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Name

1.1 The name of the organization shall be Housing Justice League, Inc. ("HJL").

Mission Statement

2.1 We work with renters and homeowners to self-organize and defend their right to remain. We fight to preserve affordable housing, for just living conditions, to prevent gentrification, and to build community power for an Atlanta-wide housing justice movement.

Purpose and Objectives

3.1 Housing Justice League is made up of individuals and tenant associations committed to building a movement for housing justice and housing rights for all people.

These are the people who we work with and center in our organization. We believe everyone, regardless of race, economic status, gender, age, ability, sexual orientation, religion, lifestyle, or citizenship status deserves safe, affordable housing and homes.

Our core values for Housing Justice League define us and all actions we take, policy change we pursue, and revolution we create together. By joining Housing Justice League, you stand for these values, and acknowledge the need to work towards these values and hold each other accountable:

**Housing is a Human Right.** Everyone deserves to live with dignity in a safe, secure, clean, accessible, and affordable home. We believe that housing is not a commodity and it is too vital a need to be used for profit.

**We Oppose Displacement.** We oppose all forms of violent displacement, including, but not limited to, gentrification, renoviction, and illegal eviction. We believe that no one should be forced to live apart from the networks, institutions, communities, and culture that they rely on to survive and thrive.

**Decommodify Land.** We support initiatives like cooperative housing, land trusts, and other alternatives to our current system that deprive communities of ownership of the land on which they live.
Equity for Residents. We support the development of true equity for residents of all communities. We recognize that the barriers to Black and Brown communities building of generational wealth come from a long history of racialized laws and practices in housing and property ownership. Our work aims to address this systemic racism by centering the voices and leadership of long-time residents and renters of these communities to shift this balance of power.

Livable City, Living Wages. We support higher minimum wages, and all campaigns for living wages. All people have a right to the means they need to comfortably afford to live and house themselves in their community.

Solidarity in Motion. We are in solidarity with tenants in other cities and communities experiencing housing injustice, and we support the founding of other tenant associations and community organizations.

Solidarity Across Movements. We know that our work is not isolated from the systems of violence and oppression that make all social movements necessary. We work and move in solidarity with other movements fighting for a more just society. We recognize that fighting for and in solidarity with the most marginalized lifts everyone up. We work to center marginalized voices and experiences at the core of our organizing.

In joining Housing Justice League, you will help us build this movement. We are only as strong as our members, and we need everyone’s efforts to move us toward our goals:

1) Create a force of renters and tenants across all barriers and communities that can shift the balance of political, social, and economic power over land and housing.

2) Work with tenants and homeowners to organize and fight injustices to protect themselves from the threats, intimidation, and bribes that lead to the loss of their homes. We encourage people to fight and inform themselves.

3) Work to win Community Benefits Agreements for all communities in their development and oppose the tide of inequitable development in our city.

4) Change policy at all levels of government. This includes, but is not limited to: stronger eviction protections, rent control, anti-displacement legislation, and other initiatives to strengthen tenants' rights and benefit tenants.

5) Connect and share resources and strategies with other organizations and groups who share common values and goals. We are not reinventing the wheel, but sparking the wheels to turn across communities.

6) Work to shift consciousness and public opinion on the challenges of living in this city: around tenant and resident stories, tenant-landlord law, racism, gentrification, income assistance, accessibility, and affordability. Achieve this by connecting the struggles we currently face with our shared history of racialized dispossession and policies on land, housing, and property. Learn what we can from the movements of the past that confronted these injustices while creating a path forward together.

