

**Bylaws of the
Tejas Trails Neighborhood Association
A Texas Nonprofit Association.**

ARTICLE 1 – NAME AND DECLARATION.

Original text:

ARTICLE 1 – NAME

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

Edited/Modified Text:

The name of this organization shall be Tejas Trails Neighborhood Association, hereafter referred to as the association. The bylaws shall govern the Association and its members and facilitate the fulfillment of the purposes provided in the Articles of Association.

- a. A neighborhood association is defined through the City of Fort Worth Engagement office as an organization that represents all residents in the neighborhood and operates through an open, democratic process to improve or maintain the overall quality of life for all individuals within those boundaries.
- b. The association shall be a non profit organization established under the laws of Texas.

ARTICLE 2 – PURPOSE AND OBJECTIVES

Original text:

ARTICLE 2 – PURPOSE AND OBJECTIVES

To promote the betterment of the community of residents of the Tejas Trails 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.

Edited/Modified Text:

To promote the betterment of the community and quality of life for the residents of the Tejas Trails 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, County of Tarrant, or the State of Texas 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.**
- e. Foster and maintain the residential and unique nature of Tejas Trails by advocating for the will of the voting members to city, county, state, and national agencies.**
- f. Serve as a liaison for residents to communicate with outside entities who have an intended, actual, or proposed interest in the neighborhood association, properties, residents, utilities, development, or lack thereof.**
- g. Tejas Trails Neighborhood Association is a non-profit organization, 501(C)3, operating under the laws of the State of Texas.**

ARTICLE 3 – POLICIES

Original text:

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.

Edited/Modified Text:

- a. **The purpose of this Association shall be community betterment developed through meetings, committees, specific betterment projects, and updates. 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.**
- b. **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.**
- c. **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 any commercial concern, outside entity, or with any partisan interest, nor for any purpose other than the regular work of the Association.**

ARTICLE 4 – MEMBERSHIP

Original text:

ARTICLE 4 – MEMBERSHIP

Any owner of property in the subdivision known as the Tejas Trails 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.

Edited/Modified Text:

Any person over the age of 18 whose primary residence is within the Tejas Trails subdivision (per City Rules of Registration) may become a voting member of this Association by application to the TTNA executive board and upon payment of annual dues. Voting membership may be terminated by written request, failure to renew membership through annual dues, or by consent of the majority of the association's voting members.

ARTICLE 5 – DUES AND ASSESSMENTS

Original text:

ARTICLE 5 – DUES AND ASSESSMENTS

- a. Dues in the amount of \$24.00, payable in advance annually by each member on August 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.

Edited/Modified Text:

- a. **Annual membership dues for the calendar year beginning January 1 and ending December 31 shall be set by the Board of Directors. To be a member of the Tejas Trails Neighborhood Association, eligible to vote at general membership meetings, an adult resident must have paid dues for the calendar year in which voting occurs. Dues may be paid to become eligible to vote at any general membership meeting up to the time the vote is called.**
- 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.**
- c. **New residents that move into the Association at anytime after the Jan/Feb collection of dues may opt to pay the full amount or waive voting rights until the next calendar year**
- d. **Membership dues may be adjusted annually on the recommendation of the executive board, provided that:**
 - (1) **dues shall not be increased by more than fifty percent (50%) in any twelve month period, unless approved by a two-thirds (2/3) vote of the association voting membership, and**
 - (2) **any increase shall be approved by the voting membership at a regularly scheduled meeting.**

ARTICLE 6 – OFFICERS AND THEIR ELECTIONS

Original text:

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 July 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.

Edited/Modified Text:

- a. **The voting officers of this Association shall be a President, Vice-President, Secretary, Treasurer, and Membership Coordinator. These officers shall be elected every 2 years, by ballot, at the April annual meeting of the Association. Officers shall serve for a term of two years and remain in office until their successors are elected. The President and Treasurer will be elected in odd years and the Vice-President, Secretary, and Membership Coordinator elected in even years.**
- b. **Vacancies occurring in any office shall be filled by the Board of Directors for the unexpired term. In the event of a tie vote, the immediate past president shall cast the deciding vote.**
- c. **An office may be declared vacant by vote of the Board of Directors and the place filled if an officer has not assumed their duties or has been removed from the Association.**
- d. **Nomination and Voting Process:**
 1. **Candidates may be nominated by the Board of Directors or any voting association member. The general membership shall be notified of any impending vote prior to every election.**
 2. **Nominations will be submitted by the general membership to the Membership Coordinator prior to an election by written notification.**

Candidates may also be identified by self-nomination, the Board of Directors, or by any eligible voting member as long as the proposed candidate has agreed to serve in advance.

