

PWVTA Bylaws, as amended to 3-26-07

ARTICLE I. PURPOSE

The Park West Village Tenants' Association (PWVTA) shall have five basic responsibilities:

1. Protect the rights and welfare of the tenants of Park West Village (PWV).
2. Keep PWV tenants informed of their rights.
3. Represent PWVTA members in negotiations with Park West managements.
4. Represent the concerns of PWVTA members to outside organizations and to elected officials and government agencies.
5. Support and participate in campaigns by various tenant organizations to expand tenant rights, preserve and strengthen ret regulations and affordable housing programs, and protect the ability of low-income and moderate-income tenants to remain in their homes.

ARTICLE II. MEMBERSHIP

A. RENTERS

1. All residents of any rental apartment in PWV who are 18 years old or over may become members of the PWVTA upon payment by any one of them of the annual membership dues.
2. The membership year is the calendar year. However, membership privileges may extend three months beyond the calendar year.
3. Only members may vote or hold office in the PWVTA or attend Executive Board meetings.
4. The annual dues shall be recommended by the Executive Board and ratified by a General Membership Meeting.

B. CONDO OWNERS

1. A condo owner in PWV may become an Associate Member of the PWVTA upon payment of the annual Associate Member dues.
2. The membership year is the calendar year. However, membership may extend three months beyond the calendar year.
3. An Associate Member may vote at Executive Board and General membership meetings, on issues related to the community, but not on issues related only to tenants. An Associate Member may not hold office.
4. The annual dues of Associate Members shall be recommended by the Executive Board and ratified by a General Membership meeting.

ARTICLE III. MEMBERSHIP MEETINGS

1. The General Membership, as it expresses itself in General Membership meetings, is the final authority on PWVTA policies and procedures.
2. The Executive Board shall call at least two General Membership meetings per year, including one in March at which officers are elected and one in November at which dues are set for the following year. At least one week's written notice of the date, time, place, and agenda must be given to all tenants.
3. The quorum for all General Membership meetings shall be 50 members.

ARTICLE IV. EXECUTIVE BOARD

1. The PWVTA Executive Board is responsible for initiating and implementing actions in accordance with the PWVTA purposes and procedures.
2. Associate Members in 372, 382, 392 and 400 Central Park West will elect one Representative and one Alternate from each building, to be members of the Executive Board. Associate Members may vote at Executive Board meetings.
3. The Executive Board shall consist of the Officers of the PWVTA, three tenant Building

Representatives and Alternates from each of the seven PWV buildings, one Associate Member Representative and Alternate from 372, 382, 392 and 400 CPW to represent the condo owners of their building, and the Chairperson of each Standing Committee.

4. The Executive Board shall meet at least once each month, except July and August. Board members shall be notified of the date, time, place, and agenda of a regular Board meeting at least one week in advance. Special meetings may be called on shorter notice.
5. A quorum for the Executive Board shall be 50 percent of the current members.
6. A simple majority of those present and voting For or Against a motion shall decide all questions except a motion to remove an elected officer. The Presiding Officer may vote if that vote will make a difference. A motion to remove an elected officer shall require a two-thirds majority of those present and voting.
7. A motion to remove an elected officer may be introduced only for specified causes – inability to fulfill the responsibilities of office, dereliction of duty, or actions contrary to PWVTA purposes and policies. The motion and the reasons for it must be on the agenda distributed to Board members at least one week prior to the meeting at which it is considered.

ARTICLE V. OFFICERS & RESPONSIBILITIES

1. The PWVTA shall have five officers – President, Vice President, Treasurer, Secretary, and Membership Secretary – elected for terms of one year at the annual meeting of the General Membership in March. Newly elected officers should take office within a month following the election. An office becomes vacant before the end of a term if the officeholder resigns, ceases to be eligible for office, or is removed for cause by the Executive Board. If the office of the President becomes vacant, the Vice President shall succeed to the Presidency for the rest of the term. If any other office becomes vacant, the Executive Board shall appoint a successor. If the Presidency becomes vacant more than once in a given term, the Board may, at its discretion, elevate the Vice President to the Presidency or call a General Membership meeting to elect a new President.
2. The **President** shall preside at Executive Board and General Membership meetings, ensure the proper execution of PWVTA policies, approve and/or sign all PWVTA communications, and make certain that all officers and committee chairpersons correctly maintain and transfer to their successors complete records and files, including legal documents.
3. The **Vice President** shall act as President in the President's absence of incapacity or when the office is vacant and shall assist the President in ensuring the proper maintenance and transfer of PWVTA records and files.
4. The **Treasurer** shall draw up an annual budget for approval by the Executive Board; receive, deposit, and record dues and donations to and earnings by the PWVTA; receive bills and make and record payments, as authorized or allowed by the Executive Board, to outside vendors for services to PWVTA and to members for out-of-pocket outlays (but not services) for PWVTA; and present monthly reports of income and expenditures to the Board. Bank withdrawals and checks shall require the signature of two PWVTA officers, including the treasurer if available. The Treasurer may keep and make small payments out of petty cash fund. The Treasurer shall also on a monthly

basis transmit to the Membership Secretary the names and addresses of tenants whose membership dues have been received and deposited. The Treasurer shall maintain PWVTA financial records and facilitate an annual audit of these records.

