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NORTH CAROLINA COMMUNITY DEVELOPMENT ASSOCIATION

RULES AND BYLAWS

As amended

ARTICLE I .NAME AND PURPOSE

Section 1 - Name

The name of this organization shall be the North Carolina Community Development Association, hereinafter referred to as “the Association.”

Section 2 - Association Comprisal

This organization is comprised of member municipalities, counties and other agencies in North Carolina and its purpose is to provide all possible assistance to its members in all areas of Community Development.

Section 3 - Purpose

The North Carolina Community Development Association is a cooperative, collective means by which cities, counties, and other agencies can accomplish the following purposes:

- a. Provide a vehicle for making recommendations to Federal and State Agencies and others involving policy, programs, and guidelines in all areas of Community Development.
- b. Provide a forum for the exchange of information and experience among agencies concerned with all areas of Community Development.
- c. Cooperate and work in close coordination with an affiliated association’s purposed and services program as decided upon by the Board of Directors of the Association.
- d. Promote the most effective development of the program in the areas of Community Development in light of local conditions.
- e. Examine existing and proposed legislation as to its effects on community activities and refer to appropriate agencies to assist with advocacy efforts on behalf of the association.

Section 4 - Fiscal Year

The fiscal year of the Association shall be July 1 through June 30.

ARTICLE II .MEMBERSHIP

Section 1 - Active Members

The members of this Association shall be those municipalities, counties, and regional agencies within the State of North Carolina that are responsible for community development programs and that contribute to the support of the North Carolina Community Development Association in accordance with a schedule of fees, or a system of charges, as shall be established by the eligible voting membership at the Annual Meeting.

Section 2 - Affiliate Members

Private consultants, other private professional or commercial individuals and/or firms concerned with community development may be members of the Association as affiliate members only. Each affiliate member shall have one vote on any question presented at the Annual Meeting. Affiliate members may serve on the Board of Directors but may not hold an office within the Association.

Section 3 – Associate Members

Federal, state, and other governmental agencies such as US Department of Housing and Urban Development, US Department of Agriculture, NC Division of Community Assistance, NC Commerce Finance Center, and the NC Housing Finance Agency may be members of the Association as associate members only. Each associate member shall have one vote on any question presented at the Annual Meeting. However, associate members may not serve on the Board of Directors or hold office within the Association.

Section 4 - Voting Members

Each active member municipality, county, agency or affiliate member shall have one vote on any question presented at the Annual Meeting. Voting shall be by voice unless a roll call, or written ballot, is demanded by three or more voting delegates.

Section 5 - Qualifications for Officers and/or Members of Board of Directors

Prior to election or appointments, each officer and member of the Board of Directors must have at least one year's experience as an active member of this Association. The President, Vice-President, and Secretary-Treasurer must be chosen from the active members representing either a member municipality, county, or regional agency. Members of the Board of Directors may be chosen from either active or affiliate members.

Section 6 - Conditions of Serving as an Officer and/or as a Member of the Board of Directors

Officers and Directors are expected to attend all meetings. All absences must be approved by the President of the Association. Any Officer or Director who misses two consecutive meetings without obtaining excused absences shall appear at the next regularly scheduled meeting of the Board of Directors to explain why the two unexcused absences occurred (failure to appear at this meeting shall create an automatic vacancy). Thereafter, the Board will decide to excuse the absences or to reject the explanation and declare the position vacant. Vacancies shall be filled as provided by Article III, Section 5.

In the event that a Board member – Officer or Director – has a change in employment that Board member may continue serving in their capacity and finish out their term.

ARTICLE III-OFFICERS

Section 1 - Officers

The Officers of this Association shall be a President, Vice-President, Secretary-Treasurer, and Past-President. The Vice-President will succeed to the office of the President, and each shall take office at the time prescribed in Article IV Section 1. The election of the Secretary-Treasurer shall be held during the Annual Meeting of the Association, by a simple majority vote of the members attending as defined in Article IV, Section 7. The term of all officers shall be two year.

