

Elm Thicket / North Park Neighborhood Association Bylaws

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ARTICLE 1- NAME

SECTION 1. The name of this organization shall be the Elm Thicket/Northpark Neighborhood Association.

ARTICLE 2-OFFICE

SECTION 1. The Association's principal address shall at the Mockingbird Postal Station, 75219. The Executive Committee (President, Vice President, Treasurer and Secretary) may designate another location at its discretion.

ARTICLE 3- BOUNDARIES

SECTION 1. The boundaries of the Association are:

North - Lovers Lane

South - Mockingbird Lane

East - Inwood Road

West - Lemmon Avenue

ARTICLE 4- OBJECTIVES/PURPOSE

SECTION 1. The objective of the Association shall be to enhance the livability of the neighborhood by working to create a beautiful, safe, and healthy environment.

- a. extending opportunities to residents, landowners and entrepreneurs through education about neighborhood and community affairs and local topics of immediate interest,
- b. elevating and promoting the image of the neighborhood,
- c. creating a safe living environment 24 hour a day,
- d. encouraging the neighborhood to become involved in community affairs,

- e. having an effective unified voice to address issues that impact the neighborhood,
- f. conducting social activities that create a greater sense of neighborhood pride,
- g. enhancing property values,
- h. promoting a sense of pride and identity among the residents,
- i. establishing a direct line of communication with members of the City of Dallas and other agencies,
- j. advising on available funding, loans, and programs designated for the betterment and improvement of older neighborhoods,
- k. establish relationships with other neighborhood associations and coalitions,
- l. familiarizing residents and landowners about the Association and its purposes,
- m. and providing a forum for the airing of grievances.

ARTICLE 5- LEGAL STATUS/POLICIES

SECTION 1. The Association shall be organized and operated not for profit. No part of any Association net income shall ever be payable to any member.

SECTION 2. The Association does not have nor shall exercise any authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent qualifying as a corporation described in Section 501 of the Internal Revenue Code.

SECTION 3. The Association shall serve as the official voice and governing body of the Elm Thicket/Northpark neighborhood.

ARTICLE 6- MEMBERSHIP AND DUES

SECTION 1. MEMBERSHIP CATEGORIES

- a. **Resident Membership** - Any resident (18 years old or older and dues paying), living in the *Elm Thicket/Northpark Neighborhood* (defined in Article 3, Boundaries), shall be eligible for Resident Membership. Resident Members shall have the privileges of voting, holding office, serving on committees, and speaking on the floor at membership meetings.

- b. **Non-Resident Membership** - Any person (18 years old or older), owning property but not residing in the *Elm Thicket/Northpark Neighborhood* (defined in Article 3, Boundaries), shall be eligible for Non-Resident Membership. Non-Resident Members shall have all the privileges of "Resident Membership" with the exception of voting and holding office. They may serve on committees.
- c. **Classes of Membership** - Within the two above described categories of membership, there shall be the following classes of membership:
 - Individual
 - Family
 - Business, Club or Organization

SECTION 2. MEMBERSHIP DUES

- a. **Annual dues** for each category of membership shall be recommended by the Executive Committee (President, Vice President, Treasurer, Secretary) and approved by a majority vote of the members in attendance at the meeting at which a dues change is considered. Dues can be paid quarterly during the quarterly meetings or annually at the first meeting in January of each year. Members shall be considered in arrears if are not paid by the *20th day of the month in which they are due.*
- b. **Membership Dues** - Annual dues shall be as follows:

	Resident	Non-Resident
Individual	\$120	\$240
Family	\$125	N/A

- i. **Supporting Business** - Open to businesses located in or adjacent to the neighborhood boundaries. Dues are payable at \$1,500 annually.
- c. The Executive Committee may terminate, by majority vote, the membership of any member whose conduct is deemed prejudicial to the objectives, welfare, or character of the Association, including any member of the Executive Committee, provided notice of such alleged misconduct shall first be mailed to the said member at least 10 days prior to the meeting of the Executive Committee at which said misconduct is to be considered. The Member may appear in person to challenge the proposed action of the Executive Committee.

d. Any individual can petition Executive Committee for a waiver of the membership dues.

SECTION 3: Only dues paying members will be able to vote.

ARTICLE 7- SOURCES OF REVENUE

SECTION 1. The fiscal year is the calendar year, unless otherwise identified by the Executive Committee. Dues will be set by the Executive Committee and collected monthly.

SECTION 2. The Association may engage in fundraising activities related to its purposes. The Executive Committee may accept or decline, on behalf of the Association, any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Association.

ARTICLE 8- MEETINGS

SECTION 1. Association meetings shall be held quarterly beginning in January, except when otherwise determined by the Executive Committee. The date and time of the quarterly association meeting is to be determined.

