

**BYLAWS**  
**OF**  
**LAND'S END ONE TENANT ASSOCIATION, INC.**

ADOPTED: \_\_\_\_\_

**ARTICLE I - NAME**

THIS NON-PROFIT CORPORATION SHALL BE KNOWN AS LAND'S END ONE TENANTS ASSOCIATION, INC. ("LEOTA").

**ARTICLE II - OFFICES**

THE PRINCIPAL OFFICE OF THE CORPORATION SHALL BE IN THE CITY OF NEW YORK, COUNTY OF NEW YORK, AND STATE OF NEW YORK. THE CORPORATION MAY ALSO HAVE OFFICES AT SUCH OTHER PLACES WITHIN THIS STATE AS THE BOARD MAY FROM TIME TO TIME DETERMINE OR THE BUSINESS OF THE CORPORATION MAY REQUIRE.

**ARTICLE III - PURPOSES**

THE PURPOSES FOR WHICH THIS CORPORATION HAS BEEN ORGANIZED ARE AS FOLLOWS:

- (A) TO ASSOCIATE ITS MEMBERS TOGETHER FOR THEIR MUTUAL BENEFIT AS TENANTS, TO REPRESENT ITS MEMBERS' POINT OF VIEW TO THE OWNERS AND MANAGING AGENTS, TO PROVIDE ITS MEMBERS WITH INFORMATION RELATING TO THEIR RIGHTS AS TENANTS, TO PROMOTE GOOD WILL AND COOPERATION AMONG ITS MEMBERS, AND GENERALLY TO DO ANY AND ALL ACTS SUITABLE, PROPER, AND CONDUCIVE TO THE SUCCESSFUL CONDUCT OF A TENANT'S ASSOCIATION.
- (B) TO EXPLORE POSSIBLE OPTIONS FOR PRESERVING THE AFFORDABILITY OF THE LAND'S END ONE HOUSING COMPLEX IN NEW YORK, NEW YORK, IN THE EVENT THE OWNERS REMOVE THE COMPLEX FROM THE AFFORDABILITY PROTECTIONS FOUND IN THE MITCHELL-LAMA PROGRAM.
- (C) TO CONVEY TO THE OWNERS AND MANAGING AGENTS INFORMATION CONCERNING PROBLEMS WITH RESPECT TO MAINTENANCE, HOUSEKEEPING, PEST CONTROL, HEALTH AND SAFETY HAZARDS, VANDALISM AND OTHER PROBLEMS RELATING TO LIVING CONDITIONS AND THE HABITABILITY OF BUILDINGS AND INDIVIDUAL APARTMENTS; AND TO TAKE SUCH STEPS AS MAY BE NECESSARY AND APPROPRIATE TO HAVE THE OWNERS AND/OR MANAGING AGENTS REMEDY SUCH PROBLEMS.
- (D) TO PUBLISH, PRINT, WRITE AND DISTRIBUTE TO TENANTS A NEWSLETTER CONCERNING THE ACTIVITIES OF THE ASSOCIATION, NEIGHBORHOOD EVENTS, AND ANY OTHER INFORMATION, ITEMS OR DATA THAT MIGHT BE OF INTEREST TO THE MEMBERSHIP OF THE ASSOCIATION OR OTHER MEMBERS OF THE COMMUNITY.
- (E) TO PLAN AND IMPLEMENT ACTIVITIES AND EVENTS, BECOME INVOLVED IN OR BEGIN PROGRAMS AND COMMUNITY EVENTS BENEFICIAL TO THE TENANTS AND THE COMMUNITY, AND RAISE FUNDS FOR THE PURPOSE OF FINANCING THE SAME.
- (F) TO PLAN AND IMPLEMENT YOUTH PROGRAMS AND ACTIVITIES, AND, WHERE POSSIBLE, OBTAIN FUNDING FOR THE SAME.
- (G) TO DO ANY OTHER ACT OR THING INCIDENTAL TO OR CONNECTED WITH THE FOREGOING PURPOSES OR IN ADVANCEMENT THEREOF, BUT NOT FOR THE PECUNIARY PROFIT OR FINANCIAL GAIN OF ITS MEMBERS, DIRECTORS OR OFFICERS, EXCEPT AS PERMITTED UNDER ARTICLE S OF THE NOT-FOR-PROFIT CORPORATION LAW.

## ARTICLE IV - MEMBERSHIP

**SECTION 1: QUALIFICATIONS OF MEMBERSHIP.** ALL INDIVIDUALS OVER THE AGE OF 18 YEARS WHO ARE TENANTS IN THE BUILDING COMPLEX KNOWN AS LAND'S END ONE SHALL QUALIFY FOR MEMBERSHIP UPON PAYMENT OF DUES.

