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## Article I – Name and Purpose

### Mission Statement

It is the mission of the Southeast Regional Section 8 Housing Association to provide a formal and informal exchange of information between members concerning Issues, Regulations, and legislations impacting Section 8 Housing Choice Voucher Program; to provide Professional Development Training Activities and encourage Legislative Activism.

- 1.0 The name of the organization is the Southeast Regional Section 8 Housing Association, Inc.
- 2.0 The purposes and objectives of the organization are:
  - 2.1 To provide for the exchange of information among local agencies administering Section 8 Housing Choice Voucher Program throughout the Southeast region
  - 2.2 To conduct training seminars and workshops
  - 2.3 To provide membership with all information regarding proposed regulation and legislation affecting the Section 8 Housing Choice Voucher Program and to encourage response to said proposed regulations and legislation.
  - 2.4 To recommend and support legislation before the State and Federal congress that will strengthen the Section 8 Housing Choice Voucher Program
- 3.0 The principal office of the corporation shall be located in the business office of the President.
- 4.0 The fiscal year of the corporation shall begin July 1 and end June 30.

## Article II – Membership

- 1.0 Every Employee who is closely affiliate with and/or contractually related with a Section 8 Housing Choice Voucher Program is eligible for membership.  
(10-19-1995)
- 2.0 Associate Members are those persons who wish to attend meetings but who are not closely affiliated with and/or contractually related to the administration of a local Section 8 Housing Choice Voucher Program  
(4-4-2000)
  - 2.1 Associate members will not be allowed to vote, hold office or serve on standing committees.
- 3.0 A member remains a member as long as he/she pays dues and continues to be affiliated with a Section 8 Housing Choice Voucher Program as defined in Section 1 and 2 above. (4-4-2000)
- 4.0 Honorary membership status can be recommended for any individual by the Administrative Council to the Board of Directors and must be approved by a majority of the members attending a regular meeting when proper notice of that meeting has been given to the Board of Directors. (4-4-2000)
  - 4.1 An Honorary Member is not eligible to vote nor hold office (4-4-2000)
- 5.0 A majority will be the larger number of votes from members present at a meeting where proper notice has been given.
  - 5.1 A member who does not vote will not be counted as having voted for or against a motion.
- 6.0 No member will be allowed to vote on proposed amendments to the bylaws or in elections unless he/she is a member in good standing.
- 7.0 A member in good standing is any member whose dues are paid in full. (4-4-2000)
- 8.0 Members in good standing will be pre-identified for voting by the membership chairperson from current membership roster. (12-9-2008)
- 9.0 Request for proxy or absentee voting must be mailed to the Chairman of the Board. (10-15-1993)
  - 9.1 The chairperson must have received the postmarked ballot by no later than 30 days prior to the election date. (12-9-2008)
- 10.0 A quorum of the membership present shall be a simple majority
  - 10.1 A quorum of the total members of the Administrative Council and Board of Directors shall be a simple majority.

### Article III - Dues

- 1.0 The amount of dues for all regular members is to be determined by the Board of Directors every two years. All payment of dues expires on September 30<sup>th</sup> of each even numbered year. (4-4-2000)
- 2.0 All Members will receive an identification card after paying dues signifying they are a member in god standing.

## Article IV – Offices, Administrative Council, and Board of Directors

- 1.0 The officers of the corporation consist of a President, a President-Elect, a Treasurer, a Recording Secretary and a Correspondence Secretary. (4-4-2000)
- 2.0 The duties of the officers are those usually associated with their titles
- 3.0 The Administrative Council consists of the officers of the corporation and the chairpersons of each standing committee. (4-4-2000)
- 4.0 The president will chair the meetings of the Administrative Council; the President-Elect will chair these meetings in the absence of the President.
- 5.0 The functions of the Administrative Council are:
  - 5.1 To administer the activities of the corporation.
  - 5.2 To implement policies which have been approved by the Board of Directors.
  - 5.3 To recommend new policies which have been approved by the Board of Directors.
  - 5.4 To act for and on behalf of the membership in the interim between meetings of those groups. (4-5-2000)
- 6.0 The Administrative Council shall consist of officers of the Association
- 7.0 The Board of Directors consists of past Presidents and the officers of the Corporation and at-large members.
  - 7.1 The Chairperson of the Board will be the most recent past presidents and will chair meetings of the Board of Directors.
  - 7.2 The most recent past Chairman of the Board of the Association in succession will assume the responsibilities of the current Chairman of the Board of Directors in his/her absence.
- 8.0 The functions of the Board of Directors are:
  - 8.1 To receive reports from the Administrative Council through the President, President-Elect and/or the Recording Secretary.
  - 8.2 To establish policies for the corporation.
  - 8.3 To recommend amendments of the bylaws of the corporation to the membership.
  - 8.4 To provide direction regarding the future growth, stability and activity of the corporation.
  - 8.5 To approve all annual budgets.
- 9.0 The immediate past Board Chairperson shall become the chairperson of the Nomination Committee effective with the next presidential term. (12-1-2008)
  - 9.1 With adoption of the aforementioned by law June 4, 1999 – the Nomination Committee Chairperson will hereafter report to the Board of Directors
- 10.0 The Administrative Council of the Board of Directors shall consist of the Chairperson, Vice-Chairperson, President, Recording secretary, and Treasurer. (4-5-2000)
- 11.0 The size of the Board of Directors shall be the minimum of nine (9) and a maximum of fifteen (15).

