

BY-LAWS FOR THE HERITAGE TASK FORCE

ARTICLE I

The name of the organization is Heritage Task Force.

ARTICLE II

The location for the principal office of the Heritage TaskForce shall be 30 South Bremen Street, Apt. 211, East Boston, MA. 02128.

ARTICLE III

The objectives of the Heritage Task Force are:

1. To create and maintain an inclusive tenant organization that addresses residents' needs.
2. To inform residents of events which affect them at regularly scheduled meetings.
3. To insure inclusion and representation of the diverse elements of the population.
4. To provide activities for the residents of Heritage Apartments deemed necessary.
5. To raise the funds to implement the goals of the Task Force that they may deem necessary.
6. To elect a Task Force of Directors as their official representatives.

ARTICLE IV

Notwithstanding any provisions of these by-laws, the Heritage Task Force shall carry on any other activities it deems necessary and advisable, as long as these activities are legal.

ARTICLE V

The Task Force is organized as a not for profit entity, and no part of its net earnings, if any, shall profit any individual member.

ARTICLE VI

The fiscal year of the Heritage TaskForce shall comply with the BHA fiscal year.

ARTICLE VII

The Heritage Task Force will operate in a manner that respects the rights of all individuals, irrespective of race, national origin, creed, sex, marital status, age, sexual -preference, physical or mental challenge.

ARTICLE VIII

1. There will be a quarterly meeting open to all Heritage residents, and, will be conducted in conjunction with a social event scheduled for and at the same time
2. The elected Task Force will determine the time and date of the meeting.
3. The quarterly meeting will take place in the Heritage Community Room.
4. At any meeting of the general membership, ten residents shall constitute a quorum.
5. Notices of general meetings, along with agenda, will be posted in the community room and the foyers at 2 Fr. Jacobbe Rd. and 30 South Bremen St.
6. Meetings will be conducted in an orderly fashion, with the President, or, another elected officer presiding.
7. At each regular meeting of the members, the minutes of the previous meeting will be distributed and a Treasure's report given.
8. Each resident shall have the right to vote at resident meetings.
9. The Task Force will hold an annual social meeting.

ARTICLE IX

1. The Task Force of the Heritage Task Force shall consist of no fewer than seven and no more than eleven members. To be eligible for the office of President said candidate is required to serve at least two terms on the Task Force. All other positions require that the prospective candidate shall have served one term as a member of the Task Force.
2. Any resident of Heritage, eighteen years or older shall be eligible for election to the Heritage Task Force, with these exceptions:
 - a. A resident, who is an employee of the Boston Housing Authority, shall not be eligible;
 - b. Any more than one member of a given household, or any member of one given family, to include extended family, shall be ineligible.
 - c. A Task Force member who moves out of the development shall be removed automatically from the Task Force.
 - d. A resident not in 'good standing' at Heritage shall be ineligible. This includes residents currently involved in legal disputes with Management, and, others of questionable character, however, 'good standing' is not necessarily limited to the foregoing.
3. Task Force members shall be elected for two year terms and serve until their successors are elected and seated.
4. Thirty (30) days in advance of the election, all residents of Heritage shall be notified in writing that new nominations for Task Force are being accepted. Nominations papers shall be available in the Management Office. Each person seeking election will be required to collect twenty five signatures of residents eligible to vote in the election. The candidates will turn in their completed nomination papers to the Manager within ten (10) days. The manager will certify the signatures and inform the elected Task Force President within ten (10) days.
5. A minimum of two weeks before the election, all residents will be notified of a candidate's forum, the place, date and time of the forum, and the names of all candidates. Each candidate will have three minutes to speak and be available to answer residents' questions. A translator will be available when this is needed.
6. A minimum of one week before the election, a written notice shall be sent to all residents of Heritage stating the date and time of the election. The election shall be held in the Community Room and shall be held at a time that is most convenient for residents. The elections shall take place from 12:00 p.m. to 6:00 p.m.
7. The Task Force shall designate four monitors to conduct the election. Therefore, neither currently elected Task Force members or candidates, nor any household members of either, shall be

eligible to be a monitor

Monitors do not need to be residents of Heritage. The monitors shall record which resident are voting, checking their names against a list of eligible voters, ensure that the ballot box is empty at the beginning of the election and remains sealed through the hours of the election, count the ballots and certify the election results, post the results for all residents to view.

