



BYLAWS OF THE INTERNATIONAL HOUSING ASSOCIATION (IHA)

ARTICLE I NAME AND PURPOSE

Section 1 - Name

This organization shall be known as the International Housing Association (IHA).

Section 2- Purpose

The IHA brings together organizations from around the world that represent the home building industry. The International Housing Association (IHA) was established to provide a global forum for the discussion of issues related to housing and home building.

ARTICLE II MEMBERSHIP

Section 1 - Eligibility

Membership in the International Housing Association shall be limited to associations or organizations which represent a significant segment of the home building industry in any country. Member organizations must be national in focus and represent a significant segment of the industry.

Section 2 - Application for Membership

- (A) Application for membership shall be submitted by an eligible organization (defined above) in writing to the Secretariat of the IHA (to be defined later in this document) utilizing the approved IHA application form. Membership will be considered granted upon receipt of a complete application and the required annual dues payment.
- (B) A majority of the IHA members in good standing may reconsider the membership of any individual organization.

For the purposes of this provision a majority is deemed to be 51% of the recognized IHA member representatives (to be defined later in this document) for those members in good standing.

Section 3 - Annual Dues

- (A) Annual member dues shall be due and payable in advance on the first day of April in each calendar year.
- (B) Dues for members joining outside of the annual renewal date will be pro-rated on a quarterly basis.
- (C) The IHA Members shall establish a dues structure for the Association.
- (D) Such dues structure may be altered by a majority vote of the IHA Members on an annual basis.
- (E) The IHA Members reserve the right to lower the dues required for any given member by a majority vote of the IHA Membership.

Section 4 - Termination or Withdrawal of Membership; Reinstatement

- (A) When any member has not paid annual dues for a period of three calendar months after such dues are payable, then membership in the Association shall be terminated automatically. A notice shall be sent to the member when dues are thirty (30) days in arrears. However, failure to receive such notice does not preclude automatic termination of membership pursuant to this section.
- (B) A member may at any time withdraw from membership in the Association by sending written notice of intent to withdraw to the Secretariat. Such member shall remain liable for any and all unpaid fees or dues that have accrued up to the date of resignation. A member who withdraws from membership shall not be entitled to any refund of membership fees or annual dues previously paid.
- (C) Only IHA Members in good standing will be permitted to participate in any meetings of the IHA. Additionally, only such Members will have access to membership resources (whether available through the internet, phone, web or through the staff of the Secretariat).
- (D) If membership in the association was terminated pursuant to Article II; Section 4 (A) or (B) of these bylaws, a member may be reinstated upon written request to the Secretariat. Such written request shall include payment of all unpaid dues or fees.

ARTICLE III MEETINGS OF THE MEMBERS

Section 1 – General Powers

- (A) The affairs of the Association shall be managed by the Secretariat in consultation with the IHA Chairman and representatives of the member associations of the IHA.

Section 2 - Meetings

- (A) An annual general meeting of the Members shall be held once a year for the purpose of electing a Chairman on a biennial basis and for the transaction of other business as may come before the meeting.
- (B) Other meetings may be called from time to time by the Secretariat in consultation with the Chairman. Such interim meetings of the IHA can be hosted by any member of the IHA in good standing.

Section 3 - Notice of Meetings

- (A) Notice of any in-person meeting of the IHA membership shall be given at least thirty (30) days in advance of the scheduled meeting date. Notice shall be deemed delivered either in writing through the postal services, sent by telegram, or transmitted by facsimile or electronic notice where evidence of delivery is available, to each IHA member at the address as shown in the records of the Secretariat. The purpose of the meeting shall be stated in the notice, along with the place, date, and hour of the meeting.
- (C) Notice for meetings supported through electronic or virtual technologies shall be given at least (7) days advance notice. Notice shall be deemed delivered when transmitted by facsimile or electronic notice where evidence of delivery is available to each IHA member at the address as shown in the records of the Secretariat.

Section 4 - Quorum

- (A) A majority of the IHA Members in good standing including the Chairman, or a representative designated by the Chairman, shall constitute a quorum for the transaction of business decisions at any meeting of the IHA. IHA Members will be considered in attendance if one or more individual representing the IHA member association participates in a meeting.

- (B) At meetings where interactive virtual participation is available to Members, the recognized representative of any IHA member in good standing will be deemed in attendance.
- (C) IHA Members may meet for the purpose of discussion and planning without a quorum present, however no binding actions of the body will be considered as such meetings.

Section 5 - Manner of Acting

- (A) Each member association in good standing shall be entitled to designate one representative from within their staff or membership to cast votes on behalf of the member association.

Each member association will report the name and contact information of the identified representative to the Secretariat of the IHA on at least an annual basis to insure appropriate communications and meeting notice are provided to the member association.