**SECTION 2: TERMINATION OF MEMBERSHIP.** MEMBERSHIP SHALL TERMINATE UPON THE TERMINATION OF A MEMBER'S TENANCY IN LAND'S END ONE.

**SECTION 3: MEMBERSHIP DUES.** MEMBERSHIP DUES SHALL BE \$20 PER TENANT, EXCEPT FOR THOSE TENANTS OVER 65 YEARS OLD WHO SHALL PAY \$10 EACH. DUES SHALL BE PAID ANNUALLY. THE MEMBERSHIP PERIOD SHALL RUN FROM JANUARY 1<sup>ST</sup> TO DECEMBER 30<sup>TH</sup>. A TENANT WILL BE CONSIDERED A MEMBER FOR ANY GIVEN YEAR UPON PAYMENT OF DUES AT ANY TIME WITHIN THAT YEAR.

**SECTION 4: RIGHT TO VOTE:** IN ORDER TO VOTE IN THE ANNUAL \_\_\_ ELECTION, THE MEMBER MUST PAY HIS/HER DUES NO LATER THAN SEVEN (7) DAYS PRIOR TO THE ELECTION AND NO EARLIER THAN JANUARY 1<sup>ST</sup> OF THE MEMBERSHIP PERIOD.

## ARTICLE V - MEMBERSHIP MEETINGS

**SECTION 1: ANNUAL MEETING.** THE ANNUAL MEMBERSHIP MEETING OF LEOTA SHALL BE HELD ON THE THIRD OR FOURTH THURSDAY OF \_\_\_\_\_ EACH YEAR, EXCEPT THAT IF SUCH DAY BE ON A LEGAL HOLIDAY THEN IN THAT EVENT THE EXECUTIVE BOARD SHALL SET A MEETING DATE NOT MORE THAN TWO WEEKS FROM THE DATE SET BY THESE BYLAWS. AT EACH ANNUAL MEETING, THE CHAIRPERSON OF THE ELECTION COMMITTEE, OR IF THE CHAIRPERSON IS UNAVAILABLE A MEMBER OF THE ELECTION COMMITTEE DESIGNATED BY THE ELECTION COMMITTEE, SHALL ANNOUNCE THE RESULTS OF THE ELECTION.

**SECTION 2: REGULAR MEETINGS.** REGULAR MEMBERSHIP MEETINGS OF LEOTA SHALL BE HELD ON THE THIRD OR FOURTH THURSDAY OF EACH OF THE FOLLOWING MONTHS: \_\_\_ AND \_\_\_\_\_. IF SUCH DAY IS ON A LEGAL HOLIDAY, THE EXECUTIVE BOARD SHALL SET A MEETING DATE NOT MORE THAN TWO WEEKS FROM THE DATE SET BY THESE BYLAWS

**SECTION 3: SPECIAL MEETINGS.** SPECIAL MEMBERSHIP MEETINGS OF LEOTA MAY BE HELD AT ANY TIME AS DETERMINED BY THE PRESIDENT OR 2/3 OF THE EXECUTIVE BOARD.

**SECTION 4: NOTICE OF MEETINGS.** THE SECRETARY SHALL CONSPICUOUSLY POST A NOTICE THROUGHOUT THE LAND'S END ONE HOUSING COMPLEX STATING THE TIME AND PLACE OF THE MEMBERSHIP MEETING. THIS NOTICE MUST BE POSTED AT LEAST SEVEN (7) DAYS PRIOR TO THE MEETING AND MUST INCLUDE THE MAJOR ITEMS ON THE PROPOSED AGENDA.

**SECTION 5: PLACE OF MEETINGS.** ALL MEMBERSHIP MEETINGS SHALL TAKE PLACE AT AN APPROPRIATE VENUE NOT MORE THAN FIVE CITY BLOCKS FROM THE LAND'S END ONE HOUSING COMPLEX.

**SECTION 6: QUORUM FOR MEETINGS.** TWENTY (20) MEMBERS SHALL CONSTITUTE A QUORUM AT ANY MEMBERSHIP MEETING. UPON UNANIMOUS CONSENT OF THOSE PRESENT, THE MEETING SHALL CONDUCT BUSINESS OTHER THAN THAT SPECIFIED IN THE NOTICE FOR THE MEETING.

**SECTION 7: VOTING.** THIS ORGANIZATION SHALL ADHERE TO THE RULE OF ONE (1) VOTE FOR EACH MEMBER. THERE SHALL BE NO PROXY VOTING.