SECTION 2. Executive Committee meetings shall be held monthly on the third Tuesday of each month following the neighborhood crime watch meeting. Notice of meetings shall be provided by the Executive Committee.

ARTICLE 9- Executive Committee

SECTION 1. The Association shall have an Executive Committee consisting of the President, the Vice President, the Secretary and the Treasurer. The Executive Committee shall be the policy making body of the Association and empowered to make decisions on behalf of the Association. The Executive Committee may choose to place questions before the membership for guidance or resolution of issues. If the Executive Committee seeks a vote of the membership to resolve an issue, the Executive Committee will be bound by the conclusion of that vote.

SECTION 2: Executive Committee Members shall be residents living within the neighborhood boundaries for a minimum of five years.

SECTION 3. The Executive Committee shall consist of a maximum of four elected officials. The annual election for Officers shall be held during the last week in October 2022. An Officer may resign by letter addressed to the Executive Committee at any time. Vacancies on the Executive Committee shall be filled by vote of a majority of the members of the Executive Committee at the meeting at which the vote is taken. The person or persons so appointed to fill such vacancies shall hold office until the conclusion of the term of the vacating office holder.

SECTION 3. The Officers present at any meeting of the Executive Committee shall constitute a quorum to transact business, provided at least a majority of the Executive Committee is present.

SECTION 4. At the annual membership meetings in October, the members shall elect from the membership a President, Vice-President, Secretary, and Treasurer, who shall hold office for five years. Executive Committee members will be limited to two consecutive terms

SECTION 5. The Executive Committee shall make an annual report at the annual membership meeting in October of each year.

SECTION 6. Meetings of the Executive Committee, other than the annual meeting, may be called at any time by the President or Secretary, by notice in writing to each Executive Committee member, at least two days before such meeting.

SECTION 7. If a member of the Executive Committee has three consecutive unexcused absences from meetings of the Executive Committee, the Executive Committee shall have the authority, at its discretion to remove the member from the Executive Committee. The member will be given notice of the proposed action to remove him or her from the committee and will be given a reasonable opportunity to defend him or herself.

SECTION 8. The Executive Committee shall supervise the affairs of the Association in accordance with its stated purposes and policies; set the agendas for the regular meetings; transact any business between meetings of the Association and report thereon at the next meeting; and make recommendations to the general membership on the matters before the Association.

SECTION 9. COMMITTEES.

The Association shall have the following standing committees:

- a. Fundraising Committee. The Fundraising Committee shall undertake revenue generation activities for the benefit of the Association.
- b. Crime Watch Committee. The Crime Watch Committee shall facilitate two-way communication between the neighborhood association and the Dallas Police Department. Meetings will be held on the third Tuesday of each month at KB Polk Recreation Center. The committee will also lead the planning of the National Night Out event.
- c. Neighborhood Beautification and Stabilization. The Neighborhood, Beautification, and Stabilization Committee shall protect the interest of the Association in matters concerning the quality of the environment, zoning, code enforcement, etc. The committee shall work to improve existing housing stock and to promote infill housing. This committee will also lead the planning for neighborhood clean-up events.
- d. *Membership Committee* - The Membership Committee shall be responsible for all matters pertaining to membership, working with the general membership to enlarge the Association, keeping a roster of members and supplying information to the Executive Committee and Committees, introducing new members, and, in the name of the Association, taking note of significant events in the lives of members. This Committee shall report regularly at meetings of the Executive Committee and the general membership and shall prepare a roster of the membership for distribution at the November meeting.
- e. *Budget and Finance Committee* - This Committee, chaired by the Treasurer, shall be responsible for preparing the Association's Annual Budget which shall be presented no later than the final meeting of the Executive Committee preceding the budget year. It shall assist the Treasurer in every way possible and work with the other Committees and the Executive Committee on matters pertaining to finances of the Association. The Budget and Finance Committee shall be responsible for collecting the annual dues of the organization.
- f. *Planning Committee* - The Planning Committee shall develop and bring to the Executive Committee recommendations for short- and long-term projects in which the Association might engage to advance its purposes. The Planning Committee shall be the recipient of the ideas and suggestions of any person or organization, member or non-member, who has an idea or project to propose. On the Executive Committee's recommendation, an ad hoc committee shall be appointed to initiate action on the proposal. The neighborhood association shall have first right of refusal regarding various neighborhood events and activities.
- g. Communications Committee - The communications committee will help to publicize the

activities of the neighborhood association, maintain the neighborhood website and social media platforms.

APPEARER FURTHER DEPOSED that the decedent made no donations or transfers

ARTICLE 10 - OFFICERS

of property for an inadequate consideration within one (1) year prior to death, and that she did not transfer any property prior to that time in contemplation of death or in avoidance of taxes.