- 11.1 When there are less than nine, the board will appoint at-large members at their discretion.
- 12.0 Criteria for electing a member at large to the Board of Directors:
  - 12.1 Person elected by the Board must be a member in good standing for a minimum of 2 years and approved by the Board of Directors.
  - 12.2 The term of the office will be for two years, coinciding with the regular elections.
- 13.0 The president shall serve a two year term effective July 1, 1982.
  - 13.1 A president will be allowed to seek an additional non-consecutive term.
- 14.0 An officer serving an un-expired term by appointment of the Board of Directors cannot be barred from running for an additional two-year term in the same office.
- 15.0 The un-expired terms of vacated offices shall be filled by action of the Board of Directors (4-4-00)
- 16.0 Officers and Board Members shall be removed from office upon 2/3 vote of the Board when they have committed acts in violation of the corporation by-laws and/or failed to attend three consecutive meetings within one year without good cause. (4-5-00)
  - 16.1 All such voting on the removal of an officer shall be by written or secret balloting.
- 17.0 Any office holder must tender a Leave of Absence and/or a resignation if they are no longer listed as an employee of a Section 8 Agency or affiliated as defined under Article II. Membership Section I, for a period of 90 days. (4-4-00)
- 18.0 Election of Officers – Elections serve many purposes in the operation of any organization
  - 18.1 The term “election” is generally defined as the act of selecting persons to fill offices or deciding issues by those having the right to participate in the decision process.
- 19.0 A General Election is held for the selection of President-Elect, Treasurer, and Recording Secretary to regular terms office as provided by The SERSHA Bylaws
- 20.0 A Special Election is held as deemed necessary, at the discretion of the Board of Directors. (4-4-00)
- 21.0 A General or Regular Election for President Elect, Treasurer, and Recording Secretary will be held at the **annual meeting** every two years.
- 22.0 A referendum on the question of changing terms of office is not required; however, a change in terms would have to be approved by the Board of Directors.
- 23.0 Method Of Election:
  - 23.1 Election shall be by plurality. Plurality method is defined as an excess votes over those cast for an opposing candidate.
  - 23.2 Only one election is required.
  - 23.3 In the event of a tie election, any three of five Board Members present will be selected by the Board Chairperson, to cast their votes by secret ballot to break the tie. (4-4-00)

- 23.4 During the fall annual members meeting of The SERSHA Board in even numbers, '92, '94, etc., the President Elect will be elevated to the position of the President and the Association will hold elections for the offices of President Elect, Treasurer, and Recording Secretary. (4-4-00)
- 24.0 Eligibility for office holders:
  - 24.1 Members in good standing for a minimum of 2 years shall be eligible to run for office in a SERSHA election. (4-4-00)
    - 24.1.1 A member in good standing, for this purpose, is one whose dues are paid in full, and has been a member for a 2 year period.
  - 24.2 Members nominated for the office of President, President Elect or Treasurer of the Association must be bondable as a required prerequisite to become a candidate for either office. (4-4-00)
- 25.0 Nomination Procedure:
  - 25.1 At the last workshop business meeting in an uneven year (i.e. '91, '93, etc.) prior to the upcoming election, the Chairperson of the nominating committee shall request an up to date list of current membership roster. (4-5-00)
  - 25.2 At this time a nomination form will be sent to each member under consideration of office that has been certified as in good standing by the Membership Committee Chairman with the Association.
  - 25.3 If the nominee should decline, another member will be nominated in the same manner.
  - 25.4 During the spring business meeting, the nomination form, accompanied by a consent form will be submitted to the Nominations Chairperson.
  - 25.5 The Nominations Committee will meet and submit for each office, not more than 3 names. (4-5-00)
    - 25.5.1 In the event of having more than 3 names, the first 3 to meet the qualification criteria will be the 3 presented on the slate to the membership body. (4-5-00)