## ARTICLE VI - OFFICERS

**SECTION 1: POSITIONS.** THERE SHALL BE FOUR (4) OFFICERS OF THIS ORGANIZATION, CONSISTING OF THE FOLLOWING:

**PRESIDENT, VICE PRESIDENT, TREASURER, AND SECRETARY.**

**SECTION 2: COMPENSATION.** THERE SHALL BE NO COMPENSATION FOR OFFICERS, BUT THEY MAY BE REIMBURSED FOR REASONABLE EXPENSES INCURRED.

**SECTION 3: DUTIES.** THE DUTIES OF THE OFFICERS SHALL BE AS FOLLOWS:

- (A) **PRESIDENT.** THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF AND OF THE EXECUTIVE BOARD. THIS PERSON SHALL SIGN ALL CONTRACTS AND AGREEMENTS. THE PRESIDENT SHALL BE A MEMBER EX-OFFICIO OF ALL STANDING AND TEMPORARY COMMITTEES. THE PRESIDENT MAY DELEGATE RESPONSIBILITY FOR THE CARRYING OUT OF PLANS AND PROPOSALS APPROVED BY THE EXECUTIVE BOARD AND WHICH DO NOT FALL WITHIN THE PROVINCE OF THE STANDING COMMITTEES.
- (B) **VICE PRESIDENT.** THE VICE PRESIDENT SHALL REPRESENT THE INTERESTS OF THE HOUSING COMPLEX, AND MAY BE ASSIGNED OTHER RESPONSIBILITIES AS THE PRESIDENT AND EXECUTIVE BOARD MAY DETERMINE. IN THE ABSENCE OF THE PRESIDENT, OR HIS/HER INABILITY TO SERVE, THE VICE PRESIDENT SHALL ASSUME THE RESPONSIBILITIES OF THE PRESIDENT
- (C) **TREASURER.** THIS PERSON SHALL RECEIVE AND DISBURSE ALL FUNDS OF THE ORGANIZATION IN ACCORDANCE WITH ARTICLE IX OF THESE BYLAWS. ALL FUNDS SHALL BE DEPOSITED IN THE NAME OF LEOTA IN A BANK APPROVED BY THE EXECUTIVE BOARD. THE TREASURER SHALL KEEP AN ACCURATE ACCOUNT OF ALL RECEIPTS AND DISBURSEMENTS AND SUBMIT A FINANCIAL REPORT AT EACH MEETING OF THE EXECUTIVE BOARD, AT THE ANNUAL MEMBERSHIP MEETING AND AT SUCH OTHER MEETINGS, AS THE EXECUTIVE BOARD SHALL DETERMINE. THE TREASURER SHALL PREPARE, OR OVERSEE THE PREPARATION OF, THE ANNUAL FEDERAL AND STATE TAX FILINGS AS REQUIRED. THE TREASURER SHALL ALSO COUNTERSIGN ALL CHECKS WITH THE PRESIDENT.
- (D) **SECRETARY.** THE SECRETARY SHALL BE RESPONSIBLE FOR THE CUSTODY OF ALL OFFICIAL PAPERS OF LEOTA AND SHALL KEEP A COMPLETE RECORD OF ALL PROCEEDINGS. THE SECRETARY SHALL GIVE NOTICE OF ALL MEETINGS AND SHALL CONDUCT CORRESPONDENCE SUBJECT TO THE DIRECTIONS AND APPROVAL OF THE PRESIDENT AND/OR MEMBERS. THE SECRETARY SHALL MAKE ALL RECORDS AVAILABLE TO ANY LEOTA MEMBER UPON SEVEN (7) DAYS NOTICE.

