

**AMENDED AND RESTATED BYLAWS  
OF  
THE SOUTHWEST TRIBAL HOUSING ALLIANCE  
Adopted July 6, 2009  
Amended and Restated January 29, 2019  
Amended and Restated May 6, 2019**

**ARTICLE I - NAME**

Section 1. Name of Corporation. The name of the corporation shall be the "Southwest Tribal Housing Alliance" (SWTHA) as stated in the Articles of Incorporation.

Section 2. Seal of Corporation. The seal of the corporation shall be in the form of a circle and shall bear the name and state of incorporation and the year of its organization.

**ARTICLE II - MEMBERSHIP**

Section 1. Membership.

a. Voting Membership. Membership in SWTHA shall be open to Indian tribes or their Tribally Designated Housing Entities in the States of New Mexico and Arizona and West Texas. Each member must designate one official representative (Member's Representative) to attend all regularly scheduled meetings of SWTHA by submitting a completed membership form and may designate an alternate (Alternate) to represent the member if the Member's Representative is absent. An annual membership fee, established each year by SWTHA, is required to be paid by members each calendar year. Members' Representatives shall have voting privileges. If a Member's Representative terminates or is terminated from his or her employment with a Member or his or her designation as a Member's Representative is rescinded, the Member's Representative shall lose his or her right to vote and the Member shall designate a new Member's Representative.

b. Associate Membership. Associate Membership is open to public interest groups, businesses, suppliers, commercial vendors, service providers, and federal and state recognized tribes and government housing agencies not eligible for voting membership who seek to support tribal housing and/or provide products or services to the member tribal housing programs. Associate Membership is non-voting and is subject to a membership fee and rules as may be established by the Board of Directors from time to time.

**ARTICLE III - OFFICERS/EXECUTIVE COMMITTEE**

Section 1. Officers. The officers of SWTHA shall be President, Vice-President, Secretary, and Treasurer and such other officers as SWTHA may from time to time designate (collectively

AOfficers@). Officers shall be elected from the representatives of the membership. The Officers shall constitute the Executive Committee.

Section 2. President. The President shall preside at all meetings of SWTHA. Except as otherwise authorized by resolution, the President or, in his absence, the Vice President, shall sign all contracts, deeds, and other instruments authorized by SWTHA. At each meeting the President shall submit such recommendations and information as may be considered proper concerning the business, affairs and policies of SWTHA. The President shall have general supervision over the administration of the business and affairs, subject to the direction of the membership of SWTHA, and shall assume other duties as defined in the Articles of Incorporation and in these bylaws and as added or defined by the membership. The President shall be an authorized signatory on all financial and contractual documents of SWTHA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the membership shall elect a new President. The Vice-President shall assume other duties as defined in the Articles of Incorporation and in these bylaws and as added or defined by the membership. The Vice-President shall be an authorized signatory on all financial documents of SWTHA and, in the President's absence, contractual documents.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall ensure all SWTHA records are safely maintained to include a recordation of all votes and a minute book of all proceedings. The Secretary/Treasurer shall also ensure the care and custody of all funds of SWTHA; to ensure all funds are deposited in the name of SWTHA in such bank or banks as may be selected. The Secretary/Treasurer shall sign all orders and checks for the payments of money and shall pay out and disburse such monies under the direction of SWTHA. The Secretary/Treasurer shall ensure that regular books of accounts showing receipts and expenditures are kept and shall ensure an accounting of the transactions and of the financial condition of SWTHA be provided at each regular meeting of SWTHA. The Secretary/Treasurer shall give such bond for the faithful performance of the duties as set forth in the Articles of Incorporation or as the membership may determine from time to time. All records shall be open to all members. The Secretary/Treasurer shall also keep safe and have custody of the seal of SWTHA and shall have power to affix such seal to all contracts and instruments authorized to be executed by SWTHA. The Secretary/Treasurer shall be an authorized signatory on all financial documents of SWTHA.

Section 5. Delegation of Secretary/Treasurer's Responsibilities. Notwithstanding the duties, responsibilities and authorities of the Secretary/Treasurer, various duties and/or responsibilities may, except as otherwise limited by law, be delegated, wholly or in part, the responsibility and authority for, and the regular or routine administration of, such duties to one or more agents, other Officers (with the exception of the President), or employees of SWTHA.

