Article I. NAME AND PURPOSE

Section 1.01: NAME. The NAME of this organization shall be the Button Hill Senior Housing Resident Association hereafter referred to as THE ASSOCIATION.

Section 1.02: PURPOSE: This document shall govern the Association and its members and facilitate the fulfillment of its purpose.

The purpose of the Association is to promote Button Hill’s residents integration and providing the residents to voice their interests as required in the Resident Participation Plan.

Article II. MEMBERSHIP

SECTION 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of Button Hill is eligible for Membership in the Association.

Section 2.02 VOTING RIGHTS. Each resident, one per household, is entitled to one vote each in all Association elections.

Section 2.03: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the tenancy ends.

ARTICLE III OFFICERS

Section 3.01: OFFICERS. The Association shall have the following officers: 1) Chair, 2) Vice-Chair, 3) Treasurer, and 4) Secretary.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual Association meeting.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms. The term of office shall commence upon election and continue until successors are elected at the annual meeting.

Section 3.04: DUTIES. The duties of the Officers are as follows: 1) The CHAIR shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association. 2) The VICE-CHAIR shall assist the Chair as the Chair requests, and represent the Association on appropriate occasions. The Vice-Chair shall also, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair of the Association. 3) The TREASURER shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association. 4) The SECRETARY shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required. 5) The duties of the officers shall not be
limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership. 6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it financially liable for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the elected Officers.

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at the principal business office of the Association or at any other place the Chair or a majority of the Members may choose.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the Chair.

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of May of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business that is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the Chair, by a majority of the Officers of the Association, or by five percent (5%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Quarterly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

Section 4.06: QUORUM. Twenty percent (20%) of members must be present to constitute a quorum.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

ARTICLE VI. COMMITTEES.
Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the Chair.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds amounting to over one hundred ninety nine ($199.00) in any month must be approved by majority vote of the Membership present at any properly-announced meeting of the Membership. Printing of the Neighborhood Newsletter, Neighborhood Informational Notices and the Neighborhood Directory are exempted by this rule.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings. Financial reports should be given at every scheduled meeting.

ARTICLE VIII. AMENDMENTS.

Section 8.01: PROCEDURE. This document may be amended by a two-thirds majority of total of members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE

Section 9.01: VOTING. Acceptance of this document shall be by a two-thirds majority vote of total of members of the Association, provided written copies of it and written notice of the meeting is given to all Members at least seven days prior to the meeting.