

Frederick Douglass Tenant Task Force Bylaws

Date submitted: _____

BY LAWS FOR THE FREDERICK DOUGLAS TASK FORCE

ARTICLE I: FREDERICK DOUGLAS TASK FORCE, 755 TREMONT ST., ROXBURY, MA

Section 1 **Name:** The name of the Task Force is the Frederick Douglas Apts. Task Force.

Section 2 **Principal Location:** The principal location of the Task Force shall be within the Boston Housing Authority's Frederick Douglas Apts. housing development. The Task Force may change the principal location, which will be effective upon a certificate of the change being filed with the Elderly/Disabled Housing Program.

Section 3 **Purpose:** The purpose of the Task Force is to empower public housing residents at the Boston Housing Authority's Frederick Douglas Apts. public housing development to fully participate in decisions affecting them involving the Boston Housing Authority (BHA) or other agencies, to educate residents regarding their rights and responsibilities, and to enhance economic opportunities and self-sufficiency for all residents.

Section 4 **Fiscal Year:**

ARTICLE II: Frederick Douglas Apts. Tenant Task Force, Officers

Section 1 **Tenants**

Definition of Tenants: The Tenants of the Task Force shall consist of the residents of the Frederick Douglas public housing developments of the BHA who have voting rights.

Voting Rights of Tenants: The Tenants shall have rights to elect or recall the members of the Task Force (as described in Article III below), to adopt and revise By-Laws, and to take such other steps as may be necessary to achieve the purpose of the Task Force. The Tenants shall have the right to participate in the Task Force and its committees. Voting rights will be vested in all residents of Frederick Douglas Apts. development who are 18 years of age or older, or who are emancipated minors who are leaseholders in such developments, as listed on BHA leases or Tenant Status Review (TSR) reports. Residents who have vacated the development will no longer have voting rights, except in instances where the developments are undergoing redevelopment and members of the Task Force must temporarily relocate off site, but have rights to permanently relocate back to the development. Voting rights can only be exercised by persons present at a Tenants meeting; there shall be no voting by proxy. Each member shall only have one vote.

Meetings: There shall be at least one Resident meeting a month. At this monthly meeting members will receive monthly reports, financial reports, and other

TASK FORCE STAY IN OFFICE 3/4/15

meeting shall be five (5) members. (All tenants should be notified to attend these special meetings).

2.6 Filling Vacancies of Task Force Officers: If a vacancy occurs in the Frederick Douglas Apts. Task Force prior to the next scheduled election, such vacancy shall be filled by the Frederick Douglas Apts. Task Force. The Task Force shall give written notice of such vacancy to the Residents and give the Residents a reasonable period of time (but not to exceed two (2) weeks) to submit names for consideration for appointment to the Task Force. The Officer so appointed shall hold office only until the next election. Reasonably prompt written notice shall be given to the Tenants and to the BHA of any vacancy caused by resignation or removal of Officers and the name and address of the person appointed by the Frederick Douglas Apts. Task Force to fill the vacancy.

2.7 Resignation: Any Officer may resign from the position by delivering a letter of resignation to the President (or, if the person resigning is the President, the Vice-President). Such resignation shall be effective upon receipt and acceptance of the letter by the Frederick Douglas Apts. Task Force.

2.8 Removal for Good Cause: Any Officer of the Frederick Douglas Apts. Task Force may be removed from office for good cause at any time by the Residents at any meeting by a majority vote of the Tenants present at such meeting. The following shall constitute good cause: (1) Absence from three meetings without excuse; (2) Violating the confidentiality of residents; (3) Accepting a paid position with the BHA or a contracted management company at the Frederick Douglas Apts. development, or a paid position with the BHA in a policy-making or supervisory position, provided however, a Task Force Officer's participation in a BHA advisory capacity, such as on the Monitoring Committee or the BHA Resident Advisory Board, shall not require the Task Force Officer to resign or be removed from office; (4) Misusing the organization's office or name; (5) Failure to resign after losing Tenant-ship in the Task Force, as described in Sections 1.2 and 2.2 above; or (6) Any breach of the Officers' duty of loyalty to the Task Force or its members; (7) For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (8) For any transaction from which the Officers' derived an improper personal benefit. Any action on removal must be preceded by written notice to all members of the Frederick Douglas Apts. Task Force, at least one week in advance of the meeting, stating that the issue of removal shall be considered at that meeting, and stating the grounds for removal.

