

QUEENS DISTRICT COUNCIL OF PRESIDENTS**BY - LAWS****ARTICLE I****NAME**

The name of this organization shall be Queens District Council of Presidents.

ARTICLE II**PURPOSE**

The purpose of the Queens District Council of Presidents ("Council") shall be to act as a liaison to the Interim Council of Presidents, or any successor to that body, ("ICOP") and the New York City Housing Authority ("NYCHA") to apprise those bodies of the interests and concerns of the tenant organizations represented by the Council. The Council will work in conjunction with ICOP and NYCHA to foster and promote the creation and maintenance of independent, informed, self-governing tenant organizations capable of providing effective and meaningful representation to NYCHA residents.

ARTICLE III**MEMBERSHIP****Section 1. Eligibility**

Membership in the Council shall consist of the Presidents of those Tenant Associations or Resident Councils which are officially recognized by NYCHA, and which represent NYCHA residents within the Queens District, subject to Section 2.

Section 2. Compliance With Terms of Lease

Membership in the Council shall be contingent upon a member remaining in compliance with the terms of the lease to his or her public housing apartment. Any President not in compliance with the terms of his or her lease shall be deemed to be ineligible to serve as a member of the Council for the duration of such non-compliance.

ARTICLE IV

OFFICERS AND THEIR ELECTION

Section 1. Officers

The officers of the Council shall be a Chair, First Vice-Chair, Second Vice-Chair Treasurer, General Secretary, Financial Secretary, Sergeant of Arms. No two or more offices may be held by the same person.

Section 2. Election

Officers shall be elected by the membership of the Council at an election meeting held during the month of November. Officers shall hold office for a term of three years, and thereafter until their successors are elected.

Section 3. Installation of Officers

Officers elected at a regularly scheduled election meeting shall be installed at the next meeting of the general membership immediately following their election. Officers elected or appointed to fill an unanticipated vacancy shall be installed immediately.

Section 4. Vacancies

Unless otherwise provided for in these by-laws, any vacancy in any office shall be filled for the unexpired portion of the term by the election of a successor at the first general or special meeting of the membership following the creation of the vacancy. Candidates to fill the vacancy shall be selected by a call for nominations from the floor. Voting shall be by a show of hands. The candidate receiving the greater number of votes shall be elected, provided that a quorum is present.

Should a vacancy in any office for which these by-laws do not provide for a successor occur at a time when no regular meeting of the General Membership is scheduled to be held for a period greater than one month, the Executive Board shall appoint a qualified person to fill that office for its unexpired term, and thereafter until a successor is elected. However, such appointment shall be contingent upon ratification by the general membership at the next regularly scheduled meeting.

ARTICLE V

DUTIES OF OFFICERS

Section 1. Chair

The Chair shall be the chief executive officer of the Council, and shall preside at all meetings of the Council and the Executive Board. Upon taking office the Chair shall assign to the Vice-Chair such responsibilities as in the opinion of the Chair are appropriate.

Section 2. First Vice-Chair

The First Vice-Chair shall take the place of the Chair and perform those duties whenever the Chair shall be absent or unable to act. The First Vice-Chair shall perform such other duties as shall from time to time be determined by the Executive Board. In the event that the office of Chair shall become vacant for any reason, the First Vice-Chair shall assume that office for the duration of the unexpired term, and thereafter until a successor is elected.

Section 3. Second Vice-Chair

It shall be the duty of the Second Vice-Chair in the event of the absence or disability of the First Vice-Chair to assume the duties of that office, and such other duties as the Executive Board or membership may from time to time prescribe. In the event of a vacancy in the office of the First Vice-Chair caused by illness, or resignation, or for any other reason, s/he shall succeed the First Vice-Chair for the unexpired term of office.

Section 4. Treasurer

The Treasurer shall have custody of all monies of the Council and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Council. He or she shall be responsible for the deposit of all moneys and other valuables in the name, and to the credit, of the Council in such banks or depositories as the Executive Board may designate. The Treasurer shall disburse funds only upon the presentation of duly authorized and approved vouchers, and shall co-sign checks with the Chair or other officer designated by the Executive Board for that purpose.

The Treasurer shall maintain a true record of the expenses, assets, and liabilities of the Council in books belonging to the Council, and shall submit the Council's books to the Chair or the Executive Board upon request. He or she shall submit a written financial report at each meeting of the Executive Board showing in appropriate detail (1) the assets and the liabilities of the Council; (2) the revenues or receipts of the Council; (3) the expenses or disbursements of the Council. The report shall be filed with the minutes of the meeting. The Treasurer shall deliver a similar report orally at each general membership meeting.

The Treasurer shall execute and file with the Executive Board a bond conditioned upon the faithful performance of his or her duties, as Treasurer, in such sum and with such surety as the Executive Board may require. The premium for such bond, however, shall be paid by the Council.

