van Buren, White, and Woodruff Counties.

District 3. Clay, Craighead, Crittenden, Cross, Greene, Mississippi, Poinsett, and St. Francis Counties.

District 4. Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, and Lincoln Counties.

District 5. Conway, Garland, Hot Springs, Johnson, Logan, Montgomery, Perry, Polk, Pope, Scott, and Yell Counties.

District 6. Faulkner, Lee, Lonoke, Monroe, Phillips, Prairie, Pulaski, and Saline Counties.

District 7. Calhoun, Clark, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Pike, Quachita, Sevier, and Union Counties.

These Districts would change beginning with the elections of the even number Districts in 2008 and continue thereafter.

ARTICLE II

OBJECTIVES AND PURPOSES

SECTION 1

The objectives of the Arkansas Chapter are to provide assistance toward the attainment of the provisions of the adequate housing for the entire people and toward the attainment of sound communities through the processes of the development, preservation, conservation, rehabilitation, and redevelopment.

SECITON 2

The purposes of the Arkansas Chapter shall be:

1. To improve the standards and practices of all phases of administration directly related to the above objectives;
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 the Chapter at all levels by providing 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

GENERAL RULES GOVERNING ACTIVITIES

SECTION 1

The Chapter shall not engage in political or partisan activities of any kind. This prohibition, however, shall not preclude the Chapter from engaging in activities concerning State legislation affecting the Chapter or voting membership of the Chapter. This prohibition shall not be interpreted to prevent representatives of the Chapter from testifying before public bodies concerned with legislative action in connection with nor shall it be determined as prohibiting the study of activities relating to the objectives of the Chapter, the preparation of information and materials for distribution to interested public and private parties or expert testimony before legislative bodies. The Chapter shall not engage in employer-employee controversies, or in management-tenant controversies; but this prohibition shall not prevent study and discussion of these

administrative relationships. Any action or recommendation by the Chapter shall be approved by a majority vote of the current qualified designated voters at a regular or special meeting, or by a majority vote of the Governing Body at a duly convened meeting of the Governing Body.

SECTION 2

All action of the Governing Body shall be in accordance with procedures adopted by the Governing Body and approved by the current qualified designated voting membership.

SECTION 3

The simultaneous holding of two or more offices is expressly prohibited.

SECTION 4

For all purposes the fiscal year and administrative year of the Chapter shall be from October 1 to September 30.

SECTION 5

The terms of all officers, directors and members of permanent committees, except as may otherwise be provided herein, shall be for two years.

Terms of all officers, directors, and committees shall begin on October 1 next after date of election and qualification, and shall terminate at the close of the Chapter year ending September 30 of the two-year term.

SECTION 6

The terms of the District Directors shall be staggered. Four of the District Directors shall be elected in even numbered years from the even Districts and three shall be elected in odd number years. The procedure shall be established by the Governing Body in accordance with properly established policy.

SECTION 7

Officers and Directors, except as may otherwise be provided herein, may serve more than one (1) term provided the terms are not consecutive, with an exception for the treasurer.

SECTION 8

The Chairman or Vice Chairman of the By-Laws Committee shall serve as Parliamentarian for the Chapter.

SECTION 9

The Arkansas Chapter is a member of the Southwest Regional Council of the National Association of Housing and Redevelopment Officials (NAHRO) and may transmit as deemed as necessary correspondence, by-laws, minutes, publications, policies, resolutions, reports, etc., as appropriate for active participation in Southwest NAHRO.

SECTION 10

The Chapter may perform such duties and functions as may from time to time be specified by the Executive Committee of the Southwest Regional NAHRO Council.

SECTION 11

All activities of the Chapter shall fall within the intent and purposes of the National Association of Housing and Redevelopment Officials, and shall be conducted in accordance with the policies and procedures of NAHRO, and within the frame work of the Southwest Regional NAHRO Council.

SECTION 12

Professional Contracts such as auditors, financial reviewers, Service Officers, Web-Site Coordinators, Newsletter Editors, and other contracts authorized by the Governing Body shall be awarded as specified in each specific contract and may be terminated by the Governing Body as specified within each individual contract.

