**Bylaws**

**xxxx Hi-Rise Resident Council**

**xxxxxxxxxxxx, St. Paul, MN 55xxx**

ARTICLE l: The Council

Section 1: Name

The name of the organization shall be the xxx Hi-Rise Resident Council, hereafter referred to as the “Resident Council” or “Council”. xxx Hi-Rise is owned and operated by the St. Paul Public Housing Agency, hereafter known as “PHA”.

Section 2: Registered Office

The office of the organization shall be at xxxxxxxx, St. Paul, MN 55xxx, in Ramsey County.

Section 3” Mission

The purpose of the Resident Council is to create opportunities for the residents of xxxx Hi-Rise to develop a sense of dignity and power among the residents. No Council member is to discriminate against any person or violate the civil or human rights of anyone.

We endorse and strive to practice the “Commitment to Diversity” Statement as currently posted.

We pledge to abide by the Memorandum of Understanding between PHA and

the Resident Council as renewed each year.

ARTICLE ll: The Resident Council

Section 1: Governing Body

The xxxx Hi-Rise Resident Council shall be the governing body for the Hi-Rise,

responsible for the business and property of the Resident community; hereafter referred to as “The Council”.

Section 2: Membership

The Council shall consist of all residents who are presently living at xxxxxxxx whose names appear on a signed lease, regardless of age, abilities, national origin, sexual orientation, race, gender or religious affiliation.

Section 3: Care and Liability

All residents shall discharge their duties as Council members in the best interest of the Council and the Hi-Rise.

Section 4: Powers and Responsibilities

The Council shall have all the legal powers and responsibilities permitted by law and HUD and/or PHA regulations, including the power to enter into agreements with the Public Housing Agency, PHA or any private funding organizations for the purpose of promoting activities and services to the tenants. xxxxxx Hi-Rise is on file with the State of MN as a 501c3 non-profit organization.

Section 5: Equipment

No Council member or Officer has the authorization to use Council supplies or equipment for personal use. The Kitchen equipment may be used only for Council activities or when the Community Room is reserved for private use.

Section 6: Compensation

Council Officers may receive a stipend for their services. The amount and entitlement shall be reviewed annually by the membership at the September Council meeting.

Other positions, such as Computer Manager, Lock-Up person, Card turner, Community Building Rep etc. may receive stipends; the amount and entitlement shall be reviewed annually by the membership at the September Council meeting. All persons are entitled to reimbursement of expense which have been pre-approved by the Council, or (if the amount is less than $xx) by the Executive Committee.

ARTICLE lll: Officers

Section 1: Positions

The Council may consist of the traditional Officers: President, Vice President, Secretary, Treasurer, 5th Officer OR may consist of a 5 member Board. With a 5 member Board, the duties will rotate except for the Treasurer. Officers are encouraged to take advantage of the training opportunities offered by the Presidents Council, PHA, or others.

Section 2: Duties of the President

The President shall preside at all meetings of the Council and also perform other duties that may, from time to time, be assigned by the membership or by the Executive Committee. The Council President shall accept suggestions or concerns presented in writing by a member of the organization and present them at the next Council meeting.

The President is required to attend monthly meetings of the President’s Council of St. Paul PHA or to send a representative.

Section 3: Duties of the Vice President

The Vice President shall perform the duties of the President in the absence or incapacitation of the President. The Vice President may take on additional duties as requested by the Executive Committee. The Vice President will chair the Executive committee.

Section 4: Duties of the Treasurer

The Treasurer shall have the responsibility for presenting financial information on all accounts at the Council meetings.

The Treasurer, along with other interested parties, shall draft the Annual Budget each August, present it to the full Council at the September Council meeting and ask for a vote of approval at the October Council meeting. The best interest of all residents is the guide to planning the Budget. The proposed Annual Budget must be posted for at least 30 days prior to voting to accept.

Copies of the Treasurer’s Report and Annual Budget shall be given to the Council Secretary to file in the Council office, to the Council President and to the PHA Manager for the building. A copy will also be posted for the residents to view as well as a copy sent downtown to the Presidents Council Office.