- 3. Nominations will also be opened before any election to allow eligible voting members to be nominated from the floor.**
- 4. Once an eligible candidate's nomination has been received and accepted, they are entitled to communicate their nomination, biography and platform with the Association in person, by mail, in writing, or by electronic message.**
- 5. The Membership Coordinator will oversee the election processes.**
- 6. Voting will be conducted with numbered and written ballots in compliance with Roberts Rules of Order**
- 7. Ballots will be counted and reported at the same election meeting.**
- 8. The Ballots will be collected by the Membership Coordinator and counted by a minimum of 3 volunteer voting Association members who are present during the election process and are not members of the Board nor an election candidate.**
- 9. The volunteers will tabulate the results and provide outcomes to the Membership Coordinator. The Membership Coordinator will then make the declaration of results to the general membership at the same meeting.**
- 10. Any voting member may report any concerns of procedural irregularity or error to the attention of the Membership Coordinator at any point in the election process.**
- 11. Recounts or challenges to the results may only be brought forward before the adjournment of the election meeting.**

ARTICLE 7- MEETINGS

Original text:

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.

Edited/Modified Text:

- a. A regular meeting of the Associations Board of Directors shall be held each calendar month at a location and time to be determined by the Board..
- b. Membership Meetings shall be held quarterly in the months of January, April, July, and September.
- c. Meetings will *normally occur* on the second Tuesday at 6:00 p.m.at a location determined and arranged by the Board of Directors.
- d. An Annual meeting shall be held in April at which time previous year reports shall be received and officers elected and installed.

- e. The privilege of holding office, making motions, debating and voting shall be limited to voting members of the Association.**
- f. A quorum shall consist of, at minimum, 25% of current voting membership that are present for a meeting that has been properly called.**
- g. All voting shall be limited to one vote per voting member.**
- h. The Board of Directors shall issue notice to members of the Association at least five days in advance of each membership meeting. Notice of these meetings shall be given via website, email, outdoor signage, or newsletter with at least 5 days notice of the meeting date.**

ARTICLE 8 – DUTIES OF OFFICERS

Original text:

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.

Edited/Modified Text:

- 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. The President is a voting member of the executive board.**
- 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. The Vice President is a voting member of the executive board.**
- 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 by the Board of Directors. The Secretary is a voting member of the executive board.

- d. The Treasurer shall receive all monies and dues from the Membership Coordinator; keep an accurate record of receipts and expenditures; and 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 also make a full report at the Annual meeting. The Treasurer will also ensure and maintain compliance with all laws pertaining to a Texas nonprofit organization and neighborhood association. The Treasurer is a voting member of the executive board.**
- e. Membership Coordinator shall receive all monies and dues, maintain a roster of residents, and oversee all elections at the General Meetings. They will also determine voting eligibility. The Membership Coordinator is additionally charged with the oversight and delegation of all social media accounts. Membership Coordinator is a voting member of the executive board.**
- f. Immediate Past president provides counsel, recommendations, advice, and historical knowledge. Immediate past president is a non-voting member of the executive board unless in the event of a tie.**

ARTICLE 9: THE BOARD OF DIRECTORS

Original text:

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 committees.
- 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.

Edited/Modified Text:

- a. **The Board of Directors shall consist of the officers of the Association.**
- 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; and to appoint chairperson of the standing committees.**
- c. **The President of the Association shall be Chairperson of the Board of Directors. A majority shall constitute a quorum to conduct business as outlined in the last preceding paragraph. The immediate past President will be called upon to vote in the event of a tie.**

ARTICLE 10 -STANDING COMMITTEES

Original text:

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 - 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. This committee is also responsible for posting content to social media at the direction of the board.
 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. Maintenance – general assistance with neighborhood issues such as dumping, street signage, etc. Identify and report code violations and follow up on compliance; address questions concerning deed restrictions at the direction of the Board of Directors
 4. Communications –This committee is responsible for content and design of the Association’s website and newsletter to include posting events and documents of the Association
 5. Landscape – coordinate the “Yard of the Season” contest.
 6. Historian –document and inform neighbors of the history of our area.

