

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

ARTICLE I – NAME

1. The name of the organization shall be Linden-Chambers Residents Association (LCRA).



ARTICLE II- PURPOSE

Linden-Chambers Residents Association has been organized for the following purposes:

1. That the Residents Association is and will be to provide representation for residents when dealing with the Needham Housing Authority i.e.: matters which affect the rights, status, duties, or other common interest of residents and their household members. Also to seek and maintain a cooperative working relationship with the Needham Housing Authority (NHA).
2. To maintain a viable Residents Association representative of the residents who elected its officers.
3. To have input into modernization grants for NHA and inform all residents of matters concerning them.
4. To inform residents of their rights and responsibilities under existing state regulations, and local law, as well as under the LCRA By-Laws.
5. To work to maintain and improve the social and physical conditions of Linden-Chambers Development, and to ensure

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

that the Needham Housing Authority (NHA) provides safe, sanitary and decent housing. We also seek to improve communications among residents and to foster a sense of community within the Linden-Chambers Development.

ARTICLE III – MEMBERSHIP

1. That the Resident Association is and will be representative of all residents of state-aided elderly and disabled public housing of namely Linden-Chambers. All residents of the Linden-Chambers development whose name appears on the lease and who is eighteen years of age or older shall be members of the Resident Association automatically.
Participation is voluntary.
2. The Resident Association does not and will not impose any unreasonable restriction on participation by any resident whom it represents.
3. Members shall have the right to participate and vote in the Open Resident Association meetings and are encouraged to participate in committees.

ARTICLE IV – MEETINGS

1. Open Meetings That Open Residents Meetings will be held at least four (4) times per year at times and places which shall be reasonably convenient. These meetings are separate from Executive Board Meetings. At least three (3) days notice will be given of Open Residents Meetings which are and will be open to attendance by all residents.

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

Residents have and will have reasonable opportunity to make known their views on matters of common interests. The President, or a person designated by the President, shall chair all regular business meetings and shall establish reasonable procedures for the conduct of meetings. The LCRA officers reserve the right to ask anyone to leave due to disruptive behavior.

2. All residents of the LCRA are encouraged to attend. Employees of the NHA (those who are not residents) and all other non-residents may attend only at the invitation of the officers of the LCRA. Only residents are allowed to vote.
3. The Executive Board of LCRA shall have Executive Board meetings at least once a month.
4. Special Open Meetings Special meetings may be called at any time by the Executive Board of the LCRA and can be cancelled or postponed as necessary.
5. Quorum At any meeting of the Executive Board of the LCRA, the presence of two-thirds (2/3) of the board shall be necessary and sufficient.

ARTICLE V – ELECTION

1. Elections That election of the Executive Board will be held on a regular basis not less than every two (2) years. A fair election procedure shall impose no unnecessary restrictions on candidates and shall entitle every resident to vote after reasonable notice of the time and place of the election. Each election shall be supervised by a disinterested person

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

with experience in supervising elections who shall provide the NHA with a certificate attesting to the fairness of the election¹.

2. A nominating committee composed of five (5) residents not running for election shall recruit an impartial person or organization (not employed by the NHA) to conduct the election, count the votes and announce the results. If more than five (5) residents volunteer for the nominating committee five (5) names will be drawn to decide committee membership. If each of the four positions has only one nominee, elections will still be held. This is to inform residents of the nominees and give residents a chance to show their support. Elections will occur in January. The elected Officers shall assume duties one month after election. The outgoing Executive Board shall give to the new Executive Board all relevant papers about LCRA.
3. Special Elections/Recall That a special election shall be held no more than once a year upon written request. The request must specify the reason for the special election and must be signed by twenty percent (20%) or more of the residents represented².
4. Removal of Officer Good Cause
 - a. Any member of the Executive Board who has been absent without excuse for three consecutive meetings shall be removed from the LCRA.
 - b. Any Executive Board member may be removed if he or she fails to perform his or her duties as outlined in

¹ 760 CMR 6.09 (2) (a) 7

² 760 CMR 6.09 (2) (a) 8c

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

these by-laws, or if he or she acts contrary to any order voted by the residents at an Open Residents meeting.

5. Removal of Executive Board: Procedures.

- a. All charges must be in writing. The accused Executive Board member must have the opportunity to speak on his or her behalf and/or to be represented in an Executive Board Meeting.
- b. Efforts must be made to resolve the complaints informally, through face-to-face discussion within an Executive Board meeting. If necessary outside help should be brought in to mediate (e.g. someone from a local community service agency).
- c. If problems are not resolved, a vote will be taken by the Executive Board . A two-thirds vote of the Board present will be required for removal. If the Executive Board member received written notice of the meeting and chose not to be present, the removal vote may still be taken and is binding.

