

By-laws for Holyoke Public Housing Toepfert Resident Council

Article I

Name:

The name of the organization is the “***Holyoke’s Toepfert Resident Council***”.

The registered address of the council is at 22 N. Summer Street, Holyoke Ma.
01040

Article II

Purpose

The purpose of the council is to improve the quality of life for the residents of Holyoke who reside at Toepfert Apartments.

In specific, the purpose of the council shall be to:

1. Maintain a viable resident organization representative of the residents who elected its officers.
2. Act as a liaison between the housing authority administration and resident members to assure adequate maintenance of all units and common areas.
3. Work in collaboration with housing authority to establish and maintain security in and around the housing complex and public safety programs.
4. Work with housing authority to promote programs within Toepfert Apartments which will provide improved educational, recreational and social service opportunities for Toepfert residents.
5. Inform residents of their rights and responsibilities under existing federal, state and local law, as well as under the bylaws.
6. Receive official recognition from the housing authority and HUD as a resident council pursuant to the HUD regulations.
7. Institute or assist housing authority to institute economic development programs for residents including but not limited to educational, recreational, and social service opportunities for Toepfert residents.
8. Advise and assist the housing authority in all aspects of public housing operations. It further would collaborate with the Holyoke Housing

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Authority on implementing beautification efforts on the grounds of Toepfert development.

9. Cooperate with other resident councils under the housing authority's jurisdiction in representing the interests of all Holyoke public housing residents.

Article III

The participation of members of the organization is crucial for its success. Members can take part on decision-making in many ways. Democratic election of the organization is an important responsibility of members.

Membership:

Membership in the organization shall include any person whose name appears on the lease of a unit in the public housing development represented by the organization who is at least eighteen (18) years of age.

Vote Eligibility:

The eligible voting membership includes all residents at least eighteen (18) of age or heads of households (any age) whose names appear on the lease of a unit in the public housing development represented by the organization.

Article IV

Meetings are the most important means of conducting the business of the organization. They should also provide the members an opportunity to understand the activities of the organization and the bases of its decisions. A published, regular schedule of the meetings is therefore crucial to the overall success of the organization.

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Meetings:

1. Frequency:

Regular Council meetings shall be held not less than once a month and shall be open to all residents residing at Toepfert development.

2. Notices:

Notice of all regular monthly meetings together with an agenda of the meeting shall be posted in the Mailbox Room located at 22 N. Summer Street at least ten (10) days in advance of meetings to residents.

3. Place and time of meeting:

Meetings shall be held at **22 N. Summer Street** in the community room unless announced otherwise.

Whole membership meetings (for all residents) will be held every month on the

First Wednesday of every month from 6 P.M. to 8 P.M.

Subcommittees meetings will be scheduled as committee members schedules allow.

Special meetings

The President or a majority of the board or members at any time may call a special meeting provided that the written notice including agenda is given at least twenty-four (24) hours prior to the meeting. Notice of meeting shall be posted at 22 N. Summer Street Holyoke Ma. in the mailbox room in a visible area.

4. Quorum

At any Council meeting, majority of the board of the council shall be necessary and sufficient to constitute a quorum.

5. Attendance

Each time a member of the board of the council appears at a regular or special meeting, a record of the presence of that board member shall be placed in the minutes of the meeting. A record

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(sign in sheet) of all those attending the meeting shall be kept on record as well.

6. Voting by board of the council

Each member of the board of the council present at a meeting shall be entitled to cast one (1) vote on any subject which a determination is presented for consideration.

Article V

The tenant council board has a formal, responsibility to manage the affairs of the organization, to conduct its business and to consult and inform the residents. To insure continuity, board members' terms should be overlapping, starting and ending during different years. Special arrangements should be made for the first board members to provide for these staggered terms of office.

1. Number of officers

The council board shall consist of at least five (5) officers but not more than 9. At large members are considered officers.

Eligibility

Any qualified voting member of a resident council, who is a head of household (any age) or resident at least 18 years of age and whose name appears on a lease for the unit in the public housing that the resident council represents, may seek office and serve on the resident council board. No two family members living in the same unit can run for a seat on the Council board at the same time.

2. Terms of office

Members of a council board shall be elected.

- Up to four members "At large members" of the first council board shall be elected for a term of one (1) year

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- Two (2) members “Secretary and treasurer” of the first elected Board of the council shall be elected for a term of two (2) years.
- The remaining two (2) members “President and Vice President” of the first elected council board shall be elected for a term of three years [24 CFR 964.130 (a) (2)].