Bylaws

Part 1 -- Definitions & Interpretations
Definitions

1.1 In these bylaws:

“Monthly Mass Meeting” or “MMM” means the meeting held every month of the general membership and all others interested in the organization;

“Monday Morning Team Meeting” or “MMTM” means the meeting held on every Monday morning, excluding some holidays and extenuating circumstances, that consists of the Executive Director and other staff and relevant parties;

“Bylaws” means these bylaws as altered from time to time;

“Board Members” means the members of the Board elected by the general membership;

“Campaign” means an ongoing initiative of HJL that focuses on a specific piece of HJL’s work on housing justice;

“Executive Director” means the individual hired by the Elected Board Members to be managing director of HJL and its affairs;

“Board” means the Elected Board Members and Special Advisors who form the Board of this organization;

“Tenant Association” means any tenant-led organization formed by tenants of a complex or community.

“Voting Member” means a dues-paying member of HJL who is in good standing and eligible to cast a vote in the organization’s affairs;

“Working Group” means a group of members and/or volunteers of HJL that is formed for the purpose of carrying out the Mission, Purpose & Objectives, and Campaigns of HJL through a specific organizing effort;

Definitions here apply

1.2 The definitions apply to these Bylaws.

Part 2 -- General Members

Application for membership

2.1 Upon application, residents of the State of Georgia who agree to uphold the Mission Statement, Code of Conduct, and Purposes & Objectives of the organization as set forth herein shall be admitted to membership.

Responsibilities of Members
2.2 Every member must uphold the Mission Statement, Code of Conduct, and Purposes & Objectives of HJL and must comply with these Bylaws.

**Amount of membership dues**

2.3.1 HJL shall maintain a sliding-scale membership fee policy. Members shall hold a position of integrity to pay what they are able to according to their means. We invite members to pay $1.00 - $20.00 per month, or more if they are able.

2.3.2 Annual membership dues may be paid in monthly or yearly installments of no less than $12.00 a year.

2.3.3 A member may subsidize another member’s dues.

2.3.4 The Board may propose a set minimum for membership dues, which shall be voted on by a majority vote of the membership.

**Board may revoke membership**

2.4 A person’s membership in HJL may be revoked by a two-thirds majority vote of the Board, if the Board determines that the individual is acting in a manner that is injurious to HJL.

**Member not in good standing**

2.5 A member is not in good standing if the member has not participated in an HJL function or been current on dues for 6 months in total, with the exception of members who have not yet been a member of HJL for 6 months.

**Tenant Associations as Members**

2.6.1 Tenant Associations may be members of HJL as autonomous organizations that work in partnership with HJL.

2.6.2 Membership dues for a Tenant Association shall be no less than $25.00 per year. If a Tenant Association cannot make this payment, HJL may subsidize their dues.

2.6.3 Every Tenant Association that is a member of HJL must uphold the Mission Statement, Code of Conduct, and Purposes & Objectives of HJL and must comply with these Bylaws as it relates to their partnership with HJL.

2.6.4 Every member of a Tenant Association that is a member of HJL is also a Voting Member of HJL.

**Organizational Membership**

2.7.1 Organizations (that are not tenant associations) may become members of HJL.

2.7.2 Dues for organizational membership are $50-300/year.
2.7.3 Organizations that become a member of HJL must uphold the Mission Statement, Code of Conduct, and Purposes & Objectives of HJL and must comply with these Bylaws as it relates to their partnership with HJL.

2.7.4 Every organization that is a member of HJL is also a Voting Member of HJL and will have one vote.

Eligibility of Members to Vote

2.8 All HJL members who have been members of HJL for at least 45 days, and who are in good standing (2.5), whether as individuals or as members of Tenant Associations partnered with HJL, shall be eligible to vote.

Part 3 -- Monthly Mass Meeting

Time and place of Monthly Mass Meetings

3.1 A Monthly Mass Meeting ("MMM") must be held at least once every month, on the third Tuesday of that month, at the time and place the Board determines.

Notice of Monthly Mass Meetings

3.2.1 Written notice of the date, time, and location of a MMM must be sent to every member of HJL no less than a week before the meeting and no more than 30 days before the meeting.

