

BYLAWS OF

SANDYBROOK NEIGHBORHOOD ASSOCIATION

**Articles marked with “ - accepted” have been accepted by members present at meeting when discussed. Final vote on all By-laws is still needed before approval of the individual article.*

ARTICLE I - NAME:

The official name of this organization shall be the Sandybrook Neighborhood Association (NA).

ARTICLE II - BOUNDARIES:

The boundaries of the Association are:

The existing boundaries of the Sandybrook Subdivision as of 7/1/03.

ARTICLE III - OFFICE:

The Association's principal office and address shall be:

TBD

The Executive Board may designate another location at its discretion.

ARTICLE IV - PURPOSE:

The purpose of the Sandybrook Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values in the Sandybrook neighborhood by:

- Encouraging a sense of community and pride among Association members.
- Establishing a communication link with the City Council, City Manager's offices, Code Enforcement, and Neighborhood Police Officers.
- Addressing safety concerns, Controlling traffic
- Addressing Zoning Issues

ARTICLE V - MEMBERSHIP:

- **Regular Membership:** A member of Sandybrook NA shall be any person over the age of eighteen that resides within the Association boundaries. In order to vote, a member must be in good standing with the Association and be current on annual dues. Each household has one (1) vote.
- **Business Membership:** A business member of Sandybrook NA shall be any person, firm, or corporation operating a place of business surrounding the Association's boundaries.
- **Non-Residential property owners** will be classified as a Business Member and be entitled to one membership only in the Association.
- Memberships are not transferable.

ARTICLE VI - DUES:

The annual dues for the Association memberships will be set as follows:

- **Regular Membership** - \$20 yearly
- **Business Membership** - \$100 yearly

The Membership year is from July 1 – June 30. People becoming regular members through the year will be eligible for a prorated membership at a rate of \$1 off per month.

ARTICLE VII - MEETINGS:

- **Regular Meetings:** Membership meetings will be held on the 3rd Thursday of each month. This date may be changed and meetings may be held more often as determined by the Executive Board.
- **Special Meetings:** Special meetings may be called by the President of the Association, by a majority of the Officers elected to conduct the business of the Association, or by a petition containing signatures of a majority (51%) of paid members in good standing of the Association.
- **Notice of Meetings:** Written notice, identifying the time and place of the meeting, shall be provided to each member of the Association at least 7 days before meetings are to be held. Such notice of meetings may be hand carried, mailed, emailed, or posted on signs in the addition.
- **Quorum:** The members present at a meeting shall constitute a quorum.
- **Open Meetings:** All meetings are open to all residents. Paid members in good standing may vote.

ARTICLE VIII – EXECUTIVE BOARD:

- **Section 1:** The elected officers shall constitute the Executive Board of the Association.
- **Section 2:** The Executive Board shall supervise the affairs of the Association in accordance with its stated purpose 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.
- **Section 3:** The Executive Board shall meet as required, usually on a monthly basis. Any member wanting to attend the board meeting must have approval by board members.

ARTICLE IX – OFFICERS:

- **Officers:** The officers of Sandybrook NA shall be the President, Vice-President, Secretary, Treasurer and three (3) directors at large.
- **Term:** Officers shall assume their duties in July and shall serve for 2 year(s) or until their successors are duly elected. Officers shall not serve in the same office for more than 2 consecutive terms. Executive Board members may run for any other office after their 2 consecutive terms are up. They may then run for the previous office after 4 years. The position of Treasurer will have no term limitations due to legal and banking restrictions. This position is subject to unannounced audits by the executive board members and the officer may be removed by a majority vote of the Executive Board.
- **Eligibility:** Any homeowner in good standing of Sandybrook NA is eligible for election to office. Renters can run for Executive office after 1 year of residency and 1 year of membership. These may be concurrent years.
- **Elections:** Officers shall be elected at the June meeting by a simple majority vote of members present.
- **Nominations:** At the April meeting, the Executive Board shall appoint a nominating committee of at least three (3) members. Members of the nominating committee may not run for office. The nominating committee shall present a slate of one or more nominations for each office at the May meeting. Nominations from the floor shall be heard at this time.
- **Vacancies:**
 - A. 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.
 - B. For other vacancies in offices other than the President, the Executive Board shall appoint a member to fill the unexpired term with a simple majority vote.
 - C. Unexcused absences as determined by the Executive Board from three (3) consecutive meetings shall constitute a vacancy of office.
- **Retirement:** Upon retirement from office, each officer shall deliver to his/her successor, all records, papers, and other property belonging to the Association.

