

# **NCDA Region I - New England**

## ***BY-LAWS***

Adopted October 10, 1991  
Revised October 8, 1992  
Revised November 17, 2006  
Amended November 15, 2013  
Amended November 21, 2014  
Amended October 14, 2016

### **Article I** **NAME**

The name of this organization shall be the National Community Development Association (NCDA) REGION I - NEW ENGLAND, which shall be affiliated with the National Community Development Association (NCDA), headquartered in Washington, D.C., and which is an organization of municipal community development directors involved in the administration of the federal Community Development Block Grant, the HOME Program, and other federally funded community development and housing programs.

### **Article II** **JURISDICTION**

NCDA Region I - New England shall operate within the geographic areas of the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

### **Article III** **PURPOSE and OBJECTIVE**

*Section 1:* The purpose of the Association shall be to foster and promote, within the jurisdiction, the programs of the National Community Development Association (NCDA). *Section 2:* The objective shall be the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation and redevelopment. This shall be accomplished through:

- a. The exchange of information and experience on housing and community development;
- b. Regular meetings and year-round activities;
- c. Cooperation and collaboration with other associations, agencies and groups having similar or related purposes;
- d. Serving as an advocate for policies unique to the region; and
- e. Promoting professional development within the region.

**Article IV**  
**MEMBERSHIP**

*Section 1:* Any individual or agency who is an active full member in good standing in the National Community Development Association, and who resides within the geographical area of the region, shall be an active full member of NCDA Region I - New England upon payment of such dues or fees as may be established by NCDA Region I -New England.

Every active full member shall have full voting rights and will be eligible to participate in all activities open to membership. Each active full member *agency* shall have one vote, which shall be cast by its designated representative.

**Article V**  
**OFFICERS**

*Section 1:* The officers of NCDA Region I - New England shall consist of a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer, all of whom must be active full members in good standing of NCDA and NCDA Region I - New England. The officers shall not receive compensation for their services.

*Section 2:* The Chairperson shall preside at all meetings of the NCDA Region I - New England Executive Committee and general membership to ensure the By-Laws are strictly enforced; shall appoint special committees as may be needed; shall implement the procedures, policies and activities adopted or approved by the Executive Committee; and shall report periodically to the membership on the accounts and general business of NCDA Region I - New England.

*Section 3:* The Vice-Chairperson shall preside in the absence of the Chairperson at all meetings of NCDA Region I - New England; shall succeed the Chairperson in office if she/he cannot complete her/his term; and shall perform other duties as may be assigned by the Chairperson.

*Section 4:* The Secretary/Treasurer shall keep a record of the proceedings of NCDA Region I - New England, send notices as required, certify petitions and positions, as required, and perform other duties as may be assigned by the Chairperson. The Secretary/Treasurer shall be the custodian of the funds of NCDA Region I - New England. He/She shall collect all monies payable to NCDA Region I - New England and shall deposit them as directed by the Executive Committee. He/She shall disperse funds of NCDA REGION I- NEW ENGLAND upon written approval of the Chairperson or the Executive Committee. The Treasurer shall keep books of accounts and shall submit a statement of his/her accounts, with proper vouchers, at regular meetings of NCDA Region I - New England. The books of the Treasurer shall be open for inspection by the officers or any committee appointed by them for the purpose of examination. Before taking on his/her duties, the Secretary/Treasurer shall be bonded in an amount as determined by the Executive Committee commensurate with the funds on hand. Such bonding shall only be required if the sum total in the treasury exceeds \$10,000. The premiums for the bond shall be an authorized expenditure of NCDA Region I - New England funds.

**Article VI**  
**EXECUTIVE COMMITTEE**

*Section 1:* The day-to-day control and management of the affairs, funds and property of NCDA Region I - New England shall be vested in the Executive Committee.

*Section 2:* The Executive Committee shall consist of the Chairperson, Vice-Chairperson, the Secretary/Treasurer, and the Immediate Past Chairperson of NCDA Region I - New England.

*Section 3:* There are no regular scheduled meetings of the Executive Committee other than the annual general membership meeting. The day-to-day business of NCDA Region I – New England may be conducted by letter, telephone, electronic mail, video conference, or any combination thereof, with a copy transmitted to the Secretary for the purpose of the official records. A simple majority is required to approve any Executive Committee action.

*Section 4:* At any meeting of the Executive Committee, at least 51% of the Committee members shall be present (or connected through a conferencing system) to constitute a quorum for the transaction of business.

**Article VII**  
**DUES**

*Section 1:* Membership dues and fees may be established by the Executive Committee and approved by the membership at the annual meeting for the operation of NCDA Region I - New England.