Section 2 - Board of Directors

The Board of Directors shall conduct the affairs of this Association when the members are not assembled. A simple majority of the current members of the Board of Directors shall constitute a quorum.

The Board of Directors shall be comprised of the following: Past-President, President, Vice-President, Secretary-Treasurer, and the two (2) chairpersons of each standing committee, namely: Membership and Nominating, Meetings and Training, Rules and Bylaws, Advocacy, and Communication and Marketing; Historical Committee one (1) chairperson and two (2) at-large Board members. Total seventeen (17) Board Members.

The term for new officers and chairpersons is to coincide with the beginning of the fiscal year as defined in Article I, Section 5.

Section 3 –Membership and Nominating Committee -

The Membership and Nominating Committee shall consist of three persons: the Co-Chairs and two persons appointed by the Co-chairs.

Section 4 - Nominations

The Membership and Nominating Committee shall make its best efforts to submit a slate of officers bi-annually (every other year/two year terms), which represents a balance among the different programs, which affect the membership. The Nominating Committee shall recommend one name for Secretary-Treasurer. The Membership and Nominating Committee shall notify the membership of the proposed slate of officer's thirty (30) days in advance of the annual meeting.

The offices of President and Vice-President shall appear on the slate as predetermined by Article III, Section 1. Nominations for Secretary/Treasurer may be made from the floor after the presentation of the slate of the Nominating Committee. Two seconds will be required to enter additional names from the floor as candidates for this position.

Section 5 - Vacancies

A vacancy shall occur in any office of the Association in the event that the person holding that office resigns or ceases to possess the essential qualifications of office as provided for in Article II, Section 4. A vacancy in the office of President shall be filled by the succession of the Vice-President, who shall serve the unexpired term of the President and continue to serve as President for a succeeding term pursuant to Article III, Section 1.

The Secretary/Treasurer shall serve the unexpired term of the Vice-President in the event of a vacancy in that office. A vacancy on the Board of Directors shall be filled for the unexpired term by appointment of the President and with advice and consent of the Board of Directors of this Association.

Section 6 - Standing Committees

The following committees shall be known as the standing committees of the North Carolina Community Development Association. The chairperson of each standing committee and committee members shall be appointed by the President and shall serve at his/her pleasure. The Vice President will be a standing member of the Meetings and Training committee.

The President shall choose chairpersons who represent a balance among the different programs which affect the membership.

- a. Membership and Nominating Committee –two (2) co-chairpersons
- b. Advocacy Committee – two (2) co-chairpersons
- c. Meetings and Training Committee - two (2) co-chairpersons
- d. The Communications and Marketing Committee - two (2) co-chairpersons
- e. Historical Committee – one chairperson
- f. Executive Committee- President serves as the chair
- g. Rules and Bylaws Committee- two (2) co-chairpersons

The President shall appoint no fewer than two other members to serve on each committee and two at-large members to the Board of Directors.

Section 7 - Other Committees

The President of this Association is empowered to appoint such other committees as is deemed necessary to serve the purpose of the Association.

Section 8 – Term Limits

Tenure on the Board of Directors shall be limited to ten (10) consecutive years – which allows for two year terms. Eight (8) years serving as an officer, and two (2) year serving in other capacities as Chairpersons. A separation of service of two (2) years will be necessary before becoming eligible to serve on the Board again.

ARTICLE IV MEETINGS

Section 1 - Annual Meeting

The annual meeting of the North Carolina Community Development Association will be held during the Association's Spring Conference. The election of officers will be held annually at the annual meeting and the terms of officers shall commence at the Annual Meeting.

Section 2 - Regular Meeting

Regular meetings of the membership shall be held two times each year, one being the Annual Meeting and the other to be held in conjunction with the Annual Education and Training Workshop.

