

By Laws

&

Constitution

Of

Manhattan North

Council of Presidents

Preamble

We the duly-elected officers of the Manhattan North District Council of Presidents of the New York City Housing Authority, constitute a citizenry larger than most American cities. In order to resolve the many problems confronting us, and to build productive communities guaranteeing a full, healthy and happy life for our families, we must control our destinies.

Article 1

Section 1.

The name of this organization shall be the **Manhattan North District Council of Presidents.**

Purpose

Section 1.

The purpose of this organization shall be to:

1. To improve the quality of life for the residents of each of the New York City Housing Authority developments and the residents of the surrounding community.
2. Promote neighborliness among the residents of the housing Developments and the residents of the community.
3. Serve as a liaison between the residents and the New York City Housing Authority, between the residents and community, social Service, health, education, HUD, City and State.
4. Serve as an organized representative for the residents of all Manhattan North Developments.

5. Shall develop educational, cultural, recreational programs and Services for the residents and community, as needed.
6. Encourage involvement and participation in our District Council of Presidents.

Article II

Section 1.

Eligibility for the Manhattan North District Council of Presidents is limited to the Presidents of Resident Associations of said developments in Manhattan North, representing the residents of the New York City Housing Authority developments, located within the confines of the Manhattan North District.

Section 2.

To become a member of the Manhattan North District Council, a Resident Association officer as described in Section 1 above must be a resident in good standing in his/her lease.

Article III

Officers and Their Elections

Section 1.

The offices of Manhattan North District Council of Presidents shall consist of a Chair, Vice-Chair, Financial Secretary, Recording Secretary and Treasurer. No officer may hold more than one (1) office at a time. Each nominee/officer must have had been an officer of their local Housing development for a minimum of two (2) years.

Section 2.

The officers shall be elected as stipulated by 964 Regulations Section 130. by the membership of the District Council at a nominations meeting held in November, elections in December and the swearing in ceremony in January. Each officer elected shall serve for a term of three (3) years. An individual may not hold office for more than three (3) consecutive terms.

Section 3.

No one employed by the New York City Housing Authority can run for office.

Section 4.

Elections should be run according to ^{Change} 964.115 Regulations of the Federal Government.

Article IV

Duties of the Manhattan North District Council Officers

Manhattan North District Chair:

Section 1.

It shall be the duty of the Council Chair to preside at meetings of the Council and Executive Board meetings.

Upon taking office, the Chair shall assign the Vice-Chair specific areas of responsibility. The Chair or the Vice-Chair shall co-sign checks with the Treasurer and Financial Secretary which are approved by the Executive Board. The Chair shall sign all contracts, agreements and legal documents on behalf of the District Council. With the signed agreement from each Council Member with notification to all Resident Association in a timely manner.

Section 2.

Vice Chair:

The Vice-Chair shall, in the absence or disability of the Chair, possess the powers to perform the duties of that office and such other duties as the Executive Board of the membership may deem from time to time. In the event of a vacancy of the office of the Chair caused by illness, death or resignation or any other reason, the Vice-Chair shall succeed as Chair for the unexpired term of office.

Section 3.

Treasurer:

It shall be the duty of the Treasurer to receive all money (ies) paid to the Council and to be the custodian of all records, books, receipts and funds. The treasurer shall be bonded. The treasurer shall disburse funds only with the presentation of authorized and approved vouchers. He/She shall co-sign all checks with the Chair/Vice-Chair or Financial Secretary. Th/Sh shall submit a written financial report quarterly or when called upon at an Executive Board or District Council meeting. The Authority will have the right at a reasonable time to request an audit to be conducted by the Authority or by an independent certified accountant.

Section 4.

Financial Secretary:

It shall be the duty of the Financial Secretary to record all funds received by the Treasurer, such as fund-raising, N.Y.C.H.A., State, City, HUD, etc. The Financial Secretary shall issue duplicate receipts for all money(ies) received which shall be turned over to the Treasurer for deposit in the bank account of the District Council. He/She shall be responsible for maintaining a current and accurate file and an adequate accounting system showing all income and expenses during his/her tenure. The Financial Secretary shall pay all duly authorized expenditures upon presentation of proper and appropriate vouchers. The Authority will have the right within thirty (30) days to request an audit of all records by an independent certified accountant.

Section 5.

Recording Secretary:

It shall be the duty of the Recording Secretary to keep written and accurate records of the District Council and Executive Board meetings. The "Minutes" of the District Council and Executive Board meetings are to be approved at the next meeting. The Recording Secretary shall keep a file of all reports, mail issued and received by the District Council, including documents and correspondence. It shall be the duty of the Recording Secretary to write correspondence for the District Council as directed by the Chair and the Executive Board. He/she shall be responsible for seeing that all notices are sent out in a timely manner. He/She shall keep a full and accurate list of the officers, Resident Association Presidents with their correct addresses, apartment numbers, telephone numbers and development name and their prospective election dates.

Section 6:

Vacancy in Office:

Vacancy in any office of the District Council, whether caused by resignation (which shall be given in writing), removal in accordance with the provision of these By-Laws, termination of N.Y.C.H.A. tenancy, noncompliance with the lease, or other cause shall be filled only by a Special election.

Article V

Executive Board

Section 1.

The Executive Board of Manhattan North District council shall be comprised of **Chair, Vice-Chair, Financial Secretary, Recording Secretary and Treasurer**. The Chair shall preside over Executive Board meetings.

Section 2.

The Executive Board shall meet the 1st Wednesday of the month at the Manhattan North District Council's Chair's office. 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 within 72 hours.

Section 3.

