

Bylaws
of the Seventeen Bush Street Tenants Association

Article 1 - General Organization.

- 1.1 The name of this organization shall be the "Seventeen Bush Street Tenants Association," abbreviated "TA."
- 1.2 The TA shall be an official Resident Council under HUD regulations for the public housing development housing senior or disabled tenants at 1750 Bush Street, San Francisco, CA 94115.
- 1.3 The TA shall be a non-profit unincorporated association organized for charitable purposes.
- 1.4 The official address of the TA shall be at 1750 Bush Street, San Francisco, CA 94115.
- 1.5 The official languages of the TA shall be English.
 - 1.5.1 Translation of the Notices for TA membership from English into other languages shall be upon the translators' availability.
 - 1.5.2 Translations into other languages at the TA General Meetings or TA Board Meetings shall be upon the translators' availability.

Article 2 - Purpose.

- 2.1 The major purpose of the TA is to represent the common concerns of the Senior and Disabled Tenants in public housing at 1750 Bush Street, San Francisco, CA 94115 through the duly elected members of the TA Board.
 - 2.1.1 The common concerns include, but not limited, improvement of living conditions, involvement of the residents in matters of housing policy and management.
 - 2.1.2 The TA Board conducts programs of leadership training, and other charitable and social activities voted by the TA General Meetings.

Article 3 - Affiliated Resident Councils.

- 3.1 TA shall be a resident council affiliated with Citywide Council Senior/Disabled, unless the General Membership terminates the affiliation by a 2/3 of votes of those who are present and voting at the TA General Meeting. Except as provided in these Bylaws, TA shall conduct its affairs in such a manner as to maintain its eligibility for affiliation with the CC-S/D.

- 5.5 The Vice-President shall assist the President and perform presidential duties when the President is absent or disabled.
- 5.6 ~~The Secretary shall~~ take the minutes of the TA Board Meetings, the TA General Meetings, and TA Emergency Meetings; deliver to each tenant doors and displayed in common areas Notices of TA General Meetings, TA Emergency Meetings, or other events; maintain the list of the tenants present at the Meetings, and keep records of the TA's business affairs.
- 5.7 The Treasurer shall ~~deposit~~ deposit and disburse all money collected by the TA. The Treasurer shall keep financial records as necessary, report monthly to the TA Board and TA General Membership the TA's financial status, and keep records of the TA's financial affairs.
- 5.7.1 The Treasurer submit to the designated by the CC-S/D person the Quarterly Financial Report.
- 5.8 The Sergeant-at-Arms shall maintain order at TA Board Meetings and TA General Meetings, store and maintain belonging to the TA stuff, and perform such other ceremonial functions as the TA Board shall prescribe.
- 5.9 No person may hold two offices simultaneously, but the functions of a vacant office may be assigned to another officer until the vacancy is filled.

Article 6 - Selection, Replacement and Removal of Officers and Director.

- 6.1 Any member who is not an employee of the San Francisco Housing Authority or its contractors may be nominated for, run for, and hold any office. Officers must remain qualified for office from the time of their nomination, for the duration of their terms.
- 6.2 Officers shall be chosen by the TA General Membership at General Election.
- 6.2.1 The term of the elected at the General Election officers and members of the TA Board is three (3) years, starting on the first day of the next month after the General Election.
- 6.2.2 General Election shall take place one (1) month before the end of the three-year term.
- 6.2.3 Nomination Meeting shall take place at least 35 days before the General Election Meetings, to have time for preparation of the Election Notice.
- 6.2.4 Each nominee shall be seconded.
- 6.2.5 The person who nominate shall tell the Monitor his or her name and the apartment number, so the Monitor make sure that the person is the tenant of this development.

6.2.6 The person who seconded the nomination shall tell the Monitor his or her name and the apartment number, so the Monitor make sure that the person is the tenant of this development.

6.2.7 The person who was nominated may not be present at the Nomination Meeting.

6.2.8 No person may run for more than two offices simultaneously. Before the election is held, a person running for two offices must specify which office he or she intends to accept if successful in both races.

6.3 The President of the CC-S/D, or a designated member of the CC-S/D Board, or the outgoing Secretary of the TA shall be responsible for delivering thirty days' written Notice of the Nomination Meeting and Election Meeting to the doors of all TA members. The Notices also shall be posted in the common areas of the development.

6.3.1 The Nomination Notice and Election Notice shall indicate the date, time, and place of the meeting.

6.3.2 The notice for the Nomination Meeting shall state that any member of the TA (except SFHA employees and contractors) may run for office; describe generally the Nomination procedure; and indicate the date, time, and place of the Election Meeting.

6.3.3 The notice for the Nomination Meeting shall be distributed to the tenant doors and displayed in the common areas at least thirty (30) day before the Nomination Meeting.

