

**BY-LAWS OF THE
WATERTOWN AREA ASSOCIATION OF THE SOUTH DAKOTA
HOMEBUILDERS**

**ARTICLE I
Name and Location**

Section 1. The name of this organization shall be the Watertown Area Association of the South Dakota Home Builders, hereinafter referred to as the Association.

Section 2. The principal office of this Association shall be **1017 6th St. SE, Watertown South Dakota 57201**

**ARTICLE II
MISSION**

This Association exists for the purpose of improving conditions in the home building industry and thereby assisting to improve the social, political, and economic welfare of the City, State, and Nation.

**ARTICLE III
CODE AND ETHICS**

Section 1. The Builder members, Associate members and Affiliate members of this association shall be limited to those persons and firms who shall subscribe to the following Code of Ethics:

- A. Members of this Association believe and affirm that:
1. Home ownership can and should be within the reach of every American family.
 2. American homes should be well designed, well constructed and located in attractive communities accessible to all
 3. American homes should be built under the American free enterprise system.
- B. To achieve these goals, we pledge to the following principles and policies
1. Our paramount responsibility is to our customers, our community and our country
 2. Honesty is our guiding policy.

3. High standards of health, safety, and sanitation shall be built into every home
 4. Members shall deal fairly with their employees, sub-contractors and suppliers
 5. Encourage research to develop new materials, new building techniques, new building equipment and improved home financing to that every home purchaser may get the greatest value possible for every dollar.
 6. Support sound legislative proposals affecting our industry. The general membership shall have our informed position.
 7. We hold inviolate the free enterprise system and the American way of life. We pledge our support for our Local, State, and National association and related industries concerned with the preservation of legitimate rights and freedoms.
- C. We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of this Association

ARTICLE IV MEMBERSHIP

Section 1. Classes of members. The association shall have the following classes of members. The designation of such classes and the qualification of the members shall be as follows:

- A. **BUILDER MEMBER.** Any individual who is or has been in or employed by a firm or corporation in the business of building or rebuilding houses, apartments, schools, commercial buildings, industrial building or other structures related to a community or in land development. A builder member shall subscribe to the Code of Ethics of this Association be of good character and business reputation and meet the following:
 1. Has been accepted as a Builder Member of the Association
 2. Operates in the area within the jurisdiction of the Association.
- B. **ASSOCIATE MEMBER.** Any individual who is or has been engaged or engaged or employed by a firm or corporation engaged in a trade, industry, or profession related to home building. The associate member shall subscribe to the Code of Ethics of this

Association be of good character and business reputation and meet the following:

1. Has been accepted as a Builder Member of the Association
 2. Operates in the area within the jurisdiction of the Association.
- C. **AFFILIATE MEMBER.** The affiliate membership category is designed exclusively for the employees of Builder and Associate members of the organization.

Section 2. It shall be a condition of membership in this Association that all members shall at the time of application become members of the South Dakota Home Builders Association and the National Association of Home Builders of the United States.

Section 3. Applicants for membership shall make written application as prescribed by the Association

Section 4. Members of the Association shall, upon payment of dues be accepted as members of the South Dakota Home Builders Association and the National Association Home Builders of the United States.

Section 5. The Board of Directors may establish a disciplinary committee to consider complaints against individual members of the Association for conduct which discredits the home building industry or operates against the best interest of the Association and to recommend to the Board of Directors any action it deems necessary. Upon these recommendations the Board of Directors may take disciplinary action as it may deem appropriate, including suspension of membership or expulsion from the Association

ARTICLE V MEMBERSHIP RIGHTS AND PRIVILEGES

Section 1. **BUILDER MEMBERS** are entitled to all the benefits and privileges of the Association including the right to vote.

Section 2. **ASSOCIATE MEMBERS** are entitled to all the benefits and privileges of the Association including the right to vote, except the right to hold the offices of President or Vice-President of the Association.

Section 3. AFFILIATE MEMBERS are entitled to all the benefits and privileges of the Association including the right to vote, except the right to hold the offices of President or Vice-President of the Association if their employer is not a Builder Member.

ARTICLE VI FINANCE

Section 1. The dues of this Association shall be paid annually at the rate prescribed by the Board of Directors

Section 2. All funds of the Association shall be placed in a depository approved by the Board of Directors.

Section 3. The Board of Directors shall propose an annual budget for each fiscal year which shall be approved by the general membership. The Association shall function within the budget.

Section 4. The Association shall operate as a non-profit organization. In the event of its dissolution, all of its funds and property shall be applied to payment of its debts and the surplus if any shall be donated to the Lake Area Technical Institute Foundation Building Trades Scholarship Fund.