Edited/Modified Text:

- a. **Standing Committees shall be created by the Board of Directors as needed to promote the objectives and policies of the Association. The Chairman of a Standing committee shall be appointed by the Board of Directors and their term of office shall be at the discretion of the Board. .**
- b. **The following Standing Committees include:**
 1. **Hospitality - to solicit potential members and seek to make new residents feel welcome. They will serve a supportive role to provide communication to residents. This committee will also serve as a liaison and support to Association Block Captains.**
 2. **Zoning and Development - to actively pursue information from city resources and officials to ensure the most up-to-date information is available to the Board of Directors regarding zoning and development.**

- 3. Beautification- shall strive to enhance the image of Tejas Trails through aesthetic initiatives such as Yard of the Season, Neighborhood Clean Ups, and code compliance. This committee will be well versed in city code and strive to obtain all beautification resources from the City of Fort Worth.**
- 4. Communications - This committee is chaired by the Membership coordinator and is responsible for content and design of the communications to the association and its members. This committee maintains social media and websites for the benefit of the association.**
- 5. Historian - document and inform neighbors of the history of our area. Shall be responsible for the storage of all documents of the Tejas Trails Neighborhood association and maintain a complete inventory of these documents.**
- 6. By-laws committee- This committee shall be called upon by the board of directors when bylaws changes are proposed. Procedure is outlined in Article 12.**

ARTICLE 11 -SPECIAL PROJECT COMMITTEES

Original text:

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.

Edited/Modified Text:

- a. Special projects committees may be created by the Board of Directors or by a majority of the voting membership.
- b. Members of the special projects committees shall be appointed by the Board of Directors.
- c. If the Board of Directors does not appoint a chair within 14 days, the members at large may appoint a chair based on their majority vote on the 15th day. This chairperson will only then become a voting member of the executive board until the next immediate election.

ARTICLE 12 -AMENDMENT TO BYLAWS

Original text:

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.

Edited/Modified Text:

The By-Laws of the Association may be considered for amendment or change after a motion has been made at a general or executive board meeting. At that time, the bylaws committee shall be convened. This bylaws committee shall consist of equal representation of the immediate past bylaw committee members and voting members at large, and convene to review proposed changes or concerns. This committee will preferably present proposed changes at the next general membership meeting unless additional time or meetings are required. The voting membership will then accept or decline changes by a majority vote.

ARTICLE 13 - RULES OF ORDER

Original text:

ARTICLE 13 – RULES OF ORDER

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

Edited/Modified Text:

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

ARTICLE 14 - DISSOLUTION

Original text:

NONE.

Edited/Modified Text:

The Board of Directors, by a two-thirds affirmative vote of all members, may recommend that the Association be dissolved and that the question of such dissolution be submitted to a vote at a subsequent general meeting.

Notice of the meeting shall highlight the question of dissolution. At the meeting, two-thirds affirmative vote of residents present and entitled to vote shall be required to approve a resolution of dissolution. Such a resolution shall direct the Board of Directors to prepare a dissolution plan for subsequent approval by the members.

Notice of the meeting shall highlight dissolution finalization. A notice is required to be given 30 days in advance of the final vote.

PREPARATION AND INSPECTION OF LIST OF VOTING MEMBERS.

After setting a record date for the notice of a meeting, the board of directors shall prepare an alphabetical list of the names of all its voting members.

The list must identify:

- 1. the members who are entitled to notice and the members who are not entitled to notice of the meeting;**
- 2. the address of each voting member; and**
- 3. the number of votes each voting member is entitled to cast at the meeting.**

The vote required for approval of a dissolution is at least two-thirds of the votes that members present are entitled to cast at the meeting at which the action is submitted for a vote. Votes casted in person, conducted by mail, by facsimile transmission, or by electronic message must be counted and finalized before adjourning the final meeting.

Dissolution of the Association shall not be final until the members, by majority vote, have approved the dissolution plan by a binding vote.

All eligible voting members should be notified of the final decision by certified mail.

All appropriate actions shall be taken by the board of directors to legally dissolve the entity as required by Texas Administrative code.

STANDING RULES-

Standing rules establish the working conditions of the Association and differ from the By-laws in that they specify actions taken by all groups or functions within the Association. Standing rules may be amended or revised by a majority vote of the Executive Board members present (see quorum rules) at any regular meeting.