6.3.4 The Notice of the Election Meeting shall list the nominees for each office and indicate when was the Nomination Meeting.

6.3.5 If there is only one candidate for a position on the TA Board, the Election Notice shall indicate that this candidate is uncontested (elected automatically).

6.3.6 If a candidate officially withdraws his or her candidacy, the Election Notice shall indicate that this candidate withdraws his or her candidacy.

6.3.7 The Election Ballot shall indicated the uncontested (elected automatically) candidate and the candidate who withdraws his or her candidacy.

6.4 At the Nomination Meeting and Election Meeting shall be present the Monitor, the independent third party.

6.5 The President of the CC-S/D, or a designated member of the CC-S/D Board, shall preside at the Nomination Meeting and Election Meeting.

6.5.1 The presiding person shall call the meeting to order, name himself or herself, name the Monitor, name the translators, and announce how the Nomination or Election will proceed.

6.5.2 At the Election Meeting, every candidate may speak to the voters up to three (3) minutes, before the voting.

6.5.3 If a person is nominated for two positions, he or she may speak to the voters up to three (3) minutes two times, before the voting.

6.6 All General Elections shall be by secret ballot.

6.6.1 A voter must choose only one person for each position.

6.6.2 A voter, to receive a Ballot, must present to the Monitor his or her Photo ID (Driver License, ID Card, Passport).

6.7 The General Elections shall be conducted in accordance with the HUD regulations, Bylaws and Regulations of the CC-S/D, and these Bylaws.

6.8 To be elected a candidate shall receive the biggest number of votes.

6.8.1 The candidate may not be present at the General Election Meeting.

6.8.2 If the candidates for the same office receive equal number of votes – there shall be another round of voting for that position.

6.8.3 The winner will be determined by chance if in the second round of voting the candidates also receive equal number of votes.

6.9 The TA Board may appoint replacements for officer's position that is vacant.

6.9.1 If at the General Election there was no candidate for an officer's position (except the position of President), the newly elected members of the TA Board may appoint a tenant for the vacant position.

6.10 A member of the TA Board may be recalled. A Recall Petition shall be signed by at least 20% of the TA membership.

6.10.1 The signatures of the Recall Petition shall be verified at the Recall Meeting before the voting.

6.10.2 The President of the CC-S/D or a designated member of the CC-S/D Board shall preside at the Recall Meeting.

6.10.3 A member of the TA Board whose name is mentioned in the Recall Petition shall receive the written list of his or her violations on the same day as the Notice of the Recall Meeting will be distributed to the tenant doors and displayed in the common areas at least thirty (30) days before the Recall Meeting.

6.10.4 A member of the TA Board whose name is mentioned in the Recall Petition shall have ten (10) minutes to rebut the alleged accusation.

6.10.5 The voting to recall a member of the TA Board shall be only by secret ballot.

6.10.6 A member of the TA Board is considered to be recalled if there is 50% plus one (1) votes of those who are present and voting at the TA Recall Meeting.

6.10.7 If the President of the TA Board is recalled, the Monitor, the independent third party, shall be present at the Recall Meeting.

6.10.8 To receive a Ballot, a voter must present to the Monitor his or her Photo ID (Driver License, ID Card, Passport).

6.11 Disputes over the conduct, results, and validity of General Elections shall be submitted to the CC-S/D Board in accordance with the Bylaws of the CC-S/D.

6.11.1 No election or recall shall be overturned due to any irregularity in proceedings, unless it is demonstrated that the irregularity may have affected the outcome.

6.11.2 No person may challenge the results of General Election for irregularities unless the objection is first made before the election is held, unless it was impractical to do so.

Article 7 - Meetings.

7.1 All meetings where any business is transacted shall take place at the TA Office, Cnr. 411E. Voting by proxy is not permitted.

7.2 General Membership Meetings may be called by the TA Board or by fifteen (15) regular members.

7.3 The TA Board Meetings may be called by the President, or by any three (3) TA Board members.

7.4 The TA Board Meetings and TA General Meetings shall be at least once quarterly.

7.5 A written Notice for a General Meeting and Emergency Meetings shall be delivered to the tenant doors and displayed in the common areas at least 4 days before the meeting.

7.5.1 The Notice shall state date, time, and place of the meeting.

7.5.2 At the TA Emergency Meetings the agenda of the meeting shall be limited only to the circumstances that constitute the emergency.

7.5.3 Motions that require advance notice (nomination, election, recall) shall not be on agenda and shall not discussed at the TA Emergency Meetings.

