ARTICLE I: NAME

The name of the organization shall be the Woodrow Wilson Court Tenant Council.

ARTICLE II: PURPOSE

The Woodrow Wilson Court Tenant Council (abbreviated WWCTC) has been organized for the following purposes:

1) To improve living conditions in our development and work with management in resolving problems;
2) To represent the tenant body of WWC Apartments in dealing with the Cambridge Housing Authority (abbreviated CHA) and other organizations;
3) To act as an advocate for tenants of WWC who seek and need the help of the Council;
4) To have input into modernization grants for CHA;
5) To inform residents of matters concerning them as we are notified;
6) To welcome new tenants and to make their entrance into the community easier;
7) To work to maintain and improve the social, cultural, and physical conditions of WWC;
8) To improve communication among tenants and foster a sense of community within the development.

ARTICLE III: MEMBERSHIP

1) Definition: All WWC residents who are 18 years of age or older and listed on the household lease shall be considered members of the tenant council and shall be eligible to vote at meetings. Participation is voluntary.
2) Non-discrimination policy: The WWCTC shall not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, age, disability ancestry or national origin.
3) End of membership: Residents shall cease to be members when they leave the development or are no longer listed on the household lease.
4) Powers: The membership, acting at membership meetings, shall
   a) establish general policy for the council;
   b) approve treasurer's reports;
   c) approve minutes of membership meetings.
ARTICLE IV: MEETINGS

1) **Regular meetings**: Tenant council meetings shall be held on a monthly basis, with the exception of July and August, at a day and time decided upon by the membership.

2) **Special meetings**:
   a) Officer nomination and election meetings shall be held in September and October, respectively.
   b) Other special meetings may be called at any time by elected officers or by written request of five (5) current residents.

3) **Notice of meetings**: At least three days notice in writing shall be required for all tenant meetings. For each meeting, a flyer shall be distributed door-to-door and posted in each building entrance in order to encourage attendance by as many residents as possible. Each notice shall include an agenda. All flyers will be removed promptly after each meeting.

4) **Quorum**: Six residents shall constitute a quorum. No meeting is official unless a quorum is present. In order for any vote to be taken, at least three of the Council's five officers must be present.

5) **Who may attend**: All residents of Woodrow Wilson Court Apartments are encouraged to attend. Non-residents may attend meetings with the permission of the Council, so long as they are not employed by the Cambridge Housing Authority. CHA employees may attend only at the invitation of the WWCTC officers. The members chairing the meetings reserve the right to ask anyone to leave for good cause. Anyone may speak when recognized by the meeting chair; only members of the WWCTC may vote.

6) **Procedure**: The elected president or an alternate member selected by the president shall open and close membership meetings and shall establish a reasonable set of procedures for the conduct of meetings.

7) **Voting**: Each member shall have one vote and a straight majority of votes cast shall decide any issue, except that a 2/3 vote shall be required to amend by-laws or remove officers.

ARTICLE V: OFFICERS

The WWCTC shall have five duly elected officers.

1) **The names and duties of these officers shall be as follows:**
   a) **President**: presides at and maintains order at all Council meetings.
   b) **Vice-President**: assists the president in carrying out the duties of that office; performs the president's duties whenever the president is absent; and assumes all duties of the president if the president can no longer serve.
   c) **Treasurer**: handles all of the organization's funds; keeps accurate records of all receipts and expenditures; submits an annual budget to CHA for per-unit funds; and makes a detailed report at each membership meeting.
   d) **Recording Secretary**: makes a record of the minutes of all Council meetings and all officers' meetings; maintains an accurate list of attendance and keeps all other necessary records.
   e) **Corresponding Secretary**: handles all of the Council's incoming and outgoing mail and is responsible for posting all notices concerning the business of the Council.
2) Meetings: the WWCTC officers, along with other WWC residents, shall meet monthly at regular tenant meetings. Special meetings of the officers may be called at any time by the president or a majority of the other officers.

3) Terms of office, who may run: All officers shall serve for a one-year term and shall be eligible to succeed themselves. Officers’ terms begin on November 1 of each year. Any resident of WWC may run for election, unless they are employed full-time by CHA.