*Section 2:* Up-to-date payment of dues and/or fees shall entitle members to all rights of active full membership subject to any restrictions listed in Article IV, Membership.

**Article VIII**  
**ELECTION OF OFFICERS AND BOARD MEMBERS**

*Section 1:* The election of officers and board members shall be held each year at the annual meeting.

*Section 2:* The vote may be by ballot or by voice and each active individual or agency member shall have one vote, in accordance with Article IV, above.

*Section 3:* The Chairperson shall appoint a nominating committee at least six (6) weeks prior to the annual meeting. The nominating committee shall file, with the Secretary, a full slate of candidates to be voted on as officers and board members. The nominating committee shall make an effort to make the slate as broadly representative of the Region as possible. The Secretary, at least two (2) weeks prior to the annual meeting, shall notify the members of the slate filed by the nominating committee. Additional nominations may be taken from the floor at the annual meeting.

*Section 4:* If a vacancy occurs in any office, it may be temporarily filled by the Executive Committee until the next annual meeting.

*Section 5:* All officers and board members shall be elected for a one-year term of office.

*Section 6:* The Executive Committee shall be empowered to remove any board member who has missed three (3) consecutive meetings of the Board of Directors.

**Article IX**  
**REPRESENTATION TO NCDA NATIONAL AND REGION 1 BOARDS OF DIRECTORS**

*Section 1:* The Chairperson, Vice-Chairperson, and Secretary-Treasurer shall serve as NCDA Region I - New England representatives to the Board of Directors of National NCDA during their respective terms of office.

*Section 2:* Elected Members of the National Board of Directors -The NCDA Region I - New England elected representation to the NCDA National Board of Directors, as outlined in the NCDA Bylaws - Article III Section 3.02, shall be elected at the NCDA Region I - New England annual meeting. These positions shall be slated by the nominating committee in accordance with Article VIII, above, and shall serve also as members of the NCDA Region I - New England Board of Directors as full voting members.

*Section 3:* At-Large Members of the Region 1 Board of Directors - In addition to the National board members, a sufficient number of At-Large Region 1 Board Members may be elected, in accordance with Article VIII, above, so that the maximum total of National, At-Large and Ex-Officio members shall not exceed a total of seventeen (17). At-Large members shall be full voting members of the Region 1 Board. Should any of the elected National Board members notify the Chairperson that they will be unable to attend an NCDA National Board meeting, the Chairperson may designate one of the At-Large members to attend in her/his place. Such At-Large member shall have the same authority as the National Board Member she/he is replacing only during the term of that National Board meeting.

*Section 4:* Ex Officio Members - Members from Region 1 who qualify for the National NCDA Board of Directors by virtue of a position held in the National organization (for example, past president, current officer or committee chair) shall also serve as full voting members of the Region 1 Board of Directors, ex officio.

*Section 5:* Should any NCDA Region I - New England elected officer or board member become a member of the NCDA Board of Directors by virtue of being elected or appointed to the NCDA Board directly, the Executive Committee may authorize the election of one additional full board member to replace that position as NCDA Region I -New England representative on the NCDA Board.

*Section 6:* All NCDA Region I - New England representatives to the NCDA Board of Directors shall be members in good standing of NCDA.

**Article X**  
**MEMBERSHIP MEETINGS**

*Section 1:* The membership shall meet at least annually at a time and place to be determined by the Executive Committee. A notice of at least 30 days shall be given to the members before the annual meeting convenes.

*Section 2:* Special meetings may be called by a petition of ten full active members, or by the Executive Committee.

*Section 3:* One-quarter of the members on the roll shall constitute a quorum.

*Section 4:* A quorum must be present at any meeting where business is transacted or a vote is taken on a proposal or action involving the general membership.

**Article XI**  
**AMENDMENTS**

*Section 1:* These By-Laws may be amended at an annual meeting of NCDA Region I - New England by a two-thirds vote of the members present and voting, providing a quorum is present.

*Section 2:* No amendment to these By-Laws shall become effective unless and until approved by the Executive Committee.

**Article XII**  
**RULES OF ORDER**

Robert's Rules of Order shall be the final authority on all questions of procedures and parliamentary law in government under By-Laws.

**Article XIII**  
**EFFECTIVE DATE OF BY-LAWS**

These By-Laws and amendments thereto shall become effective on approval by the general membership of NCDA Region I - New England. Upon approval, a copy of the By-Laws shall be transmitted to the headquarters of the National Community Development Association.

*Respectfully submitted,*  
*Gail M. Lewis, Secretary/Treasurer, NCDA Region I*