Section 6. Compensation. Officers shall serve without compensation other than the payment of necessary expenses accrued in performance of the duties of their office and presented to the

Secretary in writing.

Section 7. Additional Duties. The Executive Committee shall carry out all functions of SWTHA between meetings and perform such acts as may be assigned from time to time and shall carry out faithfully the purpose and policies of SWTHA. The acts of the Executive Committee shall be deemed, for all purposes, as the acts of SWTHA, provided that the Executive Committee shall have no authority to repeal, rescind, veto or repudiate any actions taken by the membership. Actions and decisions of the Executive Committee will be subject to ratification of Board. The Executive Committee shall be reimbursed for reasonable expenses for attending duly called meetings other than regular meetings. The Executive Committee shall perform such other duties and functions as may be required from time to time by SWTHA or by these bylaws or the policies of SWTHA.

Section 8. Election. The Officers shall be elected by the membership at the annual SWTHA meeting from the Members' Representatives and shall hold office beginning at the annual meeting for two years or until their successors are elected or they no longer are employed by their Member or have had their designation as a Member's Representative rescinded. Elections shall be conducted by secret ballot. The President and Treasurer shall be elected in odd-numbered years and the Vice-President and Secretary shall be elected in even-numbered years.

Section 9. Removal/Vacancies. Any Officer may be removed from office for cause by a 2/3 majority vote of the membership present at any of the regular meetings. Any Officer may resign from office by submitting a written resignation letter to the Board of Directors. If an Officer terminates or is terminated from his or her employment with the Member or his or her designation as a Member's Representative is rescinded, such act shall result in the Officer's removal from office, unless the Officer subsequently becomes an employee of another Member within the Region within ninety (90) days of such termination; provided however, retention of the position by the Officer shall be ratified by a 2/3 majority vote of the membership present at the next regular meeting. In the event of a vacancy occurring in the offices of President, Vice-President, Secretary or Treasurer, the Board of Directors may appoint an interim Officer until the next regular meeting at which meeting a replacement will be elected to fill the vacant position and such replacement shall be for the unexpired term of said office.

Section 10. Additional Personnel. The Executive Committee may, from time to time, employ such personnel, contractors, and vendors as it deems necessary to exercise its powers, duties and functions as prescribed by the Laws of the State of New Mexico for non-profit corporations and these bylaws as applicable.

#### **ARTICLE IV - BOARD OF DIRECTORS**

Section 1. Board of Directors. The business and affairs of SWTHA shall be managed and governed by its Board of Directors (Board). The Directors may adopt such rules and regulations in the conduct of their meetings and management of SWTHA as they deem proper, not inconsistent with applicable law, the Articles of Incorporation (Articles), or these Bylaws.

Section 2. Directors. The Board shall consist of the President, Vice-President, Secretary, and Treasurer of SWTHA and two representatives each from New Mexico and Arizona and one from West Texas (State Representative). An Officer cannot also be a State Representative to the Board; provided however, so long as Ysleta del Sur Pueblo is the only Member in West Texas and if the Ysleta del Sur's Member Representative is elected to an Officer's Position, the Member may designate an additional individual to sit on the Board as a State Representative.

Section 2. Term/Vacancy/Removal. The term of State Representatives shall be two (2) years. Any State Representative may be removed from office for cause by a 2/3 majority vote of the membership from the state he or she represents. Any State Representative may resign from office by submitting a written resignation letter to the Board of Directors. If a State Representative terminates or is terminated from his or her employment with his or her Member organization or his or her designation as a Member's Representative is rescinded, such act shall result in the State Representative's removal from office, unless the State Representative subsequently becomes an employee of another Member within the State within ninety (90) days of such termination. In the event a State Representative position becomes vacant, the members from that state shall immediately select a replacement to fill the vacancy.

Section 3. Duties and Responsibilities. The Board shall be responsible for reviewing the overall operations of SWTHA, coordinating and implementing goals and objectives, managing all business functions and assuring any compliance with SWTHA's non-profit status. They shall also determine the location of the regular meetings, the proposed agendas, and training criteria.