ARTICLE IV

MEMBERSHIP: QUALIFICATIONS, VOTING, DUES

SECTION 1

Any agency who is actively providing housing to low income families and is an active member in good standing of NAHRO, and who resides within the geographic area of the state, shall be an active member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided. Each agency shall have one vote. Any Executive Director of multiple agencies shall cast only one vote.

Every agency shall have full voting rights. In the case of an active agency member the one vote is cast by the Executive Director or its designated representative. The agency members are eligible to participate in all activities, with prior written approval of the Executive Director, open to membership such as holding office and voting.

SECTION 2

An organization interested in and/or providing goods and services to assisted housing and/or community development agencies, included commercial exhibitors registered or licensed to doing business within the geographical area of the Chapter, shall be an Associate Member of the Chapter upon payment of such dues as may be established by the Governing Body as hereinafter provided. Every Associate Member shall have all the rights of active members, but shall not have the right to hold office, nor have a vote in Chapter Business.

SECTION 3

Membership dues may be established, from time to time, by the Governing Body of the Chapter, and presented to full membership for vote. Payment of the established dues shall entitle members to all the rights of their membership class.

SECTION 4

A Lifetime Membership may be given by the Governing Body to an individual, upon retirement, who has rendered outstanding service to the State Chapter of NAHRO. Nominations for Lifetime Memberships shall be made by the Awards Committee which shall recommend approval to the Governing Body.

Lifetime Members shall be non-voting members of the Chapter.

SECTION 5

Membership Termination. The Governing Body, by a two thirds vote and at its own discretion as determined to be in the best interests of the Chapter, may deny membership to any agency or associate member, may reject renewal of membership, or may terminate a membership. If any agency or associate member is terminated, then a pro-rated return of membership dues will be afforded to the member.

ARTICLE V

GOVERNING BODY

SECTION 1

Board of Directors: The Governing Body shall be a Board of Directors composed of duly elected officers and the duly elected District Directors from the several districts of the State. All members of the Govern Body may cast one vote, except the Secretary who if appointed from same Agency as the President or from the same agency of any other officer of the Governing Body, has no voting status.

The holding of an office on the Governing Body by any person where their agency has not been a paid up member of the Chapter in good standing for a period of twelve (12) months prior to the official beginning of such term of office, is expressly prohibited.

The simultaneous holding of two or more offices by an officer or District Director is expressly prohibited. The immediate past President shall serve as an Ex-Officio member of the Board of Directors in an advisory capacity only, without voting powers.

Chairperson of the eleven permanent committees will be invited to attend Board Meetings, if needed, reporting only, with no voting powers.

SECTION 2

Meetings: The Governing Body shall meet tow (2) times per year. They shall meet in September for the Annual Meeting and in April at a time and place set by the board.

The Board shall also meet upon call of the President or any three (3) members of the Governing Body or any either (8) current qualified designated voters of the Chapter. The meeting shall be held within thirty (30) days after date of call and shall be at a time and place set by the President or the Governing Body.

SECTION 3:

Responsibility and/or Authority: The Governing Body may transact any and all business of the Chapter authorized in the By-Laws, by the current qualified designated voters or a written operating policy procedure duly adopted by the current qualified designated voters.

The Governing Body shall establish procedures for the (a) maintenance of records and accounts, (b) receipts and expenditures of funds, (c) levying of dues, (d) periodic reporting of Chapter affairs to the membership and it shall otherwise plan, conduct, study, and account for the activities of the Chapter.

The Governing Body shall not (a) change or waive the By-laws or Amendments thereto or (b) disburse or authorize the disbursement of any funds of the Chapter, except in accordance with an approved budget duly adopted by the current qualified designated voters.

SECTION 4:

Vacancies: Vacancies on the Governing Body occurring between Annual meetings shall be filled by a simple majority of the remaining members of the Governing Body with appointments of District Directors being made from the District in which the vacancy occurs. Appointments will be made to fill unexpired terms only.

SECTION 5:

Quorum: At any meeting of the Governing Body, nine of the members of the Governing Body shall be present to establish a quorum for the conducting of the business of the Chapter.

SECTION 6:

Removal of Officers and Directors: Any officer, board member, or committee member charged with misconduct or improper practice in his/her official position shall appear in a hearing before the full board.

