

TENANT ASSOCIATION SAMPLE BYLAWS

ARTICLE I - NAME AND ADDRESS:

The Association shall be known as (Name of Association)
Address of Association _____
Adopted (date)

ARTICLE II - PURPOSE:

The purpose of the Association is to promote the interests of and help provide safe and habitable living conditions for residents of the building, to ascertain that the building is properly maintained and in accordance with housing code regulations, to insure that rents and rent increases are accurate and assessed in accordance with the District's rent control law, and to resolve, if possible, landlord-tenant impasses within the building. Other purposes include:

- a) Insure protection and exercise of tenant rights guaranteed under District of Columbia rental housing law, including negotiation, litigation, or settlement of any issue;
- b) Exercise options to purchase, lease, manage, sell or convert rental property;
- c) Retain legal counsel;
- d) Other legal purposes allowed under nonprofit corporation law of the District of Columbia.

ARTICLE III - OFFICERS AND BOARD OF DIRECTORS:

Officers and Board of Directors Qualifications. The officers of the Association are: President, Vice President, Secretary and Treasurer, chosen by direct election of members or by a board of directors elected or appointed by members of the Association. An Association may choose simply a board of directors with a Chairman, or constitutional officers—President, Vice President, Secretary and Treasurer, or a combination of both.

D.C. TENANTS' ADVOCACY COALITION
REPRESENTING ALL D.C. TENANTS
P.O. Box 7237, D.C. 20044, (202) 628-3688
www.tenac.org tenacdc@yahoo.com

Election and Terms. Procedures for electing officers and/or a board of directors, and terms of office, will be determined by majority vote of the members.

Resignation. An officer or board member may resign by giving written notice to the Association.

Vacancy. Officer and board member vacancies will be filled by special election set by members of the Association. The board shall have _____ directors. Only members may serve as an officer or director. Members of the Association may remove an officer or director by a two-thirds vote of voting members present at a membership meeting. Issues, questions, or controversies brought before the board or membership will be voted on, with a simple majority determining their resolution.

President. The President is the chief executive officer of the Association. The President presides at meetings of the membership and the board.

Vice President. The Vice President serves in absence of the President.

Secretary. The duties of the Secretary are to:

- a) Maintain a membership roster and notify members of Association meetings;
- b) Record minutes of Association and board meetings;
- c) Maintain Association records; and
- d) File a bi-annual incorporation renewal form (pursuant to notification sent by District government), and pay two-year incorporation renewal fee (\$70.00).

Treasurer. The Treasurer will deposit all monies received by the Association from dues or any other source in a bank account opened and maintained by the Association, and handle Association financial matters in general.

ARTICLE IV - MEETINGS:

The Association will meet regularly, the frequency of which shall be determined by the membership. (Emergency meetings may be called as needed.) Other provisions governing meetings are as follows:

- a) Meetings of the Association may be called by the President and/or designated board members. Members of the Association will be given timely notice of Association meetings, including location, date, and time;

- b) Members of the Association will determine what constitutes a quorum *;
- c) Officers and board members may be removed by vote of two-thirds of those present and voting at a regularly called meeting;
- d) These bylaws may be adopted by a simple majority of those present and voting at a regularly called meeting;
- e) These bylaws may be amended by a simple majority of those present and voting at a regularly called meeting; and
- f) This tenant Association may be dissolved by two-thirds majority vote of the members represented at a regularly called meeting.

ARTICLE V - DUES:

The Association may assess dues. If the Association should need funds in addition to those available in the treasury, for a specific purpose approved by majority membership vote, the membership may be requested to contribute funds for that specific purpose. **

ARTICLE VI - TREASURY:

Membership dues, and all other contributions received by the Association from whatever source, will be deposited in an Association bank account, which will comprise the Association's treasury.

* A cautionary note: Quorums should not be set too high. There should be a respectable number of members present (determined by members) in order to conduct business, but not necessarily a majority of the membership.

** Dues typically are either \$5 or \$10 per year. Experience suggests that they not be less than \$5 or more than \$10.