

BYLAWS

West Garland Neighborhood Association BYLAWS

Article I – Name

The name of the organization shall be the West Garland Neighborhood Association.

Article II-Boundaries

Boundaries of the West Garland Neighborhood Association shall track the boundaries of City of Garland’s District 6.

Article III—Purpose and Aims

The purpose and aims will be to form a voluntary coalition to support projects and programs which promote the common good of our members, to inform, educate, and provide an open forum for the free discussion of all issues which affect our neighborhood and promote cooperative action, to build a better neighborhood by reducing and preventing crime, to develop a cleaner, safer, healthier neighborhood and improve the quality of life for all its residents; to solve problems which exist or arise within our boundaries, and to enable our members to work together to determine the needs of our neighborhood and fully utilize all available resources to respond to those needs.

ARTICLE IV—Membership

Section 1. Individual membership shall be open to any person who is at least 18 years of age who resides, owns property, or operates a business whose address is located within the boundaries described above, upon attending a meeting. Membership shall be open to a representative from any organization, government agency, non-profit entity, business, church or school which owns property or meets within the boundaries described above. Eligibility is to be without regard to race, creed, color, or national origin.

Section 2. Annual dues will be free donations per household or non-residential entity. These funds will be used for flyers, newsletters, and other materials needed by the Association Membership.

Section 3. Each household or non-residential entity shall have only one vote and no organization or entity shall have more than one voting representative. The representative member must have specific authority from the governing board of the entity which he/she represents. Voting by proxy shall not be permitted.

Section 4. Each member of the Association is eligible to serve as an officer, director, or on any committee of the Association, to vote on matters as provided by the bylaws, and to attend any business or social functions of the Association.

Section 5. It shall be the responsibility of the Board of Directors to maintain a current membership list of the Association which shall be open and available for inspection upon request from other members. This list shall be comprised of persons and entities that qualify for membership who have enrolled as members (attending at least one meeting of the previous year.

Article V – Board of Directors and Officers

Section 1. The Board of Directors shall be composed of not less than five (5) not more than twelve (12) members to be elected at a general meeting of the Association. The directors shall be elected for a two-year term and at least one-half shall rotate off each year to be replaced or re-elected. No director shall serve more than six consecutive years. Those members serving on the Board at the time of these bylaws being approved shall draw lots to determine who shall serve a full two-year term or a one-year term to begin the rotation. Board should not have two elected officers from the same household.

Section 2. Bi-annually the general membership shall elect the following officers from its membership.

- A. President
- B. Vice-President
- C. Secretary

- D. Treasurer
- E. Sergeant at Arms

Section 3. Directors and officers shall serve the term for which they are elected or until replaced without term-limits.

Section 4. Duties of the officers are as follows:

A. President: The President shall preside at general membership meeting of the Association and meetings of its Board of Directors. The President shall appoint a parliamentarian and invoke Robert's Rule of Order whenever he/she deems it necessary for any meeting, and shall perform such other duties as may be prescribed by the Board of Directors. The President shall have the authority to represent the Association in its relations with other persons and organizations, except as otherwise provided herein.

B. Vice-President. The Vice President shall act as the aide to the President and shall preside at meeting in the absence of the President.

C. Secretary. The Secretary shall maintain accurate minutes of meeting of the general membership and meeting of the Board of Directors. The Secretary shall be the custodian of all official records of the Association, including the membership list and perform such other duties as the Board of Directors may prescribe.

D. The Treasurer shall have custody of all funds and shall keep a full and accurate account of all receipts, disbursements, and expenditures of the Association. The Treasurer shall present a financial report at each general membership meeting of the Association and meeting of the Board of Directors. All checks shall require two signatures.

F. Parliamentarian: The Parliamentarian shall advise the president and other officers, committees, and members on matters of parliamentary procedure.

G. Sgt. At Arms: The sergeant at Arms is responsible for meeting room preparation, hospitality, and preserving order at the meetings. He/She shall provide ballots at meeting where a vote is to be taken,

count the votes and report the results. He/She shall oversee the order of meeting and comfort of the assembly.