26.0 Suggested Committee Report:

The SERSHA Nominations Committee is pleased to submit the following nominations:

President Elect	Mr./Mrs. A
Treasurer	Mr./Mrs. B
Recording Secretary	Mr./Mrs. C

27.0 Suggested procedure for SERSHA President at the spring business meeting

“You have heard the report of the Nominating Committee, are there any further nominations for these officers? All who wish to nominate have a chance to do so. The floor is now open for President Elect.”

The same procedure is followed for the other offices. (4-5-00)



- 28.0 No one shall be nominated without having first given his or her written consent by the date the nomination is submitted.
- 29.0 Individuals nominated from the floor will be given 30 days from the date of nominations to present their consent supervisory approval form to the nominations chairperson.
- 30.0 The eligibility of members nominated shall be confirmed by the Membership Chairperson.
- 31.0 Consent: The nominating Committee shall present the names only of the persons whose written consent has been obtained, using the following form:

I, [insert name here], consent to serve as a candidate for the office of [insert title here] at the election to be held on [insert date here]

Signed \_\_\_\_\_ Nominee \_\_\_\_\_

Signed \_\_\_\_\_ Supervisor \_\_\_\_\_

- 31.1 The Nominations Committee is responsible for the processing of voters at the polls on Election Day.
- 31.2 The Nominations Committee shall work at the polls, arrange the location of the ballot box and polls, process the voters, maintain ballot box security, and tabulate and report the results of the election the Board Chairperson.
- 31.3 The Nominations Committee is responsible for insuring that all **qualified voters** have the opportunity to participate in an impartially conducted election.
- 32.0 Absentee Ballot
  - 32.1 Any person who is in good standing with the Association and will not be attending the **annual/fall business meeting** will qualify to vote an absentee ballot. **(Refer to Constitution and bylaws for absentee ballot procedures.)**
- 33.0 Appeal for New Election
  - 33.1 In the event of election controversy, all parties thereto shall submit complaints to the Rules and Regulations Committee. Complaint must be postmarked no later than five (5) days following the date of the election in question.
  - 33.2 Should the Rules and Regulations Committee determine that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise, even if the matters alleged are assumed to be true then the Rules and Regulations Committee shall, within twenty (20) days, or as soon thereafter as possible, but no later than thirty (30) days from receipt of the charges, dismiss the complaint and inform the parties involved.
  - 33.3 The parties involved will have the right to appeal the decision of the Rules and Regulations Committee to the Board of Directors.

- 33.4 Should such complaints submitted to the Rules and Regulations Committee warrant intervention, a new election may be ordered by the committee, to be held as designated by that committee
- 33.5 A full report of such complaints and procedures will be provided to the Administrative Council at the next regular meeting.
- 33.6 Any change in disputed elections will be certified and are to be declared as final upon acceptance of the report by the Administrative Council and Board of Directors.
- 34.0 A nominee for office cannot consent to run for more than one office at a time.
- 35.0 The Host, Boar Chairperson, President and Treasurer of the Association will be bonded at the expense of the Association. (4-4-00)
- 36.0 The position of Financial Secretary is hereby recognized and the position is to be held, now and in the future by an Association member who is located in the same office of employment as the Treasurer and will serve in his/her absence with the exception of the authority to execute checks.
- 36.1 This position will be appointed by the Treasurer. (4-5-00)
- 37.0 The Correspondence Secretary of the Association will assume the responsibilities of the Recording Secretary in his/her absence.
- 37.1 This position will be appointed by the President. (4-5-00)

## Article V – Standing Committees

Due to the inactivity of the PDG Committee and the availability of like training from numerous other sources, a motion was made by Randy Allen, second by Teresa Forward to dissolve the PDG Committee. Motion Carried.

