

Bt. LAWS

EXTRACTS FROM THE MINUTES OF A n organization
MEETING OF THE Manchester Housing Authority
HOUSING AUTHORITY HELD ON _____

The Members of the Manchester Housing Authority met in the first
session at Town Hall Town in the City of
Manchester Massachusetts at 6 o'clock P m., on Wednesday
June 26, 1963. The meeting was called to order by the Chairman and upon
roll call, those present and absent were as follows:

Present: William H. Bradley *State*
2 Frederick E. Bundy
3 Clifton L. Burke
1 Carl V. Nickerson
4 Hilda R. Smith

Absent:

By unanimous consent Christopher McCarthy acted as Chairman for the first
meeting.*

*This will appear in minutes of first meeting only.

BY-LAWS

OF THE MANCHESTER HOUSING AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Manchester Housing Authority."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The office of the Authority shall be located within the TOWN of MANCHESTER, Massachusetts.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman, a Treasurer, an Assistant Treasurer, and a Secretary who shall be Executive Director.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in case of a vacancy in the office of the Chairman.

Section 4. Treasurer and Assistant Treasurer. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority except as otherwise authorized by resolution of the Authority. The Authority may by resolution designate one or more members to countersign such orders and checks, and may from time to time qualify, change or cancel any such designation. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or incapacity of the Treasurer, and in case of a vacancy in the office of the Treasurer. The Treasurer and Assistant Treasurer shall give bond for the faithful performance of their duties. Any member elected to the office of Treasurer or Assistant Treasurer shall serve without compensation other than payment of necessary expenses.

RESOLUTIONS TO BE ADOPTED AT THE ORGANIZATION MEETING OF THE AUTHORITY

Resolution No. 1
A RESOLUTION APPROVING AND ADOPTING THE BY-LAWS OF THE
MANCHESTER HOUSING AUTHORITY

Whereas, pursuant to the provisions of the Housing Authority Law of the Commonwealth of Massachusetts, the governing body of the City (Town) of Manchester has duly authorized the organization of the Manchester Housing Authority; and

Whereas, five members of the Manchester Housing Authority have been appointed; and

Whereas, all of said members have duly taken their oaths of office:

NOW, THEREFORE, BE IT RESOLVED BY THE Manchester HOUSING AUTHORITY:

Section 1. That the Manchester Housing Authority is hereby declared to be properly organized and authorized to transact business and exercise its powers in accordance with the provisions of the Housing Authority Law of the Commonwealth of Massachusetts.

Section 2. That the certified copies of the documents showing the proper organization of the Manchester Housing Authority, and the appointment of its members shall be made a part of this resolution. (These documents are filed as Document No. 1 in the Document Book of the Authority.)

Section 3. That the following by-laws be and hereby are approved and adopted as the by-laws of the Manchester Housing Authority.*

(The by-laws are filed as Document No. 2 in the Document Book of the Authority.)

*See attached By-Laws.

Resolution No. 2
RESOLUTION APPROVING AND ADOPTING A SEAL

Be it Resolved by the Manchester Housing Authority that the seal of this Authority shall be in the form of a circle and shall bear the name of the Authority, the year of its organization. The Secretary is hereby authorized and directed to imprint said seal on the margin of the minutes opposite this resolution.

Resolution No. 3
RESOLUTION DESIGNATING THE LOCATION OF THE OFFICE

Be it Resolved by the Manchester Housing Authority that the office of the Authority shall be located at 713 P.M. Street, Manchester, Massachusetts.

Resolution No. 4
RESOLUTION DESIGNATING THE TIME AND PLACE OF REGULAR MEETINGS

Be it Resolved by the Manchester Housing Authority that regular meetings of this Authority shall be held at 7:30 P.M. of the first Wednesday in each calendar month at 713 P.M. Street, Manchester, Massachusetts.

Resolution No. 5
RESOLUTION DESIGNATING THE TIME AND PLACE OF ANNUAL MEETINGS

Be it Resolved by the Manchester Housing Authority that annual meetings of this Authority shall be held at 7:30 P.M. on the first Wednesday of March at 713 P.M. Street, Manchester, Massachusetts.

4.
It was moved and seconded that the foregoing resolutions
be adopted as introduced and read--and upon roll call the
ayes" and "Nays" were as follows:

Ayes 5

Nays 0

The Chair on the report declared said motion carried and
said resolution adopted.

Following the adoption of the preceding resolutions,
the following resolutions having the effect of
the authority were adopted:

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Election of Officers and Appointment of Executive Director

Following the adoption of By-Laws, the following officers should be elected: Chairman, Vice-Chairman, Treasurer and Assistant Treasurer. Until such time as funds are available for an Executive Director (who is ex-officio Secretary,) the Authority should appoint a temporary secretary.

The minutes will, therefore, show the following:

~~" [illegible] "~~ was nominated for the office of Chairman and upon motion duly made, seconded and adopted, the nominations were closed. After a vote was taken ~~[illegible]~~ was declared to be elected to the office of Chairman.

