

# Community Housing Council of Fresno

## Operating Procedures

Amended and Approved on July 9, 2014

### FINANCES

1. Revenue

The revenue of the Council shall be derived from:

- a. Dues
- b. Investment of funds
- c. Donations and Sponsorships
- d. Grants

Nothing in this section shall preclude the receipt of revenue from other sources that may be determined from time to time by the Board of Directors.

2. Dues

- a. Annual dues for individual members shall be \$50.
- b. Annual dues for Corporations shall be \$150.

3. Dues Billing

- a. Dues are considered to be annual which shall mean the twelve (12) month period following the date of the General Membership Meeting at which the member was acknowledged as a “new” member. That date shall then become that member’s anniversary date and shall be the date on which his/her will renew.
- b. A member whose dues have lapsed ninety (90) days or more, shall be given a new dues anniversary date upon payment of their dues.
- c. The CHC office will email renewal billings with instructions to remit.

4. Payments

- a. All checks, drafts or other orders of payment of money, notes or other evidence of indebtedness issued in the name of the Council shall require the approval of the Treasurer if payment is for a budgeted item.
- b. Any other payment shall first be approved by two (2) Board Members prior to payment being made.

5. General Budget

- a. A proposed budget, accompanied with corresponding budget definitions shall be presented to the General Membership for adoption no later than the June Membership Meeting.

6. Internal Audit

- a. An internal audit shall be made on the Council’s financial records on a yearly basis or as deemed necessary by a qualified person or persons appointed by the President with approval of the Executive Board. The audit shall meet the guidelines as set forth by the Department of Housing and Urban Development (HUD).
- b. Results of the audit shall be reported to the general membership within the first quarter of the new fiscal year or at which time results are available.

## **MEMBERSHIP AND VOTING PRIVILEGES**

1. New Member Packet
  - a. Each new member shall receive a packet which is to include their certificate of membership, a welcome letter from the Board and Executive Director, information about the Community Housing Council of Fresno, a calendar of events for the current fiscal year, a current membership directory and instructions for accessing the Governing Documents of the Council on the Website ([www.chcfresno.org](http://www.chcfresno.org))
  
2. Voting Privileges
  - a. Voting Privileges will be given to all members who are in good standing according to the following type of membership:
    - i. Individual members are allowed one non-transferable vote.
    - ii. A Corporate membership is allowed a maximum of three votes.
      1. Votes may be cast by three (3) employees of the Corporate Member. These voting representatives are the choice of the Corporate Member and may change as they deem necessary.
    - iii. Each member entitled to vote shall have the right to do so either in person or by one or more agents authorized by a written proxy, signed by the member and filed with the CHC Secretary. A proxy shall be deemed signed if the member's name is placed on the proxy by the member or the member's agent, whether by actual signature, typewriting, facsimile transmission or otherwise.
    - iv. A majority of all votes cast for any office shall constitute an election.
    - v. When voting for Officers, if only one candidate has been nominated for an office, a motion may be made that the nominating committee slate becomes the elective ballot for that/those office(s).

## **BOARD OF DIRECTOR QUALIFICATIONS**

### **Nominations**

1. All Officers and Directors shall be members in good standing for a minimum of one (1) year prior to the fiscal year of service. A member may be nominated and elected for an office prior to their one-year requirement, as long as the one-year will be met by the start of the fiscal year in which they will serve.

### **President-Elect**

1. A Candidate for the Office of President-Elect shall have been on the Executive Board for a minimum of 2 years. Those two years shall have occurred within the last four years.
2. In the event that there is not a qualified nominee as outlined previously, the Nominating committee must report this in their Board report and the Board can make an exception.
3. No candidate for President-Elect may be nominated from the floor.

## OFFICER DUTIES

1. The President shall:
  - a. Preside at all meetings.
  - b. Appoint a Parliamentarian.
  - c. Enforce the Governing Documents of the Council.
  - d. Appoint standing committee chairs except the nominating committee.
  - e. Be an ex-officio member of all committees except the nominating committee.
  - f. Promote the Mission Statement of the Council.
  
3. The President-Elect Shall:
  - a. Perform the duties of the President in their absence.
  - b. Assist the President in every way possible and act as Presidential representative when requested.
  - c. Perform such other duties as may be requested by the President.
  - d. Shall act as a Committee Coordinator to ensure that all standing committees are prepared to report at the appropriate time.
  
