

**BYLAWS OF  
NORTH HI MOUNT  
NEIGHBORHOOD ASSOCIATION**

**ARTICLE I - NAME**

The name of this association shall be the North Hi Mount Neighborhood Association, hereinafter referred to as The Association.

**ARTICLE II - BOUNDARIES**

Beginning at the corner of Clarke Avenue and Camp Bowie Boulevard, the border goes west along Camp Bowie to the alley between Virginia Place and Clover Lane. From there, it continues north to the alley between Clarke and Bunting Avenue; then it jogs west to the alley between Washington Terrace and Hillcrest. From there, north to Seventh Street, and then east on Seventh to Haskell Avenue. From that point, south on Haskell to Clarke. Then east on Clarke to the beginning point at the corner of Clarke Ave. and Camp Bowie Blvd.

**ARTICLE III - PURPOSE**

The purpose of the Association is to provide an organized framework in which to promote, preserve, and enhance the quality of life and values in the North Hi Mount neighborhood by:

- Providing liaison with members of the City Council, City Manager's office, Code Enforcement, Neighborhood Patrol Officers, and all other appropriate governmental agencies and entities affecting North Hi Mount Neighborhood Association
- Promoting and striving for improvement of all public facilities and services within and adjacent to the North Hi Mount Neighborhood
- Extending opportunities to residents through education about neighborhood and community affairs and topics of immediate interest
- Representing residents at other organizational meetings important to the community
- Encouraging a sense of community and civic spirit on the part of its members

## **ARTICLE IV - POLICIES**

The Association shall never be operated for the primary purpose of profit and no part of its earnings or membership fees shall be used for the benefit of any member, officer, or other individual.

The Association may take positions on issues, such as request for zoning variances or zoning change requests. All action appropriate to sustain an approved position must be authorized 1) by the Executive Board (as defined by Article VIII) or 2) by a simple majority vote at a regular meeting, or 3) by a special meeting called by the President or the Executive Board.

The Association shall not engage in any political activity nor endorse any political party or candidate.

## **ARTICLE V – MEMBERSHIP**

All residents residing within the North Hi Mount area shall be General Members of the Association. They shall be entitled to attend each General Membership meeting of the Association but shall not be entitled to vote at such meeting nor otherwise participate in the affairs of the Association unless they are also Current Members.

All residents residing within the North Hi Mount area who have paid their annual dues (unless such dues have been waived by the Executive Board) for the current year shall qualify as Current Members of the Association. Current Members are eligible to serve as Officers and Committee members and shall be entitled to vote in Association elections and at all General Membership meetings.

## **ARTICLE VI – SOURCES OF REVENUE**

Annual dues for each category of membership shall be recommended by the Executive Board and approved by a majority vote of the members in attendance at the meeting in which a dues change is considered.

Dues shall be paid in January for the following membership year. Dues shall be paid in January for that membership year. Dues paid in October - December of the previous year are good for the following year.

The Association may engage in fundraising activities related to its purposes.

The Executive Board may accept on behalf of The Association any contribution, gift bequest, or device for any general or special purpose of The Association.

## **ARTICLE VII - MEETINGS**

Regular meetings of the Association shall be held at least annually or as often as determined by the President or Executive Board.

The Executive Board shall meet quarterly or as necessary.

Any member of the Executive Board may call a special meeting of the Board. General Membership meetings may be called by the President or by the Executive Board. If a special meeting of the General Membership is needed, the Board will take action at that time. Written notification of place, date, time and purpose of General meetings shall be provided to all members at least **3** days in advance. Notice shall be provided to each Current Member's mailing address or e-mail address last appearing in the records of the association.

A quorum for the transaction of business shall consist of those Current Members who appear for and vote at the meeting. The Current Members present shall constitute a quorum. Votes may only be cast in person.

The Executive Board may conduct a vote by e-mail on a time-sensitive question if a special meeting cannot be held before the deadline to act on the question. The question and any pertinent information shall be emailed to the Current Members on file with the Association. A quorum for the transaction of business shall consist of those Current Members who respond to the e-mail with their votes during the three (3) business days after the question is e-mailed to the Current Members. After the third business day votes will be tallied. The result shall be recorded by the Secretary and shall be reported by e-mail to the Membership.

E-mail shall not be used for any General Membership voting; e-mail voting will be allowed only for the Executive Board.