7.6 The TA Board may invite guests to the TA Board Meetings and TA General Meetings.

7.7 The quorum for TA Board Meetings is a majority of the Board.

- 7.8 The quorum for TA General Meetings is 10% of the tenant apartments in the building.
- 7.8.1 Once a quorum is present, the meeting may continue to conduct business until it recesses.
- 7.9 Actions is taken by the majority of votes, except where these Bylaws or Roberts Rules of Order provide otherwise.
- 7.10 The most current edition of Roberts Rules of Order shall be the rules of order for all TA Meetings.
- 7.10.1 When the business of the Meeting is not controversial, procedure may be informal and formal motions and votes are not required, but the minutes of the Meeting shall reflect any actions taken.
- 7.11 The President or other presiding officer at meetings shall:
- (a) Ensure that those present understand what is happening at the meetings;
 - (b) Call meetings to order, present for approval the agenda and present the previous meeting's minutes for correction and approval;
 - (c) Preside impartially over debates, and refrain from speaking for or against controversial matters without relinquishing the chair to another officer;
 - (d) Maintain order and decorum, restrict debate that degenerates into name calling, and allow all members who wish to participate in debate a reasonable opportunity to do so;
 - (e) In formal proceedings, state the motion and explain clearly what a "yes" or "no" vote means, before the voting take place, and announce the result of the voting;
 - (f) In informal proceedings, state the consensus decision of the meeting for inclusion into the minutes.
- 7.12 The mentioned below motions shall be announced to the General Membership and considered by the General Membership at a previously held regular TA General Meeting:
- (a) Motions to recall or remove an officer of the TA Board;
 - (b) Motions to expel a TA member;
 - (c) Motions to amend the TA Bylaws;
 - (d) Motions to disaffiliate from the CC-S/D.
- 7.12.1 Advance Notice of the Meeting shall be distributed to the tenant doors and displayed in the common areas at least thirty (30) days before the Meetings.

7.12.2 The Notice shall specify the specific motion to be considered and the meeting at which the motion will be considered.

7.13 Motion to recall or remove an officer of the TA Board, to expel a TA member, to amend the TA Bylaws, and to disaffiliate from the CC-S/D shall be considered and voted by the General Membership.

Article 8 - Committees

8.1 The TA General Membership may create committees, as it deems fit.

8.2 The committee members may be appointed by the President or voted by the TA General Membership.

8.2.1 To be a member of a committee, the candidate shall receive the biggest number of votes.

Article -9 Finance

9.1 All checks of the TA Tenants Association shall be

9.2 All withdrawals from the TA Bank Account shall be made only by checks of the TA Tenants Association, signed by two officers of the TA Board.

9.1.1 The TA Board may decide who may sign the checks in case the President or Treasurer is absent.

9.3 The TA Board shall approve any single expense of more than \$⁵. without tax.

9.4 The TA General Membership shall approve any single expense of more than \$ without tax.

9.5 The minutes of the TA Board Meetings and TA General Meetings shall reflect all approved expenses.

9.6 Online banking for the TA Bank Account is prohibited.

9.7 The TA Debit Card or Credit Card is prohibited.

9.7.1 The CC-S/D will take over the TA Bank Account in case of embezzlement, banking online, use Debit or Credit Card.

9.4 Any incoming checks shall be payable to the TA and addressed in accordance with the section 1.4.

9.5 Incoming checks shall not be made payable to any officer.

9.6 All received cash, checks, and money orders shall be deposited by the Treasurer in the TA Bank Account.

- 9.7 The TA shall keep its financial records in accordance with the requirements of the SFHA and CC-S/D.
- 9.8 The financial activities of the TA are subject of the audit by the CC-S/D.
- 9.8.1 The CC-S/D designates an auditor to audit the financial activities of the TA.
- 9.9 A personal check of the TA may be issued to a member of the TA Board for reimbursement of expenses if the TA Board or the TA General Membership approved the expense, and if the person submits to the Treasurer a receipt.
- 9.9.1 If a person cannot submit a receipt, he shall submit to the Treasurer a written Financial Report, co-signed at least by one member of the TA, Board that the expenses in question are true and correct.
- 9.10 Stipends authorized by HUD regulations according to CFR pursuant §964.150, and amount to be paid, require 2/3 of votes of those who are present and voting at the TA General Meeting.
- 9.11 The TA may pay a Translator a stipend for translation at the TA Board Meetings and TA General Meeting.
- 9.12 The TA may pay a Translator a stipend for the preparation of the Notice in English and then translated into other languages.

Article 10- Amendments

- 10.1 These Bylaws may be amended:
- If 50% plus one (1) member the TA General Membership sign the Petition to amend these Bylaws;
 - If the TA Board unanimously voted to amend these Bylaws.
- 10.2 No amendment may conflict with the HUD regulations governing officially recognized Resident Councils.
- 10.3 No amendment may terminate non-profit status of the TA.
- 10.4 These Bylaws to be amended shall receive 2/3 of votes of those who are present and voting at the TA General Meeting.