

Sample By Laws for Tenants' Associations

Name: The name of the Organization shall be the "[name selected]."

Purpose: The purpose of the Organization shall be to promote a clean, well maintained, safe building through group action.

Membership: Any person residing in "[insert address or description]" is eligible for membership.

Dues: Dues shall be \$[insert amount—usually about \$10 per year] per household per year.

Officers: The officers shall be a President (or Chair), Vice President (or Vice Chair), Secretary, Treasurer, and Floor Captains, who shall be elected, by members 18 years of age or older, at the General Meeting in [month selected]. The term of office shall be one year.

President: It shall be the duty of the President to preside at meetings of the Organization and of the Steering Committee. The President shall delegate specific areas of responsibility to the Vice President.

Vice President: It shall be the duty of the Vice President to assist and substitute for the President.

Secretary: It shall be the duty of the Secretary to keep a record of the proceedings of the meetings, of the membership, and of the Steering Committee, and to assist the President and Vice President with such correspondence as the Organization deems necessary.

Treasurer: It shall be the duty of the Treasurer to collect and record all money due to the Organization, and to be custodian of all its funds. The Treasurer shall co-sign checks with the President or other officer so designated.

Floor Captains: It shall be the duty of Floor Captains to distribute literature and keep residents on their floors informed of the organization's activities.

Committees: The membership may establish necessary committees at any meeting. The Steering Committee (or President) may also establish such committees. Committee Chairpersons shall be designated by each committee.

Steering Committee: The Officers, Floor Captains, and Committee Chairpersons shall constitute the Steering Committee and may act for the Organization between meetings.

Meetings: There shall be at least 12 [choose frequency] General Meetings a year held on the first [pick day] of each month. The Steering Committee may call other meetings as required, provided members have at least one week's notice.

Quorum: At least half of the voting members must be present to conduct official business at General Meetings.

Amendments: The By-Laws may be amended at any General Meeting. Members must be notified at least one week in advance of the proposed amendment and 2/3 of those present and voting must approve the change.

For more detailed information about your rights, or for assistance in organizing a tenants' association:

METROPOLITAN COUNCIL ON HOUSING

339 Lafayette Street, New York, NY 10012 • www.metcouncil.net

Tenant Hotline: 212-979-0611 (Mondays, Wednesdays and Fridays 1:30-5:00 p.m.)

Free Tenant Clinic: Tuesdays 6:30 p.m., Cooper Square 61 E. 4th Street (between Bowery & 2nd Ave.)