

NORTHERN PONCA HOUSING AUTHORITY

BE IT RESOLVED BY THE NORTHERN PONCA HOUSING AUTHORITY:

That the following By-Laws are hereby adopted and approved by the Ponca Tribe of Nebraska Tribal Council for the Northern Ponca Housing Authority:

BY-LAWS OF THE NORTHERN PONCA HOUSING AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1 - Name of Authority. The name of the Authority shall be “The Northern Ponca Housing Authority” (hereinafter the “Authority”).

Section 2 - Seal of Authority. The embossed seal of the Authority shall bear the name of the Authority and the date of its origin.

Section 3 - Office of Authority. The office or offices of the Authority shall be at such place as determined by the Board of Commissioners (hereinafter the “Board”) of the Authority.

Section 4 - Duties and Powers. The structure and the duties of the Board are defined in § 11-1-5 of the Tribal Housing Ordinance and nothing in these by-laws is intended to conflict or contradict the provisions of the Housing Ordinance. To the extent there are any contradictions or conflicts, the language of the Housing Ordinance will govern the Authority and the Board.

ARTICLE II - OFFICERS

Section 1 - Officers. The officers of the Authority shall be a Chairperson and a Vice Chairperson, and shall constitute the executive Board. The Chairperson and Vice Chairperson shall be elected every other year at the annual Board meeting by the Board of Commissioners.

The Chairperson and Vice Chairperson shall serve a two year term unless re-elected by the Board at the annual Board meeting.

Section 2 - Chairperson. The Chairperson shall preside at all meetings of the Board except as otherwise authorized by resolution of the Board. The Chairperson, or the Vice Chairperson as his designee, which must be Ponca Tribal Board members, is authorized to sign all contracts, deeds, and other instruments made by the Authority, and may delegate authority to sign all contracts, deeds, and other instruments made by the Authority, as well as other authorizations to act on behalf of the Authority, to the Executive Director 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 - Executive Director. An Executive Director of the Authority shall be employed by the Board. Subject to the direction of the Board the Executive Director shall have general supervision over the administration of the business and affairs of the Authority, and shall be charged with the management of its housing projects. The Executive Director shall supervise the Authority's Line of Credit Control System (hereinafter "LOCCS"). The Executive Director is authorized to execute checks and disburse Authority funds subject to, and at the direction of the Board.

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

Section 6 – Authority staff, as directed by the Executive Director, shall prepare reports regarding LOCCS, Audit Program, Financial statements and Cost Statements, and other information for the Board and the Tribal Council, as needed. The Authority’s Finance Coordinator will review and certify to the best of their knowledge all Authority quarterly financial statements for accuracy prior to submittal to Tribal Council.

Section 7 - The Board shall adopt operational policies for its actions.

ARTICLE III - MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Board shall be held on the 2nd weekend in June.

Section 2 - Regular Meetings. Monthly meetings shall be held on the 2nd weekend of every month pursuant to the Authority schedule. Regular Board meetings shall have agendas defined and clarified by the Board Chairperson. Agendas shall provide for visitation of person(s) with requests or other issues relating to Authority matters.

Section 3 – Quarterly Meetings. Quarterly meetings may take place on the 2nd Sunday of the months April, July, October and January, which will conduct business for program management, policy revisions, and development.

Section 4 – Special Meetings. Special meetings may be called by the Chairperson of the Board or three (3) Board members in writing and must provide a 3 day public notice.

Section 5 - General.

A. Monthly meetings shall have agendas prepared by the Executive Director in consultation with the Board Chairperson and approved by the Chairperson. Such agendas for monthly meetings shall provide an emphasis on issues such as policy development,

recommendations for policy revisions for Board of Commissioners review and approval, and other programmatic items.

B. Special meetings should be called with an emphasis on one specific item or issue.

C. For all meetings a quorum of three (3) members is necessary to conduct business.