

HEIGHTS PARK NEIGHBORHOOD ASSOCIATION
BY-LAWS

Adopted September 8, 2004
Amended September 28, 2005
Amended January 20, 2011
Amended February , 201

ARTICLE I - NAME AND PURPOSE

Section 1 - Name. The name of this organization shall be the Heights Park Neighborhood Association.

Section 2 - Purpose. The purpose of this organization shall be to bring neighbors together to preserve and enhance the quality of life in our community.

- **To promote** safety through an active neighborhood watch program.
- **To maintain** and enhance the appearance of the neighborhood and of Heights Park to keep it enjoyable for families.
- **To represent** neighborhood interests in matters affecting the neighborhood..
- **To encourage** community pride in our neighborhood by providing a forum for neighborhood activity.

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility. Membership in the Heights Park Neighborhood Association is desired for all residents of the area, but is not mandatory. Membership in this Association shall be open to all persons who reside in or own single-family homes in the Heights Park Neighborhood Association area of Richardson, Dallas County, Texas. The boundaries of this area shall be as follows:

North - Arapaho; South - Belt Line; West - Thompson; East - Custer/Rustic Circle.

Section 2 - Types of Membership. Voting membership is open to those adult residents who own or are leasehold tenants and reside in the area described above. Non-voting (associate) membership is open to those who own homes in the area but live outside the area. A maximum of one membership covering two adult residents is allowed per household. Membership is not transferable or assignable.

Section 3 - Member Action. Members are encouraged to attend and participate as private citizens in meetings of governmental committees, commissions and boards. However, no one may act or speak in the name of the Heights Park Neighborhood Association unless authorized to do so in advance by the Board of Directors. Members disagreeing with any Heights Park Neighborhood Association position shall not identify themselves as an Association member if publicly speaking in opposition.

Section 4 - Definition of Ownership/Owner. The term "Ownership" and/or "Owner" shall mean and refer to the record owners (s) and heirs (s) whether one or more persons or entities, of the fee simple or contract title to any single-family home which is located in, and is part of, the property described in Section 1 of this article, but excluding those having such interest merely as security for the performance of an obligation.

ARTICLE III - BOARD OF DIRECTORS

Section 1 - Number, Manner of Selection and Term of Office. The Board of Directors shall consist of the Officers of the Heights Park Neighborhood Association and Appointed Directors. The Officers shall be elected by the general membership at each annual business meeting, shall serve for a term of one year and shall take office upon election.

Section 2 - Qualifications. Only voting members of the Heights Park Neighborhood Association shall serve on the Board. ~~Only one member of a household at a time shall be on the Board at any given time.~~¹

Section 3 - Vacancies and Removal. Vacancies on the Board may be filled, until the next annual meeting, by majority vote of the remaining members of the Board. Three consecutive absences from Board meetings may be deemed a resignation. In the event of death, resignation or removal of a Director, the appointed Director shall serve for the unexpired term of the predecessor. Any Director may be removed from the Board, with or without cause, by a majority vote of the Board.

Section 4 - Powers and Duties. The Board of Directors shall set policy and conduct the business of the Association. The Board shall plan and direct the work necessary to carry out the programs adopted by the membership. The Board shall designate special committees as deemed necessary.

Section 5. Board Meetings. There shall be at least four regular meetings of the Board of Directors annually. The President may call special meetings of the Board; a special meeting may be called upon the written request of five members of the Board.

Section 6 - Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

Section 7 - Compensation. No Director shall receive compensation for any service he/she may render to the Association. However, any Director may be reimbursed for his/her actual expenses incurred in the performance of his/her duties.

ARTICLE IV - OFFICERS

Section 1 - Officers, Election and Term of Office. The officers of the Heights Park Neighborhood Association shall be President, Vice President, Secretary and Treasurer. Each shall be elected for a term of one year by the general membership at the annual business meeting and shall take office upon election. Only voting members of the Association shall serve as an elected office. ~~Only one member of a household at a time shall be on the Board.~~¹

Section 2 - The President. The President shall preside at all meetings of the Association and at all meetings of the Board of Directors. The President shall be a member of all committees, ex-officio, except for the nominating committee. Only the President, or someone designated by the Board, shall speak for the Association.

Section 3 - The Vice President . The Vice President shall fulfill the duties of the President in case of the President's absence or inability to serve and shall perform such other duties at requested by the President or the Board.

Section 4 - The Secretary. The Secretary shall keep records of the meetings and work of the Association. The Secretary shall take minutes of regular membership meetings and act as Secretary of the Board of Directors.

Section 5 - The Treasurer. The Treasurer shall collect all monies due the Association, keep an accurate record thereof, deposit same in the bank in the name of the Heights Park Neighborhood Association pay all funded bills incurred by the Association, present a report at each Board meeting, at the annual business meeting and at any time upon request. All checks shall be signed by the Treasurer and the President, or the Treasurer and one other designated person.