6. Vacancies If the vacancy is an Officer of the Executive Board the President shall select a remaining Board member to fill that vacancy. If the vacancy is a Board member (not an officer) the Executive Board shall elect a community member to fill the vacancy. Members selected in this manner shall serve the remainder of the unexpired term.

ARTICLE VI – OFFICERS

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

That the LCRA Executive Board Members are and will be elected from residents who live at Linden-Chambers Development whom the association represents. All Executive Board members shall serve for (refer to article V) terms of two (2) years according to elections and shall be eligible to succeed themselves. The organization shall consist of four (4) officers:

1. **PRESIDENT**: Open meetings on time as designed. Conduct the meeting with an agenda to be set with input from Executive Board including unfinished business from previous meetings. Select committees, and appoint Executive Board Members or qualified residents for the particular assignments. Vote as other members in ballot vote; may vote to break tie in voice vote only. Sign all necessary orders, reports or financial transactions as defined in the rules of the organization.
2. **VICE – PRESIDENT**: Shall assist the President. Preside in the absence of the President, and assist the President in the duties of that office. If the President for some reason (e.g. death in family, illness) becomes unable, or resigns the Vice – President shall assume the duties of the Presidency. Oversee all committees to be sure they are following LCRA By-laws and policy.
3. **TREASURER**: Shall handle all monies of the organization and keep records of all receipts and expenditures. Deposit all monies in such financial institutions as may be approved by the organization. Disburse funds as designated and keep a schedule of payment obligations. Expend only on proper authority. Keep an accurate account, receipts, and disbursements and make such reports as may be desirable.

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

Be prepared to have books audited and deliver records to successor on time. When requested provide copies of account records, and books to President and the secretary.

4. SECRETARY: Shall keep precise, carefully worded permanent records of the proceedings of meetings and activities. Keep a file of all reports, agendas and any unfinished business to aid President in setting agendas for future meetings. Call meeting to order and preside in the absence of the President and Vice-President. Sign minutes with the name used in the membership roster.

5. NON-OFFICER BOARD MEMBERS: In the event an even number of Executive Board Members are in attendance (at any given meeting) the Non-Officer Board Members shall alternate voting on issues to avoid a tie vote. In the event the Board Member whose turn it is to vote is not in attendance the Board Member who is present will get the vote. Alternating votes will resume with the next meeting. Board Members shall help chair committees, set-up and clean-up for Open Resident Meetings, Special Meetings and events and assist Executive Officers as needed.

ARTICLE VII - WRITTEN RULES or BY- LAWS:

That the association is and will be governed by written rules or by-laws which may be changed only by a majority vote of the residents present at a meeting for which there has been reasonable advance written notice (posting at all prominent locations will suffice) of time, date and purpose.

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

1. Adopting and amending the by-laws: These by-laws shall be adopted initially at a tenants meeting of the LCRA. Amendments shall require a majority vote at a tenants meeting, and notice of the meeting must explain the proposed revision of the by-laws³.

ARTICLE VIII - FISCAL YEAR:

The new fiscal year of the LCRA will commence on date funds are received from NHA and the fiscal year shall end on the day preceding the date of commencement.

1. Bank Account: All funds of the LCRA shall be kept in Needham Bank under the name of the Linden-Chambers Residents Association.
2. Who withdraws funds. All withdrawals must be approved in writing by the President, and shall require the signature of the Treasurer and Vice-President. If the Treasurer or Vice-President is unavailable due to unavoidable circumstances (hospitalized, out of state, etc) the President may sign in his/her stead. The two Officers shall never be members of the same household.
3. Open books: The Treasurer's books are the property of LCRA. The Treasurer will make the books available for inspection by members of LCRA within three days upon written request. The Treasurer will make a report at each regular residents meeting of any funds received or spent. The books and records may be audited annually by the NHA if requested.

³ As required by 760 CMR 6.09 (2) (a) 4

LINDEN-CHAMBERS RESIDENT ASSOCIATION

BY-LAWS

4. Approval of spending: Must be approved by the President. Withdrawals of funds from the account shall be made only by a vote of the residents at a tenants meeting. \$50.00 or less Petty Cash may be used at the discretion of Executive Officers.

5. Petty Cash: Petty cash funds of \$50.00 may be kept by the Treasurer and used for routine expenditures. The Treasurer will keep a detailed record of all expenditures from the funds.

ARTICLE IX – ENDING THE ORGANIZATION:

1. Lack of activity If the organization does not hold general four (4) meetings annually, the organization may dissolve.

2. Assets remaining. In the event the LCRA is dissolved, all remaining money from the NHA's yearly contribution shall be given back to the NHA. Any remaining money from fundraising will stay in the account until a new organization is formed.