

By Laws
Old Colony Local Tenants Policy Council Inc.

Article 1 - Principal Office

The principal office of the Old Colony Local Tenants Policy Council Inc. is 266 Dorchester St., South Boston, Massachusetts, or such other places as the Board of Directors shall from time to time establish.

Article 2 - Seal

The Seal of the Corporation shall be in such form as the members shall determine.

Article 3 - Purposes

OCLTPC shall represent all tenants of Old Colony in their dealings with BHA. In addition, OCLTPC may represent all tenants before private and public agencies other than BHA. OCLTPC shall also work to improve the performance of BHA and the condition of public housing units, to inform tenants of their rights and obligations; to simplify governmental policies and procedures; to improve communication with existing agencies and organizations; to provide services that public housing organizations are not able to provide; to encourage job training for public housing residents; to develop a direct line of communication between tenants and educational institutions to insure the availability of educational services and opportunities; to develop and improve security services for all tenants; to disseminate information and improve awareness of the needs and advantages of public housing; and to develop recreation programs for tenants.

OCLTPC shall not be directly or indirectly operated for profit or as a social club for the benefit, pleasure or recreation of its members. No part of the activities of OCLTPC all consist of direct or indirect participation or intervention in any political campaigns on behalf of or in opposition to any candidate for public office. No part of the net earnings of OCLTPC shall inure to the benefit of any individual. In the event of dissolution, OCLTPC property shall be applied to Charitable purposes by law.

Article 4 - Membership

Membership of OCLTPC - all tenants who reside in the Old Colony development.

Article 5 - Board of Directors of OCLTPC

Any Director who attains a position with the Boston Housing Authority, including members of the BHA Board shall automatically cease being a Director of the Corporation.

Duties of Directors - Directors will be assigned to appropriate committees by the Chairperson. A refusal to serve on a committee may be considered sufficient cause for removal of a Director by vote of a majority of the Board of Directors. Any Director who does not fulfill his duties according to the By Laws, or who willfully acts in a manner detrimental to the purpose of OCLTPC, who is deemed incompetent, shall upon a vote of the majority of a quorum of the Board of Directors be removed from office. Any vacancy must be filled by the OCLTPC from which the vacancy occurred for the unexpired term. If an officer is removed, that position will be filled by a vote of the majority of a quorum of the Board of Directors.

Powers of Directors - The Board of Directors shall have and exercise all usual powers of Directors of a business corporation to carry out the immediate government and direction of the affairs of OCLTPC. They shall make all the rules and regulations which they deem necessary or proper for the government of OCLTPC and for the due and orderly conduct of its affairs and management of its property, nor inconsistent with the By Laws of OCLTPC. They may exercise all powers not expressly given to the OCLTPC. They will support the policies and activities of the OCLTPC unless said policy of activity would be contrary to the city-wide policy. This decision would be made by a vote of the majority of a quorum of the Board of Directors. The directors may delegate to the committee, from time to time, so much of their functions as may lawfully be so delegated. In addition to any powers that the Board of Directors has, it shall have the power to investigate to remove any elected OCLTPC Board of Director not fulfilling his or her duties.

Article 6 - Officers

The Officers of OCLTPC shall be a Chairperson, Vice Chairperson, a Secretary, A Financial Secretary, and an Associate Financial Secretary, and such other Officers as the Directors may appoint. No two (2) offices shall be held by Directors from the same development. All Officers shall be elected by the OCLTPCs' at the Annual Meeting, which shall be open to all members, and they shall serve for a term of two (2) years, or until their successors are elected and qualified. Any Officer who does not fulfill his duties according to the By Laws or who willfully acts in a manner detrimental to the purposes of OCLTPC or is deemed incompetent shall, upon a vote of a majority of a quorum of the Board of Directors be removed from office.

In the event of a vacancy in any office or on the Executive Committee, a vote of the majority of a quorum of the Board of Directors shall elect a new Officer or member to the Executive Committee for the remainder of the term.