**SECTION 4: NOMINATION AND ELECTION OF OFFICERS**

- (A) **ELECTION COMMITTEE.** THE ELECTION COMMITTEE SHALL CONSIST OF THREE (3) MEMBERS. THE ELECTION COMMITTEE SHALL BE SELECTED BY A MAJORITY VOTE OF THE EXECUTIVE BOARD. THE COMMITTEE MEMBERS WILL NOT BE ELIGIBLE AS CANDIDATES FOR ANY OTHER ELECTED OFFICE. AT THE FIRST COMMITTEE MEETING, THEY SHALL ELECT ONE OF THE MEMBERS AS CHAIRPERSON BY MAJORITY VOTE.
- (B) **NOMINATION OF CANDIDATES.** TWO (2) MEMBERS, IN WRITING, SHALL NOMINATE EACH CANDIDATE. THE NOMINATION SHALL BE DELIVERED TO THE CHAIR OF THE ELECTION COMMITTEE, OR PERSON(S) DESIGNATED BY THE ELECTION COMMITTEE, TOGETHER WITH THE WRITTEN ACCEPTANCE OF THE NOMINATION. CANDIDATES MUST BE MEMBERS LEOTA.
- (C) **ACCEPTANCE OF CANDIDATES.** THE PERIOD OF ACCEPTING CANDIDATE NOMINATIONS SHALL BE NOT LESS THAN FOURTEEN (14) DAYS. ACCEPTANCE OF NOMINATIONS SHALL CLOSE NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE ELECTION. THE ELECTION COMMITTEE SHALL ACCEPT ALL NOMINATIONS FOR CANDIDATES FOR ALL OFFICES AND SHALL PROMINENTLY POST A SLATE OF CANDIDATES FOR EACH OFFICE OF LEOTA WITHIN EACH TOWER AND THE TOWNHOUSES. THE POSTING OF THE SLATE SHALL BE MADE NO LATER THAN TEN (10) DAYS PRIOR TO THE ELECTION.

(D) **ELECTION OF OFFICERS.** ALL VOTING FOR THE ELECTION OF OFFICERS SHALL BE CONDUCTED IN A PRIVATE AND CONFIDENTIAL MANNER, PURSUANT TO PROCEDURES ESTABLISHED BY THE ELECTION COMMITTEE. IN THE EVENT OF A TIE VOTE IN THE ELECTION OF ANY OFFICER, THE ELECTION COMMITTEE SHALL BREAK THE TIE BY A MAJORITY VOTE OF ITS MEMBERS.

(E) **MONITORING OF ELECTION.** THE ELECTION COMMITTEE SHALL BE RESPONSIBLE FOR CONDUCTING A CONFIDENTIAL ELECTION AND TO ENSURE FAIRNESS FOR ALL PARTIES.

**SECTION 5: TERM OF OFFICE.** ELECTED OFFICERS OF THE ORGANIZATION SHALL TAKE OFFICE IMMEDIATELY FOLLOWING THE ANNOUNCEMENT OF THE ANNUAL ELECTION RESULTS AS DESCRIBED IN ARTICLE V, SECTION 1. OFFICERS SHALL REMAIN IN OFFICE FOR ONE (1) YEAR OR UNTIL THE ELECTION OR APPOINTMENT OF A SUCCESSOR.

**SECTION 6: REMOVAL OF OFFICERS.** ANY OFFICER MAY BE REMOVED FROM OFFICE FOR NEGLIGENCE OF DUTY, MISFEASANCE, ABSENCE FROM THREE (3) CONSECUTIVE MEETINGS OF THE EXECUTIVE BOARD OR (2) CONSECUTIVE MEETINGS OF THE MEMBERSHIP, OR FOR ANY OTHER VALID REASON, BY A 2/3 VOTE OF THE EXECUTIVE BOARD, AFTER WRITTEN CHARGES HAVE BEEN MADE AGAINST SUCH OFFICER BY ANY LEOTA MEMBER. THE ACCUSED OFFICER SHALL BE GIVEN ADEQUATE OPPORTUNITY TO PREPARE AND PRESENT A DEFENSE TO SAID CHARGES. THE REMOVED OFFICER SHALL ALSO HAVE THE RIGHT TO APPEAL TO THE GENERAL MEMBERSHIP AT ITS NEXT MEETING, WHERE A MAJORITY VOTE OF THOSE PRESENT MAY REINSTATE THE OFFICER.

**SECTION 7: VACANCIES.** WHEN A VACANCY ON THE EXECUTIVE BOARD EXISTS, NOMINATIONS TO FILL THE VACANCY SHALL BE GIVEN TO THE SECRETARY BY ANY LEOTA MEMBER AT LEAST SEVEN (7) DAYS PRIOR TO THE NEXT EXECUTIVE BOARD MEETING. THESE NOMINATIONS SHALL BE SENT OUT TO THE BOARD MEMBERS BY THE SECRETARY AND SHALL BE VOTED UPON AT THE EXECUTIVE BOARD MEETING BY THOSE OFFICERS IN ATTENDANCE. THE NOMINEE RECEIVING THE MOST VOTES WILL FILL THE VACANCY UNTIL THE NEXT ANNUAL MEETING. IN THE EVENT OF A TIE, THE PRESIDENT SHALL SELECT THE OFFICER OUT OF THE POOL OF NOMINEES.

