

CONSTITUTION AND BY-LAWS

ARTICLE I

NAME

- Section 1.** The name of this organization shall be:
**East Brooklyn Council of New York City Housing Authority
Tenant/Resident Association Presidents**

ARTICLE II

PURPOSE

1. The purpose of this council is to provide, as a body of one, the recognized leadership and advocacy needed by the tenants/residents of the New York City Housing Authority (hereinafter referred to as NYCHA) in East Brooklyn within the meaning and mandates of HUD regulations (see 24 CFR 964) with a view to:
 - A. Assure the formation of partnerships with NYCHA and its sub-divisions necessary to assure tenant/resident input in policy making and program implementation;
 - B. Improve quality of life services that include, but not limited to: senior and youth services, education, health and safety in housing developments and the surrounding community;
 - C. Promote neighborliness among the residents of the housing development and the community;
 - D. Serve as an organized representative/spokesperson for tenants/residents;
 - E. Serve as liaison between the residents, management, community organizations, groups, and agencies to assure open lines of communication;
 - F. Encourage involvement and participation in community life;
 - G. Welcome new residents.
2. This council shall provide assistance to members to assure that they are able to take advantage of economic, educational and employment opportunities funded by HUD, City of New York, elected official, et cetera for which the

no way minimizes the equality of the members. Elections shall be staggered for greater effectiveness. An independent third party shall oversee the election, such as League of Women Voters, Election Board, etc.

- Section 1. The offices of this council, to be filled by election, shall at least include the positions of President, Vice-President, Secretary, Treasurer, Financial Secretary, and Sergeant-At-Arms. No individual may fill more than one office at a time.
- Section 2. The officers shall be elected by the membership at an election meeting held during the month of March. Each officer so elected to serve for a term of office of 3 years, or until his/her term of office has expired, whichever is shorter.
- Section 3. Any member joining the council shall be eligible to be nominated for office and hold office.
- Section 4. No individual employed by the Authority more than 20 hours per week is eligible to hold office of any Tenant Association as long as such individual remains so employed by the Authority. Consequently, such a person may not be a member of this council.
- Section 5. Members are responsible for being informed and knowledgeable of all HUD rules and regulations as they apply to tenant/resident associations such as:
- a. PHA lease, grievance procedure & eviction policy
 - b. PHA rent repayment plan
 - c. Admission, continued occupancy and transfer policy
 - d. Complaint resolution policy
 - e. Maintenance policy
 - f. Work order procedure
 - g. Pet policy
 - h. Modernization program
 - i. Civil rights acts
 - j. Operating budget
 - k. New laws, bills, codes, policies (as they are adopted)
 - l. Local and state political issues
 - m. Elected officials and agency administrators

be issued to members prior to reading at the next meeting of the Association. S/He shall keep a file of all reports belonging to the Association, including annual reports of the President and the Committee Chairperson, and all other important papers and documents except correspondence.

Section 4. **Corresponding Secretary:** It shall be the duty of the Secretary to write the correspondence of the Association as directed by the President and the Executive Board. S/he shall be responsible for seeing that all notices of meetings and publicity releases are sent out. S/He shall keep a full and current list of the officers and members, with their correct addresses and telephone numbers. S/he shall keep a record of all correspondence.

Section 5. **TREASURER.** It shall be the duty of the Treasurer to account for all money due to and received by the Association and to be the Custodian of all its financial records. The Treasurer shall have the power to co-sign checks with the President and the Vice President. The Treasurer shall submit a written financial report at all meetings of the Executive Board, and an oral report at all General Membership meetings other than special meetings called to address limited and specific issues. S/He shall be responsible for seeing that the financial records of the Association are audited at least annually, and shall present this audited financial report to the Executive Board and the membership. S/He shall serve as the Chair of the Finance Committee *ex officio*.

The funds of the Association, other than funds which are reasonably held in a petty cash reserve not to exceed two hundred dollars to meet emergency needs, shall be deposited in a bank account in New York City in the name of the council.

Withdrawals from any such account shall require the signatures of the following officers: President, Treasurer and/or Vice-President. The following rules for the division of financial responsibility applying these officers are:

1. The people who sign checks should never touch the money or handle the books.
2. The person who handles the books should never touch the money or sign checks.
3. The person who makes out the checks should not handle the books or sign checks.

ratification by the General Membership at its next regularly scheduled meeting.

Section 10.