~~[illegible]~~ was nominated for the office of Vice-Chairman and upon motion duly made, seconded and adopted, the nominations were closed. After a vote was taken ~~[illegible]~~ was declared by the Chairman to be elected to the office of Vice-Chairman.

~~[illegible]~~ was nominated for the office of Treasurer and upon motion duly made, seconded and adopted, the nominations were closed. After a vote was taken ~~[illegible]~~ was declared by the Chairman to be elected to the office of Treasurer.

~~[illegible]~~ was nominated for the office of Assistant Treasurer and upon motion duly made, seconded and adopted, the nominations were closed. After a vote was taken ~~[illegible]~~ was declared by the Chairman to be elected to the office of Assistant Treasurer.

Upon motion duly made, seconded and adopted, ~~[illegible]~~ was appointed as temporary Secretary pending the appointment of a permanent Secretary."

The following resolutions numbered 1 to 5 were introduced, read in full and considered:

DOCUMENT NO. 2 - APPROVED IN
RESOLUTION NO. 1 ADOPTED ON _____, 19__

BY-LAWS

OF THE Manchester HOUSING AUTHORITY

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"Manchester Housing Authority."

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Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in case of a vacancy in the office of the Chairman.

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revised 1/2/64

Section 5. Executive Director. The Executive Director of the Authority ~~shall be the ex-officio Secretary, and~~ shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority. He shall have care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting, or oftener when requested, an account of his transactions and also of the financial condition of the Authority.

The compensation of the Executive Director shall be determined by the Authority and he shall give bond for the faithful performance of his duties, but a member of the Authority serving as Secretary and Executive Director in a temporary capacity shall serve without compensation other than the payment of necessary expenses.

Section 6. Secretary. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a minute book to be kept for such purposes (documents and supplementary material forming a part of the minutes may be kept in a supplementary document book,) and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

At any regular or special meeting in the absence of the Secretary, a Secretary pro tempore may be appointed from among the members of the Authority who shall serve without compensation other than the payment of necessary expenses.

Section 7. Duties of Members. The Members of the Authority shall perform such duties as are incumbent upon them by reason of their election to any office and shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with other persons or groups.

Section 8. Election or Appointment. The Chairman, Vice-Chairman, Treasurer and Assistant Treasurer shall be elected at the annual meeting of the Authority from among the Members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Authority shall appoint one person to fill the office of Secretary and Executive Director. Any person appointed to fill the office of Secretary and Executive Director, or any vacancy therein, shall have such terms as the Authority fixes, but no Member of the Authority shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies. Should the office of Chairman, Vice-Chairman, Treasurer or Assistant Treasurer become vacant, the Authority shall elect a successor from its membership at the next meeting, and such election shall be for the unexpired term of said office.

Section 10. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authority Law of the Commonwealth of Massachusetts, as amended, and all other laws of the Commonwealth of Massachusetts applicable thereto.

ARTICLE III - MEETINGS

Section 1. General Provisions. Annual meetings and regular meetings of the Authority shall be held at such time and place as may be originally designated or subsequently changed by resolution adopted by the Authority at any regular or special meeting. All meetings shall be held at the office of the Authority in the absence of the specific designation of some other meeting place in any such resolution. In the event that the date of any annual or regular meeting as provided in any such resolution shall fall on a Sunday or a legal holiday, the meeting shall be held on the next succeeding secular day at the place and time designated in the resolution.

Section 2. Annual Meetings. Annual meetings of the Authority shall be held without notice for the purposes of electing officers, receiving the annual report of the Executive Director, and for the conduct of such other business as may come before the meeting.

*Changed with M6C on 3/9
Set 23/4
Authority Law*

Section 3. Regular Meetings. Regular meetings of the Authority shall be held without notice at least once in each calendar month for the transaction of the business of the Authority.

Section 4. Special Meetings. The Chairman of the Authority, may when he deems it expedient, and shall, upon the written request of two Members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to any Member of the Authority or may be mailed to his business or home address at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the notice, but if all the Members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 5. Quorum. The powers of the Authority shall be vested in the Members thereof in office from time to time. Three Members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may meet and adjourn from time to time until a quorum is obtained. At least twelve hours notice of the time and place of holding such adjourned meeting shall be given to all Members who were not present at the meeting from which adjournment was taken. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Members present.

Section 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Roll call.
2. Reading and approval of the minutes of the previous regular meeting and any intervening special meeting.
3. Bills and communications.
4. Report of the Executive Director.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Adjournment.

All resolutions shall be in writing and shall be copies in a minute book of the Authority.

Section 7. Manner of Voting. All questions coming before the Authority shall be presented in the form of motions or resolutions chronologically numbered. The vote on all resolutions shall be by roll call, and each resolution and motion shall be entered in full upon the minutes of the meeting. For all resolutions, the ayes and nays shall be recorded.

ARTICLE IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only by resolution adopted by the affirmative vote of at least three Members of the Authority at a regular or special meeting, held after seven days notice in writing of the substance of the proposed amendment shall have been sent to each Member.

When only one is present, it is a valid objection.

The meeting adjourned at 11:00 o'clock . . .

Secretary.

