

**CHAPTER 3
BY-LAWS**

RESOLUTION NO: 88-3

**RESOLUTION OF
AMENDMENT AND REVISION
OF THE BY-LAWS OF**

THE KARUK TRIBE HOUSING AUTHORITY

BE IT RESOLVED by the Karuk Tribe Housing Authority: That the By-Laws which were adopted pursuant to Resolution No: 85-R-2 as of July 10, 1985, be hereby amended and revised to read as follows:

**BY-LAWS OF THE
KARUK TRIBE HOUSING AUTHORITY**

ARTICLE I - THE AUTHORITY

- SECTION 1** **Name of Authority:** The name of the Authority shall be the Karuk Tribe Housing Authority.
- SECTION 2** **Seal of Authority:** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.
- SECTION 3** **Office of Authority:** The office of the Authority shall be at such place as the Karuk Tribe's Tribal Council designates.
- SECTION 4** **Board of Commissioners:** At the option of the Karuk Tribal Council, the affairs of the KTHA may be managed by a Board of Commissioners composed of seven persons. All commissioners must be enrolled members of the Karuk Tribe. Two Commissioners shall be existing Tribal Council members appointed by the Tribal Council.

ARTICLE II - OFFICERS

- SECTION 1** **Officers:** The officers of the Authority shall be a Chairperson, Vice-Chairperson, Secretary, and a Treasurer.
- SECTION 2** **Chairperson:** The Chairperson shall preside at all meetings of the Board of Commissioners (herein called BOC). The Chairperson shall sign all contracts, deeds and other instruments made by the Authority in accordance with the KTHA procurement policy. In the absence of the Chairperson, Executive Officer succession shall dictate the signatory. At each meeting, the Chairperson or his/her designee shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.
- SECTION 3** **Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform the Chairperson's duties until such

time as a new Chairperson is appointed.

SECTION 4 Secretary: The Secretary shall assume responsibility for, and may delegate to the staff any or all of the following functions:

- a) Being Secretary of meetings of the BOC;
- b) Record all votes;
- c) Prepare and keep meeting minutes;
- d) All duties incident to the office of Secretary.

In the absence of both the Chairperson and Vice-Chairperson, the Secretary shall preside.

SECTION 5 Treasurer: The Treasurer shall assume responsibility for and may delegate to the staff any or all of the following functions:

- a) Render periodic account of the office;
- b) Provide financial information and reports as required;
- c) All duties incident to the office of Treasurer;
- d) Shall submit a quarterly financial report to the Karuk Tribal Council.

SECTION 6 Members At Large: Members at Large shall attend all regular and special meetings of the Board of Commissioners.

SECTION 7 Executive Director: The Executive Director serves as the decision making authority requisite in managing the day-to-day operations of the Authority. The Executive Director is responsible for the overall operations of the Authority to include the hiring and firing of staff. The Executive Director may be given signatory authority for programmatic agreements and other administrative documents. The Executive Director shall be supervised by the BOC.

SECTION 8 Additional Duties: The officers of the Authority shall perform such other duties and functions as may from time to time be required by the BOC, the By-Laws, or the Policies of the Authority.

SECTION 9 Appointment: Members of the BOC shall be appointed by the Tribal Council to four year terms.

SECTION 10 Officer Elections: The Chairperson, Vice-Chairperson, Secretary, and the Treasurer seats shall be elected by the BOC from among the BOC Members. Officers shall hold their seat for two year terms. Elections shall be held at the December Director's meeting in even numbered years.

SECTION 11 Vacancies: Should the offices of Chairperson, Vice-Chairperson, Secretary, or the Treasurer become vacant, the BOC shall elect a successor from its membership at the

next regular meeting, and such election shall be for the un-expired term of said office.

SECTION 12 Nepotism: Appointments will be in compliance with Tribal policies on nepotism.

SECTION 13 Drug Free Workplace and Criminal History: Consistent with employment policies of the Karuk Tribe Housing Authority, all BOC members shall be required to submit to pre-appointment drug testing and criminal history check.

ARTICLE III - MEETINGS

SECTION 1 Annual Planning Meeting: There will be an annual meeting with the Board of Commissioners and the Tribal Council to develop the One Year Indian Housing Plan during the first quarter of the calendar year.

Quarterly Meetings: In addition to the Annual meeting of the Tribal Council and the KTHA BOC, there will be four meetings scheduled to take place each year.

SECTION 2 Regular Meetings: Monthly meetings shall be held on the first and third Monday of each month at the office of the Authority. In the event that such regular date is inappropriate, for any reason, an alternate date may be set by mutual agreement of a quorum of the BOC Members. Meetings will rotate (weather permitting) between the three KTHA communities.

SECTION 3 Emergency Meetings: The Chairperson may, when it is deemed expedient and shall upon the request of three members of the BOC, call a Special Meeting of the BOC for the purpose of transacting any business designated in the call. Notice must be given to each member of the BOC at least 24 hours prior to the time of such Special Meeting. At such Special Meeting no business shall be considered other than as designated in the call, and no actions may be taken by a vote of less than a majority of such full BOC (i.e., notwithstanding the existence of any vacancies).

SECTION 4 Quorum: The powers of the Authority shall be vested in the BOC Members thereof in office. A quorum shall consist of no less than Fifty-One percent of BOC Members for the purpose of conducting its business and exercising its powers and all other purposes. Upon loss of quorum meeting must be adjourned and no further business conducted until quorum is reestablished. When a quorum has been established, no BOC action shall be taken by a vote of less than 51% of such full BOC (i.e., notwithstanding the existence of any vacancies).

SECTION 5 Order of Business: The Business of the BOC shall be conducted in accordance with Tribal law.

SECTION 6 Manner of Voting: The voting in all questions coming before the BOC shall be by consensus or majority and the vote shall be recorded. In the case of elections the vote may be by ballot.

ARTICLE IV - AMENDMENTS

SECTION 1 Amendments to By-Laws: The By-Laws of the Authority shall be amended only with the approval of a least fifty-one percent of the BOC Members at any BOC meeting

provided that at least seven days written notice thereof has been previously given to all BOC Members. By-laws shall be reviewed and approved by the Karuk Tribal Council before they go into effect. All policies shall be reviewed and approved by Karuk Tribe Housing Authority Board of Commissioners before they go into effect.

The foregoing By-Laws have been reviewed in their entirety and have hereby been adopted in accordance with the proper procedure.

CERTIFICATION

Karuk Tribe Housing Authority: I hereby certify that the foregoing bylaws were duly considered by the Board of Commissioners at a properly called meeting on **April 28, 2014**, at which a quorum was present and that the same was passed by a vote of 5 in favor, 0 oppose, and 0 abstain.

Karuk Tribe: I hereby certify that the foregoing bylaws were duly considered by the Tribal Council at a properly called meeting **June 30, 2014**, at which a quorum was present and that the same was passed by a vote of 5 in favor, 0 oppose, and 0 abstain.



Russell Attebery, Chairman
Karuk Tribe



Scott Quinn, Chairman
Karuk Tribe Housing Authority