- **Removal From Office:** At a special meeting of the Members, duly called in accordance with Article VII of these Bylaws, any Officer may be removed from his/her position with just cause by a majority vote of the Members. A successor may then and there be elected to fill the vacancy. Any Officer whose removal has been proposed by the Members shall be given an opportunity to be heard at the meeting prior to the vote for removal.

ARTICLE X – DUTIES OF OFFICERS:

- **President:** The President shall be the principal officer of the Association and shall:
 - A. Preside at all meetings of the Association.
 - B. Be the sole spokesperson for the Sandybrook NA. The Executive Board may designate another member to serve in this capacity as necessary.
 - C. Sign with the Treasurer or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.
 - D. Appoint committee chairpersons with approval of the Executive Board.
 - E. Serve or appoint a member as the Association’s primary representative to the Fort Worth League of Neighborhood Associations.
 - F. Shall be empowered to vote in meetings of the general membership and the Executive Board only when necessary to break a tie vote.
- **Vice-President:** The Vice President shall:
 - A. Serve and assume all responsibilities in the absence of the President.
 - B. Act as special assistant to the President and represent the President whenever so designated.
 - C. Perform all such Association duties as requested by the President or Executive Board.
- **Secretary:** The Secretary shall:
 - A. Keep minutes of the proceedings of all meetings of the Association.
 - B. Preserve in file all records of value to the Association.
 - C. Maintain a current roster of membership indicating the name, address, and telephone number of each member as well as his/her classification of membership.
 - D. Conduct the correspondence of the Association.
 - E. Perform such other Association duties as requested by the President or Executive Board.
- **Treasurer:** The Treasurer shall:
 - A. Collect membership dues and keep records of paid members.
 - B. Maintain custody of all financial records of the Sandybrook NA and deposit all such funds in a bank approved by the Executive Board.
 - C. Pay all bills and distribute funds by check only upon receipt of a bill. The Treasurer and the President with the approval of the Executive Board must sign all checks.
 - D. Submit a written financial report at each meeting and give a copy to the Secretary.
 - E. Perform such other Association duties as requested by the President or Executive Board.
- **Directors at Large:** The Directors at Large shall:
 - A. Serve as chairs of standing committees as appointed by the President.

ARTICLE XI – PARLIAMENTARY AUTHORITY:

Procedures at all meetings shall be conducted with due regard to parliamentary practice with Robert's Rules of Order Newly Revised serving as the authority on all points not covered specifically by these Bylaws.

ARTICLE XII – AMENDMENTS:

Amendments to these Bylaws shall be made at any regular or special meeting by a two-thirds (2/3) vote of the members who are present and in good standing, provided that notice of such meeting contains the proposed amendments(s). Such amendments shall be effective as of the date of enactment.

ARTICLE XIII – DISSOLUTION:

Sandybrook NA may be dissolved with the majority vote of the Executive Board, provided that the disbursement of all monies and properties is acted upon prior to dissolution, and all liabilities and obligations of the Association must be paid, satisfied, and discharged.

ARTICLE XIV – SPENDING LIMITS OF OFFICERS:

Officers and the General Board can not spend more than \$75.00 per item or project without majority vote of paid members present at a regular scheduled meeting. If at all possible, expenses under \$75.00 should be discussed and voted on at the meeting prior to the expense.

ARTICLE XV – TREASURER AUDITS:

The Officers and/or paid members in good standing have a right to call for an internal or external (if funds permit) audit of the Treasurer and Sandybrook NA financial books. This will occur if approved by a two-thirds (2/3) vote of the paid members who are present and in good standing, provided that notice of such proposal is given to all paid members in advance. If an internal audit is decided on either by members or the Executive Board, an audit committee will be nominated and approved by a majority of paid members present at the meeting. A time limit of the audit will be decided at the time of the vote for the audit.

ADOPTED by a majority vote of the membership at the meeting held on the 13 day of July, 2004.

Sue Ireland
President