

BROOKLINE HOUSING TOWN WIDE TENANT ASSOCIATION

BY LAWS

PREAMBLE

In 1968 Residents of the Brookline Housing Authority, faced with massive evictions due to antiquated income limits, and the general discontent of tenants, banded together and voted into office, the Brookline Town Wide Tenant Association. The President of the Parent organization was designated as the official spokesperson at the Brookline Housing Board of Directors meeting. It was the duty of the President to keep lines of communication open, with the Presidents of the individual Tenant Associations, through the Tenant Councils, to inform Tenants of their rights, to address problems of concern, unresolved at their developments and try to create a spirit of cooperation between Residents and the Authority, to educate Tenants regarding rules and regulations mandated by the funding agencies, both State and Federal on the Local Housing Authority and that the Tenants must adhere too.

BY LAWS OF THE BROOKLINE HOUSING TOWN WIDE TENANT ASSOCIATION Article 1

Name Section 1
The Brookline Housing Town Wide Tenant Association

Article 2

Membership Section 1
Any Tenant that comes under the jurisdiction of the Brookline Housing Authority including Residents under a State or a Federal Rental Assistance program residing in the Brookline Community.

Section 2
The Executive Board shall consist of the Officers of the Association and two elected council members from each development.

Article 3

Meetings and Quorum

Section 1
The Executive Board shall hold its regular meetings the first Wednesday of the month at 7:30 p.m. year round, or as such time as may be voted by the Executive Board.

Section 2
Special meetings may be called by the President and shall be called on written request by three council members. Five days notice shall be given by the Secretary of the meetings and no business other than that stated in the notice shall be acted upon.

Section 3
Ten members shall constitute a quorum for transaction of business, but a lesser number may convene from time to time, subject to the call of the chair.

Section 4
The annual meeting of the Association will be held on the first Sunday afternoon in October at a designated site, subject to change.

Article 4

Officers

Section 1

The officers of the Association Shall be as follows:

- a. President
- b. Two Vice Presidents
- c. Treasurer
- d. Corresponding Secretary
- e. Recording Secretary

The term of office for all officers shall be a period of one year.

Nomination and Election of Officers

Section 1

The Executive Board shall appoint a nominating committee of three council members at least a month prior to the annual meeting.

Section 2

The Election shall be held by ballot at the Annual meeting.

Section 3

At all elections the chair shall appoint two tellers, whose duty shall be to count the ballots.

Section 4

In case of vacancies in any official position, a special election shall be called within a month after the vacancy occurs.

Section 5

No employee of the Brookline Housing Authority shall be a member of the Executive Board.

Section 6

Any Officer or Council Representative who is absent from three (3) consecutive meetings without good cause, must upon a vote by the majority of the Executive Board, vacate the seat.

Article 5

Duties of Officers

Section 1

President: It shall be the duty of the President to preside at all meetings of the Association and the Executive Board, Preserve order and enforce the rules thereof. He or she shall sign all vouchers upon presentation by the treasurer, drawn in accordance with the by-laws and all other official documents.

He or she shall appoint all committees. He or she shall be, by virtue of the office, an ex-officio member of all committees. He or she shall countersign all checks drawn upon funds of the association.

Section 2

Vice-Presidents: It shall be the duty of the Vice Presidents to assist the President in maintaining order in the absence of the President and to preside.

Section 3

Corresponding Secretary: The Corresponding Secretary shall notify members regarding monthly meetings, annual meetings and all special meetings. The Secretary will submit all expenses to the Treasurer.

Section 4

Recording Secretary: The Recording Secretary shall keep accurate minutes of the transaction at each meeting of the Executive Board. He or She shall give to his or her successor in office or to any committee appointed to receive them all books, papers or other properties in his or her possession, pertaining to the office.

Section 5

Treasurer: The Treasurer shall keep track of any monies in the Tenant Association treasury and assist in the process of the Budget submitted to the Brookline Housing Authority for approval.

- a. Membership (dues) Conferences
- b. Transportation to and from all conferences
- c. Meeting expenses including transportation
- d. Printing-Postage
- e. Misc. expenses as necessary

He or She will document any donations received and will co-sign with the President any checks received. He or She will submit books and papers in his possession belonging to the Association to his or her successor or to any committee the Association may authorize to receive them. The Treasurer shall make an annual report to the membership at its annual meeting.

Article 6

Revenue

Section 1

Revenue will be drawn from the funds held by the Brookline Housing Authority in response to request by the Executive Board of the Tenant Council.

Section 2

In order that any and all members of the Public Housing Community may participate no dues will be collected from the membership.

Article 7

Order of Business at Regular and Special Meetings

1. Call to order and circulate sign in sheet
2. Roll Call of officers and members of the Executive Board
3. Reading of minutes of the previous meeting
4. Communications and bills
5. Council Reports
6. Unfinished Business
7. New Business
8. Adjournment

Article 8

Amendments

Section 1

All amendments to the by laws shall be referred to the by law committee and a written notification to the Council shall be submitted for ratification.

Section 2

Adaption of the By Laws to be dated and signed by the President of the Town Wide Tenant Association.