

FAIR HOUSING OPPORTUNITIES OF NORTHWEST OHIO, INC.

CODE OF REGULATION

Adopted January 23, 1975  
Amended December 4, 1975,  
March 11, 1976,  
August 20, 1992,  
May 3, 1995, and  
September 17, 1998

ARTICLE I

Purpose

1.1 As stated in its Articles of Incorporation under Section 1702.10 of the Ohio Revised Code, the purpose of the Fair Housing Opportunities of Northwest Ohio, Inc. (FHONO) is to promote Fair Housing, Eliminate Housing Discrimination and expand Equal Housing Opportunities.

Activities designed to meet this goal may include:

- (1) Providing counseling and professional assistance to victims of housing discrimination based on race, color, national origin, ancestry, sex, familial status, disability, age or religion either gratis or at low cost. This will include the verification and investigation of complaints, (filing complaints with appropriate agencies and seeking legal redress through the courts.)
- (2) Promoting an atmosphere conducive to open housing through public education.
- (3) Conducting research and publishing such studies as may be necessary to determine the nature and extent of discrimination in the Toledo area housing market.
- (4) Promoting and providing technical assistance to neighborhood organizations, civic groups and other agencies dedicated to achieving open housing.
- (5) Providing services in education, outreach, legal assistance and research in support of racially and economically integrated neighborhoods.
- (6) Assisting the professional housing industry in designing, implementing and evaluating programs for affirmative action toward an open housing market in metropolitan Toledo.
- (7) Advocating for equal housing opportunities.
- (8) Enforcing and encouraging compliance with fair housing and related laws.

## ARTICLE II

### Membership

- 2.1 The members of FHONO shall be the members of the Board of Trustees.

## ARTICLE III

### Trustees

- 3.1 Powers: All powers necessary to effectuate the purposes of FHONO shall be vested in the Board of Trustees.
- 3.2 Qualifications: Individuals shall be selected for their commitment to the purpose of FHONO and chosen so that the Board of Trustees as a whole is broadly representative of the Northwest Ohio area.
- 3.3 Number: The authorized number of trustees may vary as vacancies occur provided that there shall not be fewer than 15 trustees. The secretary's records shall be authority for determining if the authorized number has been met.
- 3.4 Term of office: The authorized number of Trustees shall be elected at each annual meeting.
- 3.5 Vacancies: Anyone elected to the Board between annual meeting, by a majority vote of the Trustees, shall serve a partial term until the next annual meeting. At that time the Trustee may be elected to a full one-year term by a majority vote of the Trustees or until the next annual meeting.
- 3.6 Removal and Resignation:
- 3.6a A trustee may be removed for cause as determined by the Board of Trustees. Absence from three (3) consecutive meetings shall be deemed a resignation. Unless the trustee submits a letter to the President indicating a continued interest in serving on the board.
- 3.6b The Nominating Committee shall make clear to each prospective nominee his responsibilities and to receive explicit assurance of his commitment to attend Board meetings except in cases of emergency or unusual and overriding commitment elsewhere.
- 3.6c The Board Member shall notify the Fair Housing Center before any board meeting, which he or she is unable to attend.
- 3.6d Of the Nominating Chair shall notify in writing each member who has two (2) consecutive absences and to remind him of Section 3.6 of the Code.

3.6e Of the Secretary shall bring to the Board official notice in the minutes of all instances of three (3) consecutive absences and thereafter to notify in writing those individuals of the provision for automatic resignation.

#### ARTICLE IV

##### Officers

4.1 The officers of FHONO shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer.

4.2 Term of Office: The officers shall be elected at the annual meeting for a one year term and shall serve until the next annual meeting or until their successors are elected and qualified.

4.3 Duties of officers shall be as follows:

President: shall have all the usual powers of a president and perform such other duties as the Board of Trustees may designate.

First Vice-President: in case of the absence or disability of the president, the first vice-president shall perform all the duties of the office of president. The first vice-president shall have such other duties as the president and the Board of Trustee may designate.

Second Vice-President: in case the first vice-president has to assume the duties of president, the second vice-president assumes all duties of the office of first vice-president. The second vice-president shall have such other duties as the president and the Board of Trustees may designate.

In case of the absence or disability of both the president and first vice-president, the second vice-president shall perform all the duties of the office of president.

In case of the absence of the president, first vice-president and the second vice-president, the Board of Trustees shall designate a president pro tempore.

Secretary: shall keep accurate minutes of the annual meeting and all meetings of the Board of Trustees, an accurate record of the actual number of trustees, and be responsible for all official notices. The secretary shall have such other duties as may be incident to the office and as the Board of Trustees may designate.

Treasurer: shall, under the direction of the Board of Trustees, be responsible for the safe-keeping and disbursement of all funds of FHONO, maintaining an accurate record of all financial transactions, providing an accounting of FHONO's financial standing at each meeting of the Board of Trustees and at the annual meeting, together with such other duties as may be incident to the office and required by the Board of Trustees. The treasurer shall be an ex officio member of the Budget and Finance Committee and shall serve as chair of that committee.

## ARTICLE V.

### Financial Administration

- 5.1 The fiscal year shall be July 1st through June 30th.
- 5.2 Audit: the financial records shall be audited annually and shall be kept in compliance with public statutes and regulations.
- 5.3 Remuneration: No trustee shall receive any compensation for services other than reimbursement of actual and necessary expenses authorized by the Board of Trustees, nor shall any trustee or any staff member accept directly or indirectly any personal remuneration for any advice or service rendered to persons applying for help from FHONO or supplying services to the corporation.
- 5.4 Conflict of Interest: The Trustee should be aware of any conflicts of interest that may arise and should consult with the President regarding this matter.