Should any officer, board member, or committee member be found guilty of misconduct or improper practice, said officer, board member or committee member shall be asked to resign. In the even said officer, board member or committee member refuses to resign; such member may be removed from office by a vote of ten (10) members of the Governing Body.

SECTION 7:

Code of Conduct: A code of conduct, as established by the Governing Body, will be given to each new officer and director to sign upon election to the office.

ARTICLE VI

OFFICERS, DIRECTORS, PERMANENT COMMITTEES

SECTION 1:

The Officers of the ARNAHRO shall be a President, a Senior Vice-President, five (5) Vice Presidents, each corresponding to the five regional standing committees, a Secretary and a Treasurer, each of whom shall be active members in good standing.

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 Governing Body 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/she cannot complete his/her term until the next annual meeting, and perform such other duties as may from time to time be assigned by the President or the Governing Body.

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 committees. The Vice Presidents of the Chapter are for: Housing, Community Development and Revitalization, Professional Development, Member Services, and Commissioners. The Vice Presidents may be assigned duties and responsibilities by the Governing Body related to the current interests of the Chapter within the scope of the standing committees with they chair.

SECTION 5:

The Treasurer shall have the care and custody of all funds of the Chapter and shall promptly deposit the same in the name of the Chapter in such depository or depositories as the Governing Body may select. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse each monies according to the approved Budget of the Chapter. Each check voucher or order shall be

approved by the President prior to disbursement of funds. Payments that will exceed the current budget amount cannot be paid until a budget revision is approved by the Governing Body, or in case of an emergency expenditure approval can be obtained by conference call of a majority vote of Governing Body.

The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Chapter, at each Annual Meeting, or to the Governing Body upon call by the President, an account of all transactions and the financial condition of the Chapter. Any current qualified designated voter shall have access to the records of the Chapter for review purposes. An Annual Financial Review of the Chapter Funds is required in-lieu of Audit.

The Chapter shall provide to all Officers charged with the responsibility for custody of funds a property bond.

SECTION 6:

The Secretary shall keep the records of the Chapter, transcribe principal correspondence, record and maintain the minutes of the Chapter and the Board in a journal of proceeding to be kept for such purposes, and shall perform all duties incident to that office, and maintain a Resolution book to be a permanent record of the Chapter.

SECTION 7:

Each District shall be represented by a District Director who shall be elected by a majority of the current qualified designated voters voting within the District. A duly elected District Director shall automatically become a member of the Governing Body as set out in the by-laws. The District Director shall hold meetings, if practical, and receive input from the members in the District in order to effectively conduct the duties of a Board Member.

SECTION 8:

The following committees shall be permanent:

- | | |
|---------------------------------|----------------------------|
| 1. Legislative- 8 to 12 members | 7. By-Laws- 4 members |
| 2. Budget- 5 members | 8. Exhibitors- 5 members |
| 3. Nominating- 3 members | 9. Hall of Fame- 7 members |
| 4. Awards- 3 to 5 members | 10. Phridays- 8-10 members |
| 5. Insurance – 5 members | 11. Scholarship- 5 members |
| 6. Planning – 8 to 12 members | |

The President or President-Elect will have the responsibility to appoint Permanent Committee Members, except that the Insurance Committee will be elected by the vote of the full membership. All permanent committees have the maximum number of persons set out to serve as shown above, and those numbers shall not be altered; by adding or deleting.

SECTION 9:

The President may from time to time appoint special committees to perform special functions. The President shall specify the term of such committees at the time of appointment. Special committees shall not be assigned duties which are inherent responsibilities of the permanent committees.

Employees who are appointed to Committees, are non-voting members of agencies, and must have prior approval by their employers to serve on a committee.

SECTION 10:

The Standing Committees shall be made up of nine (9) members. The Vice Presidents of each State Committee will serve as chair and one member from each District will be appointed by the President. One at-large member will be appointed by the President to serve on each standing committee. If a District does not have anyone willing to serve on a Standing Committee the President may appoint someone to serve from another District. At no time shall more than two members from one District (excluding the Vice-President) serve on a Standing Committee. The committees are listed as follows:

1. The Housing Committee and the Community Revitalization and Development Committee shall generally address the program areas of their respective functions, and shall recommend actions to the Executive Committee 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.
2. The Professional Development Committee shall focus on the general and specific areas of career identification, training and education, certification and credentialing and professionalization of the members engaged in such job opportunities.
3. The Member Service 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 the Association such as products and services rendered by the Chapter.
4. The Commissioner's Committee shall serve to broaden the constituency, supporting the goals and objectives of the Association; support programs to expand the skills of Commissioners to effectively discharge their responsibilities; and work with staff, leadership, and membership at all levels of the Association in fulfillment of these purposes.