## **ARTICLE VII - EXECUTIVE BOARD**

**SECTION 1: PURPOSE.** THE EXECUTIVE BOARD SHALL MANAGE THE CORPORATION.

**SECTION 2: COMPOSITION.** THE EXECUTIVE BOARD SHALL CONSIST OF ALL THE ELECTED OFFICERS.

**SECTION 3: SCOPE OF AUTHORITY.** THE EXECUTIVE BOARD SHALL HAVE THE POWER AND AUTHORITY TO CARRY OUT ALL POLICIES, WHICH ARE SPECIFICALLY ALLOWED UNDER THESE BYLAWS.

**SECTION 4: MEETINGS.** THE EXECUTIVE BOARD SHALL MEET AT LEAST SIX (6) TIMES A YEAR AT THE TIME AND PLACE DETERMINED BY THE EXECUTIVE BOARD. ADDITIONAL MEETINGS OF THE BOARD MAY BE CALLED BY THE PRESIDENT AND UPON WRITTEN REQUEST BY 1/3 OF THE BOARD MEMBERS. THE PRESIDENT SHALL NOTIFY MEMBERS OF THE EXECUTIVE BOARD AT LEAST THREE (3) DAYS PRIOR TO THE MEETING.

## **ARTICLE VIII - STANDING AND TEMPORARY COMMITTEES**

**SECTION 1: STANDING AND TEMPORARY COMMITTEES.** THE EXECUTIVE BOARD, AT ITS DISCRETION, MAY ESTABLISH STANDING AND TEMPORARY COMMITTEES AND DELEGATE APPROPRIATE AUTHORITY THERETO.

**SECTION 2: COMMITTEE CHAIRPERSONS.** A MEMBER APPOINTED BY THE PRESIDENT AND

CONFIRMED BY A MAJORITY OF THE EXECUTIVE BOARD SHALL CHAIR EACH OF THE STANDING AND TEMPORARY COMMITTEES. OFFICERS ARE ELIGIBLE FOR APPOINTMENT TO THE COMMITTEE CHAIR POSITION.

**SECTION 3: STAFFING OF COMMITTEES.** VOLUNTEERS FROM THE GENERAL MEMBERSHIP SHALL STAFF EACH OF THE COMMITTEES. THERE IS NO LIMIT TO THE NUMBER OF VOLUNTEERS ON EACH COMMITTEE.

**SECTION 4: SCOPE OF AUTHORITY.** THE EXECUTIVE BOARD SHALL APPROVE ALL ACTIONS OF THE STANDING COMMITTEES.

#### **ARTICLE IX - FINANCIAL MANAGEMENT**

**SECTION 1: FISCAL YEAR.** THE FISCAL YEAR SHALL BEGIN ON JULY 1<sup>ST</sup> AND END ON JUNE 30<sup>TH</sup>.

**SECTION 2: DISBURSEMENTS.** THE EXECUTIVE BOARD MUST APPROVE ALL DISBURSEMENTS GREATER THAN \$100.

**SECTION 3: INSPECTION.** THE TREASURER SHALL MAKE ALL FINANCIAL RECORDS AVAILABLE TO ANY LEOTA MEMBER UPON SEVEN (7) DAYS NOTICE.

**SECTION 4: INVESTMENTS.** LEOTA FUNDS SHALL BE INVESTED IN INTEREST-BEARING ACCOUNTS AND INVESTMENTS, SPECIFIED BY EXECUTIVE BOARD, AND NO LESS SECURE THAN AA BONDS.

#### **ARTICLE X - INDEMNIFICATION**

LEOTA SHALL, TO THE FULLEST EXTENT NOW AND HEREAFTER PERMITTED BY LAW, INDEMNIFY ANY PERSON MADE, OR THREATENED TO BE MADE, A PARTY TO ANY ACTION OR PROCEEDING BY REASON OF THE FACT THAT SUCH PERSON, SUCH PERSON'S TESTATOR OR INTESTATE WAS AN OFFICER, MEMBER OR OTHER AGENT OF LEOTA, OR OF ANY OTHER ORGANIZATION SERVED BY SUCH PERSON IN ANY CAPACITY AT THE REQUEST OF LEOTA, AGAINST JUDGMENTS, FINES, AMOUNTS PAID IN SETTLEMENT AND REASONABLE EXPENSES, INCLUDING ATTORNEY'S FEES.

#### **ARTICLE XI - AMENDMENTS**

THE BYLAWS MAY BE AMENDED OR CHANGED IN WHOLE OR PART BY A 2/3 VOTE OF THE MEMBERS PRESENT AT A GENERAL MEMBERSHIP MEETING. THE MEMBERSHIP MUST BE NOTIFIED OF THE AGENDA AND NATURE OF THE MEETING AT LEAST SEVEN (7) DAYS IN ADVANCE OF SAID MEETING.