3.2.2 Notice of a MMM of HJL is deemed to have been sent under 3.2.1 if:

(a) Notice of the date, time, and location of the meeting has been sent, to every member of HJL who has provided an email address to HJL, by email to that address, and

(b) Notice of the date, time, and location of the meeting is posted, throughout the period commencing at least 30 days before the meeting and ending when the meeting is held, on HJL website and social media platforms.

3.2.3 The accidental omission to send notice of a MMM to a member, or the non-receipt of notice by a member, does not invalidate any proceedings at the meeting.

Ordinary Business at Monthly Mass Meetings

3.3.1 At a MMM, the following business is ordinary business:

(a) Select an individual to facilitate the meeting, if necessary;
(b) Select a notetaker for the meeting who will post the notes to HJL’s General Slack channel following the meeting and make them available to any Member upon request
(c) Present the agenda, invite additions and suggestions;
(d) Consideration of the reports, if any, of the Board and the Working Groups;
(e) Report back from work and activity of the Board members, or Working Groups;
(f) Meeting of Working Groups in Breakout Sessions;
(g) Consideration of financial statements of HJL, if a motion to consider such statements is made by a member in good standing and seconded by another member in good standing.

(h) Terminate the meeting.

3.3.2 The Board and/or Executive Director may restructure the order of business, but must include the order of business in the notice of the meeting.

Facilitator of Monthly Mass Meeting

3.4.1 The following individual is entitled to preside as the facilitator of a MMM:

(a) The individual, if any, appointed by the Board and/or Executive Director to preside as the facilitator; or,
(b) If the Board and/or Executive Director have not appointed an individual to preside as the facilitator or the individual appointed by the Board and/or Executive Director is unable to preside as the facilitator, the Voting Members who are present must select an individual present at the meeting to preside as the facilitator.

3.4.2 The role of the Facilitator is to commence the MMM, guide the MMM attendees through the agenda, monitor the time, and adjourn the MMM.

Part 4 -- Voting

Methods of Voting

4.1.1 A member in good standing is entitled to one vote per resolution.

4.1.2 Voting must be conducted by a method that is adequately made accessible to the Voting Members. The method must also allow for members to understand how the results were reached. This includes any method, mainly, but not limited to, an online process, that best captures the will of the membership of HJL.

4.1.3 In the case of an equality of votes, the chair shall not have a casting or second vote, and the proposed resolution shall not pass. The proposed resolution will not be recorded as a “no” vote for the resolution, and the resolution may be proposed and put to a vote again, by introducing a new resolution.

4.1.4 Attendance to MMM shall not be considered a barrier to any Voting Members’ ability to vote on a resolution or any other transaction of business.

4.1.5 In matters of votes that affect certain matters pertaining to the collective interest or activities of Tenant Associations, as deemed appropriate by a tenant association or the Board, votes may be conducted according to representatives of each Tenant Association. These representatives, the same number for each Tenant Association, are to be selected by the Tenant Association’s own membership for such purpose.

Announcement of Result
4.2.1 The chair of a MMM must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

4.2.2 The outcome of a vote must be sent by email correspondence to the full HJL membership after the announcement made by the facilitator of a MMM.

Proxy Voting Not Permitted

4.3 Voting by proxy is not permitted.

Special Resolutions

4.4.1 A Special Resolution may be brought by a member of HJL in good standing to require a vote of the General Membership of HJL on matters of significance to HJL as a whole, including, but not limited to:

(a) Challenging the decision of the Board to approve or disapprove an Working Group;
(b) Affiliating or revoking affiliation with coalitions;
(c) Amending the Bylaws.

4.4.2 The Bylaws cannot be amended such that they conflict with the Mission Statement, Code of Conduct, and/or Purpose & Objectives.

4.4.3 A member of HJL in good standing wishing to bring a Special Resolution must submit to the Board the following:

(a) A written draft of the proposed Special Resolution;
(b) The signatures of 2 other HJL members in good standing who support the proposed Special Resolution; and,
(c) Whether the Special Resolution requires immediate attention.