Special grants may require special reports to be filed. The Treasurer and President will make sure these are done in a timely manner.

The Treasurer shall have the care of all monies of the organization. A checking account will be carried at a St. Paul Bank agreed upon by the members. All checks will require two (2) signatures of authorized Officers. There shall be three/four (3/4) people on the signature card at the bank per PHA must be Board Members.

Authorization for purchases over xxxx dollars ($xx) must be approved at a meeting of the Council. Expenditures under xxxx dollars ($xx) may be approved by the Executive Committee. All authorizations must be recorded in a motion in the minutes of the meeting.

A Petty Cash fund is not allowed, per PHA/President Council guidelines. A debit/credit card is not allowed, per PHA/President Council guidelines.

The Treasurer’s records shall be reviewed or audited at least annually, in accordance with HUD and PHA regulations. A report will be made at the next regular Council meeting.

Section 5: Duties of the Secretary

The Secretary shall be responsible for keeping the minutes of each Council meeting. Minutes of the Executive Committee meeting must be kept if a vote/motion was made. The minutes may be read in full or summarized at the next meeting.

Minutes must include all motions, with the maker’s full name, the fact that it was seconded and the outcome of the vote. A copy of the minutes shall be posted on the bulletin board; one copy shall be kept in a file in the Council Office and one copy given to the PHA Manager for the building. A copy will be sent to the Presidents Council office.

ARTICLE lV: Nominations and Elections

Section 1: Nominations

Nominations for the above listed Officers shall be received at the regular May meeting of the Resident Council. Nominations will be accepted from the floor. Notice of nominations shall be posted at least thirty (30) days before the date of the June election meeting. Nominations close at the May Council meeting. There will not be any nominations beyond that date allowed.

Sections 2: Qualifications for Office

Anyone seeking or appointed to office must be a lease-compliant resident of xxx Hi-Rise who has attended at least two (2) General or Executive Committee meetings in the previous twelve (12) months.

Section 3: Regular Elections

The Officers of the Council shall be elected every year at the June meeting, by a majority vote of those present.

You must be present to run for an office on the day of the Election unless in an emergency. You must submit a request to be excused to the Election Judge, in writing and approved by said Judge.

An outside party, not living in the building, nor PHA staff, must officiate at all elections and recall elections.

Notice of any election, regular or special, must be posted at least thirty (30) days in advance.

A motion to “Table” an Election will not be allowed.

Section 4: Proxy Voting

Proxy voting is prohibited at any regular or special meeting of the Council and of its committees and any elections.

Section 5: Installation of Officers

Officers will be installed by the PHA Manager or Peer-certified Election Judge following the Election. Any Officer not present at that time will be installed at the next meeting when he or she is present.

Section 6: Vacancies, Resignations or Removed Officers

If the office of President is vacated, the Vice President shall assume the duties of President temporarily until someone is appointed to that position. A vacancy in other offices may be filled by an appointment by the Executive Committee and confirmed by the vote of the membership at the next General meeting. If the position was not filled at the June election, a new election must take place.

An Officer may resign from the Council by giving written/verbal notice to the Council. The resignation is effective without formal acceptance by the membership when the notice is given to the Council, unless a later effective date is named in the notice.

An Officer may be removed from office by recall. The recall shall be in compliance with the attached Recall Election Policy, adopted by the President’s Council of the St. Paul PHA on 11/28/11.

A cooperative transition between outgoing and incoming Officers is important. The incoming Officers will take over the Council following the Election meeting. The outgoing Officers should hand over all information, records, etc to the new Officers as soon as possible. The new Treasurer will be responsible for finances from July 1st on; therefore the new Officers should give new signatures at the bank within a week after June 30th.

Important: Outgoing Officers are to return keys that open any space shared with PHA, i.e. kitchen, community room, storage room, Council office, cabinets-TV, locks on computers, suggestion box, Post Office mailbox, etc to the housing manager. New keys will then be distributed to the new Officers within 30 days of assuming office, according to PHA protocol. A request for a key must be in writing, given to the Building Manager and show a need to have the key.