## ARTICLE VI

### Committees

- 6.1 Special and standing committees: All Committees shall report regularly to the Board of Trustees. The President may appoint committees as deemed necessary to effectuate the work of FHONO and shall appoint the following standing committees:
- 6.1a The Executive Committee: shall consist of the officers of FHONO, the chairpersons of standing committees and other committee chairpersons and trustees as designated by the President of the Board of Trustees, and the immediate Past President. The Executive Committee shall also evaluate the Executive Director's performance.

- 6.1b Personnel: duties shall include making recommendations on the selection of an Executive Director, and developing personnel policies.
- 6.1c Budget and Finance: duties shall include review of FHONO's financial standing, preparing a budget for adoption by the Board of Trustees, and assisting in planning and executing measures to raise funds for the support of FHONO.
- 6.1d Nominating Committee: shall recruit new trustees for FHONO. The committee shall also nominate people to fill vacancies, interview proposed FHONO members, and make recommendations to the Board regarding other appropriate membership and service.
- 6.1e Education & Public Relations Committee: shall work with a Fair Housing Center staff liaison to coordinate educational, outreach and fundraising activities. The committee shall also undertake activities to affirmatively further fair housing.

## ARTICLE VII

### Meetings

- 7.1 The Annual Meeting of FHONO shall be held in October in the Northwest Ohio area and may coincide with a meeting of the Board of Trustees.

Business of the annual meeting shall include: election of officers and trustees, the treasurer's report, Annual Report and such other business as may properly be brought before the Board.

Written notice of time, place and agenda for the annual meeting, including copies of the reports of the Nominating Committee and the Treasurer, shall be sent to each member at least one month before the meeting.

- 7.2 Regular meetings of the Board of Trustees shall be held at least nine (9) times annually in the Northwest Ohio area. Written notice of the time, place and agenda of each meeting shall be sent to each trustee at least 5 days before the date of each meeting.
- 7.3 Special and emergency meetings of the Board of Trustees may be called by the President and shall be called by the president upon written request of five (5) trustees.

Written or other effective notice of time, place and agenda for such meeting must be given each trustee at least 24 hours before the meeting.

- 7.4 Quorum: one third plus one of the actual number of trustees shall constitute a quorum.
- 7.5 Voting: decisions shall be by majority vote except as otherwise specified.
- 7.6 Parliamentary authority: Robert's Rules of Order, revised, shall govern the proceedings in all cases where they are applicable and consistent with the Code of Regulations and appropriate statutes.

#### ARTICLE VIII

##### Nominations and Elections

- 8.1 The Nominating Committee shall function throughout the year making recommendations for filling vacancies of officers and members of the Board of Trustees and preparing a slate of officers for election and at trustees for approval the next annual meeting. The Board vote on the members of the Nominating Committee at each annual meeting
- 8.2 Vacancies on the nominating committee shall be filled as needed by the president until the next annual meeting.
- 8.3 Nominations from the floor shall in every case be in order immediately following the report of the nominating committee, provided that the consent of the nominee has been secured.
- 8.4 Election shall be by written ballot, provided that when there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee.

#### ARTICLE IX

##### Amendments

- 9.1 These regulations may be amended by a 2/3 vote at any meeting of the Board of Trustees provided that the amendment shall have been submitted to all members at least 30 days in advance as per Roberts Rules of Order.

##### Policy for the Formation of a F.H.O.N.O. Advisory Council

The Trustees of FHONO may establish an Advisory Council to assist the corporation in its efforts to promote equal opportunity in housing in Northwest Ohio. The members of such a council would be proposed by the Executive Committee and elected annually for 1 year terms by the trustees at a regular or special meeting. The Advisory Council should have at least 1 meeting per year.

Purpose - to advise the Board upon request by the President,

Executive Committee, or a majority of the trustees.

Procedures - The Council would receive notices of Board meetings. The President will send The Council quarterly reports.

Number - Since membership should be an honor, and in order to assure efficiency and confidentiality, the maximum number of council members would be 10 - 12.

Qualifications of members - Each member must have an interest in or a demonstrable commitment to the goal of open housing, but lack the time for full Board participation, and possess 1 or more of the following qualifications;

- 1) a position of leadership in the Northwest Ohio community.
- 2) recognized expertise in 1 or more areas of concern to FHONO (e.g. finance, public relations, construction, real estate, law, urban planning, federal regulations and programs, civil rights, fund raising, etc.)

In addition, the Council as a whole should be well balanced in terms of the above qualifications.

#### Policy on Equal Opportunity in Employment

The Fair Housing Opportunities of Northwest Ohio, Inc. affirms that it will be non-discriminatory and an equal employment opportunity employer. No employee or applicant for employment will be discriminated against because of race, color, sex, sexual orientation, religion, national origin, disability, marital or veteran status.

Fair Housing Opportunities of Northwest Ohio, Inc. Housing Resources Board:

- will ensure that all personnel actions such as compensation and benefits will be administered without regard to race, color, sex, sexual orientation, religion, national origin, disability, marital or veteran status.
- will in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, religion, national origin, disability, marital or veteran status.
- will post in conspicuous places available to all employees and applicants for employment, notices setting forth the provisions of this non-discriminatory policy.

-will see that all of the foregoing provisions will be inserted in all sub-contracts for any work done for the Board.

-will keep such records and submit such reports concerning the demographic breakdown of applicants for employment and employees as may be required.

The Toledo Community Housing Resources Board does agree to comply with such rules, regulations or guidelines as may be issued to implement these requirements.

It shall be the responsibility of the Executive Director to implement the Policy on Equal Opportunity in Employment.