INSTALLATION OF OFFICERS: Officers shall be installed at the next General Membership meeting immediately after the election meeting. Assumption of office shall not be contingent of installation.

ARTICLE VI

EXECUTIVE BOARD

Section 1.

The Executive Board of the Association shall be comprised of the individuals holding the offices of President, Vice-President, Treasurer, Secretary, Corresponding Secretary, Sergeant-at-Arms. The President shall preside over meetings of the Executive Board.

Section 2.

The Executive Board shall meet the 2nd Tuesday of each month. Special meetings of the Executive Board may be called by the President or upon written request of 2/3 of the officers of the Executive Board or Petition by 10% of the General Membership.

Section 3.

The responsibilities of the Executive Board shall be to:

- a) Plan and implement the council's objectives, policies and programs,
- b) Assume responsibility for provision of adequate finances for council work,
- c) Approve the annual budget prepared by the Budget or Finance Committee, prior to presentation to the general membership,

Section 1. Committees shall be known as Standing Committees and Special or Ad-Hoc Committees: (These Committees can be changed, combined, added to, or deleted, as the Executive Board sees fit.

a. The Standing Committees shall include:

- Grievance Committee
- Publicity Committee
- Fund Raising Committee
- Education/Training Committee
- Auditing Committee
- Nominating Committee
- Finance/Budget Committee
- Program Committee
- Membership Committee
- Modernization Committee
- Personnel Committee
- Outreach Committee

b. Special/Ad-Hoc Committees shall be formed as required.

Section 2. Each Standing Committee shall consist of a Chairperson, Vice Chairperson, Secretary, and at least one additional member.

Section 3. The Chairperson shall be appointed annually by the President with the approval of the Executive Board. Each committee shall elect its own Vice-Chairperson and Secretary.

Section 4. The President via his/her recruiting efforts shall appoint members of committees.

Section 5. If a Chairperson of any committee is remiss in carrying out his/her duties, the President may, with the approval of the Executive Board, request the resignation in writing of said Chairperson before the expiration of his/her term.

of the council are conducted by an appropriate outside entity mutually approved by the Authority and the Council of Presidents (or its successor).

Section 6. Any member who joins the council before the nominations and/or election meeting shall be eligible to vote. No proxy, absentee, or write-in votes will be permitted for elections.

Section 7. REMOVAL FROM OFFICE: Any officer may be removed from office for dereliction of duty, malfeasance, conflict of interest, actions contrary to the best interest of the council, or absence from three consecutive meetings of the General Membership or the Executive Board (or any combination thereof) without sufficient and valid reasons.

A Review Committee may be convened by the President or Vice President of the council, the District Chair of the Citywide Council, or the Chief of NYCHA's Resident and Community Outreach Division by petition from the membership. This committee will consist of all members of the Executive Board of the Association, plus a Staff Representative from R.O.C.O.D. The purpose of the committee will be to hear charges against any officer whose removal is sought under the provisions of this Section 7 and referring the charges to a special or regular General Membership meeting if deemed to have merit. All charges shall be presented to the accused officer, in writing, not less than 10 days in advance of the meeting of the Review Committee considering such charges. The accused may have representation at the Review Committee meeting. Removal of any accused officer shall only be accomplished by a vote of 2/3 (two thirds) of the members at a regular or special meeting of the General Membership. The entire executive board may be removed by the voting membership through a petition from 10% of the voting membership or the quorum specified in these by-laws, whichever is the greater amount. The membership must then vote on the motion to remove the board. If the majority votes not to recall the board, a new election must then be held.

ARTICLE IX

MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS General Membership meetings of the council shall be regularly held on the last Tuesday of each

ARTICLE X

PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the latest edition of Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

ARTICLE XI

REVIEW OF BY-LAWS

- Section 1. These by-laws shall be reviewed by the Committee of the Association every two years, and amended if necessary.
- Section 2. Amendments to these by-laws may be proposed by the Committee or upon written request of at least 5 paid-up members.
- Section 3. Written notice setting forth the provisions of any proposed amendment to these by-laws shall be given to paid-up members of the Council at least one month before any action is taken. Adoption of any proposed amendment to these by-laws requires the paid-up members in attendance at the regular or special General Membership meeting at which such action is to be taken.
- Section 4. A committee consisting of the following amended these by-laws; and were adopted by affirmative vote of at least 2/3 (two-thirds) of the paid-up members in attendance at the general meeting of the Association.