ARTICLE V: Meetings

Section 1: Regular meetings

Regular meetings of the Council shall be held monthly at a time, date and place as decided by the Council. Notice of the meeting, including proposed agenda, shall be posted on a bulletin board on the first (1st) floor and/or on every floor at least one week in advance of the meeting.

Section 2: Executive Committee Meetings

The Executive Committee will meet at least seven days before the regular meeting to set the agenda for the coming meeting and discuss budget, activities, proposed changes to Polices, etc, to be brought to the membership.

The Executive Committee may meet by telephone to transact emergency business.

Section 3: Special Meetings

Upon request of a Council member or upon determined need by the President, the President shall call a special meeting to transact any business designated in the notice. No business shall be considered that is not designated in the notice of the meeting. Notice must be posted at least one week before the meeting.

ARTICLE Vl: Parliamentary Authority

All regular and special meetings and committees of the organization shall be governed by these Bylaws. All decisions of the organization shall be approved by the majority of members present. Rules not specified shall be referred to Robert’s Rule of Order. A copy of Robert’s Rules of Order shall be kept in the Resident Council office and be available for all meetings. Each member will have a speaking limit of (X) minutes per topic.

ARTICLE Vll: Committees and Task Forces

Section 1: Committees

Committees may be formed from time to time to further the business of events of the Council. Committee chairs are volunteers, approved by the Executive Committee or full Resident Council. Committee terms are for one year or less and may be renewed each year, as Council wishes. If there is more than one volunteer for any position, a mini-election will be held at the Council meeting.

Job description: to discuss with committee and bring back to the Council any issues concerning the scope of the committee; to keep an inventory of items relating to Committee; to bring to Resident Council any requests for expenditures; and to report at monthly Council meetings on activities of Committees.

Section 2: Duties of the Community Building Representative

The Community Builder will attend the President’s Council Community Building Committee each month representing xxx Hi-Rise and be responsible for passing all of the information from the Committee to the Council meeting, as well as posting all upcoming events at the next regular Council meeting.

The duties also include pursuing activities that engage the Community as a whole, promote respect and acceptance of diverse cultures and act as liaison between the Council and the other Hi-Rises.

Section 3: Events

All events sponsored by the Council for the Residents must be discussed and approved by the full Council.

If an event is specified in the Annual Budget, which has been approved by the full Council at a Resident Council meeting, no further approval is needed.

ARTICLE Vlll: Bylaws

Section 1: Amendments

With thirty (30) days notice the bylaws may be amended by a simple majority of the Council members present at a regular Council meeting.

Section 2: Reading of the Bylaws

The sections of the bylaws pertaining to elections and Officers shall be read at the May meeting of the Council to prepare for the election of Officers at the June meeting.

Section 3: Annual Review of Bylaws

The Bylaws shall be reviewed by the Executive Committee at least every xxx (x) years for needed changes or amendments, which will be presented to the full Council.

ARTICLE lX: Policies

Section 1: Policies will be maintained separately from the Bylaws.

Section 2: Change or Create a Policy

A new Policy or change to an existing Policy is first reviewed by the Executive Committee; then presented to the residents at a regular meeting for discussion and possible amendment. (Ex: Grill Policy, etc) The proposed Policy or change shall be posted immediately for resident review for at least thirty (30) days. The Policy or change will be voted on at the next regular meeting. The Policy or change must be approved by a simple majority vote of the Council members present at a regular Council meeting.

Copies of the Policy will be given to the PHA Manager, Secretary for filing, Presidents Council office and posted on a bulletin board on the first floor.

ARTICLE X: Availability

The Bylaws and Polices will be posted in a public space. Copies of Bylaws shall be given to PHA Management, Resident Council Staff Coordinator, all Officers and any Resident who wishes. Policies shall be attached to the Bylaws. Copies of Policies may also be given out separately. Extra copies will be on file in the Resident Council office.

These Bylaws were adopted: XXXXX

These Bylaws were amended: XXXXX

XXXXX

XXXXX

Approved by: xxxxxxxx on xxxxxxxx

President, xxxxxxxxxxxx Hi-Rise

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St. Paul, MN 55xxx