2.9 Meetings of the Frederick Douglas Apts. Task Force: The Frederick Douglas Apts. Task Force shall meet at least once a month at a regular time and place which shall be posted and made generally known to the Tenants. Special meetings may be called by the President (or in the President's absence, the Vice-President), or by written request of two (2) Officers' to the Secretary. Generally, Frederick

Task Force (except as the Frederick Douglas Apts. Task Force may otherwise designate), and exercise general supervision and control of the affairs of the Task Force. The President shall have the normal power to vote in the Frederick Douglas Apts. Task Force and the Tenants and to make or second a motion.

(B) Vice-President: The Vice-President shall perform the duties of the President when the President is absent or unable to perform his/her duties.

(C) Secretary: The Secretary shall record and maintain minutes of all Frederick Douglas Apts. Task Force and Tenant meetings and shall insure that proper notice of Board meetings and Tenant meetings is given. The Secretary shall also function as the Clerk of the Task Force under the terms of these By-Laws. In the absence of the Secretary, a temporary secretary may be elected to record the minutes of the meeting concerned.

(D) Treasurer: The Treasurer shall have general charge of all financial affairs of the Task Force. The Treasurer shall ensure accurate recordkeeping with respect to the Task Force financial affairs, and shall sign off on checks authorized by the Frederick Douglas Apts. Task Force. The Treasurer shall provide regular financial reports to the Frederick Douglas Apts. Task Force and to the Tenants and the BHA. All checks issued by the Task Force shall have, in addition to that of the Treasurer, the signatures of at least the President (or, in the President's absence, the Vice-President) or Secretary.

(E) Alternate: The Alternate is to attend all Task Force/Residents meetings to stand in for any of the elected officers. The Alternate shall educate themselves on the roles and responsibilities of the other elected officers of the ask Force.

3.2 Term of Office; Resignation, Removal from Office, and Filling of Vacancies: The Officers' term of office shall be the same as the Frederick Douglas Apts. Task Force. An Officer may resign by giving written notice to all other members of the Frederick Douglas Apts. Task Force. The Frederick Douglas Apts. Task Force may also remove any Officer for good cause by a majority vote. "Good cause" shall be defined in the same manner as in Article II, Section 2.8 of these By-Laws. The Task Force shall fill any vacancies in an Officers' position from the members of the Frederick Douglas Apts. Task Force. The resignation or removal of an Officer shall not be deemed to also be a resignation or removal from the Frederick Douglas Apts. Task Force unless this is stated in the resignation, or the Tenants decision. Any Officer who resigns or is removed from Officer shall have the responsibility to turn over any of the Task Force records and accounts to the Frederick Douglas Apts. Task Force. Reasonably prompt written notice shall be given to the Tenants and to the BHA of any vacancy caused by resignation or removal of an Officer and the name and address of the person appointed by the Frederick Douglas Apts. Task Force to fill the vacancy.