4. The Secretary shall:
  - a. Record minutes of all meeting at which the business of the Council is done.
  - b. Take or call the roll and keep a record of attendance of the Board of Directors.
  - c. Have a copy of all Governing Documents available at all meetings.
  - d. Retain all ballots for a period of thirty (30) days after the ballots are cast.
  - e. Perform such other duties as may be requested by the President.
  - f. Conduct the correspondence of the Council.
  
5. The Treasurer shall:
  - a. Serve as the Chair of the Finance Committee
  - b. Present a proposed annual budget and corresponding definitions for approval no later than the May Board of Directors Meeting.
  - c. Approve all expenditures in accordance with the current fiscal year budget.
  - d. Prepare a monthly Treasury report reflecting the current financial status of the Council.
  - e. Ensure that the annual IRS Form 990 is filed in compliance with Federal and State laws.
  - f. Perform such other duties as may be requested by the President.
  
6. The Director(s) shall:
  - a. Perform duties as requested by the President.
  
7. All Officers and Directors shall:
  - a. Attend all meeting of the Executive Board.
  - b. Deliver to respective incoming Officers and Directors, all records, books, papers and other property belonging to the Council, no later than May 31, unless an extension is granted by the current President.
  - c. Attend Board Orientation classes as offered.
  - d. Look for funding sources and assist in fund-raising activities.

## EXECUTIVE BOARD

The Executive Board (Board of Directors) shall consist of the President, President-Elect, Secretary, Treasurer, and Seven Directors.

1. The duties of the Executive Board shall include:
  - a. Conduct the business of the Council.
  - b. Act as a unified governing body promoting the purposes of the Council.
  - c. Approve the General Operating Budget.
  - d. Approve any committee budgets.
  - e. Approve or decline unbudgeted expenditures.
  - f. Review and adopt/reject proposed projects of the Council.
  - g. Review and approve/reject proposed requests for CHC endorsements and/or involvement in the activities of other entities.
  - h. Make recommendations to the General Membership.
  - i. Maintain these Operating Procedures.
  - j. Select a Nominating Committee.
  - k. Hire and oversee the duties of the Executive Director.
  - l. Approve the salary of the Executive Director.
  - m. Ratify all actions taken by the Board during the fiscal year at the last General Membership Meeting of that year.
2. Removal from Office.
  - a. An Officer or Director may be removed from office for failure to attend three (3) consecutive Board Meetings.
  - b. If the Board so chooses, it may decide to remove a Board Member for absenteeism. Notice shall be given in writing to the absent Board Member, with a provision to respond within 10 days as to their future interest. If no response is received within the 10 days, the Executive Board may expel the absent Board Member for cause.
3. Reports of the Board.
  - a. All Board Members, Committee Chairs and the Executive Director shall report to the Board in writing at each Board Meeting. Copies of these reports and the minutes of meetings shall be made a part of the Secretary's records. Copies of the minutes of each Board meeting will be sent by email to all members a minimum of one day before the next meeting. A copy of the Treasurer's Report shall be made available to the General Membership along with the Executive Board minutes.

## MEETINGS

1. General Membership Meetings
  - a. The General Membership Meeting shall be held on the third Friday of each month.
  - b. The location and start time shall be decided by the Executive Board.
2. Scheduled Meeting Events
  - a. Planned activities during the General Business Meetings may include, but not limited to:
    - March – Presentation of Slate and nominations for upcoming year
    - April – Election of Officers
    - May – Presentation of next fiscal year's general budget.
    - June – Installation of new Board

3. Executive Board Meetings.
  - a. Executive Board meetings shall be held no less than once a quarter. The time and place will be decided by the President, with the consent of the Executive Board. All Executive Board Meetings are open to the general membership; except in the case of an Executive Session.

## COMMITTEES

1. Duties
  - a. All committee chairs shall be responsible to the Executive Board. Committee chairs shall submit budgets for any planned event for approval by the Board. All committees are advisory to the Board of Directors. Committees operate with the powers, authorities and budget as prescribed by the Board of Directors.
2. Committee Chairs
  - a. Committee Chairs must be members in good standing. The Chair of each committee shall recruit members to serve on the committee, except as otherwise noted. Committee members' service ends with the fiscal year end.
3. Standing Committees
  - a. The Council shall maintain the following Standing Committees:
    - i. Membership
    - ii. Finance
    - iii. Bylaws and Operating Procedures
    - iv. Education
    - v. Nominating
    - vi. Member of the Year
    - vii. Champions of Homeownership Awards
    - viii. Awards Advisory
    - ix. Homebuyer Grants

### Membership

**It shall be the duty of the Membership committee to encourage membership in the Council.** Efforts should be made to retain current members and solicit new members. The chair of this committee will be appointed by the President.

