

## **TEJAS TRAILS NEIGHBORHOOD ASSOCIATION BYLAWS**

### **ARTICLE 1 – NAME**

The name of the association is: “Tejas Trails Neighborhood Association.

### **ARTICLE 2 – PURPOSE AND OBJECTIVES**

To promote the betterment of the community of residents of the Tejas Trail Subdivision in relation to:

- a. Adequate and well-maintained streets, roads, and highways throughout the subdivision.
- b. To secure and obtain all possible services from the City of Fort Worth for the betterment of this community.
- c. To promote and encourage the increase of membership in the association.
- d. Address sanitary conditions and hazards; fire and police protection; general service utilities and any other matters of concern to the neighborhood.

### **ARTICLE 3 – POLICIES**

- a. Association has no authority over any individual property owner in the TT subdivision.
- b. The purpose of this Association shall be community betterment developed through conferences, committee and specific betterment projects. No other project of action shall be initiated or completed unless by consent of a majority of the members of the association present and voting.
- c. This Association may cooperate with other organizations and agencies active in community improvement work and projects provided no commitments are made with such other groups without the consent of a majority of the members of the association.
- d. This Association shall be non-partisan. Neither the name of this Association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, outside entity, or with any partisan interest or for any purpose other than the regular work of the Association.
- e. A majority of the members present and voting shall have the right to change or modify any decisions made by the Board of Directors.

ARTICLE 4 – MEMBERSHIP

Any owner of property in the subdivision known as the Tejas Trail Subdivision may become a member of this Association by application to the Secretary of the Association and upon payment of the dues as hereinafter provided. Membership may be cancelled by voluntary action of the member or by consent of a majority of the Association.

ARTICLE 5 – DUES AND ASSESSMENTS

- a. Dues in the amount of \$24.00, payable in advance annually by each member on July 1, shall be paid to the Treasurer of the Association.
- b. Disbursement of dues and/or assessments other than administrative obligations shall be made by the Treasurer only after prior approval and consent of the Board of Directors.

ARTICLE 6 – OFFICERS AND THEIR ELECTION

- a. The officers of this Association shall be a President, a Vice-President, a Secretary and a Treasurer. These officers shall be elected annually by ballot at the Annual meeting of the Association. Officers shall serve for a term of one year and shall remain in office until their successors are elected.
- b. A vacancy occurring in any office shall be filled by the Board of Directors for the unexpired term.
- c. An office may be declared vacant by the Board of Directors and the place filled if such officer has not assumed his duties or has been removed from the Association.

ARTICLE 7 – MEETINGS

- a. A regular meeting of the Association's Board of Directors shall be held monthly on the second Tuesday of each month at 6:00 o'clock p.m., unless otherwise provided by the Board of Directors, at a location to be determined by the President of the Association.
- b. Membership Meetings shall be held quarterly in October, January, April and July, normally on the second Tuesday of the month at 6:00 p.m. An Annual meeting shall be held in July at which time annual reports shall be received and officers elected and installed.
- c. The privilege of holding office, making motions, debating and voting shall be limited to members of this Association whose dues are not in arrears.

- d. A quorum shall consist of those members of the Association who appear at a meeting which has been properly called.
- e. All voting shall be limited to one vote for each family, but an unmarried member of the Association shall be entitled to one vote.
- f. The Secretary of the Association shall issue notice to members of the Association at least five days in advance of each membership meeting. Notice of Membership Meetings shall be given via website, email or newsletter with at least 5 days' notice of the meeting date.

#### ARTICLE 8 – DUTIES OF OFFICERS

- a. The President shall preside at all meetings of the Association and of the Board of Directors; shall be an ex-officio member of all committees; and shall perform all other duties usually pertaining to the office of President.
- b. The Vice-president shall act as aide to the President and shall perform the duties of the President in the absence of the President. The Vice-president shall be an ex-officio member of all committees.
- c. The Secretary shall keep and maintain a current record of all meetings of the Association and of the Board of Directors; conduct the correspondence of the Association; notify officers and committee members of their election; notify members of regular and special meetings; and shall perform such other duties as may be delegated to him by the Board of Directors.
- d. The Treasurer shall receive all monies of the Association; keep an accurate record of receipts and expenditures; shall pay out funds only when authorized by the Board of Directors. The Treasurer shall present a statement of account at every meeting of the Association and at such other times as requested by the Board of Directors, and shall make a full report at the Annual meeting.
- e. The Treasurer's accounts shall be examined annually by an auditing committee of not less than two members. The auditing committee shall be appointed by the Board of Directors.

#### ARTICLE 9 – THE BOARD OF DIRECTORS

- a. The Board of Directors shall consist of the officers of the Association and immediate past president.
- b. The duties of the Board of Directors shall be to transact necessary business in the periods between regular Association meetings and such other business as may be referred to it by the Association; to review and assist in the plans of work of the standing committees; to

present a report at regular meetings of the Association, to appoint a committee of not less than two members to annually audit the Treasurer's accounts; and to appoint chairmen of the standing committee.

- c. The President of the Association shall be Chairman of the Board of Directors. A majority shall constitute a quorum to conduct business as outlined in the last preceding paragraph. The President shall vote only in event of a tie-vote.

#### ARTICLE 10 – STANDING COMMITTEES

- a. Such standing committee shall be created by the Board of Directors as may be required to promote the objectives and policies of the Association. Chairman of the Standing committees shall be appointed by the Board of Directors. Committee members shall be selected by the Committee Chairman. The term of office of all standing committees shall be one year.
- b. The following committees hereby initially stand:
  - 1. Membership Committee - solicit potential members and in partnership with the treasurer maintain an accurate list of members and their dues and shall maintain an electronic membership directory. The Membership Committee works to make new residents feel welcome. They also plan events and provide neighborhood news.
  - 2. Zoning and Development –ensure the Association remains in close contact with city officials and work to ensure that new developments in the area are built to zoning standards that do not hurt our property values.
  - 3. Keep It Clean – general assistance with neighborhood issues such as dumping, street signage, etc.
  - 4. Sanitary - identify and report code violations and follow up on compliance; address questions concerning deed restrictions at the direction of the Board of Directors; work with the Fort Worth Police Dept., other neighborhood groups, and concerned citizens to minimize crime and preserve a crime free environment for the neighborhood.
  - 5. Wayfinding Committee – street signage; helping people navigate a new space
  - 6. Webmaster –update and maintain the Association's website to include posting events and documents of the Association.
  - 7. Historian –document and inform neighbors of the history of our area.

#### ARTICLE 11 – SPECIAL PROJECT COMMITTEES

- a. Special projects committees may be created by the Board of Directors or by a majority of the Association.
- b. Members of the special projects committees shall be appointed by the President unless otherwise provided.

ARTICLE 12 – AMENDMENT TO BY-LAWS

The By-Laws of the Association may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendments has been given at the previous regular meeting.

ARTICLE 13 – RULES OF ORDER

The rules contained in the “Robert’s Rules of Order” shall govern the Association in all applicable cases.