

**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 of California's Tribal Council designates.

**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 Housing Committee (herein called Committee). 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. The Chairperson shall be the Vice-Chairperson of the Tribal Council and shall supervise the KTHA Executive Director.
- 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 Committee;
- 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 quarterly financial report to the Karuk Tribe of California's Tribal Council.

**SECTION 6 Members At Large:** Members at Large shall attend all regular and special meetings of the Housing Committee.

**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. Decisions by the Executive Director are subject to review by the Committee to ensure consistency with the assigned objectives and stated policies of the Authority. The Executive Director may be given signatory authority for programmatic agreements and other administrative documents. The Executive Director shall be supervised by the Karuk Tribe of California's Committee Chairman.

**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 Committee, the By-Laws, or the Policies of the Authority.

**SECTION 9 Election:** The Vice-Chairperson, Secretary, and the Treasurer shall be elected by the Committee from among the Committee Members, and shall hold office for two years except for initial appointment which shall be for three years. There will be three

members at large that also serve for two year terms.

**SECTION 10 Vacancies:** Should the offices of Vice-Chairperson, Secretary, or the Treasurer become vacant, the Committee 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. As vacancies arise, preference shall be given to maintain equal representation from all communities (specifically 2 Orleans, 2 Yreka, and 2 Happy Camp).

**SECTION 11 Nepotism:** Appointments will be in compliance with Tribal policies on nepotism.

**SECTION 12 Drug Free Workplace:** Consistent with employment policies of the Karuk Tribe of California, all committee members shall be required to submit to pre-appointment drug testing.

### ARTICLE III - MEETINGS

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

**B) Annual Policy Workshop:** There will be an annual policy meeting with the Housing Committee and the Tribal Council during the second quarter of the calendar year.

**SECTION 2 Regular Meetings:** Monthly meetings shall be held on the first and third Monday of each month at 10:00 A.M. at the office of the Authority. In the event that such regular date is inappropriate, for any reason, an alternate date and time may be set by mutual agreement of a quorum of the Committee Members. Meetings will rotate (weather permitting) between the three KTHA communities.

**SECTION 3 Special Meetings:** The Chairperson may, when it is deemed expedient and shall upon the request of three members of the Committee, call a Special Meeting of the Committee for the purpose of transacting any business designated in the call. Notice must be given to each member of the Committee 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 Committee (i.e., notwithstanding the existence of any vacancies).

**SECTION 4 Quorum:** The powers of the Authority shall be vested in the Committee Members thereof in office. A quorum shall consist of no less than Fifty-One percent of Committee 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 Committee action shall be taken by

a vote of less than 51% of such full Committee (i.e., notwithstanding the existence of any vacancies).

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

**SECTION 6 Manner of Voting:** The voting in all questions coming before the Committee shall be by roll call, consensus, or majority. Only the passage or defeat of 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 Committee Members at any Committee meeting provided that at least seven days written notice thereof has been previously given to all Committee Members. All policies and by-laws shall be reviewed and approved by the Karuk Tribal Council.

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

#### **CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Karuk Tribe Housing Authority at a properly called meeting, at which a quorum was present and that the same was passed by a vote of 4 in favor, 0 opposed, and 0 abstaining, and that said resolution has not been rescinded or amended in any way.

Revised this 16<sup>th</sup> Day of May, 2003

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Carol Day, Secretary

#### **CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Karuk Tribe Housing Authority at a properly called meeting at which a quorum was present and that the same was passed by a vote of 6 in favor, 0 opposed, and 0 abstaining, and that said resolution has not been rescinded or amended in any way.

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Sheila Jerry, Secretary  
Revised 7<sup>th</sup> Day of February, 2005