- 1.0 The Standing Committees of the corporation are:
  - 1.1 Rules and Regulations Committee
  - 1.2 Membership Committee
  - 1.3 Nominations Committee
  - 1.4 Host Committee
  - 1.5 Program Committee
  - 1.6 Newsletter Committee
  - 1.7 Scholarship
  - 1.8 Award and Decorations Committee
  - 1.9 Registration Committee
  - 1.10 History Committee
  - 1.11 Parliamentarian
  - 1.12 Legislative Committee
- 2.0 For the function and duties of the standing committees see the Procedural Manual for Administrative Council Responsibility. (4-5-00)
- 3.0 The chairperson of each standing committee shall be appointed by and serve at the pleasure of the President for a two-year term (4-5-00), with the exception of the Nominations Committee, who serves as a board member and at the discretion of the Board of Directors. (6-4-99).
- 4.0 The President should consider the geographical distribution of his/her cabinet. (4-4-00)
- 5.0 If appointed to serve a vacated un-expired term, a committee chairperson cannot be barred from appointment to an additional two (2) year term in the same position.
- 6.0 The President may remove from service and appoint replacements for committee chairpersons. (4-5-00)
- 7.0 Each Committee Chairperson shall appoint a Vice-Chairperson and inform the Board Chairperson of the appointment.

## Article VI – Meetings

- 1.0 There will be at least one regular meeting and one Annual Membership meeting, locations to be determined by the Host Committee and approved by the Board of Directors. (4-4-00)
- 2.0 The Annual Meeting shall be scheduled in advance.
- 3.0 The normal month for regular meetings will be February – April and the Annual Meeting will be July – September. This schedule will be adhered to as closely as possible.
- 4.0 The President will notify each member of the date and place of the next meeting, such notices being sent out at least three weeks prior to the scheduled meeting date.
- 5.0 Special meeting will be held on call of the President or Board Chairperson (4-4-00)
- 6.0 **Planning Meetings, Meetings of the Standing Committees, Administrative Council and the Board of Directors shall be scheduled in addition to the regular and Annual Meetings of the membership and otherwise as becomes necessary. (4-4-00)**
  - 6.1 The Administrative Council and the Board of Directors will hold a transitional meeting in December, or as near as possible to the spring meeting.
  - 6.2 The Transitional meeting shall be a joint meeting of outgoing and newly established Administrative Council and Board of Directors.
- 7.0 Board Members, Committee Chairpersons and Vice-Chairpersons will receive a complimentary Dinner meal when attending the Board Meetings and planning sessions.
  - 7.1 This definition shall apply to meetings of the membership, the Administrative Council and the Board of Director's.
  - 7.2 The President's room shall be paid by SERSHA to attend training, workshops, conferences, board meetings and planning meetings during the President's tenure.
  - 7.3 SERSHA shall pay for Board Member's room for one (1) night while attending board meetings only.

## **Article VII - Amendments**

- 1.0 The membership may adopt new bylaws by the majority vote thereon. A majority of those present in good standing with the Association, at any given regular or annual meeting, will be sufficient to pass a bylaw
- 2.0 A Bylaw may be repealed by passing a bylaw to that effect
- 3.0 Bylaws may be amended by the affirmative vote of the majority of the members in good standing with the Association, at any given regular meeting, provided that no vote will be taken on the proposal to amend the bylaws unless written notice therefore was given three weeks in advance.
- 4.0 Any new Bylaw or amendment to an existing Bylaw which is approved by the membership must be dated and entered into the record.

### Article VIII – Equal Housing Opportunity

- 1.0 We are pledged to the letter and spirit of the US policy for the achievement of equal housing opportunity throughout the nation
- 2.0 We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, sex, color, religion, national origin, **familial** status, or disability.

## **Article IX - Rules of Order**

- 1.0 The last edition of "Robert's Rules of Order" will be the parliamentary procedure used at all meetings of the Association including Board of Director's, Administrative Council, and membership meetings. (4-5-00)

## **Ruled and Regulations**

### **Preface**

All Committees whose Chairpersons are appointed by the President will be part of the Organization's Administrative Council, with all its regular meetings to be held in conjunction with the Association's regularly scheduled board meetings and planning sessions. However, the Chairperson, or Vice-Chairperson in his/her absence, will be the only one allowed to vote on issues.

The Chairperson may choose his/her Vice-Chairperson, giving serious consideration to their ability to travel and attend scheduled meeting and workshops. The Chairperson should also try to insure that the committee consists of a geographical mix of the associational body; as much as possible.



## Reporting

The Chairperson or designee of each committee will make verbal reports, and must submit at least three (3) copies of written reports of committee activities to the Administrative Council, at each regularly scheduled meeting or planning session. The three (3) copies should be distributed to the President, President-Elect and Recording Secretary. The Treasurer and Program Chair should always have extra copies for the board.