Section 3 - Goals and Objectives Meeting

No later than sixty days following the election of officers and designation of committee chairpersons, the Board of Directors shall meet and establish goals and objectives and an organization work plan for the coming year. This information shall be circulated to the membership no later than forty-five days following the goals and objectives meeting. An annual budget shall be prepared and approved by the Board within sixty (60) days after adoption of the goals and objectives.

Section 4 - Special Meetings

Special called membership meetings will be determined by the President upon concurrence with other elected officers.

Section 5 - Committee Meetings

Board of Directors meetings will be held whenever possible in conjunction with the regular meetings and as determined by the Association President.

Standing committee meetings will be determined by the committee chairperson.

Section 6 - Notices of Meetings

Notices of regular Association meetings shall be delivered, or mailed, by first-class mail to the last known address of all members not less than thirty (30), nor more than sixty (60) days before such meetings. Any notice required by this section may be waived by majority vote of the Association's membership. Appropriate notice of all committee meetings shall be the responsibility of the individual committee chairperson.

Section 7 - Quorum

The presence of twenty-five (25) members shall constitute a quorum for the Association meetings, provided notice is given in accordance with Article IV, Section 6, Notice of Meetings.

ARTICLE V .AMENDMENTS

These bylaws may be amended or repealed only during a regular or special meeting of the membership by a simple majority vote of the eligible members present. Amendments may be proposed by initiatory petitions signed by not less than 10% of the total membership or by resolution of the Board of Directors.

Amendments shall be delivered or mailed by first-class mail to the last known address of all members no fewer than forty-five (45) days before a regular or special meeting of the membership of this Association. All concerns regarding the proposed amendments shall be in writing and shall be submitted to the Rules and Bylaws committee no fewer than thirty (30) days prior to a regular or special meeting of the membership of this Association.

ARTICLE VI. ASSOCIATION MANAGEMENT/PAID STAFF

The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Association. The powers and duties of the association management paid staff shall be assigned or delegated by the Board of Directors.

ARTICLE VII .RULES OF ORDER

In all matters not covered by these bylaws, the Association will be guided by Roberts Rules of Order, as revised.

BY-LAWS ADOPTED THIS
27th DAY OF MAY, 2010, as amended.

RULES & BY-LAWS AMENDMENTS

DATE	ARTICLE	AMENDMENT
November 1, 1982	Article I	Section 5
	Article II	Section 3
	Article III	Section 1
	Article III	Section 3
	Article III	Section 4
	Article III	Section 5
	Article III	Section 6
	Article IV	Section 1
	Article IV	Section 2
	Article IV	Section 5
	Article IV	Section 6
May 17, 1984	Article III	Section 1
	Article III	Section 6
	Article IV	Section 3
October 21, 1986	Article I	Section 4
	Article II	Section 4
	Article III	Section 1
	Article III	Section 2
	Article III	Section 5
	Article III	Section 6
May 26, 1988	Article II	Section 1
	Article II	Section 2
	Article II	Section 3
	Article II	Section 4
	Article III	Section 2
	Article III	Section 6
	Article V	
May 26, 1989	Article II	Section 1
	Article II	Section 2
	Article II	Section 3
	Article II	Section 4
	Article V	
October 10, 1990	Article IV	Section 2
	Article IV	Section 7
May 26, 1995	Article II	Section 4
	Article II	Section 5
	Article III	Section 1
	Article III	Section 4
May 24, 2001	Article III	Section 2
	Article III	Section 6
November 21, 2002	Article III	Section 6

	Article III	Section 2
	Article III	Section 6
November 13, 2003	Article II	Section 3, 4, 5, 6
	Article V	
May 27, 2004	Article II	Section 6
	Article III	Section 2, 8
November 17, 2007	Article II	Section 5
	Article III	Section 1,2,3,4,5,6,8
	Article IV	Section 1
May 27, 2010	Article I	Section 3
	Article I	Section 4 Item (e)
	Article II	Section 1
	Article III	Section 2
	Article III	Section 6
	Article VI	Mgt./Paid Staff