

BRONX SOUTH DISTRICT COUNCIL OF PRESIDENTS

Article I

The name of the organization shall be Bronx South District Council of Presidents.

Article II

The purpose of the Bronx South Council of Presidents (Council) shall be to represent the Bronx south public housing residents in any citywide structure for public housing resident governance.

We shall represent the concern and wishes of the Bronx south public housing residents dealing with the New York City Housing Authority's Chairperson, appointed Board members, management, planning and decision making.

We shall serve as a liaison linking Bronx south Council of Presidents and their residents with relevant community and citywide organizations with key government agencies and officials.

We shall assist with development for any citywide governance structure representing residents.

We shall promote an informal and ongoing network of the Resident Associations (RA) in our district and the maintenance of independent self-governing Resident Associations.

Article III

Membership

Section I. Eligibility

Membership in the Council shall be Bronx south Presidents of those Resident Associations that are officially recognized by the New York City Housing Authority in accordance with HUD's 964 Regs.

Article IV

Officers

The officers of the Council shall be the Chair, Vice-chair, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary and Sergeant-At-Arms comprising the Executive Board. No one individual may fill more than one office.

Article V.

Duties of Officers

Section 1. Chair

It shall be the duty of the chair to preside at meetings of the Council and the Executive Board. It shall also be his/her leadership obligation to carry out the expressed will of the Council; and to involve both the Executive Board and the Membership in the decision making process on matters of interest to the residents. Upon taking office, he/she shall assign to the Vice-chair specific areas of responsibility and designate the order in which they take over his/her duties in event of his/her absence or unavailability.

He/she shall appoint the Chairperson (except for the Nomination Committee) in consultation with the approval of the Executive Board, of the Standing Committee as shall be established and require written reports from them. He/she shall make an annual report to the Council. He/she, or the Vice-chair shall co-sign checks with the Treasurer or other designated members of the Finance Committee. He/she and the Vice-chair or appointed member shall attend meetings of any citywide organization, key government agencies officials. Meetings with New York City Housing Authority's Chair, appointed board members and citywide organization must be reported fully to the Council in writing. The Chair shall not take a position or vote at any meeting without first discussing the issue with the Council. He/she and Vice-chair, and appointed member shall sign/co-sign all contract, agreements and legal documents on behalf of the Council.

Section 2. Vice-chair

It shall be the duty of the Vice-chair in the event of the absence and/or disability of the Chair, to assume the powers and perform the duties of the office, and such other duties as the Executive Board or Council may from time to time prescribe. In the event of a vacancy in the office of the Chair caused by illness, resignation or for any other reason he/she shall succeed the Chair for the un-expired term of office. His/her signature shall be requested at the bank for emergency use in place of the Chair. He/she shall coordinate the activities of the Standing Committees assigned to his/her and supervise the Chairperson of the said Committee(s).

Section 3. Recording Secretary

It shall be the duty of the Recording Secretary to keep written minutes of the general meeting of the Council and the Executive Board. He/she shall keep a file of all reports belonging to the Council. (i.e. annual reports & legal documents)

Section 4. Correspondence Secretary

It shall be the duty of the Correspondence Secretary to write all correspondence of the Council as directed by the Chair and Executive Board. He/she shall be responsible for all notices of meetings and publicity releases sent out. He/she shall keep a current list of officers and members of the Council with correct addresses and telephone numbers.

Section 5. Treasurer

It shall be the duty of the Treasurer to receive all money due to the Council of Presidents and to be the Custodian of all the funds. The Treasurer shall have the power to co-sign checks with the Chair and/or Vice-chair. The Treasurer shall submit written financial reports at all meetings of the Executive Board and an oral report at the general meeting of the Council; other than special meetings called to address limited and specific issues. He/she shall be responsible for seeing that the financial records of the Council are audited at least once a year and shall present this audited financial report to the Executive Board and the Council. He/she shall serve as the Chair of the Finance Committee.

The funds of the Council other than funds which are reasonably held in 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 Bronx South District Council of Presidents. He/she shall pay out all duly authorized expenditures upon presentation of proper and appropriate vouchers. He/she shall report on paid-up status of members periodically. All petty cash bank accounts financial and other records of this Council that is dissolved shall be transferred to a successor Council or (if there is no successor) to the New York City Housing Authority (solely NYCHA funds) to safeguard for any future Council.

