

STATE STREET TENANT
ACTIVITIES COMMITTEE BY-
LAWS

Article I: Title

The name of this corporation shall be The State Street Tenants Activities Committee, incorporated under non-profit. It will operate at 100 State Street, Portland, Maine. It will include membership from tenants at 100 State Street, 77 Pine Street, and 218 State Street, Portland, Maine.

Article II: Purpose

- Section 1:
- a). The purpose of this corporation shall be to create a service and social organization for all residents of all the State Street Management properties in the city of Portland.
 - * b). To organize and promote a food co-op for the benefit of all residents to be able to buy staple foods at the lowest possible prices.
 - c). To promote vocational and educational desires and needs of the membership. To promote crafts and hobbies as they are wanted and needed by the membership.
 - d). To provide social activities and also to cooperate with other Senior Citizen and service organizations whose aims are similar to ours.
 - e). To help all members to find the right people and organizations that may be able to cope with their needs.
 - f). The Tenants Activities Committee does not serve as a management organization and recognizes the advisory role of and agrees with the management guidelines set forth in the handbook.

Section 2 The power of the corporation includes but is not limited to the acquisition sale, lease, exchange or other disposition of assets which may be acquired by the corp.

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Article III: Membership

- Section 1: Any resident of State Street Management properties in Portland shall automatically become members of this organization upon showing proof of residency. (100 State Street, 218 State St., and 77 Pine Street.
- Section 2: Any resident moving out of the State Street Management Co. properties or in the process of being evicted from the State Street properties by the owners or the management company even though still living there, shall have his/her membership automatically terminated.
- Section 3: No dues will be required to become a member. The rights of every member includes:
- a). Admittance to all activities that are on a donation basis shall be their choice to donate or not and it will be their decision how much to donate. Some affairs will have to be charged for but all fees will be as small as possible.
 - b). To vote on all policy making decisions of the Corp.
 - c). To constructively criticize without abuse of the programs the officers and policies of the corp.
- Section 4: All members upon becoming a member of State Street shall receive a copy of recent, updated by-laws with all amendments. These by-laws shall be put before membership vote and must be passed by majority vote.

Article IV: Meetings

- Section 1: The regular membership meetings shall occur not less than once a month. The full membership shall be notified of these meetings.
- Section 2: A special meeting of the membership may be called at the written request of 15% of more members of the full membership. The full membership must be notified of the special meeting at least 24 Hours in advance.

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Article IV:

Section 2 (cont.)

The chairperson of the Steering Committee shall receive the request; the Chairperson shall notify the full membership.

Section 3: A quorum shall be 15% of the full membership present at all regular and special meetings.

Section 4: Previous to all regular membership meetings, the Secretary and the Chairperson of the Steering Committee shall establish a written agenda. The agenda shall be posted, be made available to the membership at the meetings and be mailed to the full membership prior to the membership meeting. It also must include provisions for general discussion and debate on any question of old business, and new matters of concern to the membership.

Article V: Steering Committee

Section 1: The Steering Committee shall consist of 21 floor representatives among which shall be elected the Chairperson, Vice-Chairperson, Treasurer, and Secretary. There will be 17 directors.

Section 2: It will be the responsibility of the Steering Committee to only recommend and/or advise policy to the membership and to act in legal authority at the will of the membership.

Section 3: The Steering Committee shall be directly responsible to the membership of the Tenants Activities Committee of 100 State Street.

a). Chairperson: Shall preside at all meetings Shall objectively conduct the meetings, clarifying issues and matters of discussion to the membership. The Chairperson or his/her personally designated representative, shall be the sole official spokesperson for the Tenants Activities Committee.

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Article V:

Section 3 (cont.)

- b). Vice-Chairperson: Shall preside at all meetings in the absence of the Chairperson, assuming the responsibilities of the Chairperson.
- c). Secretary: Shall take attendance, record all minutes, receive correspondence, keep records, and see that appropriate documents are sent to all members prior to the membership meetings.
- d). Treasurer: Shall be responsible for all monies according to the regulations set down by the membership.
- e). The other directors of the Steering Committee shall serve as Chairperson for each committee. They will use the volunteers from the general membership to serve on these committees.

Section 4: The Steering Committee shall have the right to meet other than at regular membership meetings. However, the full membership must be notified of these meetings, where the meetings shall take place, the date, time of the meeting, and the subject matter to be discussed. The membership must be allowed to attend.

Section 5: Any vacancy of the Steering Committee will be filled by the vote of the appropriate floor.

Article VI: Committees

Committees may be formed at the recommendation of the membership.

Article VII: Election Proceedings

Section 1: Each member of the Steering Committee shall be elected for a term of one year.

Section 2: The entire Steering Committee shall be elected in the following manner: 2 members of the Steering Committee shall be elected from each floor at 100 State Street and 1 member from each floor at Butler & Payson, from this group the officers (Pres., V.P., Secy., & Treas.) will be elected.

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Article VII:

Section 3: There shall be no absentee ballots.

Article VIII: Impeachment Proceedings

Section 1: If at any time the membership becomes displeased with one or more officers of the Steering Committee, a special meeting shall then be called at the written request of 51% or more of the full membership of 100 State Street. The full membership must be notified of this meeting.

Section 2: Evidence for and against the impeachment of the officer (s) shall be heard at this meeting.

Section 3: A vote of confidence or no-confidence shall then take place by majority vote of those members present and voting.

Section 4: If the majority vote (2/3 majority) is one of no-confidence against the officer (s), the officer (s) shall then be required to resign and the membership by majority vote, shall immediately appoint an interim officer (s) until the next regular membership meeting where a permanent officer (s) shall be elected by majority vote of those members present and voting at that meeting.

Article IX: By-Laws Revision

These by-laws and all subsequent by-laws, if the membership so deems, shall be re-written and/or revised by a By-Laws Committee appointed by the membership. A copy of the up-dated, revised by-laws shall then be made available to the full membership within one month of their completion.

Article X: Amendments

These by-laws may be amended by 2/3 majority vote of the membership present and voting, providing that notice of intent to amend the by-laws is shown on the agenda of the meeting proceeding that meeting at which the by-laws are to be amended; and providing that the amendment appears on the agenda of that meeting following that at which the by-laws were amended.