4.4.4 Upon receipt of a proposal that meets the above criteria, the Board shall include the Special Resolution in the business of the next MMM, or shall facilitate a vote of the membership on the Special Resolution at the earliest possible date.

4.4.5 Notice of a Special Resolution shall be given to members of HJL at least 7 days before the date on which the vote will occur.

4.4.6 A Special Resolution must be passed by a simple majority of the General Membership, to be carried out according to the Election and Voting Procedures enumerated in the Appendix to these Bylaws.

Notice of Special Resolutions

4.5 A notice of a Special Resolution distributed by the Secretary of the Board must state the nature of any business that the Special Resolution covers in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and to make an informed vote.
Part 5 -- Monday Morning Team Meeting

Time and Place of Monday Morning Team Meeting

5.1 The Monday Morning Team Meeting ("MMTM") shall be held at 10:00 a.m. every Monday morning, unless circumstances demand otherwise, at a time and location determined no later than the weekend prior by the Executive Director and relevant parties.

Purpose of the MMTM

5.2 MMTM’s shall be held to conduct the administrative and managerial affairs of HJL, including, but not limited to:

(a) Scheduling the calendar of HJL for the coming week;
(b) Setting dates of events and meetings;
(c) Determining financial needs of HJL’s work;
(d) Updates and discussion on current status of ongoing Working Groups and Campaign efforts;

Attendance of MMTM

5.3 MMTM’s will be attended by the Executive Director of HJL, any staff and personnel of HJL, or relevant parties to the conducting of business at any particular MMTM.

Roles in the MMTM

5.4.1 Roles at each MMTM include a Facilitator and Note-Taker.

(a) The role of the Executive Director is to send out a reminder of the MMTM the Friday before the meeting, including a draft agenda. During the meeting, the facilitator guides the group through the collectively created agenda and monitors the time.
(b) The role of the Note-Taker is to take notes on the meeting in a document in the HJL Google Drive. The Note-Taker will send out the notes to the MMTM group no later than the day after the meeting.

5.4.2 The Facilitator and Note-Taker roles rotate between MMTM attendees. The facilitator for the next MMTM is determined at the end of the current MMTM, and the note-taker is determined no later than at the beginning of the MMTM.

5.4.3 Notes of a MMTM may be made available to any member of HJL.

Part 6 -- The Board

Number of Members on the Board

6.1 The Board shall be composed of at least 7 and no more than 11 Members of HJL.

Composition of the Board
6.2 At least seventy five percent of the Board shall be composed of people with lived experience of housing vulnerability. We understand housing vulnerability as not having access to or assurance of healthy, stable housing that costs 30% or less of one’s monthly income. The Board will prioritize the membership of individuals representing each of the following groups:

(a) Equity-Seeking Groups, including but not limited to:
   (i) Black people / People of Color / and other Racialized Persons;
   (ii) Persons with disabilities;
   (iii) LGBTQIA+ persons.
   (iv) Women
   (v) Seniors

Election or Appointment of the Board

6.3.1 The Voting Members must elect or appoint the Board using the process set out in the Appendix. They hold office for 2 years from the time of their election.

6.3.2 60 days before a Board member’s term is up they will inform the Board of their intention to run for a second term or resign.

Eligibility for the Board

6.4 In order to be eligible for nomination to the Board, an individual must:

(a) Be a member of HJL in good standing;
(b) Provide a written statement summarizing the individual’s qualifications, experience, and desire to be nominated; and
(c) Consent in writing to run for the Board and agree to act in accordance with the Mission Statement, Code of Conduct, Purpose & Objectives, and Bylaws of HJL if elected.

Term Limit

6.5 No person shall serve more than 2 consecutive terms as a member of the Board.

Board Officer Positions

6.6 The Board shall elect from its members, at the first meeting of the Board following its election, whatever Officers the Board deems necessary to properly carry out its functions, which shall include a Treasurer, a Secretary, a Membership Coordinator, a Conflict Resolution Coordinator, and optionally a Hospitality Chair whose functions are enumerated in these Bylaws. The remaining responsibilities explained in 6.7.1 shall be distributed among the Board members as they deem appropriate.