SECTION 1. President, Vice President, Secretary, and Treasurer shall be elected by the voting membership at the 2022 annual meeting in October.

KIMBERLY LAURA SIMS

SECTION 2. Officers shall assume their offices in January and shall serve for five (5) years.

_____, 2011.

SECTION 6. Vacancies in office shall be handled as follows:

- a. In the event the President is unable to complete his or her term, the Vice President shall become the President for the unexpired portion of the term.
- b. Vacancies in offices other than the President shall be filled for the unexpired term by the Executive Committee.
- c. In an officer moves from the association boundaries, he or she will have the opportunity to finish out his or her term.

Unexcused absences, as determined by the Executive Committee, from three consecutive meetings shall constitute a vacancy of office.

ARTICLE 11 - DUTIES OF OFFICERS

SECTION 1. The President shall be the principle officer of the Association and shall:

- a. preside at the meetings of the Association and when presiding at general meetings shall report to the membership on Executive Committee actions,
- b. represent the Association to the public, except that the President may ask another Officer or Committee member to represent the Association as required,
- c. appoint standing and special committees and designate chairs,
- d. identify members for special assignments,
- e. sign with the Secretary or any other officer authorized by the Executive Committee, any contracts or other legal documents expressly authorized by the Executive Committee,
- f. sign with the Treasurer all withdrawals of funds from Association bank accounts, and
 - a. with the assistance of members, set the agenda for the Association,
- g. appoint "Block Captains" to represent each street within the boundaries of the neighborhood



and instruct the Captains as to their duties.

SECTION 2. The Vice President shall:

- a. assist the President,
- b. represent the President when so requested by the President,
- c. be empowered by the Executive Committee to sign any documents requiring the President's signature in the absence of the President,
- d. Oversee the communications committee
- e. Serve as the parliamentarian for association meetings
- f. and perform duties as asked by the President or the Executive Committee.

SECTION 3. The Secretary shall:

- a. Keep minutes of the proceedings of all general membership and Executive Committee meetings of the Association.
- b. Preserve in a file all records of value to the Association to include a chronological file of all minutes of all meetings.
- c. Sign with the President all contracts and legal documents.
- d. Maintain a current roster of membership including the name, address, telephone number, and membership category of each member.
- e. Conduct the correspondence of the Association.
- f. Perform such other duties as requested by the President or Executive Committee.

SECTION 4. The Treasurer shall:

- a. have charge of all Association funds/bank accounts,
- b. sign with the President all withdrawals of funds,
- c. perform other duties as requested by the President or Executive Committee
- d. Chair the budget and finance committee
- e. present a complete account of Association funds identifying the source of funding and disbursement, at monthly meetings to the Executive Committee, at the quarterly meetings of the membership, and
- f. prepare an annual statement accounting for Association funds.

SECTION 6. Each officer shall deliver to his or her successor within fifteen (15) days after retiring from office, all records, papers, and other property belonging to the Association.

SECTION 7. The Executive Committee shall maintain a budget and the Treasurer shall present it for general membership approval.

ARTICLE 12- PARLIAMENTARY AUTHORITY

SECTION 1. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern all proceedings of the Association.

ARTICLE 13- AMENDMENTS

SECTION 1. These articles may be amended by a two-thirds vote of the members present at any general meeting, provided that a notice has been given to the membership at a previous meeting.

ARTICLE 14- AUDITS

SECTION 1. At least one-month prior to the annual election, the President shall appoint, with the approval of the Executive Committee, a committee of three (3) members to comprise an Audit Committee. These three members cannot be members of the Executive Committee. The Committee's duties shall be to audit the Treasurer's books and/or records. The report of the audit results shall be made at the regular membership meeting prior to the actual elections. A copy of the report shall be given to each member of the Executive Committee and a copy for the permanent file kept by the Secretary.

ARTICLE 15- DISSOLUTION

SECTION 1. The Association may be dissolved in the same manner as the procedure outlined in Article XIII, provided that the disbursement of all moneys and properties be acted upon prior to dissolution, and in accordance with the requirements of the Articles of Incorporation and Texas Non-profit Corporation Act then in existence.

ARTICLE 16- ADOPTION OF BYLAWS

Approved by the membership on 12/28, 17 as witnessed by,
Month/Date Year

President A. E. Moore
Secretary Janele Nicholas

Approved by the membership on Jan 5, 2018 as witnessed by,
Month/Date Year

President [Signature]
Secretary [Signature]

State of Texas
County of Dallas

Before me, Amelia Sanchez Perez, on this day personally appeared
JONATHAN E. MAPES and JANET NICHOLAS,
known to me or proved to me through Texas State Drivers License to be the person whose name
is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same
for the purposes and consideration therein expressed.

Given under my hand and seal of office this 5th day of January, 20 18.

(seal)

[Signature]
Notary Public Signature