ARTICLE VII BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the governing body of the Association. The Association at its Annual Meeting shall elect the Directors. A Director shall hold office for one year from the date of the election or until a successor is duly elected.

Section 2. The President, Vice President and Treasurer shall be ex-officio members of the Board of Directors with full voting privileges.

Section 3. The President shall be Chairman of the Board of Directors

Section 4. The Board shall prescribe the method of selection of any National, State, and Alternate Directors to which the Association is

entitled under the provisions and conditions prescribed in the Bylaws of the National and State Associations.

Section 5. Vacancies on the Board of Directors shall be filled by appointment of the President, subject to the concurrence of a majority of the Directors. Persons so appointed will serve until the next annual election.

Section 6. Meeting of the Board of Directors shall be called by the President or upon request in writing of a majority of the Directors

ARTICLE VIII ELECTIVE OFFICERS

Section 1. The following Officers shall be elected by the membership at its Annual Meeting and shall hold office for a term of one year from the date of the election.

- A. **PRESIDENT** The President shall be the chief officer of the Association and shall preside at all meeting of the general membership and the Board of Directors. The President shall be the official spokesman of the Association in matters of public policy. The President shall appoint all committees and shall be an ex-officio member of all committees.
- B. **VICE PRESIDENT** The Vice President shall perform such duties as assigned by the President. In the absence of the President the Vice President shall perform the duties of the President.
- C. **TREASURER** The treasurer shall be responsible to the Association for an accounting of all monies collected and disbursed by the Association. The treasurer shall be a member of the Budget Committee and make recommendations to the Board of Directors for an annual budget.

Section 2. In the event the President is unable to perform the duties of President the Vice President shall act as President of the Association. Should neither the President or Vice President be able to serve the Treasurer shall act as President. Should all three officers be unable to act as President

the Board of Directors shall name a President from the general membership to fill the unexpired term.

ARTICLE IX VOTING AND QUORUMS

Section 1. All members of the Association in good standing shall be entitled to vote at meeting of the general membership.

Section 2. A simple majority vote shall decide all issues provided a quorum is present.

Section 3. The presence of one-third (1/3) of the general membership in good standing shall constitute a quorum.

Section 4. No member shall carry a proxy vote for another member.

ARTICLE X ELECTIONS

Section 1. There shall be a Nominations Committee composed of three (3) members appointed by the President. The Committee shall solicit the membership, consider recommendations, and nominate one candidate for each office to be filled. The Committee shall resolve questions relating to the nomination of candidates and set rules of procedure for the elections.

Section 2. The Nominations Committee shall submit its report at the annual meeting of the general membership. Additional nominations may be made from the floor at this meeting.

Section 3. Whenever more than one nomination is presented, a vote shall be taken by secret ballot. If more than two candidates are nominated a majority of members voting shall be necessary to elect. If no candidate receives a majority, a second vote shall be taken from the two leading vote counts.

ARTICLE XI COMMITTEES

Section 1. The President upon taking office shall appoint members to a Budget Committee, a Nomination Committee, a Legislative Committee, and a Home Show Committee.

- A. The Budget Committee shall establish a fiscal budget and make a recommendation to the Board of Directors for its adoption.**
- B. The Nomination Committee shall make nominations for a slate of candidates to be elected at the annual meeting.**
- C. The Legislative Committee shall consult with the South Dakota Home Builders Association on all legislation affecting the housing industry at the state level. The Committee will keep the general membership informed on legislation during the state legislative session.**
- D. The Home Show Committee will set guidelines and deadlines for applications to the Home Show. The Committee will supervise the operation of the Home Show and resolve any conflict which arises during the Home Show.**

Section 2. The President shall appoint special committees as he may deem necessary or on the recommendation of the Board of Directors.

Section 3. Meeting of all committees shall be upon the call of the chairperson with the advice of the President.

ARTICLE XII EXECUTIVE OFFICER

Section 1. The chief administrator of the Association shall be an Executive Officer who shall be employed at the pleasure of the Board of Directors at a rate of compensation established in the annual budget.

Section 2. It shall be the duty of the Executive Officer to oversee the day to day operation of the Association. It shall be the duty of

the Executive Officer to oversee the budget and guarantee that all obligations to the Association are paid on time.

Section 3. It shall be the duty of the Executive Officer to perform all duties as may be delegated to the office by the Board of Directors.

ARTICLE XIII RULES OF PROCEDURE

Robert's Rules of Order (Revised) shall govern the parliamentary procedure of the Association provided y these Bylaws.

ARTICLE XIV AMENDMENTS

These Bylaws may be amended by a two thirds $2/3$ vote of the general membership provided that a copy of any proposed amendment has been mailed to or eltronicly transferred to each member at least thirty (30) days in advance.