### Finance

**It shall be the duty of the Finance Committee, with the assistance of the Executive Director to prepare an annual operating budget and corresponding budget definitions.** This presentation shall be made to the Board of Directors no later than the General Membership Meeting in May. This committee shall be chaired by the Treasurer and shall consist of the Treasurer, President, President-Elect, Executive Director and one member at large chosen by the chair.

### Bylaws and Operating Procedures

**It shall be the duty of this committee to recommend changes and amendments to the Bylaws and Operating Procedures.**

The chair shall be appointed by the President.

### Education

**It shall be the duty of the Education chair to plan educational events for public awareness as it pertains to the Mission Statement of the Council.**

The chair shall be appointed by the President.

### Nominating

**It shall be the duty of the Nominating Committee to present a slate of Officers for the upcoming fiscal year at the March General Membership Meeting.** It shall be the duty of this committee to ensure that all candidates, whether on the slate or nominated from the floor, meet the requirements for holding the Office for which they are seeking.

The committee shall be chaired by the Immediate Past President and at least three (3) other members. The remaining committee shall be chosen by a consensus of the Board. Members of this committee are not barred from becoming a nominee for an office.

### Member of the Year Award

**It shall be the duty of this committee to select a deserving member to receive the Member of the Year Award.** Such a candidate shall be a member in good standing and selected from individuals who have been nominated by the General Membership. The winner of this award shall be deemed to have made the greatest contribution to the Council during the current fiscal year. The award shall be presented at the Champions of Homeownership Awards Dinner and at the June general Membership Meeting.

The committee shall be responsible for updating the nominations form and having it available no later than 60 days before the end of the fiscal year (May 31st).  
The chair of this committee shall be appointed by the President.

### Champions of Homeownership

**It shall be the duty of this committee to plan and produce the Champions of Homeownership Awards Gala.** The committee shall present the Board with a proposed budget for the event and receive approval at least four (4) months in advance of the event.  
The chair of this committee shall be appointed by the President.

### Awards Advisory

**It shall be the duty of this committee to select the winners of Champions of Homeownership Awards and other special awards at the direction of the Board of Directors.** The committee shall keep current and update the nomination forms and make sure that the forms are available a minimum of 60 days prior to the Awards Dinner. The committee shall review the criteria for these awards and make recommendations to the Board of Directors as to changes in the criteria.

The awards shall be given to the Volunteer of the Year and shall be known as the Cecil Hill Volunteer Award; the Professional of the Year award and shall be known as the Grover Groves Professional award and the Organization of the year award. These awards will be presented at the Champions of Homeownership Awards Dinner.

The chair of this committee shall be appointed by the President.

### Homebuyer Grants

**It shall be the duty of this committee to make recommendations to the Board of Directors of deserving applicants for the CHC Homebuyer Grants as they become available.** It shall be the responsibility of this committee to keep our homebuyer grant application current and up-to-date and to establish and maintain the qualifying criteria for the grants. Any changes in qualifying criteria must be approved by the Board of Directors. All grantees recommended by this committee shall be approved by a vote of the Board of Directors.

The chair of this committee shall be appointed by the President.

### Ad Hoc Committees

Any ad hoc committee formed at the direction of the chair, must be given a specific purpose for their committee.

## **DUTIES OF THE EXECUTIVE DIRECTOR**

1. The Executive Director shall:
  - a. Manage the Operation of the Housing Resource Center (HRC).
    - i. Be responsible for staffing the HRC.
      1. Maintain employee files for the staff of the HRC.
      2. Give annual performance reviews of all staff.
      3. Evaluate pay increases/decreases when warranted and within accordance with budget.
    - ii. Timely reporting to funding sources.
    - iii. Timely reporting to HUD.
    - iv. Maintain, update and develop training and counseling materials.
    - v. Maintain, update and develop counseling staff.
  - b. Perform the duties of the Council's Executive Director which include:
    - i. Overseeing the duties and obligations of the CHC Board.
    - ii. Seek and secure new sources of revenue.
    - iii. Guide and make recommendations to the Board for optimal performance.
    - iv. Be a spokesperson for the Council.
  - e. Maintain the membership records including:
    - i. Billing of membership dues
    - ii. Maintain membership roster
  - f. Prepare a written report for each Board Meeting.
  - g. Perform other duties as directed by the Board of Directors.

End of Operating Procedures