Section 4. Meetings. The Board shall meet at least regular and may hold other meetings at its discretion. Emergency meetings may be called by the President or three (3) members of the Board provided that all Board members are given five (5) days prior notice. Meetings may be conducted by conference call or by any other available methods of communications. Minutes of each meeting shall be sent, within 14 days, to the general membership. Board meetings shall be conducted in the same manner as regular meetings.

## **ARTICLE V – MEETINGS**

Section 1. Annual Meeting. The annual meeting of SWTHA shall be held in conjunction with the January regular meeting.

Section 2. Regular Meeting. Regular meetings shall be held three times per year in the months of January, May and October. Written notice stating the place, day and hour, and proposed agenda of a regular meeting shall be delivered either personally, by mail, or sent electronically to each member not less than thirty (30) days before the date of such meeting. If mailed, the notice shall be deemed to be delivered when deposited with the U.S. Postal Service addressed to the member at the address as it appears on the records of SWTHA with postage paid. Such notice may be waived, and attendance at any meeting shall be considered a waiver of notice of such meeting.

Section 3. Special Meetings. The President of SWTHA may, when deemed necessary or expedient, and shall, upon the written request of at least ten voting members, call a special meeting for the purpose of transacting any business designated in the request. The request for a special meeting shall be mailed to each member of SWTHA at the address listed in the records at least fifteen (15) days prior to the date of such special meeting and will be deemed to have been delivered when deposited in the U. S. Postal Service, postage paid. The purpose or purposes for which the special meeting will be conducted shall be stated in the written request. At such special meeting no business shall be considered other than as stated in the request.

Section 4. Board of Director and Executive Committee Meetings. The Board of Directors and the Executive Committee may conduct official meetings as necessary to fulfill the responsibilities of their offices. These meetings may be conducted by telephone conference or any other available methods of communication. The Board of Directors and the Executive Committee shall plan and coordinate all arrangements for all meetings.

Section 5. Public Meetings. All meetings of SWTHA, except for Executive Sessions, shall be open to the public. Executive Sessions may be held to discuss membership and Board issues of a sensitive nature, such as personnel issues and other issues of a confidential nature. All Executive Sessions shall be conducted behind closed doors and only those persons determined essential to the discussions by the Board shall be invited to attend.

Section 6. Quorum.

(a) Meetings of the Membership. The powers of SWTHA shall be vested in the membership. A simple majority of the members shall constitute a quorum for the purpose of conducting its business and exercising its power and for 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 SWTHA upon a vote of a majority of the members present.

(b) Meetings of the Board. The majority of Directors then in office shall constitute a quorum for conducting meetings of the Board. When a quorum is present, action may be taken by the Board upon a vote of the majority of the Directors present.

(c) Meetings of the Executive Committee. The majority of Officers then in office shall constitute a quorum for conducting meetings of the Executive Committee. When a quorum is present, action may be taken by the Executive Committee upon a vote of the majority of the Officers present.

(d) Quorum. A quorum once attained at a meeting shall be deemed to continue until adjournment notwithstanding the voluntary withdrawal of enough participants to leave less than a quorum. If less than a quorum is present at any meeting, a majority of the participants present

may adjourn the meeting until a quorum shall be present. Any action which may be properly taken at a meeting of the participants at which a quorum is present may nevertheless be valid if such an action is taken at a meeting where less than a quorum is present; provided that such action is ratified and confirmed in writing by a majority of participants within thirty (30) calendar days from the date of such meeting. Such ratification and confirmation must be presented in writing to the President and to the Secretary.

Section 7. Voting.

(a) Meetings of the Membership. Each member shall be allowed one vote. The President shall cast the deciding vote in case of a tie. The President's tie breaking vote is above and beyond the vote of his/her Indian tribe or Tribally Designated Housing Entity. The Vice President shall have the same power in the absence of the President.

(b) Meetings of the Board. Each Director shall be allowed one vote. If the vote is a tie, the action shall fail.

(c) Meetings of the Executive Committee. Each Officer shall be allowed one vote. If the vote is a tie, the action shall fail.

Section 8. Alternates and Proxies.

(a) If the Member has designated an Alternate and the Member's Representative is not present for a vote, the designated Alternate may vote on behalf of the Member.