Duties of the Board

6.7.1 The Board of Housing Justice League shall keep the integrity and goals of the organization at the forefront of every decision that it makes. It will also work to maintain and uplift the membership-led and democratic nature of Housing Justice League.
In addition, the duties of the Board will be as follows:

(a) Hire an Executive Director
(b) Work in collaboration with the Executive Director to stay up to date on the day to day work of the organization’s staff and membership
(c) Suggest work that can be more effectively carried out by Working Groups and help to establish and support said Working Groups for the long-term development of the organization
(d) Support grant writing
(e) Support fundraising by networking helping with the logistics of fundraising events
(f) Organize and attend board development trainings for the continuing education of Board members including conflict resolution training
(g) Recruit new Board members
(h) Organize elections for new Board members
(i) Organize voting on other matters brought to Housing Justice League by the Membership or Board
(j) Annually evaluate the performance of the Executive Director
(k) Support conflict resolution among members as outlined in Section 9.2
(l) Establish an annual budget and carry out an annual audit of the financial records
(m) Ensure that there is a signer and co-signer to the bank account and credit cards of HJL in case of emergency

6.7.2 The board may, from time to time, recommend an advisory committee for the purpose of soliciting professional expertise on specific matters.

6.8 Role of the Secretary

6.8.1 The Secretary is responsible for doing, or making the necessary arrangements for the following:

(a) Issuing notices of Board meetings;
(b) Taking minutes of Board meetings in a document in the HJL Google Drive;
(c) Sending minutes of Board meetings to all in attendance of said meeting no more than 2 days after the meeting has occurred;
(d) Keeping the records of HJL including contact information for all board members and meeting minutes;
(e) Conducting the correspondence of the Board;
(f) Issue notice to Working Groups to submit budget proposals at least 30 days before the end of the calendar year.

6.8.2 In the absence of the Secretary from a meeting, the Board must appoint another individual to act as secretary for the meeting.

Role of the Treasurer

6.9 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

(a) Receiving and banking monies collected from the members or other sources;
(b) Keeping accounting records in respect of HJL’s financial transactions;
(c) Keeping copies of financial statements
(d) Preparing and sharing among the board HJL’s monthly financial statements;
(e) Making HJL’s filings respecting taxes;
(f) Issuing checks;
(g) Payroll.
(h) Maintaining an emergency fund with 6 months worth of operating expenses.

Role of Membership Coordinator

6.10 The Membership Coordinator is responsible for putting together and coordinating a Membership Working Group which is responsible for the following:

(a) Maintaining a membership database
(b) Coordinating Membership communication for joining HJL and voting
(c) Coordinating Membership drives/phone banking
(d) Collecting dues

Role of Conflict Resolution Coordinator

6.11 The Conflict Resolution Coordinator is responsible for putting together and coordinating a Conflict Resolution Standing Committee which consists of 3-5 Board Members or General Members. The Conflict Resolution Committee shall be responsible for carrying out conflict resolution as described in Part 9, Conflict Resolution and Harassment.

Role of the Hospitality Chair

6.12 The Board may include a Hospitality Chair whose job it is to assist with coordinating and serving food at Mass Meetings and other events.

Absentee Board Members

6.13 If a Board Member misses 3 meetings without a reasonable excuse during a term, the Board may decide whether to declare that member’s position vacant at the next meeting following the 3rd absence.

Calling Board Meeting

6.14 A Board meeting shall be called by the Secretary.

Notice of Board Meeting

6.15 At least one week’s notice of a Board meeting must be given to all Board members, unless all the Board members agree to a shorter notice period.