Section 5. The Association or its Board of Directors shall not enter into any contract in the name of the Association except as recommended by the Board and approved by the general membership.

Section 6. The business and affairs of the Association shall be managed by its Board of Directors. The Directors shall in all cases act as a Board, and may adopt such rules and regulations for the conduct of meetings and management of the Association as they may deem proper.

Section 7. At any meeting of the Board of Directors, a simple majority shall constitute a quorum for the transaction of business.

Section 8. The Board of Directors shall meet at least four times a year.

Section 9. Any member of the Board of Directors may be removed for cause (ethics or lack of participation) by a majority vote of the members attending a general membership meeting of the Association.

Section 10. In the event that a vacancy occurs in the Board of Directors, such vacancy shall be filled by a majority vote of the general membership.

Section 11. No member of the Board of Directors shall receive any form of compensation from any source in connection with the discharge of his/her duty as an officer.

Section 12. A meeting of the Board of Directors may be called at any time by the following:

A. President

B. Majority of the Board of Directors.

Article VI - Meetings

Section 1. There shall be a minimum of four (4) meetings per year of the general membership of the Association. The election of the Board of Directors and Officers and the presentation of the bi-annual reports shall be held at a January meeting.

Section 2. A meeting of the general membership may be called at any time by any of the following:

- A. President
- B. Majority of the Board of Directors

Section 3. Notice of any meeting of the general membership or meeting of the Board of Directors shall be given in accordance with procedures established so as to assure reasonable and sufficient notice. Notice shall state the place, date and time of the meeting and the general purpose for which the meeting is held. Notice shall be given a minimum of three (3) calendar days prior to the meeting. Notice may be give via flyers, email, social media, postcards, or neighborhood newsletter.

Section 4. A majority of the active individual membership at any meeting of the general membership for which proper notice has been given shall constitute a quorum for the transaction of all business of this Association

Article VII – Subcommittees

Section 1. The President, with the approval of the Board of Directors, may create and appoint standing or temporary subcommittees with such authority and responsibilities as it deems necessary for the accomplishment of the purposes of the Association. Chairpersons of the standing subcommittees shall be members of the Board of Directors.

Article VIII – Parliamentary Authority

Section 1. The conduct of business of the West Garland Neighborhood Association shall be governed by the rules contained in the current edition of *Roberts Rules of Order Newly Revised*.

Section 2. The resolution of any internal dispute or grievance against the Association or its Board of Directors shall be the responsibility of the mediation committee composed of three persons elected from the general membership

Article IX – Amendments to Bylaws

The bylaws may be amended at any duly convened general membership meeting of the Association by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given at the general membership meeting immediately prior to the one at which the vote will be taken

Article X – Miscellaneous

The Association may monitor and act upon zoning and local community issues which affect the neighborhood association area. Any member, including officers, directors and committee chairmen, may, as an individual, support political candidates of their choosing. The association itself cannot endorse a candidate.

Article XI – Dissolution

This Association may be dissolved by the same procedure as that provided for amending the bylaws. All debts of the Association must be paid and provisions made for the responsible disposition of any assets.

These bylaws adopted this fifteenth day of February, 2007

Document Revision Log

<u>Date</u>	<u>Description</u>
4/16/2015	Amended Article II (Boundaries) to include areas west of Plano Rd.
4/16/2015	Deleted required office of Spanish Speaking Coordinator in Article V, Section 2.
7/27/2023	Amended Article II (Boundaries) to simply track Garland's District 6 boundaries
7/27/2023	Deleted required office of Youth Liaison and Parliamentarian in Article V, Section 2.
7/27/2023	Eliminated term-limits for elected officers in Article V, Section 3.
7/27/2023	Reduced notification time from seven days to three in Section VI, Section 3.
7/27/2023	Deleted requirement for permanent sub-committees in Article VII, Section 2.