Each year thereafter, the voting members at the regular annual meeting of members shall elect officers to replace the officers whose terms have expired. Each officer shall hold office until his or her successor shall have been duly elected and shall have been qualified or until his or her death or he or she shall resign.

3. Leave of absence

Officers must request a leave of absence in writing which shall be subject to board approval. One leave of absence may be granted per year.

4. Resignation

Officers may resign at any time after delivering written resignation to the president of the board.

5. Vacancies

Whenever the number of the executive board members shall for any reason be less than (5), the vacancy(s) shall be filled as follows:

In the event the President resigns the Vice President will resume the responsibility of President and the Vice President position will be filled by an at-large member.

In the event the Secretary position is vacant, an at large member will fill the position. In the event the treasurer position is vacant an at large member will fill the position.

In the event an at large member position is vacant, it will remain vacant unless the general membership chooses to fill the position by a special election following the rules of Article VII or until the next general election.

6. Meetings of the Executive Board

Regular meetings of the Executive Board shall be held once a month, on the last Wednesday of each month, special meetings shall be held at any time when called by the order of the president of the council or any four (4) officers. Minutes of

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executive board meetings will be recorded and kept by the Secretary of the board on file.

Article VI

Officers:

1. Title and Qualifications

a. President

The president of the board shall preside at all meetings of the organization, including those of the executive board, and shall have such other powers and duties consistent with these by-laws.

b. Vice President

The vice president shall perform all duties in the absence of the president.

c. Secretary

The secretary shall be the custodian of all records and documents of the council and perform all other duties consistent with these bylaws.

d. Treasurer

The treasurer shall have the care of, receive and give receipts for monies due and payable to the council and deposit all monies received by him/her in the name of the council in **People's Bank** in Holyoke as may be designated by the board of the council.

e. At large members

At large members shall be available to resume the responsibility in the case of vacancies within the elected board council. At large members shall be members of sub-committees as they are created and assist the chair person of those committees in accomplishing the goals of the committees.

2. Term of Office

All officers shall hold office until their position is vacated or their term has expired

3. Resignations

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Any officer may resign at any time by delivering a written resignation to the executive Board.

4. Removal

Any officer may be removed at any time, for just cause, by a vote of the majority of Resident council members.

5. Vacancies

A vacant position on the resident council board will be filled according to Article V section 5

6. Records and Reports

Any person who is a voting member of the resident council shall have the right, for any proper purpose and at any reasonable time, on written demand stating the purpose thereof, to examine and make copies from the relevant books and records of accounts, minutes, and records of members of the resident council, Upon the written request of any voting member, the resident council shall mail to such member a copy of the most recent balance sheet and revenue and disbursement statement. If such request is received by the resident council before such financial statements are available for its last fiscal year, the resident council shall mail its financial statements as soon as they become available. In any event, the financial statements must be mailed within four months after the close of the last fiscal year. Balance sheets and revenue and disbursements statements shall be filed and kept for at least five years.

Article VII

Elections:

1. Third-Party Oversight

The resident council shall use an independent third-party to oversee elections and recall procedures. The resident council may use local election boards/commissions.

2. Terms

Staggered terms and term limits for officer shall be followed as noted in Article V section 2.

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Sufficient notice shall be provided to the voting members (at least 30 days) for nominations, elections, and recall procedures. The general election or recall process may be held at any time after this period at the discretion of the resident council. The notice should include a description of election procedures, eligibility requirements and dates of nomination and election.

3. Recall

Any elected officer of the council may be recalled by a vote for removal by a majority of voting members. A recall election must be promptly conducted when a petition requesting such an election is received from not less than ten percent (10%) of the voting membership. All procedures for petitioning for a recall election shall be provided to voters for their inspection and must be included in the by-laws.

Article IX

Fiscal Affairs:

Deposit of Funds

All funds of the council not otherwise expended shall be promptly deposited in People's bank, as insured depositories as noted in these by-laws.

Checks

All checks, drafts, endorsements, notes and evidence of debt shall be signed by the President and Vice President.

Article X

Amendments: These by-laws may be amended by an affirmative vote of majority of the eligible members present at a meeting provided that at least three (3) weeks written notice of the proposed changes have been given to all members.

Article XI

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Adoption: These by-laws shall become effective and the council established upon the signing of these by-laws by at least majority of members present at meeting.

It is important to note that all the persons authorized on the council board to approve this document should be signers of it.

Approved and ratified at the Membership of the _____ day of _____,
Year _____ .

Signatures:

President

Vice President

Clerk/Secretary

Treasurer

At-Large member

At-Large member