All activities of each committee must be approved by the consent majority of the Administrative Council, prior to its submission to the Board of Directors for approval.

- 1.0 Expenses: Each Committee will present preliminary proposals, itemizing all estimated activities or projected cost to the Administrative Council for the Board of Director's approval, prior to committing the Association to any expenses.
  - 1.1 Normal Expenses are as follows:

Routine expenses are presented at the Executive Board meetings along with the proper documentations or invoices for payment.
- 2.0 After the proposed cost is approved, the Chairperson if the committee will proceed to make any necessary expenditures and the Treasurer will prepare a check made payable to the vendor.
  - 2.1 All vendors will be requested to bill the Association for expenses.
  - 2.2 However, in the event that prior payment or a deposit is required; the Chairman may commit the Association financially.
    - 2.2.1 Only after consultation with the President.
  - 2.3 All decisions rendered under such circumstances must be in writing with the President and Chairperson signing a written statement.
    - 2.3.1 The purpose of such documentation is to fully document the reasons why it was necessary to make such expenditure without the Board of Director's approval.
- 3.0 Budget: Each committee will prepare and submit a two-year formal operating budget to the Administrative Council in December of each election year, following the Transition period.
  - 3.1 A review of the previous committee's expenses for operation will be the basis for the formation of the budget
  - 3.2 Final approval of the budget to be made by the Board of Directors
  - 3.3 Purchases, not to exceed \$25.00 for each workshop period may be made without prior board approval, if necessary. However, the purchases must always be within the committee's approved budget limitations.

- 3.4 Each Committee Chairperson should request a “Request for Payment Form” from the Treasurer for completion, prior to the submission of their invoices.
- 3.5 Committee Chairpersons should include a sundry expense line item in their budget to purchase certificates, to present to their committee member, at the end of the two year term.
  - 3.5.1 Shall be presented at the annual meeting of the even year, in recognition of the members efforts
- 3.6 Responsible for initiating tentative plans for the March workshop following the transition meeting of the election year.
  - 3.6.1 Committee Chairpersons should plan to work closely with new chair people during the first workshop (March) following new appointments to help make the transitions earlier.
- 3.7 Miscellaneous: All other work related to expenses incurred as a direct result of efforts preformed for the benefit of the Association will be borne by the Association.
  - 3.7.1 This includes phone calls, copes, postage, etc.
  - 3.7.2 Reimbursement requests will only be accepted when accompanied by proper documentation.

## Host Committee

The main objective of the host is to select favorable and convenient sites for: annual workshops, banquets, special Board of Directors meetings and any other facilities required to conduct the business of the Association which will require meeting facilities. In addition, to negotiate room rates, banquet costs, and facility rates with the management of the meeting sites. The Host Chairperson must be bondable.

The host will make arrangements for special meeting rooms once the site is selected and approved and to request special equipment, coffee breaks and other refreshments, as requested by the Program Chairperson, or President.

To act as a liaison between the officers and members of the Association and hotel to provide service and any special attention as needed.

To act as host and greeter for dignitaries, guests, and presenters

1. Ensure proper rooming accommodations are made for them, if required.
2. Greet and escort them to proper designations upon arrival.

This committee will coordinate any special arrangements for banquet tickets, reception tickets, etc. and will see to it that the guests are treated as guests and “made welcome” by the Southeast Regional Housing Association, Inc.

Responsible for the negotiations of a non-expense paid room for the President, whenever possible, at each workshop.

1. Negotiation of the non-expense room should be non-related to the non-expense rooms if granted by a hotel.
2. Non-expense rooms if earned to be awarded as follows:
  - a. President (only if previous referenced negotiation is not realized)
  - b. Chairperson of the Boar
  - c. President-elect
  - d. Vice-Chairperson of the Board

To arrange for room accommodations for all board members and officers (Administrative Council) for the annual workshop.

1. To make requests for special room accommodations (i.e. non-smoking, handicap, etc.)
2. To ensure special arrangements for early arrivals for all scheduled meetings. Responsible for the selections of a site for the Board of Director’s annual dinner each year and special dinner in December, following the planning session meeting.

## Program Committee

The purpose of the Program Committee is to provide pertinent information and coordinate technical training activities for the SERSHA membership.

The chairperson will consult with the President regarding concerned program topics prior to preparing an initial first draft of a program outline. Both the President and the Chairperson will agree on the preliminary agenda prior to it being presented to the Administrative Council for discussion and approval.

The Committee Chairperson will be responsible for contacting or designating committee members to contact appropriate person(s) and/or agencies with the qualifications to give the technical training required for the agenda.