Section 6. Financial Secretary

The Financial Secretary shall keep copies of all written records of membership dues, donations, etc. He/she shall also issue and countersign validated membership cards of the Council. He/she shall keep a file of all financial reports, bank statements, including annual reports belonging to the Council.

Section 7. Sergeant-At-Arms

It shall be the duty of the Sergeant-At-Arms to maintain order at the meetings, determine if a quorum is present, tally votes when required, escort guest to the dais, to make sure that only eligible members are present at closed meetings, and that only the votes of eligible members are counted.

Article VI

Election, Installation, Term Limits & Vacancies

Section 1. Election

A. Officers shall be elected by the members of the Council at an election meeting held during the month of JANUARY. Officers shall hold office for a term of THREE (3) years. If an officer's term expires prior to the three (3) years limit, we the members of the Council shall appoint or elect an officer for the remaining term. (Except for the position of Chair, should be filled by the Vice-chair.

B. In the event that a member becomes (ill, deceased, disable, and unable to fill his/her duties), we the members of the Council should elect an officer(s) to fill their position(s). (Except for the position of Chair, should be filled by the Vice-chair)

Section 2. Installation of Officers

Officers elected at a regularly schedule election meeting shall be installed at the next meeting of the general meeting immediately following their election. (February)

Section 3. Term Limits

A member shall hold the same office or be elected to any office at the discretion of the Council. There is no limits on the term of office.

Section 4. Vacancies

A. Any vacancy(ies) in the Council that exist whether cost by resignation or removal in accordance with the provisions of these by-laws shall be filled for the un-expired term by election of a successor at the next regular or special meeting of the general membership held immediately following the creation of such vacancy with the exception that the vacancy is of the office of Chair, it shall be filled by the Vice-chair.

B. Special meetings should only be called during the time when there is no regular meeting scheduled. (JULY & AUGUST)

Article VII

Executive Board

Section 1. There shall be an Executive Board that shall be comprised of the following individuals: Chair, Vice-chair, Recording Secretary, Correspondence Secretary,

Treasurer, Financial Secretary and Sergeant-At-Arms.

Section 2. Meetings

The Executive Board shall meet on the 1st Monday of each month. A meeting can be called by the Chair or the majority of the Executive Board.

Section 3. Responsibility

The Executive board Shall:

1. Canvas and actively support the objectives, practices and program concerns of the members of the Council.
2. Assume responsibility for the provisions of adequate finances for the Council's work.
3. Formulate an annual budget after receiving the recommendations thereon from the Council.
4. Establish such Special Committees as may be necessary to carry out the work of the Council.
5. Ensure that the Council is informed of all issues raised at meetings of the Citywide Council, New York City Housing Authority and all other meetings of concerns.
6. Set the agenda for meetings for the Council.
7. It shall be responsibility of the Executive Board to assist all Resident Association when deem necessary.

Section 4. Quorum

EB A majority of the members of the Executive Board shall constitute a quorum for the transaction of any business. All matters shall be decided by vote of a majority of the Executive Board members present at the time of a vote provided that a quorum is present.

Article VIII

Committees

Section 1. Types

There shall be Standing, Special and Ad-Hoc Committees. These Committees, can be changed, combined, added to and/or deleted as the Council and By-laws Committee sees fit.

Standing Committee

1. By-laws Committee
2. Governance Committee
3. Compliance Committee
4. Nominating Committee
5. Review Committee
6. Resident Participation Funds Committee

Section 2. Creation

The Chair with the approval of the Executive Board may appoint Special Committee(s) and Standing Committee(s) in addition to those named in these by-laws as the need may arise.

Section 3. Composition

Each Committee shall consist of a Chairperson and at least two (2) additional members.

Section 4. Removal of Committee Chairperson

If the Chairperson of a Committee is remiss in carrying out his/her duties, the District Chair may remove the Chairperson with the approval of the majority of the Executive Board. (Chairperson with the approval of the Executive Board can appoint Committee Chairperson, except for the Nomination Committee)

Section 5. Appeal of Committee Chairperson Removal

If a Committee Chairperson who is removed may appeal his/her removal, by submitting in writing postmarked within three (3) days of his/her removal a request to the District Chair requesting a Review Committee, to review the charges against him/her. At the next general meeting following the written request, the District Chair, will select five (5) persons from the Council to serve on this Committee. The Review Committee will listen to the charges that cause his/her removal and statement of the removed Chair. The vote of 2/3 of the Review Committee, will determine if his/her removal stands. No new Chair may be appointed during this appeal process. If the removed officer does not request a appeal then the District Chair with the approval of the Executive Board may appoint another Committee Chairperson.