Chairperson - The Chairperson shall, subject to the supervision of the Directors, have charge of the affairs of OCLTPC and shall have such powers and duties as customarily belong to the offices of a business corporation president or as may be delegated from time to time by the Directors, and shall be one of two (2) authorized signatures, two (2) of which are required on all checks drawn on the OCLTPC operating budget. He/She shall serve as an ex-officio member of all committees.

Vice Chairperson - The Vice Chairperson shall preside at all meetings when the Chairperson is absent and at all Executive Committee and Personnel Committee meetings. He/She shall assist the Chairperson in the performance of his/her duties.

Financial Secretary - The Financial Secretary shall have charge of OCLTPC's financial affairs and shall be one of two (2) authorized signatures, two (2) of which are required on all checks drawn on the OCLTPC operating budget. He/She shall report the financial conditions of the OCLTPC to the Directors at least once each year and such times as they may request.

Associate Financial Secretary - The Associate Financial Secretary shall assume the duties and responsibilities of the Financial Secretary in the latter's absence or inability to function and shall be one (1) of the two (2) authorized signatures, two (2) of which are required on all checks drawn on the operating budget. The Associate Financial Secretary shall work in cooperation with the Financial Secretary regarding OCLTPC's fiscal matters.

Secretary - The Secretary shall keep a true record of all the Board's, Executive Committee and Personnel Committee's proceedings. The record shall always be kept open to the

inspection of any Director. At each meeting of the Board of Directors and Executive Committee and Personnel Committee such record of the prior meeting shall be presented for approval. Board minutes will be mailed with the notice of the meeting. In the absence of the Secretary a pro-tempore shall be chosen by the Board or the Executive Committee.

Article 7 - Annual & Special Meetings

Annual Meeting - The Annual Meeting of the Board of Directors and all elected members shall be held on the First Wednesday of October in each year at the place and hour fixed by the Chairperson and stated in the notice thereof. All Elected OCLTPC members shall be required to attend the Annual Meeting. The elected OCLTPC has 10 votes. At the Annual Meeting the Officers of the Corporation and the Executive Committee are elected. The By Laws Committee is elected in each even numbered year.

Regular Meetings - Regular meeting of the Board of Directors shall be held on the first Monday of each Month except in August of at such times and places as the Board of Directors may determine.

Special Meetings - Special Meetings of the Directors may be called by the Chairperson at any time and may be called by the Secretary upon written request of five (5) different OCLTPC's. Such a request shall state the time, place, and purpose of such meeting. The five (5) members requesting the meeting must be present at said meeting.

Article 8 - Notices

Written notice of all meetings of Directors shall be given by the Chairperson or Vice Chairperson to all members at least five (5) days before the day fixed thereof; such notice shall state the time, place and purpose of such meetings. Such notice shall also include minutes of the prior regular meeting.

Regular Meetings of the Board of Directors are customarily held on the first Monday of each month, except August.

Forty-eight (48) hours notice by mail, telephone or word of mouth shall be given for a special meeting, unless shorter notice is adequate under the circumstances.

The Annual Meeting of the members shall be held on the Third Monday in October at the place and hour fixed by the Chairperson and stated in the notice thereof.

Article 9 - Quorum

One third plus one of the Board of Directors shall constitute a quorum, but a smaller number may adjourn sine die or from time to time without further notice until a quorum is secured.

Article 10 - Checks and Contracts

Checks - All checks drawn on bank accounts of the Corporation shall be signed on its behalf by the Chairperson, Financial Secretary or Associate Financial Secretary. The Signatures of two (2) of the aforementioned Officers must appear on all checks.

Contracts - The Directors may authorize any officer, agent or employee to enter into contract or execute under the Corporate Seal or otherwise and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to

specific instances. Unless so authorized, no Officer, agent or employee shall have the power or authority to bind the Corporation by any contract or render it financially liable for any purpose or to extent.

