

**BY-LAWS  
OF  
WEST HAMLIN UNITY APARTMENTS  
TENANT'S ASSOCIATION**

*Article I*

NAME

The name of the organization shall be " The West Hamlin Unity Apartments Tenant's Association ."

*Article II*

PURPOSE

The purpose of the organization shall be to act as a central voice in the affairs of the tenants of West Hamlin Unity Apartments; to promote the general welfare of the tenants of West Hamlin Unity; to receive and act on complaints of grievances by tenants of West Hamlin Unity; to act as a conduit between the tenants and management of West Hamlin Unity; to promulgate rules and regulations governing assets and property purchased with Association funds; and, to plan, promote, and carryout programs and activities that benefit the residents of West Hamlin Unity Apartments.

*Article III*

MEMBERSHIP

Section 1. The membership of this organization shall consist of all residents of West Hamlin Unity Apartments.

Section 2. Residents of each individual floor shall nominate and elect their representative of the Executive Committee in accordance with the provisions of these By-Laws. The Executive Committee will be responsible for scheduling resident functions, entertainment for functions, and such other duties as may be assigned by the President.

#### *Article IV*

##### TERMS OF OFFICE

Section 1. The term of office of all officers of the Association so elected shall begin at the meeting next following the annual election, and shall continue for one year thereafter and until their successors are elected and qualify. Appointed members shall serve from the time they are confirmed until the next election, subject to the provisions of Article III.

Section 2. Officers who miss three consecutive meetings without reasonable or just cause or without being represented by proxy, shall be subject to removal from the Association by the President at the request of two-thirds of the Association.

Section 3. If any officer shall seek to resign from the Association, they must first place their request in writing. The request must be read in an open meeting and accepted and voted on by the Association.

#### *Article V*

##### OFFICERS

Section 1. The officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer.

Section 2. The terms of all officers shall begin on the date of their election to such office and shall continue until their successors are elected and qualify. The President shall carry a consecutive term of no less than three years. All other officers shall be elected annually at a regular meeting nearest the date specified in Article XI, Section 1.

Section 3. Vacancies in any of the positions as officers of the Association, other than President, shall be filled by the President until the next scheduled meeting is held, at which time the vacancy shall be filled by a majority vote of the residents present.

Section 4. Any vacancy in the office of President of the Association shall be filled by the Vice President for the unexpired term.

## *Article VI*

### PRESIDENT

Section 1. The President shall be the chief executive of the Association, and shall be responsible for the management and administration of its affairs, subject only to these By-Laws and instructions from the Association.

Section 2. The President shall preside at all meetings of the Association. In case of absence of the President, the Vice President shall preside.

## *Article VII*

### VICE PRESIDENT

The Vice President shall perform the duties of the President when the president is absent or unable to serve, and shall perform such other duties as may be assigned by the President.

## *Article VIII*

### SECRETARY

Section 1. The Secretary of the Association shall keep an accurate minute journal of all the meetings of the Association, and shall make such other reports as the Association or the President may require.

Section 2. The Secretary shall have charge of the necessary correspondence of the Association, and shall perform such other duties as may be assigned by the Association.

Section 3. With the cooperation of the President, the Secretary shall produce a written copy of the minutes of each meeting and make available to any tenant a copy of said minutes within three (3) business days of such a request.

## *Article IX*

### TREASURER

Section 1. The Treasurer shall receive and have charge of all the funds of the Association. The Treasurer shall deposit such funds in a separate account in the name of the Association. The bank where such an account shall be made shall be designated by the Association.

Section 2. All expenditures of the funds of the Association shall be made by check. The President or the Treasurer's signature is required on all checks.

Section 3. With the cooperation of the President, the Treasurer shall produce a written copy of the financial report of each meeting and make available to any tenant a copy of said report within three (3) business days of such a request.

## *Article X*

### REMOVAL OF OFFICERS

An officer of the Association may be removed from office by a two-thirds vote of the residents present at any meeting of the Association, provided the officer to be removed shall have been given written notice by certified mail of such removal and the reason for the removal. The letter must be signed by a majority of the Association members, and must be mailed at least ten days prior to the date of the meeting.