ARTICLE VII

NOMINATION AND ELECTION

SECTION 1:

The Officers shall be elected at the April Regular Meeting of the Chapter from amount the current qualified designated voters.

A nominating committee composed of three (3) immediate past Presidents shall be appointed by the President prior to or at least sixty (60) days prior to the date of the April Regular Meeting. In case of a vacancy in the immediate past President, the appointment shall be from a list of past presidents in descending order.

Said committee shall nominate a slate of officers for the ensuing year to be submitted to the eligible voting membership at the April Regular Meeting of the Chapter.

Nominations of Officers may also be made by members of the general membership from the floor. The President shall entertain nominations from the floor prior to voting.

A quorum of one-fourth (1/4) of the current, qualified designated voters shall be present for voting purposes. Officers shall be elected by a majority vote.

The office of the Treasurer may be the only permanent office and the duly elected Treasurer shall serve until such time as it may become necessary to elect a successor. The Treasurer may be replaced at any duly convened meeting of the Chapter by two-thirds (2/3) vote of the current qualified designated voters present provided a quorum is duly convened.

SECTION 2:

Each District shall elect a director for the ensuing year from the current qualified designated voters within the district.

Within ninety (90) days but no later than sixty (60) days prior to the Annual Meeting the Secretary shall send a ballot to each voting member. Said ballot shall include instructions for voting and a list of eligible members.

The ballots shall be transmitted to the Secretary no later than thirty (30) days prior to the Annual Meeting. The Secretary shall immediately tabulate the votes and advise the President.

In the event of a tie vote, the Secretary shall immediately inform the members and another election shall be held.

District Directors Shall be elected by a majority vote of the current qualified designated voters voting within the District.

A duly elected District Director shall automatically become a member of the Governing Body as of October 1, as set out in the bylaws.

ARTICLE VIII

MEETING

SECTION 1:

Annual Meeting: The Annual Meeting of the Chapter shall be held during the month of September. The date and site location for the Annual Meeting shall be designated by the Governing Body. Reasonable notice of the Annual Meeting shall be given to the membership not less than thirty (30) days prior to the meeting date.

SECTION 2:

Regular Meeting: The Regular Meeting of the Chapter shall be held during the month of April. Reasonable notice of the time and place of the Regular Meeting shall be given to the membership not less than thirty (30) days prior to the meeting date.

SECTION 3:

Special Meeting: Special Meetings of the membership may be called at any time on the order of the President, the Governing Body, or by signed petition of at least one-fourth (1/4) of the total active membership. The Secretary shall give notice of the time and place of a special meeting not less than thirty (30) days prior to the meeting date.

SECTION 4:

Quorum for Meetings: A quorum 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 the Chapter shall constitute a quorum,

SECTION 5:

Conduct of Meetings: The provision of these By-Laws and Robert's Rules of Order shall apply to the conduct of any meeting of the Membership, the Governing Body, and other duly constituted committees of the Chapter.

ARTICLE IX
AMENDMENTS

These By-laws may be amended only at a general meeting of the Chapter or at a special meeting of the Chapter called for that purpose, by a two-thirds (2/3) vote of the current qualified designated voters present, provided a quorum is duly convened. No proposed amendment shall be acted on unless written notice thereof has been filed with the Secretary at least three (3) weeks prior to the meeting. A copy of the proposed amendment shall be embodied in the call for the meeting and a copy shall be sent to each member of the Chapter at least ten (10) day prior to the date of the meeting.

ARTICLE X
EFFECTIVE DATE, APPROVAL, AND REVOCATION

These By-laws and any amendments there to shall become effective on approval by the general voting membership, as of this _____ day of _____, 2007.

PRESIDENT

SECRETARY