

# **Presidents Council Constitution and Bylaws**

## **CONSTITUTION and BYLAWS The PRESIDENTS COUNCIL of PHA HI-RISES of SAINT PAUL**

### **Article I: Name**

The name of the organization shall be the PRESIDENTS COUNCIL of PHA Hi-rises of Saint Paul.

### **Article II: Purpose**

The purpose of the PRESIDENTS COUNCIL shall be:

1. To facilitate better communication between residents, PHA staff and Board of Commissioners of the Public Housing Agency through mutual sharing of needs and concerns.
2. To foster and facilitate communication among the various organizations in the Hi-rises, Public Housing facilities and other community organizations.
3. To organize the persons of the above mentioned organizations into a powerful force, which will be able to obtain services and resources unavailable to the individuals or Hi-rises, and thereby improve the quality of life of the people of Saint Paul.
4. To learn from and support each other as officers.
5. To promote and/or provide training for officers and Hi-rise residents to create effective Resident Councils.
6. To distribute PHA Grants to Resident Councils upon completion of requirements.

### **Article III: Membership**

The membership of this organization shall consist of the President or a Board Member of the Resident Council in each Hi-rise. Other officers and residents may attend as guests with no vote.

Each Hi-rise is expected to be represented at Presidents Council meetings. In the event the delegate of a Hi-rise Resident Council is unable to attend, another officer may attend. If no other officer is able, another representative may be selected.

RESPONSIBILITIES of PRESIDENTS COUNCIL members shall be:

1. Assure Hi-rise Resident Council compliance with HUD (Housing and Urban Development) and PHA directives.
2. Relay information from the Board of Commissioners, PHA staff and PRESIDENTS COUNCIL decisions back to the Hi-rise Resident Council on a monthly basis.

3. Bring Hi-rise Resident Council concerns for discussion.
4. Share sources for entertainment, information and services.
5. Approve the annual budget.
6. Assure that resident rights are protected.

#### **Article IV: Officers**

In the event there are no members of the organization who wish to run for office, or there are no qualified individuals within the membership wishing to run, an Officer outside of the membership may be appointed or hired by the Presidents Council, specifically for positions of Secretary and/or Treasurer. This appointed individual, who must be a PHA resident, would have a voice, but would not have a vote. Additional resident officers would be added to the Executive Committee so that there would be a total of five (5) votes for the Executive Committee.

The officers of this organization are a Five-Member Board. As a five-member Board, the officers will meet to agree together on how the officer responsibilities will be accomplished.

The duties of these officers shall be:

The Executive Board shall meet monthly with PHA staff to designate a Presider for the next meeting, to establish the Presidents Council meeting agenda, and to request volunteers as needed.

SECRETARY: The Secretary shall record all minutes of regular and special meetings and handle all correspondence for the organization. The Secretary will maintain an official set of minutes to be passed along to the succeeding secretaries. The Secretary shall be responsible for the attendance sign-in sheet, making sure each member and guest has signed. The attendance sheet will be attached to the official minutes. The Secretary shall maintain a current roster of the officers of the Hi-rises.

TREASURER: The Treasurer shall be responsible to receive all funds, keep accurate records of all receipts and disbursements, pay bills when due and make monthly reports at all regular meetings, including the balance on hand at the end of each month. All checks must be signed by two of the three officers whose names appear on the signature card at the bank. The books of the Treasurer shall be audited by the PHA Accounting Department between June 30 and September 30 each year.

EXECUTIVE BOARD: These officers and the ex-officio members shall constitute the Executive Board. The Executive Board is on the Resident Participation Committee (RPC).

## **Article V: Meetings**

Meetings shall be held at the PHA Central Office (555 North Wabasha Street, Suite 400, Saint Paul) or at the various Hi-rises.

Executive Board meetings shall be held monthly, usually ten (10) calendar days prior to the PRESIDENTS COUNCIL meeting.

Meetings shall be held once a month on the fourth Monday of the month, except as a holiday dictates a change or if the Presidents Council *Cold Weather Rule* is in effect. A quorum shall consist of two-thirds (2/3) of the Council. Due notice of the meetings shall be sent to the Council members.

Minutes of the PRESIDENTS COUNCIL meetings shall be posted at each Hi-rise to allow residents to review them each month.

## **Article VI: Election of Officers**

The officers of the Council shall be elected by the Council members. Any Resident Council officer may be nominated but no more than one from each Hi-rise.

At the May meeting the duties of the offices will be listed and an application form distributed for any member interested in any office.

Additional nominations shall be made at the regular September meeting and the vote taken at that meeting. Vote shall be by secret ballot. After the election, officers will turn over to the succeeding officer (or PHA staff) all records, keys, etc. pertaining to the office.

The term of office is from one regular election until the next, even if not re-elected as an officer in the Hi-rise.

If an officer resigns, a member of the Council may volunteer to fill the position for the remainder of the term. The appointment shall be confirmed by majority vote.

## **Article VII: Censure**

If a Hi-rise has no representative present for two (2) consecutive meetings, notice will be sent by the Council Secretary to the Resident Council officer and to the PHA manager for that Hi-rise.

Any member with concern about the official performance of an officer or other Council member may request a special meeting of the Executive Board with at least one PHA staff person present.

Censure is a warning that the members of the Council may use to express displeasure or indignation at the acts or words of a member or officer. The motion to censure is a main motion, debatable, amendable and requires a majority vote.

## **Article VIII: Amendments**

The Constitution and Bylaws shall be read by the Executive Board each year for information and possible revision.

The Constitution and Bylaws may be amended by a two thirds (2/3) vote of all members present. Notice of such amendment must be given at least thirty (30) days in advance of such vote. Vote shall be by ballot.

## **Article IX: Removal, Resignation, and Recall**

### Section 1. Removal

If Officers, Peers, or Members engage in criminal activity (as defined by PHA policies), they may be removed without warning upon a majority vote of the remaining members of the Executive Board.

Each time an Officer, Peer, or Member engages in other forms of misconduct, they will receive a written warning from PHA management or the Council Board. If any Officers, Peers, or Members receive three misconduct warnings, they may be removed from their President's Council and/or Peer positions upon a majority vote of the remaining members of the Executive Board. Forms of misconduct include, but are not limited to, the following:

- Failure to attend three Council meetings or trainings without notice or excuse;
- Failure to perform duties in any President's Council assigned positions;
- Create a conflict or disruption at meetings, trainings, or other Council events;
- Harass, threaten, disrespect, or otherwise engage in inappropriate behavior towards other Officers, Members, or PHA staff.

### Section 2. Resignation

Any Officer, Peer, or Member may resign at any time after delivering a written notice of resignation to the other members of the Executive Board. The Executive Board will encourage Members' and Officers' continuation and protect their privacy.

### Section 3. Recall

An Officer may be recalled by a vote for removal approved by a majority of the voting Members at a specially-scheduled meeting.

Any Officer, Peer, or Member removed or recalled from a President's Council assigned position may not serve on another Council position for at least one (1) year from the effective date of their removal or recall.

**All amendments approved by a vote of the Presidents Council.**

**Revisions: September, 1995; October, 1996; March, 1997; April, 2000; April, 2006; February, 2009; January 2017; February 2022.**