

**BY-LAWS OF THE HOUSING AUTHORITY**  
**OF THE**  
**CITY OF WINDER, GEORGIA**  
**ARTICLE I- THE AUTHORITY**

**Section 1- Name of Authority.** The name of the Authority shall be the “Housing Authority of the City of Winder, Georgia.”

**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 in the City of Winder, Georgia, as the Authority may from time to time designate by resolution.

**ARTICLE II- OFFICERS**

**Section 1- Officers.** The officers of the Authority shall be a Chairman, a Vice Chairman, and a Secretary who shall be 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 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 case of resignation or death of Chairman the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall appoint a new Chairman.

**Section 4- Secretary.** The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his office. He shall keep in a safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He 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 select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested, an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a Temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

**Section 5- Executive Director.** The Secretary shall be the Executive Director of the Authority and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

**Section 6- 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 7- Election or Appointments.** 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.

The Executive Director, by virtue of position, shall serve as Secretary.

**Section 8- Vacancies.** Should the offices of the 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 7 of this Article.

**Section 9- 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 Law of Georgia, as amended, and all other laws of the State of Georgia applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of Georgia.

### **ARTICLE III MEETINGS**

**Section 1- Annual Meeting.** The annual meeting of the Authority shall be held on the 3<sup>rd</sup> Wednesday of May at 2:00 o'clock p.m. at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the annual meeting shall be held on the next succeeding secular day.

**Section 2- Regular Meetings.** Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next succeeding secular day.

**Section 3- Special Meetings.** The Chairman of the Authority, may, when he deems it expedient, and shall, upon the written request of two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting any and all business may be transacted at such special meeting.

**Section 4- Quorum.** The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting a meeting its business and exercising its powers and all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of majority of the Commissioners present.

**Section 5- Order of Business.** At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and communications
4. Report of the Secretary
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

All resolutions shall be in writing and shall be in a journal of the proceedings of the Authority.

**Section 6- Manner of Voting.** The voting on all questions coming before the Authority shall be by roll call, and yeas and nays shall be entered upon the minutes of such meeting, except in the case of elections when 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 at least three of the Commissioners of the Authority at a regular or a special meeting.