## *Article XI*

### MEETINGS

Section 1. Residents shall proceed to elect officers during the regularly scheduled Association meeting in June. At the call of the President of the retiring Association, the new officers shall take office at the regularly scheduled Association meeting during the month of July.

Section 2. The Association shall hold a minimum of 12 meetings per year. The Association should adopt a regular schedule of meetings. The President shall issue the call for the meetings.

Section 3. A meeting of the Association may also be called upon the request of one-third of the members of the Association.

Section 4. An absent officer of the executive committee may be represented at a meeting by another person duly authorized by the absent member in writing. No officer of the executive committee shall be represented by proxy at the one annual meeting in which officers of the Association are elected.

Section 5. A majority of the members of the Association shall constitute a quorum for the transaction of the regular business of the Association. Otherwise, Rules of Order shall govern the conduct of the meetings of the Association except as otherwise provided by these By-Laws.

*Article XII*

BY-LAWS

Section 1. These By-Laws shall become effective immediately upon adoption.

Section 2. These By-Laws shall be reviewed at least once every other year by a temporary committee, which shall recommend to the Association any amendments that should be made.

*Article XIII*

ASSOCIATION NET EARNINGS SHALL NOT BENEFIT ANY PRIVATE SHAREHOLDER

Our organization is for pleasure, recreation, and other nonprofitable purposes, substantially all of the activities of which are for such purposes and no part of the net earnings of which inures to the benefit of any private shareholder.

*Article XIV*

AMENDMENTS

Section 1. Two-thirds of the members of the Association, voting in the affirmative, shall be necessary to amend these By-Laws.

Section 2. An amendment hereto may alter, revise, delete or add to any Article.

*Article XV*

LEGAL EFFECT OF PROVISIONS AND SEVERABILITY

Section 1. All provisions of these By-Laws shall be construed, shall be given effect and shall be enforced according to the laws of the State of West Virginia.

Section 2. It is agreed that the invalidity or unenforceability of any Article, Section, paragraph or provision of these By-Laws shall not affect the validity or enforceability of any one or more of the other Articles, Sections, paragraphs or provisions; and that the parties hereto will execute any further instruments or perform any acts that are or may be necessary to effectuate all and each of the terms and provisions of these By-Laws.

In Witness Whereof, the Officers have signed and adopted these By-Laws.

\_\_\_\_\_  
, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Treasurer

\_\_\_\_\_  
Date

# South Charleston Unity Apartments Tenant Association Financial Report

**BALANCE FORWARD: \$** \_\_\_\_\_

**INCOME:**

**EXPENSES:**

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Total Income: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

As of the end of \_\_\_\_\_, 2006, our  
Checking Account balance is \$ \_\_\_\_\_.



**Assisted Housing Complexes**  
**Managed by Human Resource Development & Employment Inc.**  
**Monthly Schedule**

- 1st – Distribute calendar, newsletter and annual recertification notices to tenants
- 8th – Rent Late
- 10th – Annual Recertification Interviews with tenants
- 17th – Recertifications To Main Office
- 20th – Last bank deposit
- 23rd – Work copies, Certification List, Washer/Dryer Sheet, HAP/TRACS to Main Office
- 28th – Monthly Activity Calendar and Newsletter to Coordinator to proof
- 30th – Pop Report & Sign-In and Out Sheets to Housing Coordinator
- 30th – Close the month and open the new month – put copies in file

Monthly Reminders for Calendar

- Bingo
- Blood Pressure
- Covered Dish Dinner
- Exercise
- Exterminator
- Podiatrist
- Tenant Association Fundraiser
- Tenant Meeting
- Worship/Bible Study

Tenant Association Fundraiser Ideas

- Auction
- Bake Sale
- Baked Steak Dinner
- Breakfast
- Chili Cook-Off
- Crafts
- Hot Dog Sale
- Meatloaf Cook-Off
- Pizza/Sing Along
- Raffle
- Soup Bean Dinner
- Soup and Sandwiches
- Spaghetti Dinner
- Yard Sale

Rev. 05/2004

