

BY-LAWS  
OF  
THE HOUSING AUTHORITY OF THE CITY OF GREENCASTLE, INDIANA

REVISED: November 29, 2012

ARTICLE I. NAME

The name of this Commission is the Housing Authority of the City of Greencastle, Indiana.

ARTICLE II. RIGHTS, DUTIES, POWERS AND PRIVILEGES

The rights, duties, powers and privileges of this Commission are those set forth in the Housing Authorities Act of 1937 as amended.

(48 Burns Ind. Stat 8101 et seq)

ARTICLE III. MEMBERS

The members of this Commission are those persons duly appointed by the Mayor of the City of Greencastle in accordance with Section 5 of the Housing Authorities Act of 1937 as amended.

The Mayor shall appoint seven (7) persons, one (1) of whom must be a person directly assisted by the housing authority, no more than four (4) of whom may be of the same political party, as commissioners of the housing authority.

(IC 36-7-18-5)

ARTICLE IV. OFFICERS

The Mayor shall designate which of the commissioners appointed shall be the first chairman, but when the office of the chairman thereafter becomes vacant, the authority shall select a chairman from among its commissioners. An authority shall select from among its commissioners a vice-chairman, and it may employ a secretary (who shall be the executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require and shall determine their qualifications, duties and compensation. Elected officers shall hold office for a term of four years after appointed.

Section 1. Officers. The officers of the Authority shall be a Chairman, Vice-Chairman and a Secretary who shall be the Executive Director.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority, except as otherwise authorized by resolution of the Authority. The Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in the case of the resignation or death of the Chairman. The Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/She shall be charged with the management of the housing projects of the Authority.

The Secretary shall keep the records of the Authority, shall act as secretary at the meetings of the Authority and record all votes, and shall keep a record of the proceedings. A journal of these proceedings to be kept in his/her office.

He/She shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may have selected. He/ She shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority; except as otherwise authorized by resolution of the Authority. All such orders and checks shall be countersigned by a Commissioner elected by the Board. He/She shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/She shall give such bond for the faithful performance of his/her duties as the Authority may determine.

Section 5: Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified; except that the first chairman designated by the Mayor of the City shall hold office as Chairman for the length of his/ her initial term as Commissioner of the Authority unless otherwise indicated by said Mayor in his/ her designation of the first Chairman.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointment.

Section 7. Vacancies. Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor as provided in Section 6 of this Article.

Section 8. Additional personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Act, as amended and all other laws of the State of Indiana applicable thereto. The selection and compensation by the personnel (including the Secretary) shall be determined by Authority subject to the laws of the State of Indiana.

#### ARTICLE V. MEETINGS

Meetings will be held on the third Thursday of each month at 5:15pm, unless otherwise ordered by a majority of the commissioners voting on the question. Special meetings may be called by the chairman upon twenty-four hour notice to all commissioners. Notice may be by email, phone, in person, or by mail. Four commissioners constitute a quorum for the purpose of conducting business, exercising its powers and for all other purposes.

Section 1. Manner of Voting. The voting on all questions coming before the Authority shall be entered into the minutes of such meeting, except on the election of officers which may be by ballot.

#### ARTICLE VI. PARLIAMENTARY AUTHORITY

The Order of business for each meeting is as follows:

1. Roll Call
2. Reading of Minutes from Previous Meeting
3. Executive Director's Reports
4. New Business
5. Old Business
6. Adjournment

Robert Rules of Order will govern the Commission in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws.

#### ARTICLE VII. AMENDING THE BY-LAWS

The By-Laws may be amended by a majority vote of all the Commissioners.

#### ARTICLE VIII. OFFICE OF THE AUTHORITY

The office of the Authority shall be at such place in the City of Greencastle, Indiana, as the Authority may from time to time designate by resolution.