Article VIII

Records & Minutes

Section 1. Books, Records and Minutes

All books, bank account records, minutes and other documents for the Council shall be the property of the Council and maintained at its District Office.

Section 2. Examination of Books

The books, bank account records, minutes and documents of the Council shall be open to inspection by the membership, by written request at least one (1) week in advance at the office of the Council.

Section 2. Signing of Checks & Legal Documents

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

Section 4. Audits

New York City Housing Authority shall have the right to request an audit in writing at least seven (7) business days , of solely of New York City Housing Authority funds received by the Council.

Article IX

Nominations & Elections

Section 1. Notice of Meetings

Nominations and Election shall be held only upon written notice to the membership given at least one month prior to the date of the schedule meeting. Notice of a Nominations and/or Election shall state the requirements which must be satisfied before a member may be nominated to office. Notice shall be given in one or more languages as appropriate.

Section 2. Nomination Committee

A. There shall be a Nomination Committee, which shall be a Standing Committee. The members of the Nomination Committee shall elect its own Chairperson.

B. No person serving on the Nominating Committee, shall be eligible to be nominated or run for office.

C. Whenever possible the Chairperson of the last appointed Nomination Committee shall serve on the current Nomination Committee. The former Chairperson may be heard, but may not vote on Committee business.

Section 3. Nominations

A meeting of the general Council shall be held at least one (1) month prior to the election of officers is scheduled to take place. The Nomination Committee shall deliver a report nominating at least one (1) candidate for each office of the Council. The Committee shall confirm in its reports that each nominee has agreed to serve if elected. The Nomination Committee Chairperson or designated member of the Nomination Committee shall open the floor for additional Nominations for each office.

Section 4. Elections

A. 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 members at the time of a vote, if a quorum is present at such time shall be required to elect a candidate(s) to office(s).

B. Time and Manner

Election shall be conducted at an Election Meeting held in the month of JANUARY. The vote shall be taken by secret ballot. If a candidate for any officer shall be unopposed, the Secretary shall cast and record one vote on a motion approved and carried by the body and such candidate shall be elected to office.

Section 5. Conduct of Nominations and Election Meetings

At a minimum, the Council may use local election boards/commissions. The Council shall use an independent third-party to oversee elections and recall procedures.

Section 6. Voting

Each member of the Council shall have no more than one (1) vote. Voting by proxy and write-in votes shall not be permitted.

Section 7. Recall Election

A. An officer shall be recalled if 51% of the voting membership petitions for the recall of that officer.

B. Upon recall, a recall election must be held, following the election procedures described in Article IX, Section 1-4.

Article X

Removal From Office

Section 1. Cause

A. An Executive Board Officer, may be removed from office for dereliction of duty, malfeasance, conflict of interest, violating any provisions in these by-laws and actions contrary to the best interest of the Council.

B. An Executive Board Officer, may be removed from for being absence from three (3) consecutive meetings of the General Council or Executive Board meetings without sufficient and valid reason. This member shall be removed by the vote of 2/3 of the Council.

Section 2. Procedure

A. Review Committee, consisting of members of the Council, Executive Board (other than the office whose removal is under consideration) and one observer designed by the Department of Community Operations shall be formed to hear charges against any officer whose removal is being sort under the provisions of this article.

B. The 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 at least ten (10) business days in advance of the meeting of the Review Committee. The accused may have representation of his/her choice at the Review Committee meeting.

C. The vote of 2/3 of the members of the Review Committee present at the meeting which the charge(s) are presented to the Review Committee, if a quorum is present at such time shall be required to remove an officer from office.

Section 3. Appeal Process for Removed Officer

If an officer whom was removed disagree with the decision of the Review Committee, may make a written request to the Department of Community Operations postmarked within three (3) business days of the decision of the Review Committee. At this time the charges will be brought before the entire Council, in which the Council will hear the

charges that cause the officer removal and a statement from the officer. Then there will be a secret ballot to vote rather the removal stands or not. During this process no election or appointments shall be made to fill the vacancy(ies) in appeal.