Facilitator of Board Meeting

6.16 The Board shall appoint a Facilitator at the beginning of each Board meeting.
6.16.1 The role of the Facilitator is to commence the meeting, guide the group through the collectively created agenda, monitor the time, and adjourn the meeting.

Proceedings Valid Despite Omission to Give Notice

6.17 The accidental omission to give notice of a Board meeting to a Board member, or the non-receipt of a notice by a Board member, does not invalidate proceedings at the meeting.

Conduct of Board Meetings

6.18 The Board members may regulate their meetings and proceedings as they see fit, but shall record minutes of each meeting and make these minutes available upon request to any member of HJL in good standing.

6.18.1 If there is a discussion that the majority of Board members decide should be kept confidential, they can exclude those notes from the public minutes and keep the notes in private minutes.

6.18.2 Staff are welcome but not required to attend Board meetings.

6.18.3 Board members should make their best effort to attend meetings in person but may attend via conference call if necessary.

Quorum of the Board

6.19 The absence of more than 2 Board Members means that a Quorum may not be established. Business may not be carried out in the absence of a Quorum, and must be held until the next Board Meeting in which a Quorum is present.

Board Retreats

6.20 A Board Retreat will occur a minimum of one time every year. A retreat happens over the course of multiple days. During the retreat, Board members, HJL staff, and other relevant parties will discuss and make decisions around organizational topics, funding, campaigns, etc. Board Retreats shall be accounted for in the yearly budget.

Responsibility to Consult Membership

6.21 When making major decisions affecting the direction of HJL, the Board has a responsibility to obtain the input of the Membership by bringing the issue to a MMM or via electronic communication. Examples of such decisions include, but are not limited to:

(a) Positions on laws and policy at all levels of government that HJL would actively advocate to enact.
(b) Joining or affiliating with a coalition in a substantial way.

6.21.1 Members should be made aware they have the power to challenge a Board decision by bringing forth a Special Resolution (4.4.1)
Time-Sensitive Decisions

6.22 In cases where the Board deems that a decision is of a time-sensitive nature, the Board may take action prior to consulting the membership. Once action is taken, the Board must communicate their decision to the membership and provide an adequate forum for discussion and debate at the next MMM.

Advisory Committee

6.23 The Board of HJL may choose to appoint advisers to an Advisory Committee to provide expertise in areas including but not limited to:

a. Legal advice
b. Public policy
c. Fundraising
d. Employment
e. Bookkeeping

6.23.1 Advisers are nominated by standing board members and are voted in by the full board by a majority vote.

6.23.2 Advisers may be invited to board meetings and retreats as needed but are not permitted to vote.

Part 7 -- Working Groups

Purpose of Working Group

7.1 Working Groups shall exist as vehicles in HJL for membership activity. Working Group activity may include, but not be limited to, HJL’s logistical and communications needs, ongoing campaigns, expanding the scope of HJL’s work, etc.

Establishment of Working Group

7.2 A Working Group may be established by the Board, or by a written petition to the Board by 3 or more HJL members outlining the general scope of the Working Group.

Approval of the Working Group

7.3.1 The Board shall approve a Working Group unless they deem it to be incompatible with the Purposes & Objectives of HJL. The decision shall be issued in writing and made available to all HJL members.

7.3.2 After Working Groups are approved, they shall be publicly posted on the HJL website with information about their purpose, activities, and how to join.

Joining an Working Group

7.4.1 Any member of HJL may join an Working Group, provided:
(a) The member is in good standing; and
(b) The member has attended at least one MMM or other meeting of the Working Group.

7.4.2 Any non-member volunteer may join an Working Group, provided:

(a) The volunteer follows the guidance of HJL members leading the Working Group.

**Working Group Representative**

7.5 Each Working Group must appoint at least one Working Group Representative.

**Role of the Working Group Representative**

7.6.1 The Working Group Representative is responsible for the following:

(a) Facilitating communication and cooperation between their represented Working Group, the Board, other Working Groups, attendees of the MMTM, and the general membership;
(b) Issuing notices of Working Group meetings;
(c) Taking minutes of Working Group meetings;
(d) Keeping a list of Working Group members;
(e) Making available any minutes or reports to the Board.