Section 5. General Secretary

The General Secretary shall keep the minutes of all meetings of the Executive Board and general membership of the Council. He or she shall have custody of the Council's books and records (other than those kept by the Treasurer) and shall maintain a file of all correspondence, reports, and other documents belonging to, or issued or received by the Council or its committees. The General Secretary shall prepare such correspondence as the Chair or Executive Board may require. The General Secretary shall be responsible for seeing that all notices are sent out. He or she shall keep a full and correct list of the officers and members of the Council with their correct addresses and telephone numbers.

Section 6. Sergeant of Arms

It shall be the duty of the Sergeant of Arms to maintain order at the meeting, determine if a quorum is present, escort guests to the dais, and to make sure only bona fide and eligible members are present at closed meetings and that only the votes of eligible members are counted.

ARTICLE VI**- EXECUTIVE BOARD -****Section 1. Composition**

There shall be an Executive Board which shall be comprised of the individuals holding the offices of Chair, First Vice-Chair, Second Vice-Chair, Treasurer, General Secretary, Financial Secretary and Sergeant of Arms. The Chair shall preside over all meetings of the Executive Board.

Section 2. Meetings

The Executive Board shall meet an hour before the General Meeting on the third Tuesday of every month, or at the convenience and agreement of the Executive Board. Special meetings of the Executive Board may be called by the Chair or upon written request of 2/3 of the members of the Executive Board.

Section 3. Responsibilities

The Executive Board shall:

- (a) Formulate and actively support the Council's objectives, policies and programs.
- (b) Assume responsibility for the provision of adequate finances for the Council's work.
- (c) Formulate an annual budget after receiving the recommendations thereon from the general membership.
- (d) Conduct periodic evaluations of the work of the Council for the purpose of improving overall operations.
- (e) Establish such special committees as may be necessary to carry out the work of the Council.
- (f) Perform any other act that is in the best interest of the Council.

Section 4. Quorum

Two-thirds of the members of the Executive Board shall constitute a quorum for the transaction of business. All matters shall be decided by the vote of a majority of the Executive Board members at the time of a vote, provided that a quorum is present.

ARTICLE VII**COMMITTEES****Section 1. Types**

There shall be Standing Committees and Special Committees. The Standing Committees shall include a By-Laws Committee and a Nominating Committee.

Section 2. Creation

Special Committees and standing committees in addition to those named in these by-laws may be appointed by the Executive Board as the need may arise.

Section 3. Composition

Each committee shall consist of a Chairperson and at least two additional members.

Section 4. Appointment of Members

Except as otherwise provided in these by-laws, the members and chairperson of each Standing Committee shall be appointed annually by the Chair, subject to the approval of the Executive Board.

Section 5. Removal of Chairperson

If the chairperson of a committee is remiss in carrying out his/her duties the Chair may, with the approval of the Executive Board, remove the chairperson and appoint a replacement as provided in Section 4 above.

ARTICLE VIII**RECORDS AND MANAGEMENT****Section 1. Books, Records and Minutes**

All books, accounts, records, and minutes of meetings prepared for the Council shall be the property of the Council and shall be maintained at its office.

Section 2. Examination of Books

The books, accounts, records and documents of the Council shall be open to inspection by members, at reasonable times, at the office of the Council.

Section 3. Signing of Checks and Legal Documents

All checks shall be signed on behalf of the Council by the Chair or First Vice-Chair, and countersigned by the Treasurer. All legal documents shall be signed on behalf of the Council by the Chair, and countersigned by the First Vice-Chair or General Secretary.

ARTICLE IX**NOMINATIONS AND ELECTIONS****Section 1. Notice of Meetings**

Nominating and election meetings shall be held only upon written notice to the membership given at least one month prior to the date of the scheduled meeting. Notice of a nominating meeting shall state the requirements which must be satisfied before a member may be nominated for office. Notice shall be given in one or more languages as appropriate.

Section 2. Nominating Committee

There shall be a Nominating Committee which shall be a standing committee. The members of the Nominating Committee shall elect its Chairperson and are eligible for nomination or election to office preferable to state that the general membership shall elect the members of the Nominating Committee. Whenever possible, the chairperson of the last appointed Nominating Committee shall serve on the current Nominating Committee. The former chairperson may be heard, but may not vote on committee business.

Section 3. Nominations

At a meeting of the general membership held at least one month before a meeting at which an election of officers is scheduled to take place, the Nominating Committee shall deliver a report nominating at least one candidate for each office of the Council. The committee shall confirm in its report that each nominee has agreed to serve if elected. Additional nominations may be made from the floor following the report of the Nominating Committee.

Section 4. ElectionsA. Quorum

A majority of the members of the Council shall constitute a quorum for the purpose of electing officers. The vote of a majority of the members present at the time of a vote, if a quorum is present at such time, shall be required to elect a candidate to office.