Article 11 - Fiscal Year

The Fiscal Year of the Corporation shall begin the first day of April in each year.

Article 12 - Quarterly Report

The quarterly Report shall be submitted to the Executive Committee each quarter. A Financial report shall be submitted to the Board of Directors each quarter by the Financial Secretary.

Article 13 - Amendments

These By Laws may be amended by a Majority vote of a quorum of the Board of Directors of the Corporation, provided that notice of the substance of the proposed amendment is given in the call of the meeting at which such vote is taken.

Article 14 - Standing Committees

A. By Laws and Election Committee - The By Laws and Election Committee shall consist of at least five (5) members of the Corporation elected by the Directors at the Annual Meeting of Directors in each even numbered year to serve for a term of two (2) years until their successors are elected and qualified.

The Committee shall meet no later than the 30th of June in each election year to plan for the forth-coming elections and shall investigate any claim or fraudulent elections and report its findings to the members at a special meeting called for that purpose. The Committee shall insure that the Elections Procedures, Article 5, shall be complied with.

The function of this Committee shall be:

1. Evaluate how present By Laws are working and how effective they are.
2. Revise By Laws as needed insuring as far as possible, that the intent is explicit.
3. See that revisions are properly submitted and incorporated.
4. Mediate any disputes as to interpretation which may arise.
5. Set procedures for handling all elections.
6. Supervise elections, insuring that they are conducted in accordance with the By Laws.

This Committee will meet as needed to revise or interpret the By Laws.

Article 15 - Local OCLTPC

A. Membership of OCLTPC - All tenants who reside in the development and are represented by the elected OCLTPC (Task Force).

1. A candidate must be at least eighteen (18) years of age; a tenant of the development on the date which the election is being held; and not employed by the Boston Housing Authority, including members of the Boston Housing Authority Board.
2. A candidate must present to the Election Committee nomination papers signed by a minimum of twenty-five (25) tenants of the development at least five (5) days before the election.
3. A ballot of at least two (2) candidates shall be presented to the residents of the development for election.
4. The ten (10) candidates in the development receiving the highest number of votes will be known as the elected OCLTPC.
5. To be eligible to vote, a person must be a minimum of eighteen years of age and a tenant of the development on the date the election is being held.
6. Election irregularities may be appealed to the By Laws and Election Committee who will make a recommendation to the Board of Directors, which by vote of a quorum of the majority of the board of Directors, may overturn a contested election and schedule another election.
7. Every effort shall be made to have the polling sites accessible to the elderly and handicapped tenants.
8. Flyers announcing the election will be posted at least two (2) week before the election and will also state the availability of absentee ballots to the elderly and handicapped tenants. Ballots will be delivered three (3) days before the election.

A. Policy and Procedures

The By Laws and Election Committee shall insure that Election Policy and Procedures are complied with.

Article 16 - Elections

- B. Elected Members - The ten (10) candidates in each development receiving the highest number of votes will be known as the elected OCLTPC.
 - C. Auxiliary Members - All candidates who appear on the ballot for their development. The OCLTPC may elect an Auxiliary Member to fill a vacancy occurring on the OCLTPC.
 - D. Interim Member - In the event that there are no auxiliary members the OCLTPC may appoint an Interim Member to serve until the next OCLTPC election.
 - E. Advisory Member - Anyone who does not live in the development but who works with the OCLTPC. An Advisory member does not have a vote.
1. Old Colony Local Tenants Policy Council (OCLTPC) - the governing body of the family development composed of ten (10) tenants who reside in the development and who are elected in accordance with Article 16.

Requests for ballots must be received at the manager's office before that time. The monitor of the election will appoint two people who will together pick up the ballots on the day of the election.

The OCLTPC Inc. election is held on the fourth Thursday in October of each even numbered year under the supervision of the By Laws and Election Committee. (Article 14 A.)