4) Nomination and Election Process:
   a) Frequency—officer elections shall be held on an annual basis.
   b) Schedule—Nominations shall take place at the September membership meeting and must remain open for a minimum of fifteen (15) days. Elections shall take place in October. Election procedures and a final list of candidates shall be distributed and posted at least fifteen (15) days prior to the election.
   c) Procedure—Candidates may nominate themselves or be nominated (with their consent) by any other WWC residents. At least three residents who are not candidates shall be identified to form an election committee, the duties of which shall be to assure that nomination and election proceedings meet the stipulations of these by-laws. Elections shall be by secret ballot and shall be supervised by a neutral third party, such as a representative from the League of Women Voters or any other community agency. The supervising party shall count the ballots and announce the results. In accordance with DHCD regulation, CHA shall monitor the election process.
   d) Recall—Election recall shall be conducted only by petition of 2/3 of current WWC residents.

5) Replacement: Officers may be replaced prior to completing their terms under the following circumstances:
   a) Resignation—Should an elected WWCTC officer give notice that he or she no longer wants to or no longer can serve, an alternate officer shall be nominated and elected at the next regular tenant council meeting, using the guidelines set forth below.
   b) Removal for good cause—Any officer who fails to perform his or her duties as outlined in these by-laws; or who has been absent without excuse for three consecutive meetings; or who acts in any threatening, abusive, or inflammatory manner may be removed by a vote of no confidence. All charges must be in writing, and the accused officer must have the opportunity to speak on his/her own behalf or to be represented. A 2/3 vote of the residents present at a regular or special tenant council meeting shall be required for removal and replacement. If the officer received notice of the meeting but chose not to participate, the removal vote still may be taken.
   c) Filling vacancies—The vacancy of any officer's position may be filled by majority vote at the next tenant meeting, at which time a special election shall be held. If the president leaves office, the vice-president shall assume the position of president until the special election is held. Meeting notice shall state that a special election will be conducted. Members who have been elected to fill a vacancy shall serve for the remainder of the unexpired terms. An outside person shall not be necessary to conduct the election.

ARTICLE VI: FINANCES
1) **Fiscal year:** the WWCTC fiscal year shall be consistent with that of the Cambridge Housing Authority—April 1 to March 31.

2) **Bank account:** all WWCTC funds shall be kept in a bank account under the name of the tenant council. All accounts shall require the signature of the Treasurer and the Recording Secretary; the President may serve as a third signatory, with power to sign only in cases where either the Treasurer or Recording Secretary is not available. The treasurer shall handle all WWCTC finances, maintain accurate records, and report on all expenditures and deposits at membership meetings.

3) **Approval of expenditures:** Withdrawal of funds greater than $50 from the WWCTC account shall require approval in advance by majority vote at a membership meeting. Expenditures under $50 may be made at the discretion of the treasurer and other duly elected officers.

4) **Petty cash:** Petty cash funds of $50 from the WWCTC may be kept by the treasurer for routine expenditures. Detailed records of petty cash expenditures shall be maintained by the treasurer.

5) **Audit:** The WWCTC books shall be available for inspection by CHA on an annual basis.

### ARTICLE VII: BY-LAWS

1) **Adoption:** Initial adoption of these by-laws will take place at a regular or special WWCTC meeting.

2) **Amendment:** Any amendment to these by-laws must be proposed in writing at a monthly or special membership meeting and voted on at the following month's meeting. Amendments shall require a 2/3 vote of residents attending a regular or special meeting of the WWCTC, and notice of the meeting must explain the proposed revision of the by-laws.

**Initial by-law approval:** August 29, 2006

**AMENDMENTS:**

*approved September 30, 2009*
*(terms of office and frequency of elections changed from annually to every two years)*

### ARTICLE V: OFFICERS

3) **Terms of office, who may run:** All officers shall serve for a **two-year term** and shall be eligible to succeed themselves.

4) **Nomination and Election Process:**
   a) Frequency—officer elections shall be held **every two years**.

___________________________ _______________________
President (Lawrence P. Schofield)  Vice-President (Fred Reece)

*approved February 16, 2012*
*(tenant council name changed)*

**ARTICLE I: NAME**

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The name of the organization shall be the Woodrow Wilson Court/Fairmont Village Tenant Council (abbreviated WWC/FVTC).

approved February 16, 2012
(tenant council signatories changed)

ARTICLE VI: FINANCES
2) Bank account: all WWC/FVTC funds shall be kept in a bank account under the name of the tenant council. All accounts shall require the signature of the Treasurer and the President, the Recording Secretary may serve as a third signatory, with power to sign only in cases where either the Treasurer or President is not available. The treasurer shall handle all WWC/FVTC finances, maintain accurate records, and report on all expenditures and deposits at membership meetings.

___________________________ _______________________
President (Lawrence P. Schofield)  Vice-President (Fred Reece)