B. Time and Manner

Elections shall be conducted at an election meeting held in the month of November. The vote shall be taken by secret ballot. In the event a candidate for any office shall be unopposed, the General Secretary shall cast and record one vote therefore on a motion approved and carried by the body, and such candidate shall be elected to office.

Section 5. Conduct of Nominating and Election Meetings

Nominating and election meetings may be conducted by the Council, the staff of the NYCHA Department of Community Operations ("DCO"), or by an appropriate outside entity approved by DCO. One or more representatives of DCO may attend the Council's nominating and election meetings.

Section 6. Voting

Each member of the Council shall have no more than, nor less than, one vote. Voting by proxy and write-in votes shall not be permitted.

ARTICLE X**REMOVAL FROM OFFICE**Section 1. Cause

An officer may be removed from office for dereliction of duty, malfeasance, conflict of interest, actions contrary to the best interests of the Council, or for absence from three consecutive meetings of the general membership or of the Executive Board (or any combination of said meetings) without sufficient and valid reason.

Section 2. Procedure

- (a) A Review Committee, consisting of the members of the Executive Board (other than the officer whose removal is under consideration) and one observer designated by DCO shall be convened by the Chair or the Vice-Chair for the purpose of hearing charges against any officer whose removal is sought under the provisions of this Article.
- (b) The Review Committee shall meet and consider whether the charge(s) brought against an officer have merit. The charge(s) shall be presented to the accused officer in writing not less than ten (10) calendar days in advance of the meeting of the Review Committee. The accused may have representation of his or her choice at the Review Committee meeting.
- (c) If a majority of the members of the Review Committee conclude that the charge(s) have merit; the charges shall be presented to the membership of the Council for their consideration and vote at a special or regular meeting.
- (d) The vote of two-thirds of the members present at the meeting at which the charges are presented to the membership, if a quorum is present at such time, shall be required to remove an officer from office.

ARTICLE XI

MEETINGS

Section 1. General Membership Meetings

Meetings of the general membership shall be held on the third Tuesday of each month. In the event that a meeting date falls on a legal or religious holiday, the meeting shall be postponed to another date. The Chair may invite guests to meetings of the general membership and to meetings of the Executive Board.

Section 2. Notices

Notice of any regular meeting of the general membership or Executive Board shall be given. In the event that a meeting date must be changed because a meeting would conflict with the observance of a legal or religious holiday, notice of the new meeting date shall be mailed promptly to each member.

Written notice of each special meeting shall be either personally delivered or mailed to each member at least ten days in advance of the meeting date.

Section 3. Quorum

A majority of the members of the Council present shall constitute a quorum for the transaction of business at any meeting of the membership.

Section 4. Annual Meeting

The general membership meeting scheduled for the month of December shall be deemed to be the Annual Meeting of the Council. The items of business at the Annual Meeting shall include the presentation of annual reports to the membership, and if an election shall have been held the previous month, the installation of officers.

Section 5. Special Meetings

A special meeting may be called at the direction of the Chair upon ten days prior written notice to the members, which notice shall include a detailed statement of the business to be addressed at the meeting. A special meeting shall be called by the Chair whenever the same is requested in writing by two-thirds of the members of the Executive Board, or by the vote of a majority of the members of the Council at a regular meeting thereof.

Section 6. Order of Business

The order of business at all regular and annual meetings shall be:

- a) Call to order and presentation of the agenda.
- b) Reading and acceptance of minutes.
- c) Presentation of financial report.
- d) Reports of committees.
- e) Reports of officers.
- f) Discussion of any correspondence, or petitions received.
- g) Unfinished business.
- h) New business.
- i) Announcements.
- j) Adjournment.

ARTICLE XII**PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of "Robert's Rules Of Order" shall govern the Council in all instances to which they are applicable and in which they are not inconsistent with the provisions of these By-Laws.

ARTICLE XIII
AMENDMENT OF BY-LAWS

Section 1. Review

These By-Laws shall be reviewed by the By-Laws Committee at least once every three (3) years.

Section 2. Amendments

By-Law amendments may be proposed by the By-Laws Committee and shall be proposed by the committee upon written request of at least two thirds (2/3) of the members of the District.

Section 3. Notice of Proposed Amendments

Written notice containing the content of every proposed by-law amendment shall be given to each Council member at least one month prior to the regular or special meeting at which the proposed amendments will be considered. Adoption of a proposed amendment shall require the affirmative vote of at least two-thirds of members in attendance at a regular or special meeting, provided that a quorum is present.

ARTICLE XIV

DISSOLUTION

If for any reason the Council shall dissolve, possession and control of its assets shall be delivered to the New York City Housing Authority.

These By-Laws were prepared by a Committee consisting of the following:

Josephine Temple Cornelia Taylor
Victoria Sauter
Carol Wilkins
Wanda Benton

and were adopted by affirmative vote of at least two thirds (2/3) of the members in attendance at the meeting of the Council held on _____, 1998.

Rose Mary Lopez
General Secretary