ATTACHMENT (No.1)

CERTIFICATE

I, the undersigned, the duly appointed, qualified and acting
Secretary of the Manchester (Housing) (Redevelopment)
Authority, do hereby certify: ~~XXXXXXXXXX~~

THAT the attached extract from the Minutes of the First
meeting of the members of said Authority held on
September 10, 1963, is a true and correct of the original
Minutes of said Meeting on file and of record insofar as said original
Minutes relate to the matters set forth in said attached extract; and

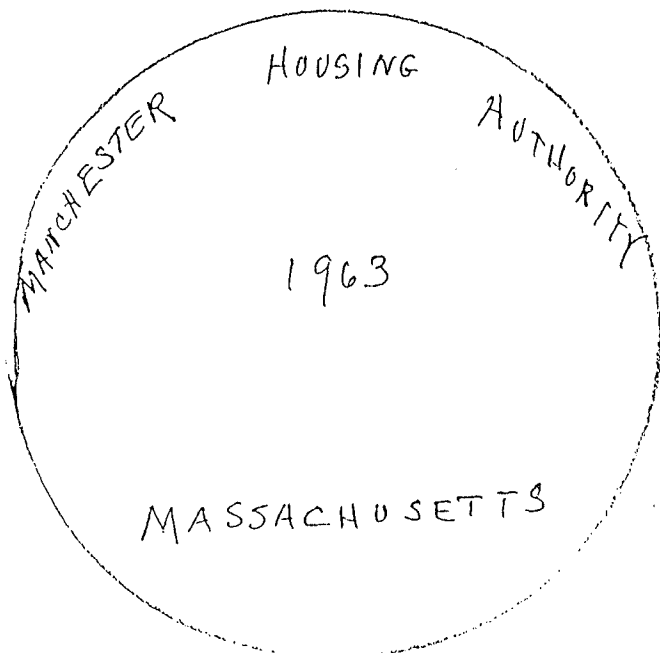
THAT on the date of this Meeting each member present and voting
was a resident of the City/Town of Manchester; and

THAT each member appointed or elected since May 30, 1955 who was
present and voting at this Meeting was not on the date of this Meeting, a
tenant in a public housing project operated by said Authority; and

THAT notice of such meeting was duly filed more than twenty-four
hours prior thereto with the City Clerk of the City of Manchester
in accordance with the requirements of Section 23A of Chapter 39 of the
General Laws, as amended. (Chapter 626, Acts 1958)

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of
said Authority this 3rd day of July

Hilda R. Smith



ATTACHMENT (No. 3)

CLERKS CERTIFICATE

I, George H. Lee, Hereby certify:
That I am the duly appointed, qualified and acting Clerk of the (City)
(Town) of Worcester, wherein the
Worcester (Redevelopment)
Worcester (Housing Authority has been appointed;
and

1. That a notice of a meeting of said Worcester
(Redevelopment,
(Housing Authority, a copy of which notice is annexed hereto, to be held at
6 P.M. on Oct. 20, 19 63
was filed with me at least twenty-four hours prior to the stated time of
said meeting; and

2. That I immediately caused (a copy of) the said notice of
meeting to be posted publicly (in my office) (on the principal official
bulletin board of said (City) (Town) of Worcester.)

3. That the posting of the above notice was made pursuant to the
provisions of Section 23A of Chapter 39 of the General Laws of Massachusetts,
as amended (C.626, Acts 1958).

George H. Lee
Clerk

Dated: November, Massachusetts.

Nov 20, 19 63

(SEAL)

The Commonwealth of Massachusetts

CERTIFICATE OF ORGANIZATION

BE IT KNOWN That whereas it appears from certificates duly filed in the office of the Secretary of the Commonwealth that the town of MANCHESTER and the State Housing Board of The Commonwealth in pursuance of and in compliance with the provisions of the statutes of this Commonwealth in such cases made and provided have duly appointed

Clifton L. Burke	98 School Street	Manchester, Massachusetts
Frederick M. Bundy	102 Bridge Street	" "
Carl V. Nickerson	34 Lincoln Street	" "
Hilda R. Smith	27 Lincoln Street	" "
William H. Bradley	Forest Street	" "

as members of the HOUSING AUTHORITY of the town of MANCHESTER

NOW, THEREFORE, I, KEVIN H. WHITE, Secretary of the Commonwealth of Massachusetts,

Do Hereby Certify that said

Clifton L. Burke	98 School Street	Manchester, Massachusetts
Frederick M. Bundy	102 Bridge Street	" "
Carl V. Nickerson	34 Lincoln Street	" "
Hilda R. Smith	27 Lincoln Street	" "
William H. Bradley	Forest Street	" "

and their duly appointed and qualified successors, are legally organized and established as, a body politic and corporate under the name of

MANCHESTER HOUSING AUTHORITY

with the powers, rights and privileges and subject to the limitations, duties and restrictions, which by law appertain thereto.

Witness my official signature hereunto

subscribed, and the Great Seal of

The Commonwealth of Massachusetts

hereunto affixed, this eighth day of

July in the year of Our Lord one

thousand nine hundred and sixty-three.

Kevin H. White

KEVIN H. WHITE

Secretary of the Commonwealth.