8. If a vacancy occurs on the Task Force, the Task Force will make the decision as to whether or not to fill the vacancy . If it is to be filled, notice will be sent to all residents of the vacancy, and anyone interested will have one week in which to notify an Officer of the Task Force of their interest. If more than one resident is interested, a special election will be held before the next meeting of the Task Force. The candidates shall have one week in which to collect twenty five signatures. Notices will be given to all residents of the special election. An independent monitor will be designated. Any member elected shall finish out the remaining term of the replaced member.

9. The Task Force shall be the official representative body for the residents of Heritage. It will represent the development at meetings and deliberations with the BHA, raise funds for resident activities, manage the laundry fund and any other monies earmarked for residents, report on a monthly basis to residents, and perform all duties and tasks that are for the benefit of the residents and the development as a whole.

10. At the first meeting, the Task Force will elect Officers.

11. The Task Force shall have the power to remove Officers or Task Force Members for rude or lewd behavior, setting a bad example, showing favoritism, improper use of resident funds, stealing from residents, or absent from three consecutive meetings.

12. Membership on Task Force Committees shall be open to any resident of Heritage, except that the Chair of any Committee must be a duly elected member of the Task Force.

ARTICLE X

1. The Officers of the Task Force shall be: President, Vice President, Secretary and Treasurer.
2. All Officers shall be elected for a period of two years. No one person shall hold more than one office.
3. The President is the executive officer of the Task Force. The President is responsible for the day-to-day affairs of the Task Force. The President will have powers and duties as are designated by the Task Force. The President shall report on all activities to the Task Force at least once a month, and at other times as required. The President shall preside at meetings of the Task Force and of the general membership. The President shall be responsible for preparing and distributing the agenda for all meetings and shall be one of two signatories for all bank accounts.
4. The Vice-President shall preside at meetings in the absence of the President. The Vice-president will assist the President in the performance of all duties. The Vice-President will perform the duties of the President in the absence of the President. The Vice-President will be an alternate signature for banking purposes.
5. The Secretary shall keep all official records of meetings of the Task Force and of the membership. The Secretary shall be responsible for assuring that all correspondence is sent out and responded to in a timely matter. The Secretary will be an alternate signature for banking purposes.
6. The Treasurer is responsible for the oversight of all financial matters for the Task Force. The Treasurer will be one of the required signatures on all bank accounts. The Treasurer will keep all financial records and report monthly to the Task Force and/or the membership.

ARTICLE XI

1. The Task Force of Directors will meet monthly in the Task Force Office at a time and date convenient to the majority of the members.

2. All Task Force meetings will be open to the residents of Heritage unless an executive session is called. Notice of regular meetings shall be posted in the monthly newsletter or posted in all buildings at least five days before the date of the meeting. Notice of special or executive meetings may be made in writing, in person or by telephone and require at least twenty-four (24) hours advance notice.

3. Minutes of all meetings shall reflect the attendance at said meeting, including Task Force members, residents, visitors and guests.

4. One half plus one shall constitute a quorum for the Task Force. A vacant seat shall not be counted for purposes of establishing a quorum.

5. Two thirds of Task Force members present at a meeting shall constitute a majority. All votes must pass by majority vote or be taken up for reconsideration at the next regularly or specially scheduled meeting.

ARTICLE XII

1. All funds withdrawn from any bank account of the Heritage Task Force shall be signed by two signatories. One must be the Task Force President or Treasurer. The other may be that of the Vice-President or Secretary. Signatures of either/or must appear on checks. Checks shall be issued upon presentation of an authorized signed voucher specifying the expense.

2. Rental of the Community Room shall be under the jurisdiction of the Heritage Task Force. Fees for the rental by residents and non-residents, including refundable deposits, shall be determined by the Task Force of Directors. Rules governing the usage of the Community Room shall also be determined by the Task Force. Money collected from rentals will be used for resident activities. Payment of fees will be by check or money order made payable to: HERITAGE TASK FORCE.

ARTICLE XIII

These by-laws or any provisions therein, may be amended or repealed by a majority vote of Task Force members present at a meeting, provided that the notice of the proposed changes to the By-laws is included in the notice of the membership meeting. Amendments to the by-laws may be proposed by the Task Force, however such action by the Task Force shall not be effective until such change has been approved by a majority vote of the Task Force members voting at a regular or special meeting.