1. The HUD area office will always be contacted for technical assistance.
2. The chairperson should plan to meet with the President and President-elect with HUD officials prior to each planning session
3. Notification of the date and time of the meeting to be arranged by the President.

The Chairperson will be required to consult with other committee people for program ideas and suggestions, etc.

1. The committee should be compromised of volunteers or solicited members from a broad geographical range of the membership body.

Requests for potential program topics should be entertained from the membership body.

## Membership Committee

The Membership Committee serves to solicit new members for the Association, and maintain the existing membership roll.

Biennial membership dues are to be paid directly to the associational Treasurer, when paid by mail, prior to a scheduled workshop.

The Treasurer forwards the membership applications to the Committee Chairperson for retention. The pertinent information is recorded in a manner that makes the retrieval of a member name easily accessible for verification.

Membership cards are prepared for issuance at the next regularly scheduled workshop or meeting. For new members, not in attendance, the card will be mailed to his/her address.

A member of this committee is always available at workshop registration time to assist in determining the status of anyone's membership which may be unclear. This individual would also seek to encourage registered non-members to join the Association.

The Chairperson is responsible for notifications to the Webmaster of any changes to the membership as needed.

Membership forms will be posted on the SERSHA web page.

The committee will also maintain an updated listing of various agencies that are represented among the membership body.

This committee should maintain accurate financial records of membership dues received at regular workshops and transfer it to the Treasurer in a timely fashion with accompanying documentation.

## Registration Committee

This committee serves as the identifier of paid participants for all workshop attendees. The committee is charged with the arrangement and conduct of the details of registration for all Association meetings. Registration forms will be posted on the SERSHA web page at least 60 prior to scheduled meetings.

To encourage pre-registration of all participants, periodic emails will be sent to current members in reference to upcoming workshops.

Registration committee will prepare registration packets to include promotional materials, program agenda, and banquet tickets for persons pre-registered.

1. Packet will also be prepared for registrants who pay at the door. Packets will be prepared for all presenters, and HUD officials including name badges.

Committee members will be available at the registration table during the following time periods.

Tuesday	3:00 pm – 5:00pm
Wednesday	7:30 am – 9:00 am

This will allow committee members to participate in the workshop training. It is recommended Committee member sit near entrance to workshop to facilitate distribution of packets to any late arrivals.

To maintain accurate financial records of registration monies received and transferring it to the Treasurer in a timely fashion with proper documentation attached.

Will work very closely with the Treasurer and Membership Committee

Will work very closely with the Host Committee on the current head count for each meeting

To implement measures that will prevent the recurring use of meal and drink tickets being used at subsequent workshops.

## **Rules and Regulations Committee**

The major objective of the Rules and Regulations Committee is to recommend, modify or improve and clarify changes in the bylaws that will make the operation of the Association more efficient and up to date.

It is the responsibility of this committee to insure proper and legal procedures are followed when any alterations are made to the bylaws.

Responsible for informing the Board of potential problems that may occur from proposed policies or rules.

Responsible for any changes to the Association's charter as directed and approved by the Board.

Responsible for the incorporation of any adopted changed into the rules and bylaws document. This includes where such changes should be located in the document and drafting the appropriate language to accurately reflect the changes.

Drafting other written rules and policy statements which may need to be set down in written form but not necessarily within the structure of the bylaws.

Close coordination with the other committees will be necessary in order to carry out the committee's responsibilities.

## Newsletter Committee

The Newsletter Committee serves as the line of communication between the Association body and other interested parties. This committee uses the newsletter to keep the membership informed of important Section 8 Housing Choice Voucher Program events and any related housing information.

There will be a minimum of 2 newsletters published per year. Newsletter draft should be submitted to the President for approval prior to submission to the SERSHA website. Approved newsletters will be published to the SERSHA webpage. Email notification should be sent to all paid members when available.

The chairperson is responsible for assigning geographical territory to each committee person.

1. Each committee person is responsible for maintaining a contact person from each agency within their territorial designation
2. A contact person from each area or agency will contribute information for publication

Responsible for providing deadlines to the Administrative Council and Board of Directors for the submission of messages, article, etc. for publication.

Responsible for insuring that an updated mailing list is received from the Membership Chairperson at each planning session to make sure that all members receive copies.



## History and Archives Committee

This committee will maintain a chronological record of events of the SERSHA, Inc.