Residents in order to be eligible as a nominee for the Frederick Douglas Apts. Task Force. Tenants may sign more than one candidate's nominating papers. Multiple signatures by the same member on a candidate's nomination papers shall be stricken. (OPTIONAL)

- 1.5 Period for Nominations; Submission of Signatures to the BHA for Verification; Certified Papers Remaining on File: Nominations must remain open for a minimum of at least three (3) weeks from the date of the initial election notice. BHA shall verify that the signatures that appear on the nomination papers represent names of legal household members eligible to vote in the election; BHA shall not certify if the signatures are authentic. To ensure candidates an opportunity to avoid having their nomination papers rejected for an insufficient number of certifiable names, a preliminary inspection of nomination papers by BHA management shall be conducted fifteen (15) days prior to the end of the nomination period. Those candidates who fail to submit nomination papers on or before this preliminary date do so at risk of being rejected from the election. The certified nomination papers shall be maintained on file with the Election Committee and the Frederick Douglas Apts. Task Force until the following election. (Optional) (TBA)
- 1.6 Encouraging Diversity in Candidate Pool: The Frederick Douglas Apts. Task Force and the Election Committee shall attempt to achieve reasonable representation on the Frederick Douglas Apts. Task Force of all racial and ethnic groups and all geographic areas within the Frederick Douglas development.
- 1.7 Notice of Nominations; Encouraging Resident Participation: The Election Committee and the Frederick Douglas Apts. Task Force shall give written notice to all resident households by way of leaflets regarding the certified nominees for the Frederick Douglas Apts. Task Force. The notices shall display a sample ballot with each candidate's name and address listed. Such notices shall be posted in every hallway, management, and Task Force office at a minimum of thirty (30) days prior to the election. The Election Committee and the Frederick Douglas Apts. Task Force shall conduct a broad range of activities to encourage resident participation in the election through candidates' nights, providing poster and leaflet materials to candidates for campaign purposes, and/or issuing election reminder notices to residents, consistent with resources available to the Task Force.
- 1.8 Conduct of Election: The Frederick Douglas Apts. Task Force and the Election Committee shall obtain an impartial third party to monitor the balloting and tabulation process. At the time of the election, polling stations will be located in an area of adequate size to provide voters a sufficient level of privacy to mark ballots. A secured ballot box shall be provided at each station, and the Election Committee shall verify each voter's eligibility (based on lease and TSR information provided by BHA). The persons staffing the polling stations and

to remove a Task Force Officer for "good cause" in accordance with Article II, Section 2.8.

ARTICLE IV: Committees

- 1.1 Standing Committees: The Frederick Douglas Apts. Task Force shall establish standing committees to carry out the goals and objectives of the Task Force. It shall actively recruit the Residents of Frederick Douglas Apts. to serve on committees to ensure democratic participation and to further the goals of the Task Force. The standing committees shall report to the Frederick Douglas Apts. Task Force and to the Residents on their ongoing work.

ARTICLE V: External Representation

- 1.4 The Frederick Douglas Apts. Task Force shall appoint representatives of the Task Force who will serve on other boards and organizations.
- 1.5 Any such representative may be removed for good cause at any time by the Frederick Douglas Apts. Task Force or Residents at any meeting upon the vote of the majority present.

ARTICLE VI: Personal Liability of Officers and Members of the Frederick Douglas Apts. Task Force; Conflict of Interest

Section 1 Personal Liability

The Frederick Douglas Apts. Task Force shall not have the power to bind the members of the Residents personally or call upon such members to discharge any debts. The members of the Frederick Douglas Apts. Task Force and the Officers shall not be held personally liable for any debt, liability or obligation of the Task Force. This provision, however, shall not eliminate or limit the liability of an Officer or a member of the Frederick Douglas Apts. Task Force for any breach of the Officer or Officers' duty of loyalty to the Task Force or its members, for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or for any transaction from which the Officer or Officers' derived an improper personal benefit.

Section 2 Conflict of Interest

- 2.1 The Conflict of Interest provisions of any state or federal statutes or regulations that apply to public housing or non-profit Task Forces shall be in force with respect to the Task Force, including any decisions to hire personnel or to expend funds. No member of the Frederick Douglas Apts. Task Force or members of the immediate families of members of Frederick Douglas Apts. Task Force shall be employed by the Task Force.