Special Election - A special OCLTPC election shall be held when:

1. The OCLTPC drops below two (2).
2. There are no Auxiliary members to fill vacancies.
3. The By Laws and Election Committee calls for one or there is a request by the tenants.

This election shall be conducted in accordance with the Election and Policy Procedures.

Recall of an OCLTPC - an OCLTPC may be recalled by submitting a petition carrying signatures from tenants in fifty-one (51) percent of the occupied units in that development to the Board of Directors.

After investigation, the By Laws and Election Committee will if needed conduct an election for the new OCLTPC in accordance with the election procedures. Any member of the recalled OCLTPC who wishes to run in the new election must have the recommendation of the By Laws and Election Committee and approved by the Board of Directors. No one who has been recalled will be barred from running in the next regular, city-wide election. There shall not be a second election by petition in any calendar year in the same development.

Article 17 - Structure of OCLTPC

The ten (10) person OCLTPC shall be on the last Thursday in October in each even numbered year by the tenants of each development to serve a term of two (2) years and/or until their successors are elected and qualified.

Each family OCLTPC shall elect a Chairperson, Vice-Chairperson, Secretary, and two (2) Board members. These Officers are to be elected by the other members of the OCLTPC at their first meeting held after elections. Upon removal or resignation of any member, the OCLTPC may elect a replacement from the Auxiliary members of the OCLTPC. Only elected members may be Officers or members of the Board of Directors.

The OCLTPC, at a meeting held after the elections shall elect a Chairperson, vice Chairperson, Financial Secretary, Secretary, a ten (10) OCLTPC Board members, two (2) of which will serve on the Executive Committee.

The Financial Secretary and chairperson of the OCLTPC shall be two (2) of the required signatures on checks drawn on the "Treasure Chest" account

Article 18 - Purposed and Responsibilities of Elected OCLTPC

The OCLTPC shall function to further the purposes of the Old Colony development.

1. The OCLTPC shall hold a meeting at least once a month.

2. The OCLTPC shall hold a meeting of all tenants in its development at least twice a year.

3. The OCLTPC shall distribute information on major activities and decisions and any other information affecting the tenants in the development.

4. All OCLTPC members are required to help in carrying out the duties of the OCLTPC. If any member refuses to do so their refusal shall be basis for removal.

5. All elected members from the development shall attend the Annual Meeting and monthly meetings.

6. All elected members vote for Officers of the Corporation, Executive Committee, and the By Laws and Election Committee.

7. All OCLTPC members are eligible to serve on the sub-committees.

8. All OCLTPC members shall keep records to assure an orderly transition after an election. They shall brief the new OCLTPC as to the status of the development and the business of the OCLTPC at the time of the election and shall be available in each development for a period of at least thirty (30) days after the election in order to insure the progress of the new OCLTPC.

Article 19 - Resignation and Removal of Members

A member of an OCLTPC who moves out of the development shall lose his/her membership on the OCLTPC. Any elected member of an OCLTPC may resign at any time by filing a written resignation with the Secretary of OCLTPC. The Secretary shall maintain a list of elected members and their addresses.

Any elected member of the OCLTPC may be removed by a majority vote of the remaining members for just cause. Just cause shall include at least failure to carry out the duties of the OCLTPC set out in these By Laws, or action harmful to the OCLTPC, or to public housing tenants, or failure to attend regular OCLTPC meetings without a satisfactory excuse, or missing three consecutive meetings, or causing serious disruption to the meetings or proceeding of the OCLTPC or to the OCLTPC itself.

Any elected member of the OCLTPC who has been removed shall have the right to call the Chairperson of the OCLTPC for a hearing to contest his/her removal before a Grievance Panel appointed by the Chairperson of the Board of Directors. The Grievance Panel recommendation shall be final, unless reversed by a majority vote of a quorum of the Board of Directors. Any member of the OCLTPC whose removal stands may not be appointed to the OCLTPC for the remainder of that elected term. Such a member is not barred from running in any future election.