The primary responsibilities of this committee are to collect and compile accurate historical data and artifacts to the origins and continuing experiences of the Association.

The history should contain such data as the following: records of meetings and events, memorable meetings, occasions, remembrances of impressive speakers, activities, fun and fond memories.

**A history yearbook to be revised and published at least every two years. This yearbook is considered the written report of the committee, to be distributed at the end of the two year term at the September meeting.**

1. The chairperson to consult periodically with the president and make occasional reports to the Board, with preliminary drafts to be reviewed by the Board for comments and/or suggestions.
2. Preliminary drafts to be reviewed by the Board as follows:
  - a. September; board meeting odd year
  - b. December; planning session odd year
  - c. Final draft at the March Board meeting of the election year
    - i. **During the review periods, the Chairperson should be soliciting bids from various printing companies for Board approval.**
    - ii. **At the March meeting bids should be presented for approval by the Board of the printing company that is to be used.**
    - iii. **No less than two bids to be submitted.**

This committee is also in charge of the archives of the Association. The archives should contain the copies of all valuable documents such as: The Articles of Incorporation, Copies of the Seal, originals and copies of each "Behind the Eight Ball", and any correspondence of historic value. This material will be compiled and put on display at the annual meeting or when requested by the President and Executive Board.

## Awards and Decorations Committee

This committee is responsible for the preparation and presentation of all awards, certificates of appreciation, and all special recognitions as approved and requested by the Board

1. The presidential awards will be presented at each year's annual meeting
2. The presidential award recipients are selected by the current and past Presidents.
  - a. Only the President and Chairperson of the committee will have privy to this selection, which will be revealed only at award time!

This committee will depend on the Administrative Council and the Board of Directors when determining who will receive other awards. After a final determination is made regarding who will receive awards, the Awards and Decoration Committee will contact a minimum of three vendors to determine which vendor offers the best prices; however, quality will not be compromised.

The Chairperson is responsible for contact the host Chairperson after final approval of the program agenda, to make final requests for special arrangements and/or equipment and props required by guests/speakers, presenters, or entertainers for the upcoming workshop.

**Door Prizes:** Door prizes will be advocated and solicited by the embers of the Awards and Decoration Committee through the membership body. These prizes will be given to the Chairman or select members of the committee upon entering the business session, which is the last day of the meeting of the Association. The committee members will ask all participants to drop their name tags in containers at the door as they enter the assembly room. After all business matters are completed, the name tags will be placed into one container. The chairman of the committee will insure the proper pulling of the winning names from the container to announce the winners. The names of cash prize winners will be entered into the minutes of the Association to document the cash expenditures. Members must be present to win prizes – materialist or monetary.

1. The cash prizes will be pulled after all other prizes have been awarded.
2. Cash awards will be received from the Treasurer prior to the opening of the business session.

**Decorations:** This committee will purchase materials for, and be responsible for the decoration of the banquet room at each workshop, only at the request of the President.

1. Cost not to exceed \$100.00
  - a. \$100.00 to include cost of door prize, if applicable
  - b. Money to be provided by the Treasurer, with authorization from the president
2. Decoration to be representative of the theme selected by president

Decoration plan should be coordinated with the host, so as to utilize any materials that can possibly be provided by the hotel.

1. With the President's approval, the committee may request the \$100.00 in advance of the workshop/meeting to make needed purchases.

### Additional incentive cash drawings

Additional cash drawings will be done at each morning and afternoon session as an incentive to attend full workshop time periods. Cash prizes of \$25.00 will be awarded at each session. Recipient must be present in the workshop to win.

**Entertainment:** This committee is responsible for making arrangements for groups to provide musical entertainment for the membership body after the banquet function following each workshop. (2-15-2002)

## Nomination Committee

This Nomination Committee Chairperson is the Board's immediate past Board Chairman. They are responsible for insuring that all elections held by the Association are held in compliance with the terms and adopted policies of the associational bylaws.

The Committee will consist of the Nomination Committee Chairperson, and four (4) members appointed by the chairperson. Nomination committee chairperson will inform the board of the four members selected.

Nominations for officers will be accepted by this committee at the spring meeting of each even numbered year.

This committee will develop a slate of proposed candidates from nominees who have volunteered to run for office for the elected positions of President-Elect, Recording Secretary, and Treasurer.

1. A special committee will be formulated at the annual meeting in odd numbered years for the sole purpose of conducting nominations and elections.
2. This committee will consist of the Chairperson of the nomination committee (the Board's immediate Past Vice Chairperson), Four members appointed by the chairperson and two past presidents to be appointed by the members of the Board of Directors.