Article XI

Meetings

Section 1. General Council Meetings

A. Meetings of the general Council shall be held on the second (2nd) Monday of each month. In the event that a meeting date falls on a legal or religious holiday, the meetings shall be postponed to the third (3rd) Monday of said month.

B. The Chair and Executive Board may invite guest(s) to the Executive Board and/or general Council meeting.

C. No general Council meeting should be canceled and/or postponed unless weather is unsafe for traveling, scheduled meeting falls on a legal holiday or has been voted on by the general Council in advance.

Section 2. Notices

Notice of any regular meeting of the general Council shall be mailed. All members shall receive written notices of all meetings including special meetings at least ten (10) business days in advance of the scheduled meeting.

Section 3. Quorum of General Council

A majority of the members of the Council present shall constitute a quorum for the transaction of business at any meeting of the Council. (2/3 of membership)

Section 4. Annual Meeting

The general Council meeting scheduled for the month of FEBRUARY 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 and if an election shall have been held the pervious month installation of officers.

Section 5. Special Meetings

A Special Meeting may be called at the discretion of the Chair upon ten (10) business 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 or 2/3 of the Executive Board only during the months of July & August.

Section 6. Order of Business

The Order of Business at all regular & annual meetings shall be:

1. Call to order & Presentation of the agenda
2. Reading and acceptance of minutes
3. Excuse of Executive Board Officer(s)
4. Reports of Committees
5. Reports of Officers
6. Discussion of any correspondences, meetings and petitions received
7. Unfinished business
8. New business
9. Announcements & Adjournment

Article XII

Parliamentary Authority

The rules contained in the latest edition of "Robert's Rule 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

Amendments 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-laws amendments may be proposed by the By-laws Committee and shall be proposed by the Committee upon written request of at least 2/3 of the Council.

Section 3. Notice of Proposed Amendments

Written notice containing the content of every proposed by-laws amendment shall be given to each Council member at least one (1) month prior to the regular or special

meeting at which the proposed amendments will be considered. Adoption of a proposed amendment shall require all affirmative vote of at least 2/3 of the members of the Council.

Section 4. Interpretation of By-laws

In the event clarity is needed on these by-laws, members who served on this By-laws Committee shall come together to clarify any questions or interpretation of these by-laws. In the event none of the members who served on this Committee is associated with the Council, then the Council should seek the recommendation of the New York City Housing Authority's Law Department.

Article XIII

Dissolution

If for any reason the Council, shall dissolve, possession and control of its assets (SOLEY NEW YORK CITY HOUSING AUTHORITY), shall be delivered to the New York City Housing Authority, to be safeguard until another Council is formed.

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

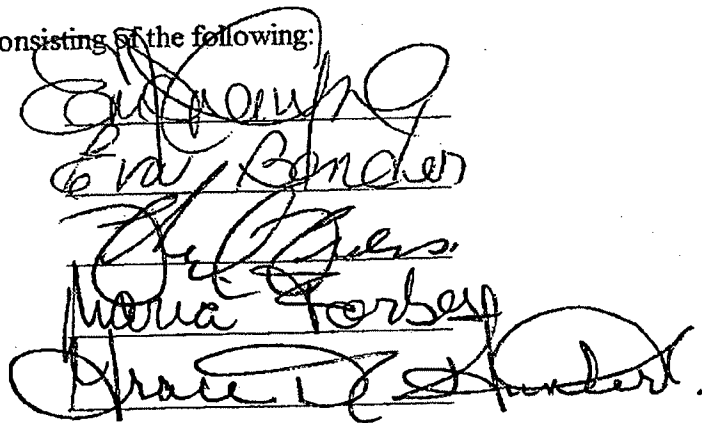
Erik Crawford (Davidson/Site 166 Houses)

Eva Bender (Forest Houses)

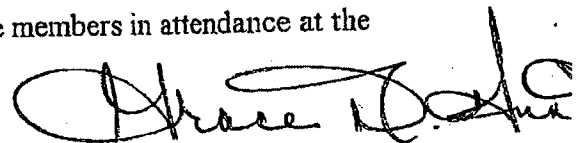
Sheryl Cross (Moore Houses)

Maria Forbes (Clay Avenue)

Grace Hunter (Webster Houses)



And were adopted by affirmative vote of at least 2/3 of the members in attendance at the meeting held on Monday, November 14, 2005.



Secretary