

RIVERTON TENANTS ASSOCIATION BYLAWS

A Not-for-Profit Tenants Association pursuant to the Laws of the State of New York

ARTICLE I - STATEMENT OF PURPOSE

It is the mission of the Riverton Tenants' Association to act as the unified voice for the residents of the Riverton complex with regard to matters, dealings, and decisions that affect the residents. Our guiding policy in all Association actions is to avoid favoritism, the appearance of or potential for favoritism, and all conflicts of interest and the loyalties often associated with nepotism. To this end and consistent with the anti-nepotism policy, the Association endeavors to:

- A.** Protect and improve the living conditions within the complex and the surrounding community
- B.** Ensure that adequate standards of physical maintenance and services are provided throughout the complex;
- C.** Serve as the spokesperson for the residents, and as a liaison between the residents and management's representatives, community organizations and governmental agencies
- D.** Promote neighborliness among the residents
- E.** Encourage participation in the Association by all residents and
- F.** Ensure that the election of officers is open and fair.

ARTICLE II - NAME OF THE ASSOCIATION

The official name of the organization shall be the RIVERTON TENANTS' ASSOCIATION, hereinafter referred to as the "RTA" or the "Association".

ARTICLE III- MEMBERSHIP

Section 1: Eligibility, Voting and Dues

- A.** All adult tenants (over the age of 18) within a household at the Riverton Complex are members of the Association.
- B.** Only two (2) adult tenant members of a household shall be voting members for purposes of the election of officers pursuant to Article V and VII, below.
- C.** In the event, the Executive Board proposes to initiate or modify membership dues, such proposal shall be presented for a vote by the general membership and shall pass by a simple majority of the voting members attending the meeting.

ARTICLE IV- MEETINGS OF THE ASSOCIATION

Section 1: General Meetings

General membership meetings shall be held quarterly, i.e., one each quarter for a total of four (4) times a year. The designated quarters are:

1st Quarter (January – March) [Budgetary proposals and event planning]

2nd Quarter (April – June)

3rd Quarter (July – September) [Election preliminaries]

4th Quarter (October – December) [Election results; Annual Mtg Reports]

A schedule of the Board's proposed agenda for the year will be presented at the 1st Quarterly meeting. Subsequent notices of the time, place and the agenda of general meetings designated by the Executive Board will be posted in each building and, to the extent possible, on the RTA website www.RivertonTenants.org

Section 2: Special Meetings

- A.** A Special meeting may be called by the Executive Board for a specific purpose or in response to a request by at least 30 members. Such membership requests shall specify the purpose for the meeting and shall be addressed to the Recording Secretary of the RTA, along with the signatures of the petitioners initiating the request. The Board will consider whether to grant the petition and will make every effort to convey its decision to the petitioners within seven (7) business days.
- B.** Notice of the time and place of a special meeting, shall be posted not less than three (3) nor more than seven (7) days, before the date of said meeting.

Section 3: Quorum:

Except as otherwise provided in these bylaws, any meeting at which a vote of the membership is taken to approve an action shall require a quorum of 30 members and shall be decided by a majority (i.e., more than half) of the votes cast. **Note: Voting for the Election of Officers is governed by Article VII, Section 2.D., below.**

Section 4: Voting: Procedures

- A.** Each member, as defined in Article III, above, shall be entitled to one (1) vote on all issues.
- B.** No proxy votes shall be permitted.

ARTICLE V - Officers of the Association

Section 1: Composition

The officers of the Association shall be as follows: Chair, three (3) Vice Chairs, Treasurer, Recording Secretary, and one Sergeant-at-Arms. Each officer shall be elected for a term of four (4) years.

Section 2: Duties

The duties of the officers named in this Article, each of whom shall serve without compensation, are as follows:

- A.** The **Chair** shall be the principal officer of the Association, presiding at all meetings of the Association and the Executive Board. The Chair shall be responsible, along with the other Board members, for setting the agenda, supervising the execution of all resolutions by the membership and the Executive Board, making appointments to the standing and other committees and otherwise conducting the business of the Association as is usual to this office.
- B.** The **Vice Chairs** shall assist the Chair in such duties as the Chair may assign. In addition, each Vice Chair is responsible in whole or in part for the supervision, coordination, and delivery of information, etc. to all buildings in the Riverton Complex. If directed by the Board, a Vice Chair may be assigned responsibility for a single or a group of buildings within the Complex.
- C.** The **Treasurer** shall:
1. be responsible for the receipt and custody of all monies of the Association and for the disbursement thereof as authorized by the Executive Board;
 2. maintain an accurate accounting of all monies received by the Association, and deposit or cause to be deposited all such funds in the name of and to the credit of the Association in banks or institutions that are insured by the Federal Deposit Insurance Corporation;
 3. prepare and present all financial reports, and
 4. be an ex-officio member of any committee concerned with the finances of the Association.
- D.** The **Recording Secretary** shall:
1. be responsible for keeping a record of all correspondence of the Association, including notices of all general and special meetings; and
 2. be responsible for taking attendance, presenting and keeping a record of the minutes of all meetings, including but not limited to, Executive Board and Advisory Council meetings, general and annual meetings, and for ensuring that minutes of such meetings are kept, taken, presented and recorded in his/her absence.
- E.** The **Sergeant-at-Arms** shall act as Parliamentarian and assist the Board in the maintenance of order at all meetings, and shall perform such other duties as may be assigned by the Chair.

Section 3: Nominations and Elections

- A.** Nominations for each office shall be taken from the floor and be by any voting member of the Association at the 3rd Quarter general meeting immediately prior to the expiration of the term of the officers currently serving.
- B.** Any voting member is eligible to be nominated for the offices of Vice Chair, Treasurer, Recording Secretary, or Sergeant-at-Arms.

- C. Any voting member who has previously served at least one full term in the position of Chair, Vice Chair, Treasurer, Recording Secretary, or Sergeant-at-Arms is eligible to be nominated for the office of Chair.
- D. The election of the officers of the Association shall be determined, as applicable, by a plurality (for each office, whenever there are more than two (2) candidates for an office on the ballot) or by a majority of the votes cast. No proxy votes shall be permitted. **See also, Article VI below.**

ARTICLE VI- GOVERNANCE

Section 1: Composition

- A. The Association shall be governed by an Executive Board, consisting of the elected officers (Chair, three Vice Chairs, Treasurer, Recording Secretary, one Sergeant-at-arms and two consultants appointed by the Chair with the consent of the officers.
- B. As the chief governing body of the Association, the Board has the full power and authority to manage and conduct the property and business of the Association, and to carry out the objectives of the Association as set forth in Article I, subject to the instructions of these bylaws.

Section 2: Advisory Council

An Advisory Council shall be comprised of the Executive Board and the Building Captains. Its duties shall be to meet bi-monthly to report on and discuss issues applicable to the Riverton community.

Section 3: Vacancies

Any vacancy occurring among the officers prior to the expiration of the officer's term of office, whether by resignation, permanent absence or death, shall be filled in the following manner, for the remainder of the applicable officer's term:

- A. **Chair:** The officers of the Executive Board shall vote to determine which of the existing Board officers shall assume the duties of the Chair. Note: The same procedure shall apply in the event of a temporary absence or disability that is expected to extend for at least three (3) months.
- B. **Other Board officers:** Nominations to fill any other officer vacancy shall be solicited from the membership. The Advisory Council shall choose a replacement from among the nominees by majority vote of the Council members in attendance.

Section 4: Removal from Office

- A. An officer of the Association may be removed from office and/or from the Executive Board for failure to carry out his/her duties as determined by the Executive Board by a two thirds (2/3) vote of a quorum of the Executive Board.

- B.** An officer shall be removed if he/she is deemed permanently absent. An officer shall be deemed permanently absent upon death, resignation, or consecutive absences from either two (2) general meetings, three (3) Advisory Council meetings, or three (3) Executive Board meetings.

Section 5: Meetings

The Executive Board shall meet at least monthly at such time and place as it may direct. Any member of the Board may call a special meeting of the Board after giving timely notice to all Executive Board members.

Section 6: Quorum

A majority of the Board officers shall constitute a quorum for the transaction of Executive Board business.

Section 7: Reports

The Executive Board shall submit to the membership, reports on all actions taken. Any action taken by the Executive Board becomes an act of the Association. If the Executive Board takes any action that the membership disagrees with the act may be repealed at a special meeting called for that purpose pursuant to a request by the membership. A quorum must be present at the meeting and two-thirds (2/3) of the members present must vote in favor of the repeal. **See also, Article IV, above, Special Meetings.**

ARTICLE VII - COMMITTEES

Section 1: Establishment

The Executive Board may establish such committees as it deems appropriate.

Section 2: Standing Committees

The Standing Committees shall include, but are not limited to: (1) Goodwill and Welfare Committee; (2) Finance Committee; (3) Law Committee; and the (4) Election Committee.