The Chairperson will present the slate of officers to the membership body at the Spring workshop, prior to nominations to be made from the floor.

The Chairperson will insure that the membership is advised of the election procedures, and the qualifications required, if any as a pre-requisite to becoming a candidate.

Responsible for overseeing the election process that will be conducted at the annual meeting of each even numbered year.

1. Make arrangements with the Membership Committee to verify membership as voting ballots are cast.
2. Responsible for provision and maintenance of the ballot box and counting of the ballots
3. Voting will be accessible from 8 am to 9:30 am on the morning of the election
  - a. No ballots will be accepted after 9:30

## Legislative Committee

The legislative Committee each year is charged with some of the most important tasks the Association will undertake.

Generally, this committee's scope of work can be summarized into three broad areas:

1. Perhaps the committee's most important task is to develop and propose to the Board of Directors an annual program of legislative and administrative rules initiatives for those programs and issues of primary importance to the Association.
2. The committee should also be responsible for tracking legislative and administrative rule initiatives and developments on both the State and Federal levels, especially for the most important issues of interest to the Association. Periodic reports should be prepared regarding the status of these issues and presented to the Board of Directors and general membership.
3. Finally, this committee is responsible for preparing and coordinating any efforts to influence legislative changes when necessary. For example, such efforts as "action calls" to the membership on particular issues should be coordinated by this committee.

In carrying out these responsibilities, the Legislative Committee should coordinate with other state-wide associations or organizations which may have similar objectives.

This committee reports directly to the Board of Directors.

### Procedures for Vendor Displays

Whenever possible the Association will allow interested vendors to set up an exhibit to display their products for the benefit of workshop participants.

None of the vendors exhibited are endorsed by the Association.

The President-elect has the responsibility of sending out letters to prospective vendors concerning their desire to display at future workshops.

Association members can provide names of interested vendors to the President-elect.

Any vendor wishing to participate or have a display for the vendor showing will not be charged a set fee, but will be asked to make a contribution to the Association. The vendor representative will be given a banquet and drink ticket.

*This policy may be changed should vendor's display size or location cause a charge to be levied by the hotel/workshop*

When vendors respond to the President-elect's inquiry, the Host Chairperson will be informed of needed space requirements.

Any changes for arrangements made by a vendor, other than their participation in the Association's vendor exhibit will be the sole responsibility of the said vendor.

The President-elect is to provide evaluation sheets to all vendors.

## Scholarship Committee

This committee chairperson is responsible for insuring that all activities enacted by the Board are held in compliance with the terms and policies agreed upon.

The primary responsibilities of this committee include:

1. Insuring that all PHA's operating an HCV program in good standing with SERSHA will be contacted by January of each year and given.
  - a. All information and criteria that the scholarship Committee will use in the selection of the scholarship recipient.
  - b. Require all entries to be submitted to the committee by March 15<sup>th</sup> of each year. No Exceptions.
  - c. Application forms
  - d. Advise that the scholarship recipient will be notified by the regular scheduled March workshop of each year.
2. The scholarship will be distributed annually in the amount of \$2,000.00
3. The recipient of the scholarship can be a deserving high school student, graduation in the Spring of each year, a college student, or any other adult who wishes to further their education. The person must be a head of household or family member of an active Section 8 household member.
4. The committee will require all PHAs to insure that all applicants in a given year are eligible.

The committee will coordinate all activities leading up to the awarding of the scholarship, and keep the board informed of the committee's progress and status.

Other selection criteria to be used by the committee in the selection process:

1. The scholarship committee will use the following point system to evaluate each applicant
  - a. Essay with housing as the central theme, 400-500 words, typed, double-spaced, up to 50 points base on the quality of the essay
  - b. SAT scores - minimum of 700 , 10 points
  - c. GPA 3.0 or better, 10 points
  - d. Extracurricular activities - 1 point each (must be documented)
  - e. Afterschool/part-time employment - 120 points (must be documented)
2. Letter of reference (two required):
  - a. Principle, guidance counselor, Dean, Community person, Minister or Business Professional on company letterhead.
3. All applications must contain the following:
  - a. Application form completed
  - b. Essay
  - c. Certified transcript of applicant's grades
  - d. SAT scores, GPA
  - e. Two letters of reference
  - f. Letter of applicant's educational plans (stating their desire to attend and 2 or 4 year college, and pursue which degree.)
  - g. A copy of the acceptance letter - if applicable