

**BY-LAWS
OF THE HOUSING AUTHORITY OF
THE CITY OF GRIFFIN, GEORGIA**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Housing Authority of the City of Griffin, 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 offices of the Authority shall be at 518 Nine Oaks Drive, Griffin, Georgia, but the Authority may have offices at such other place or places 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.

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 legal instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he or she 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 the resignation or death of the Chairman the Vice Chairman shall perform such duties as are imposed on the Chairman, and serve as Acting Chairman, until such time as the Authority shall appoint a new Chairman. Upon

appointment of a new Chairman, the Acting Chairman shall resume the position and duties of Vice Chairman, unless elected as the new Chairman, in which event a new Vice Chairman shall be elected in accordance with Section 8 herein.

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 purpose, and shall perform all duties incident to that office.

He or she shall keep in 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 or she shall have the authority to execute contracts on behalf of the authority and affix the seal thereto up to a monetary limit of fifty thousand dollars (\$50,000.00), or such limits as are set in the Procurement Policy as adopted by the Board of Commissioners. Any contracts requiring payment above the pre-set amount shall require approval of the Board.

He or she 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 or the Vice-Chairman. He or she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of transactions and also of the financial condition of the Authority. He or she shall give such bonds for the faithful performance of duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority.

Section 5. Chief Executive Officer. The Secretary shall be the Chief Executive Officer (“CEO”) 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 or she shall be charged with the management of the housing developments of the Authority.

Regulations of the Department of Housing and Urban Development require that the Chairman of the Board shall serve as temporary CEO in the absence of an appointee to that position. In the event that the Chairman, or any member of the Authority, serves as temporary CEO, the Authority shall appoint an Acting Secretary who shall perform those duties of recording all votes, keeping a record of the proceedings of the Authority, keeping the seal, and having power to affix such seal to documents as required by law. The Temporary CEO shall care and custody of all funds 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, and shall be charged with management of the housing developments of the Authority.

If the Chairman is unable to serve as temporary CEO in the absence of an appointee to that position, the Vice Chairman shall serve; and if the Vice Chairman is unable to serve, the Authority shall appoint a temporary CEO from among its members. If regulations of the Department of Housing and Urban Development require that no resident of a housing development serve as CEO then any such person who is a resident shall be passed over and shall not serve as CEO.

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 Appointment. 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 Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no commissioner of the Authority shall be eligible to this office except as a temporary appointee without compensation, other than the payment of necessary expenses.

Section 8. Vacancies. Should the offices of 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 un-expired term of said office.

Section 9. Additional Personnel: The Authority may from time to time approve the employment of such additional personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Laws of Georgia, as amended and all other laws of the State of Georgia applicable thereto. The compensation of such personnel shall be determined by the Authority subject to the laws of the State of Georgia. Duties and responsibilities of such "additional personnel" may be defined in personnel policies.

ARTICLE III – MEETINGS.

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the second Thursday of February at 5:30 o'clock p.m. at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day.

Section 2. Regular Meetings. Regular meetings shall be the second Thursday of each month at the regular meeting place of the Authority, unless otherwise determined by the Authority.

Section 3. Special Meetings. The Chairman of the Authority may, when he or she deems it expedient, call a special meeting of the Authority for the purpose of transacting any business designated in the call. A special meeting shall be called by the Chairman upon the written request of two members of the Authority. The call for a special meeting must either be delivered to each member of the Authority or 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. Members may be notified by telephone of such special meeting, in addition to written notification. 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. At all meetings of the Authority a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

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 previous meetings.
3. Resident comments.
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 copied 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 show of hands, and the yeas and nays shall be entered upon the minutes of such meeting. All members of the Authority shall be voting members, except as otherwise designated.

ARTICLE IV – AMENDMENTS.

Section 1. Amendments and By-Laws. The by-laws of the Authority shall be amended only with the approval of a majority of the members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least five days written notice thereof has been previously given to all of the members of the Authority.

These By-Laws of the Housing Authority of the City of Griffin, Ga. were adopted by the Board of Commissioners, this 22nd day of February, 2007.

Eula M. Redding, Chairman

CERTIFICATION

I, Marla W. Moore, do hereby certify that I am the duly appointed Chief Executive Officer of the Griffin Housing Authority and Secretary to its Board of Commissioners. The foregoing By-Laws of the Housing Authority of the City of Griffin were adopted at a duly convened regular meeting of said Board, held February 22, 2007 have not been rescinded through the date of this certification, and remains in full force and effect.

This 22nd day of February, 2007.

Marla W. Moore, Secretary

(Seal)