5. The **Secretary** shall take minutes of the Executive Board and General Membership meetings, make monthly presentations of the minutes to the Executive Board, and maintain a file of the minutes, including any amendments by the Board. The Secretary shall prepare notices of the date, time, place, and agenda of Executive Board and General Membership meetings, make copies of these notices, and distribute them to Building Representatives in numbers required. The Secretary shall draft letters and maintain a file of correspondence, as directed by the President.
6. The **Membership Secretary** shall promote membership; assist in the recruitment of members; and, on the basis of the Treasurer's record of dues received and deposited, prepare membership cards, maintain membership records for the PWVTA as a whole and for each building, make monthly progress reports to the Executive Board, and provide Building Representatives in each building with lists, updated monthly, of the member households in their building.
7. The officers as a group shall have authority to handle any necessary urgent business that may arise between Executive Board meetings.

ARTICLE VI. ELECTIONS

1. At least six weeks prior to the March meeting of the General Membership, the Executive Board shall appoint an Election Committee of at least three PWVTA members who are not candidates for any of the five elective PWVTA offices – President, Vice President, Treasurer, Secretary, Membership Secretary. They shall notify members of the nomination qualifications and procedure, plan the election portion of the meeting, prepare election notices for distribution to tenants, and recommend voting procedures. Any member who has served on the Executive Board or on a Standing Committee for at least one year may be nominated. Each candidate must submit a nomination petition signed by at least ten members who have not signed a petition for another candidate for the same office. Nominations shall be closed three weeks prior to the meeting. The name of each candidate and a biography and campaign statement of no more than 100 words shall be part of the notice to tenants of the scheduled meeting.
2. Three Building Representatives and three Alternates shall be elected at a membership meeting in each building within one month following the General Membership meeting. Representatives and Alternates from the previous year shall remain in office until such meetings are held.

ARTICLE VII. COMMITTEES

1. The Executive Board may establish Standing Committees – including Action, Quality of Life, Legal, Communications, and Social Activities committees – to recommend and implement ongoing PWVTA policies and projects.
The **Action Committee** shall be responsible for initiating, promoting, and coordinating PWVTA actions to influence the decisions of government legislators, officials, and

administrators, for cooperative activities with other tenant and community organizations on issues of common concern, and for special actions as directed by the Executive Board.

The **Quality of Life Committee** shall be responsible for receiving, investigating, evaluating, and enumerating complaints and proposals for action on quality of life issues in PWV.

The **Legal Committee** shall be a lay advisory body responsible, with the advice of counsel as required, for examining the legal aspects of tenant issues, for advising the Executive Board on whether to pursue legal actions, and for providing information on tenants rights. As a lay body, it cannot provide professional legal advice.

The **Communications Committee** shall be responsible for publication of a regular newsletter to tenants and for other communications to tenants as directed by the Board.

The **Social Activities Committee** shall be responsible for planning and implementing social and cultural activities of interest to tenants.

The Executive Board may also establish Ad Hoc committees for temporary needs. All Committees and their Chairpersons shall operate under the authority and direction of the Executive Board and the President.

2. The Chairperson of each Standing Committee shall be appointed by the President with the approval of a majority of the Executive Board. Standing Committee Chairpersons shall be appointed (or reappointed) annually, for annual terms, following the annual election and installation of officers. If such a post becomes vacant, the President, with Board approval, may remove a Chairperson who is unable or unwilling to perform assigned duties and, with Board approval, appoint a replacement for the duration of the term. The Chairpersons of Standing Committees are members of the Executive Board during their terms of office.
3. Any PWVTA member may become a member of any Standing Committee. To become a member of a particular Standing Committee, a PWVTA member must attend two consecutive meetings of that committee; the person's Standing Committee membership becomes effective at the second of these two consecutive committee meetings. A Standing Committee member who misses three consecutive meetings of the committee forfeits committee membership.

ARTICLE VIII. RATIFICATION/AMENDMENT

1. This edition of the Bylaws shall become effective upon approval, first, by a majority of the Executive Board and, then, by a majority of a General Membership meeting.
2. The Bylaws may be amended by a majority vote of the Executive Board followed by a majority vote of a General Membership meeting.