7.6.2 In the absence of the Working Group Representative from a meeting, a Working Group may appoint another member to fill the role of Working Group Representative.

7.6.3 If the Working Group Representative is already a member of the Board, then it is not necessary to appoint an Working Group Representative unless the Group decides otherwise.

**Working Group Procedure**

7.7.1 Except where specified by these Bylaws, each Working Group shall establish its own procedures for operation and shall report them to the Board and general membership upon request.

7.7.2 Working Groups may submit a budget proposal to the Board at the beginning of a calendar year or in an emergency situation for their functions.

**Absentee Working Group Members**

7.8 If an Working Group member misses 3 meetings without a reasonable excuse, the Working Group Representative may choose to remove the member from Working Group correspondence lists.

**Relationship of Working Groups to Board and Membership**

7.9 Each Working Group shall report regularly on its activities to HJL Board, the attendees of the MMTM, and at least once per month at the MMM to general membership.

**Working Group Duration**
7.10.1 An Working Group exists for as long as is necessary to achieve its objective, after which it may disband.

7.10.2 An Working Group may also be a standing body, and have permanent, ongoing business of HJL as its primary matter of business.

Part 8 -- Public Statements or Activities of HJL

Compliance With Mission Statement, Code of Conduct and Purpose & Objectives

8.1 All public statements made or activities undertaken on behalf of HJL by a member or Working Group must comply with the Mission Statement, Code of Conduct, and Purpose & Objectives of HJL. See Appendix II for Code of Conduct. Members are encouraged to run organizational statements by the Board prior to making them public.

Part 9 -- Conflict Resolution and Harassment

Recognizing Conflict

9.1.1 Where any member or members have acted in violation of HJL’s Code of Conduct or Bylaws, or are accused of harassment of any kind, another member may request that the Conflict Resolution Committee decide on what action should be taken.

9.1.2 Requests for conflict resolution must be made in writing or verbally to the Board. If needed, the person who experienced the violation has a right to request the immediate suspension of the person who committed the violation until a resolution has been reached.

9.1.3 The Board shall respect the confidentiality of the person requesting conflict resolution.

9.1.4 If deemed necessary following correspondence between the Board and the party submitting a request for conflict resolution, the person who experienced the violation of HJL’s Code of Conduct has a right to request the immediate suspension of the person who committed the violation until a resolution has been reached.

Conflict Resolution Committee

9.2 The purpose of a Conflict Resolution Committee is to seek resolutions to conflicts, and to restore trust, respect, and accountability between members.

Forming a Conflict Resolution Committee

9.3.1 The Conflict Resolution Coordinator is responsible for establishing a standing Conflict Resolution Committee.

9.3.2 Members of the Conflict Resolution Committee formed must undergo an annual training regarding the practice of conflict resolution before putting the Committee into practice.
Process

9.4.1 The Conflict Resolution Committee may meet with the offending and offended parties as many times as the Conflict Resolution Committee deems necessary.

9.4.2 The Conflict Resolution Committee’s decision for action must be made by consensus. Once a decision for action is made by the Conflict Resolution Committee, it is the duty of the committee to ensure resolution is carried out.

Opting Out

9.5 If the offender refuses to participate, the Board may consider revoking their membership.

Record of Conflict

9.6.1 All conflict resolution requests (“instances of conflict”) and, where applicable, resolutions, must be recorded for future reference.

9.6.2 Members with more than one instance of conflict recorded as an offending member may be expelled from HJL under 2.4.

Confidentiality of Parties to Conflict Resolution

9.7 Parties involved in a conflict resolution process have a right to have the privacy of their experience respected, and may request to keep the proceedings of the conflict resolution process confidential.