(b) If neither the Members Representative nor the Alternate is present, quorum for a meeting of the membership may be established by proxy and the Member may vote by proxy if a written proxy signed and dated by the Member's Representative is submitted to the Secretary prior to or during roll call. Proxies may be accepted after roll call upon agreement by the membership.

Section 9. Order of business. At the regular meetings of SWTHA the order of business shall be as follows:

Call to Order  
Invocation  
Welcome and Introductions  
Roll Call & Establishing Quorum  
Approve Agenda  
Approve Minutes  
Announcements

Reports  
Old Business  
New Business  
Schedule or Announce Next Meeting  
Adjourn

All resolutions shall be in writing and shall be copied in a journal of the proceedings of SWTHA. Although meetings may be conducted with less formality than required by Robert's Rules of Order, as revised, the Rules shall govern the specific request of any member for all or a portion of any meeting.

Section 10. Manner of voting. The voting on all questions coming before SWTHA shall be by voting cards, and the yeas, nays, and abstentions shall be entered upon the minutes of such meeting except on the election of Officers and State Representatives, which may be by secret ballot. Except for elections, any member may request voting by roll call.

#### **ARTICLE VI - COMMITTEES**

Section 1. SWTHA may establish committees to carry out its purposes and make recommendations to the Board for action by the membership. Any member may volunteer to serve on any such committee. The President may also designate a member to any committee. There should be at least one member from each state represented by SWTHA on each committee.

#### **ARTICLE VII - CONTRACTS; LOANS; CHECKS; AND DEPOSITS**

Section 1. Contracts. The President shall sign and execute all contracts in the name of SWTHA, including all deeds, mortgages, bonds, contracts, notes, drafts, or other orders for the payment of money, or other instruments that the Board has authorized to be executed, except in cases which the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of SWTHA, or shall be required by applicable law to be otherwise signed or executed.

Section 2. Loans. No loans greater than Twenty-Five Thousand Dollars (\$25,000) shall be contracted on behalf of SWTHA and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3. Checks. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of SWTHA shall be signed or endorsed by the Treasurer with the written consent (including electronic mail) of the President or, in his or her absence, the Vice President. All checks issued in the name of SWTHA must be reported to Members.

Section 4. Deposits. All funds of SWTHA not otherwise employed shall be deposited from time

to time to the credit of SWTHA in such banks, trust companies, or other depositories as the Board may select.

Section 5. Gifts and Contributions. SWTHA may accept any gift, contribution, bequest, or devise for any purpose.

### ARTICLE VIII - CONTRACTS WITH INSIDERS

Provided that full disclosure is provided to the Board, a Director or Officer of SWTHA shall not be disqualified by his or her office from dealing or contracting with SWTHA either as a vendor, purchaser, or otherwise; nor shall any transaction or contract of SWTHA be void or voidable by reason of the fact that any Director or Officer or any firm of which any Director or Officer is a member, or any corporation of which any Director or Officer is a shareholder, officer, or Director, is in any way interested in such transaction or contract; provided that such transaction or contract is or shall be authorized, ratified, or approved by a vote of a majority of a quorum of the Board; nor shall any Director or Officer be liable to account to SWTHA for any profits realized by, from, or through any such transaction or contract authorized, ratified, or approved as herein provided by reason of the fact that he or she, or any firm of which he or she is a member or any corporation of which he or she is a shareholder, officer, or Director, was interested in such transaction or contract. Nothing herein contained shall create liability in the event above-described or prevent the authorization or approval of such transactions or contracts in any other manner permitted by applicable law.

### ARTICLE XI - AMENDMENTS

Amendments to these bylaws shall be adopted by a two-thirds (2/3) vote of the membership present at a regular, annual, or special meeting of SWTHA, provided that written proposed changes to these bylaws are sent to the members at least thirty (30) days prior to the meeting at which the changes are to be voted upon. The notice shall include the proposed amendment.

### CERTIFICATION

At a duly convened regular meeting of the Southwest Tribal Housing Alliance on the 29th day of January, 2019 in Isleta, NM, where a quorum was present, the membership considered these amended and restated bylaws and by a 2/3 vote of the members present, elected to adopt these *Amended and Restated Bylaws of the Southwest Tribal Housing Alliance.*

  
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Floyd Tortalita, President

ATTEST:  
  
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Nina Jaramillo, Secretary/Treasurer