- (B) A majority of the votes entitled to be cast on a matter to be voted upon by the Members present at a meeting at which a quorum is present, shall be necessary for the adoption thereof.

ARTICLE IV OFFICERS

Section 1 - Number, Tenure, Vacancies

- (A) The elective officer of the Association shall be the Chairman. At no time can the Secretariat of the Association serve as the elected Chairman of the IHA.
- (B) The election of the Chairman shall be held biennially by the IHA Members at the annual general meeting.
- (C) Whenever only one (1) nomination for elective office is presented to the IHA Members, election shall be by voice vote. Whenever more than one (1) nomination is presented, vote shall be by written ballot.
- (D) The Chairman shall hold office for a term of two-years at which time a successor shall be duly elected.

Section 2 – Duties

The duties of the Chairman are as follows:

1. The Chairman shall preside at meetings of the IHA Membership.
2. The Chairman shall recommend to the members (except as otherwise may be provided for in these Bylaws) objectives and policies supporting the general affairs of the IHA.
3. The Chairman will work in consultation with the Secretariat to provide for coordination of communications or meeting requirements to the broader IHA membership inclusive of agenda development.

Section 3 – Removal

- (A) The Chairman may be removed by a two-thirds vote of all IHA Member representatives.
- (B) Should the Chairman be removed from service, the IHA Secretariat will facilitate communications and meetings of the IHA Members until a successor Chairman can be duly elected from among and by the IHA Members.

ARTICLE V

International Housing Association Secretariat

Section 1 – Designation

- (A) The Secretariat will be designated by the IHA Members. The position of the Secretariat will be reconfirmed on a biennial basis by majority vote of the IHA Members.
- (B) The Secretariat will work in consultation with the Chairman of the IHA as elected by the IHA Membership.

Section 2 – Duties

The duties of the Secretariat are as follows:

1. The Secretariat will facilitate the meetings of the IHA Members in the absence of the Chairman.
2. The Secretariat shall handle all accounting of the IHA including dues billings and operations. The Secretariat shall upon request or at least upon an annual basis

provide an update to the IHA Members as to the status of the membership of the IHA, the dues collected and the management fees paid on behalf of the IHA.

3. The Secretariat will work in consultation with the Chairman to provide for coordination of communications or meeting requirements to the broader IHA membership inclusive of agenda development.
4. The Secretariat shall support meetings of the IHA membership or sanctioned working groups whether in-person or virtually within the budgeted management fees of the IHA. Should the IHA Members determine additional communications or meeting facilitation is required beyond that which is supported by the assessed management fee, the Council of Delegates may designate additional assessments be made to those IHA members participating in a specific meeting or activity.

Section 3 – Removal

- (A) The Secretariat may be removed by a two-thirds vote of all IHA Member representatives.
- (B) Should the Secretariat be removed from service, the IHA Chairman will facilitate the operations and communications of the IHA Members until a successor can be duly designated by the IHA Members.

ARTICLE VI GENERAL PROVISIONS

Section 1 Official Language

English shall be the official language of the Association.

Section 2 Books and Records

The Secretariat shall keep correct and complete books and records of account for the IHA. It shall also keep minutes of the proceedings of the IHA Members.

Section 3 Professional Staff

The Secretariat shall provide the professional staffing support of the IHA. The IHA will provide to the Secretariat an annual management fee for such staff services.

Section 4 - Contracts, Checks, and Funds of the Association

- (A) The Secretariat is duly authorized by these Bylaws to execute contracts for, and on behalf of, the IHA in keeping with the annually approved budget.
- (B) Drafts or orders for the payment of money issued in the name of the Association, shall be managed by the IHA Secretariat with authorization executed per the Bylaw requirements of the National Association of Home Builders.
- (D) The rules contained in Robert's Rules of Order, Revised, shall govern the IHA in all cases to which they are applicable, including meetings of the IHA Membership.
- (E) Every IHA Member, the Chairman and Secretariat of the IHA shall be indemnified by the Association against any liability, whether civil or criminal, which arises out of the execution of the duties of his or her office.
- (F) The Association is organized as a not-for-profit corporation under the laws of the District of Columbia in the United States of America and is intended to operate as a tax-exempt business league pursuant to Section 501(c)(6) of the Internal Revenue Code of the United States of America, as amended. No part of the earnings of the Association shall inure to the benefit of any private member or individual.
- (G) In the event of dissolution of the Association, the assets, shall, after appropriate provision for any debts and liabilities of the Association, be distributed in any liquidation proceeding to a not for profit organization with similar objectives, and such funds shall be used for promoting its objectives.
- (H) These bylaws may be amended or modified at any time by a two-thirds majority vote of the IHA Members.

Bylaws amended on February 5, 2014

IHA Secretariat



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