Part 10 -- Tenant Associations

Purpose of Tenant Associations in HJL

10.1.1 Tenant Associations shall be partner organizations to HJL and its affairs, actively shaping and driving the direction and the work of the organization.

10.1.2 Tenant Associations, as partners to HJL, also retain their independence of HJL in their organization and transaction of their business.

10.1.3 HJL shall serve as a vehicle for the support of the self-organizing efforts of Tenants working to organize a Tenant Association, and to bring Tenant Associations together to build political power for Tenants.

10.1.4 Tenant Associations, in their work in partnership with HJL, commit to uphold the Mission Statement, Code of Conduct, and Purposes & Objectives of HJL.

10.1.5 HJL may act as a fiscal sponsor for any Tenant Association that is a member in good standing of HJL.

10.1.6 HJL will support tenant associations through:
- Provide tenant-led trainings/workshops and other relevant trainings
- Supporting tenant-led campaigns and direct actions
- Supporting tenant-led fundraising efforts

**Principles of Tenant Associations**

10.2 HJL recognizes there to be core principles in the organizing and maintenance of Tenant Associations, including, but not limited to:

- (a) Tenants commit to working together to shift decision-making power from property owners, managers, and, in the case of subsidized buildings, government entities, to the Tenants;
- (b) Regular meetings that may include ongoing education, outreach, training, and social events;
- (c) Commitment to representing the collective interest of a community;
- (d) Shared principles of democracy, community leadership, and unity;
- (e) Being part of a network of Tenant Associations and helping to teach and support tenants in other buildings.

**Part 11 -- Executive Director**

**Role of the Executive Director**

11.1 The Executive Director is the key management leader of Housing Justice League. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, campaign development, and community outreach. The position reports directly to the Board of Directors.

**General Responsibilities of the Executive Director (“ED”)**

11.2.1 The ED shall work directly with the Board to fulfill the Mission, Purposes & Objectives of HJL according to the direction of the Board.

11.2.2 The ED shall provide the Board with monthly updates at their regular Board meetings.

11.2.3 The ED shall be responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

11.2.4 The ED shall be responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

11.2.5 The ED shall collaborate with Board members in fundraising.

11.2.6 The ED shall work collaboratively with the Board in the oversight of the strategic planning and implementation of HJL’s programs that carry out the organization’s mission.

11.2.7 The ED shall be responsible for being active and visible in the community and working closely with other community-based organizations.
11.2.9 The ED shall be responsible for the hiring, retention, and supervision of competent, qualified staff.

11.2.10 The ED shall be responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

APPENDIX I-- Board Election Process

4. **Size**
   a. The Board shall be elected by the general membership through whatever means are necessary to make voting accessible to general membership, such as electronic voting and providing paper ballots to tenant associations at their meetings.

5. **Board Election Ballot**
   a. The ballot shall indicate which Board position (if necessary) a candidate is running for;
   b. A person of an Equity-Seeking Group wins a tie with one of a non-Equity group, and housing vulnerability wins a tie with non-housing vulnerability;

6. **Timeline**
   a. With the announcement of an election, a timeline must be made available to the membership that lays out the nominations and voting periods

APPENDIX II -- Code of Conduct

1. Racism, homophobia, ableism, sexism will not be tolerated
2. Respect one another
3. Listen to each other
4. Act organizationally, not as individuals (put the organization first)
5. Speak your mind; strive to see each other in the best, most holistic light possible
6. Avoid utilizing systems we wish to break down (ex: patriarchy, white supremacy, etc)
7. Build each other up instead of tearing each other down, strive to make criticism constructive
8. Bring concerns & issues to the organizations to discuss, work out (ex: propose to make changes to the agenda)
9. Trust that members of Housing Justice League are here to build the housing justice movement and make Housing Justice League a long-lasting organization
10. If a member breaks a Code of Conduct (maintaining confidentiality) we will talk with them about the incident(s) and ask them to stick to the Code of Conduct. If the problem continues, the member will be asked to leave.