- A. Goodwill and Welfare Committee:** responsible for presenting the Association's condolences to family members who experienced serious illness and/or death and, upon request, seeing that notices are posted in appropriate places throughout the complex. This committee shall also determine during the term of each administration, whether to establish an Events subcommittee to coordinate such activities for the Board.
- B. Finance Committee** reports to and is supervised by the Treasurer. It shall, *inter alia*, prepare and recommend an annual budget for adoption by the Executive Board; prepare and report at the Annual Meeting on the fiscal state of the Association, and prepare such other reports as requested by the

Executive Board.

- C. **Law Committee** : responsible for (1) gathering current information on pending legislation and enacted laws affecting the status of Riverton tenants with specific regard to rents and landlord-tenant relationships, (2) providing such information to the Executive Board, and (3) when necessary, recommending action(s) to the Committee, Board and/or the Association.

D. **Election Committee**

- An Election Committee shall be responsible for conducting the election of the officers of the Association.
- **Composition:** The Chair of the Law Committee and the Sergeant-at-Arms shall be *ex officio* members of the Election Committee. However, no other sitting member of the Executive Board shall serve on the Election Committee. The Committee shall include at least two volunteers from the membership solicited from the floor at the general meeting preceding the scheduled election.
No person seeking an office shall serve on the Election Committee or have a nepotistic relationship with any other person seeking office. For purposes of these Bylaws, nepotism is defined as a relationship that includes any of the following: spouse, parent, child, grandparent, aunt/uncle, niece/nephew, sibling, in-laws or step-relatives of any of the foregoing, domestic partners, co-tenancy, or legal guardianship.
- At least sixty (60) days (*Sept 1*) prior to the election of officers of the Association, the Election Committee shall publish the election procedures to be followed for electing officers.
- **Responsibilities:** The Election Committee shall be responsible for the entire nomination/election process, which includes, inter alia:
 - Establishing the electoral dates
 - Receiving nominations, which can be accepted at any time up to 30 days prior to the election. Nominations may also be taken from the floor at a general or special meeting for any office for which there are no candidates *except for the offices of Chair and Treasurer.*
 - Ensuring that all nominees for any office shall have been a resident in the complex for at least a year;
 - Publishing the list of qualified candidates at least fourteen (14) days prior to the scheduled election date.
 - Monitoring the election process, including counting and certifying the votes, and presenting the results of the election at the Annual Meeting held in the 4th Quarter of the calendar year.

Note: For nomination and voting purposes, all tenants must be prepared to show proof of residency at the Riverton during the applicable time period, to the Election Committee.

ARTICLE VIII - FINANCES

Section 1: Fiscal Year

The fiscal year of the Riverton Tenants' Association shall be from January 1st through December 31.

Section 2: Deposits

All funds of the Association shall be deposited to the credit of the Riverton Tenants' Association under such conditions and in such banks as shall be designated by the Executive Board. Full disclosure to the general membership of all banks holding any of the Association's monies shall be included in the Annual Report.

Section 3: Expenditures

No funds shall be expended without prior authorization from the Executive Board. Vouchers and/or receipts must be secured for all expenditures with annual audit reports given to the membership. Checks for the expenditure of any Association funds must be signed by two (2) or more of the following: the Treasurer and any other designated officer. The Chair shall sign *only* in the event of the unavailability of the Treasurer.

Section 4: Financial Distribution of Funds

In the event that the Executive Board dissolves the Association or the Association otherwise becomes insolvent, all funds, assets and holdings of the Association shall be dispensed pursuant to the not-for-profit laws of the State of New York.

ARTICLE IX-Ratification

Section 1: Ratification

After majority approval of the Executive Board bylaws shall be ratified by a two thirds (2/3) vote of the general membership present at the meeting.

Section 2: Amendments

All proposed amendments shall be in conformity to and compatible with the purposes set forth in these Bylaws.

Any proposed amendment(s) to these Bylaws must be submitted in writing to the Executive Board for approval prior to a regular meeting of the membership. *If approved by the Board, the proposed amendment(s) shall be submitted to the membership for adoption. Adoption requires a two thirds (2/3) vote of those in attendance at the meeting, provided that the number in attendance constitutes a quorum.*

These Bylaws were duly amended and voted on by the full membership on October 10, 1981.

These Bylaws were duly amended and voted on by the full membership at its Annual meeting held on January 17, 2008.

These Bylaws were duly amended and voted on by the full membership at its Annual meeting held on Wednesday, September 28, 2011.

These Bylaws were duly revised, voted on and adopted by the membership at a Special meeting held on June , 2018.

FOR REVIEW