The responsibilities of the Executive Board shall be :

- a) To formulate and actively support the District's objectives, policies and programs.
- b) To assume responsibility for provision of adequate finances for the District's work.
- c) To approve the Council's budget and bring recommendations on the budget to the membership.
- d) To conduct periodic evaluations of the work of the Council with a view of improving operations.
- e) To establish special committees as are necessary to carry out the work of the Council.
- f) To convene for the purpose of conducting urgent and special business that may be in the best interest of the Council.

Section 4.

A. In order to transact business, 2/3 of the members of the Executive Board must be present to constitute a quorum and action of the Executive Board requires a majority vote of those present.

B. The Chair shall invite special guests to General Membership Meetings as well as Executive Board Meetings with the approval of the Executive Board. suggestions can come from the Executive Board.

Article VI

Committees

Section 1.

The following committees shall be known as Standing Committees:

1. By-Laws
2. Nomination
3. Modernization
4. Fund-raising
5. Affirmative Action
6. Review

Section 2.

A. Each Standing Committee shall consist of five (5) members with a Chair and a Secretary.

B. The Chairperson of each Standing Committee (except that of the Nomination Committee) shall be appointed annually by the District Council Chair with the approval of the Executive Board. A Vice-Chair and Secretary will be elected by the committee.

C. In the event a Chairperson of any committee is remiss in carrying out His/her duties, the District Chair may, with the approval of the Executive Board, request the resignation in writing of said Chairperson before the expiration of his/her term or with good cause Remove Chair and other members.

Article VII

Nominations and Elections

Section 1.

Nominations Committee and Members, appointed by the Chair are subject to the approval by the Executive Board. The Nominations Committee shall elect its own chairperson.

Section 2.

At the General Membership Meeting held at least one (1) month prior to the Election of officers, the Nominations Committee will deliver a written report that serves to nominate at least one candidate for each office of the District Council and will include in its report a statement confirming that each nominee has agreed to serve, if elected. Additional nominations may be made from the floor.

Section 3.

All written notice of nominations and elections shall be mailed to members not less than one (1) month before the date of said election. Notices shall include the requirement for eligibility and shall be in one or more languages as appropriate. (See Article III, Section 1 & 2)

Section 4.

Elections shall be held by secret ballot and shall be held in the month of December, unless there is a legal holiday in which it shall be held the following business day. (See Article IV, Section 2)

In the event of an unopposed candidate for any office, the Nominating Committee shall cast and record one vote (ballot) for the candidate on a motion and carried by the body.

Section 5.

Any meeting of the Manhattan North District Council at which a nomination or election of officers is to occur has to be run according to 964 Regs Section 130.

Section 6.

Voting privileges shall be made verbally or by secret ball by developments Resident Association President.

Section 7.

Removal From Office

- a) Any Officer may be removed from office for dereliction of duty, malfeasance, conflict of interest, actions contrary to the best interest of the residents of Manhattan North District Council, or absence from three (3) consecutive meetings of the General Membership (or any combination thereof) without sufficient and/or valid reasons.
- b) A Review Committee, consisting of all members of the Executive Board of the District Council plus one observer designated by the N.Y.C.H.A., Department of Community Operations, may be Convened by the Chair or Vice-chair of the District Council, for the said purpose of hearing charges against any officer whose removal is being sought under provisions of Section 7A.
- c) All charges shall be presented to the accused officer in writing not less than ten (10) days in advance of a Hearing meeting and only the Review Committee considering such charges shall be present.
- d) The accused may have representation at the Review Committee Meeting.
- e) A vote of two thirds (2/3) of the members at a regular or a Special Call Meeting of the General Membership shall be Deemed legal.

Article VIII

General Membership Meetings

Section 1.

General Membership Meetings of the Council shall be regularly held on the second (2nd) Wednesday of each month. In the event this day falls on a legal or religious holiday, the meeting shall be called within five (5) working days. A quorum for all General Membership meetings shall be two thirds (2/3) of the General Membership.

Section 2.

The General Membership Meeting scheduled for January shall be deemed to be the Annual Meeting of the Council. The items of business at the Annual Meeting shall include the Installation of the Officers and the Presentation of the Annual reports to the membership for the outgoing and newly-elected officers in writing.

Section 3.

A Special General Membership may be called by the Chair or two thirds (2/3) of the membership within ten (10) days of written notice to the members and shall state the importance.

Section 4.

Order of Business

The Order of Business at meetings shall be:

- a) Call to order
- b) Presentation of written Agenda
- c) Reading and Acceptance of the Agenda
- d) Reading of the Minutes
- e) Acceptance of the Minutes
- f) Financial Report
- g) Committee Reports
- h) Chair's Reports
- i) Correspondence, Communications and Actions
- j) Unfinished Business
- k) New Business/Guests
- l) Prayer
- m) Adjournment

Article IX

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 as per 964 Regs.

Article X

Review of the Bylaws

Section 1.

These By-Laws shall be reviewed by the By-Laws Committee of the Council every three (3) years.

Section 2.

Amendments to these by-Laws may be proposed by the By-Laws Committee and shall be proposed by such Committee upon written request of at least two thirds (2/3) of the members of the District Council.

Section 3.

Written notice setting forth the provisions of an proposed amendment to these By-Laws shall be given or mailed to the members of the Council at least one (1) month. Adoption of any proposed amendment to these By-Laws requires an affirmative vote of at least two-thirds (2/3) of the members at the General Membership or Special General District Council Meeting at which such action is to be taken.

Section 4.

If for any reason the Manhattan North District Council of Presidents is to be dissolved, all net assets must revert to the control of the New York city Housing Authority and copies of documents must be given to each Resident Association President.