## **ARTICLE VIII – EXECUTIVE BOARD**

The Executive Board shall act only as a board by resolution and an individual Board member shall have no power as such. The business and affairs of the Association shall be operated by the Executive Board.

The elected officers shall constitute the Association's Executive Board.

The Executive Board 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 matters before The Association

Each Executive Board member shall be entitled to one vote, and action of the Executive Board shall be by resolution passed by majority vote of those board members present or by email.

## **ARTICLE IX – OFFICERS**

The officers of The Association shall be the President, Vice-President, 2nd Vice-President, Secretary, Treasurer, Membership Chairman, Development/Zoning Chairman. Officers shall serve for two years beginning in January or until their successors are duly elected.

Any Current Members in good standing of The Association is eligible for election to office.

In October The Executive Board shall form a nominating committee. Candidates shall be asked in advance if they will accept a nomination. A slate of candidates selected by the nominating committee shall be presented to the membership at the Association's next meeting. The President shall take nominations from the floor.

Officers shall be elected at the Association's January meeting by a majority vote of Current Members present.

Office vacancies shall be governed as follows:

- In the event the President is unable to complete his/her term, the Vice President shall become the President for the unexpired portion of the term.
- All vacancies, excluding the Presidency, shall be filled for the unexpired term by simple majority vote of the members of the Neighborhood Association at the next regular meeting.

The Executive Board shall have the power to revise the duties of the officers as deemed necessary to fulfill the needs of The Association.

## **ARTICLE X – DUTIES OF OFFICERS**

It shall be the duty of the Executive Board to keep a complete record of all its acts and The Association's affairs and to present a statement thereof to the members at any regular meeting of the members or at any special meeting when such statement is requested in writing.

No Executive Board member shall receive compensation for any service he/she renders to The Association.

The President shall be the principal officer of The Association and shall:

- Preside at the meetings of the Association
- Be a spokesperson for the Association or the Executive Board may designate another member to serve in this capacity as necessary
- Appoint committee members and chairpersons with the approval of the Executive Board
- Shall be empowered to vote in meetings of the membership and the Executive Board only to break a tie vote

The Vice-President shall:

- Act as special assistant to the President and represent the President whenever so designated
- Perform all such duties as requested by the President or Executive Board.

The 2<sup>nd</sup> Vice-President shall:

- Perform the duties of the First Vice-President in his absence or in the event of his inability to act
- Perform all such duties as requested by the President or the Executive Board

The Secretary shall:

- Attend all meetings of the Members and Executive Board
- Make and keep complete and accurate records of all proceedings
- Be the custodian of the records of the Association
- Perform such other duties as may be designated from time to time by the President or Executive Board

The Treasurer shall:

- Have custody of the funds and all banking records of the Association
- Make disbursements only at the direction of the President or the Executive Board
- Have custody of any forms or records pertaining to legal, tax or charitable status of the Association
- Submit a written report on the financial status and transactions of the Association to the annual meeting and shall render such special reports as may be directed from time to time by the President or the Executive Board
- Perform such other duties as may be designated from time to time by the President or the Executive Board.

The Membership Chairman shall:

- Have custody of and keep an accurate list of Current Members and Block Captains
- Have the authority to decide how many Block Captains are necessary, appoint the Block Captains
- Shall be responsible for preparing the Association's print newsletter and distributing to the Block Captains in a time frame that will allow the Association to meet the time requirement as provided for in the bylaws. If a Block Captain is unable to perform his duties, the Membership Chairman shall perform those duties, until such time he elects to appoint a replacement, so as not to disrupt the flow of communication.
- Have custody of and keep an accurate list of the North Hi Mount neighborhood parking permit tags; may distribute permit tags (according to the parking policy) to neighbors

Development/Zoning Chairman shall:

- Act as a liaison between the North Hi Mount Neighborhood Association NHMNA and the City representatives
- Act as liaison between North Hi Mount Neighborhood Association and City developers
- Provide information to North Hi Mount residents related to zoning regulations, rezoning and variance

## **ARTICLE XI – AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) affirmative vote of the Current Members present and voting at a regular or special meeting provided that notice of such an amendment has been given to the membership at a previous regular meeting. A full text of such an amendment shall be emailed or mailed to all members at least ten (10) days prior to the date the amendment will be considered.