Note: The Secretary and Treasurer responsibilities could be combined until such time as membership increases.

Section 6 - Resignation and Removal. Any Officer may be removed from office with or without cause by the Board. Any Officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such shall not be necessary to make it effective.

Section 6 - Vacancies. A vacancy in any office may be filled by appointment by the Board. The Officer appointed to such vacancy may serve for the remainder of the term of the Officer he/she replaces.

ARTICLE V - DIRECTORS DUTIES AND STANDING COMMITTEE FUNCTIONS

Section 1 - Directors' Duties. The Appointed Directors shall serve as members of the Board of Directors and chair the Standing Committee as specified for each. The Directors' duties for committees may be combined until such time as membership increases.

Section 2 - Civic Committee. This committee shall observe meetings of governmental bodies and alert the Board to items that merit attention by the Association.

Section 3 - Environmental Committee. This committee will sponsor projects for the improvement and beautification of our neighborhood.

Section 4 - Social Committee. This committee will recommend and plan social functions.

Section 5 - Membership Committee. This committee shall be composed of block representatives who will greet new residents, expand our current membership and serve as a communications link between the Board and the membership.

Section 6 - Publications Committee. This committee will publish and distribute a newsletter.

Section 7 - Crime Prevention Committee. The purpose of this committee is to promote neighborhood awareness of the Crime Watch Program and work with city officials/police to reduce crime.

ARTICLE VI - FINANCIAL ADMINISTRATION

Section 1 - Fiscal Year². The fiscal year shall be from *January 1 - December 31*.

Section 2 - Dues². Annual dues as determined by the Board of Directors and payable when joining; payment shall be to the Association Treasurer. As set by the Board of Directors, dues may be prorated for the year in which a new resident moves into the Heights Park Neighborhood Association. Dues of \$20.00 annually payable in *January*.

Section 3 - Annual Audit of Books. The Board shall require an audit to be made of the accounts of the Association at the end of each fiscal year. This may be done by committee or by independent accountant, as deemed advisable by the Board.

Section 4 - Books and Records. The books, records and papers of the Association shall at all times, during reasonable business hours, be subjected to the inspection by any voting member of the Heights Park Neighborhood Association. The By-Laws of the Association shall be available for inspection by any member of the Association.

ARTICLE VII - MEETINGS

Section 1 - General Membership Meetings². There shall be *at least two* meetings of the general membership each year, *including the Annual Business Meeting*. The time and place of the meeting shall be determined by the Board of Directors. Meeting notification to membership at least 1 week in advance.

Section 2 - Annual Business Meetings². An annual business meeting shall be held ~~in the fall~~. The exact date of the meeting shall be determined by the Board of Directors. The purpose of the annual business meeting shall be to:

- a) Elect Officers.
- b) Review and approve budget.
- c) Transact other business as may be appropriate.

Section 3 - Quorum. Fifteen percent of the paid voting membership shall constitute a quorum at the annual business meeting. Meeting notification to all member "households" shall be made at least one week in advance and should specify place, day, time, purpose of the meeting and include an agenda if appropriate.

ARTICLE VIII - NOMINATIONS, ELECTIONS AND VOTES

Section 1 - Nominating Committee. Nominations for Board of Director positions shall be taken from the floor.

Section 2 - Elections - The election shall be by ballot or a show of hands. Voting by a majority of those qualified to vote shall constitute an election.

Section 3 - Number of Votes Per Household. One vote per adult with a maximum of two votes per household in good standing will be permitted. Absentee or proxy voting shall not be permitted.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1 - Parliamentary Rules. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they apply, and in which they are consistent with the By-Laws of the Association.

Section 2 - Parliamentarian. A Parliamentarian may be appointed as needed for any meeting, especially for the Annual Business Meeting.

Note: Robert's Rules of Order was published in 1896 and was written as a means to conduct orderly, smooth and fairly conducted meetings. There is a 9th edition, available on the Internet.

ARTICLE X - AMENDMENTS

These By-Laws may be amended at a Regular, Special or Annual Meeting of the members, by a two-thirds majority of a quorum of voting members present, providing that the amendments are submitted to the Board and to the membership at least thirty days before the date of the said meeting.

¹Amendment One, September 28, 2005:

Article III, Section 2: Omit limitation of individual household membership on the Board.

²Amendment Two, January 20, 2011:

Article VI, Section 1: Modify fiscal year to be equal to calendar year.

Article VI, Section 2: Modify payment due date to January.

Article VII, Section 1: Modify amount of general membership meetings per year.

Article VII, Section 2: Eliminate fall season as specific time of year for annual business meeting.

Amendment Three, February 9, 2019:

Article III Section 1: Modify Elected Directors to Appointed Directors

Article IV Section I: Modify Elected Directors to Appointed Directors

Article VI Section II: Dues Modified from \$15 to \$20