

**BYLAWS OF**

**Wedgwood West Neighborhood Association**

**ARTICLE I - NAME:**

The official name of this organization shall be the Wedgwood West  
\_\_\_\_ Neighborhood Association (NA).

**ARTICLE II - BOUNDARIES:**

The boundaries of the Association are: From Intersection of Wrigley Way and Hulen St.,

Northwest: to Granbury Rd.; Northeast: to Wedgmont Cir. So.;  
\_\_\_\_ Southeast: To Wedgworth Rd.; South: to Wonder Dr.  
\_\_\_\_\_

West: to Whitman; Southwest: to Wrigley Way and back  
to Hulen St.

**ARTICLE III - OFFICE:**

The Association's principal office and address shall be:

Wedgwood West Neighborhood Association

% 6133 Walla Ave.

76133

The Executive Board may designate another location at its discretion.

**ARTICLE IV - PURPOSE:**

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

- Encouraging a sense of community and pride among Association members.
- Establishing a communication link with the City Council, City Manager's offices, Code Enforcement, Neighborhood Police Officers and other city departments.

**ARTICLE V - MEMBERSHIP:**

- **Regular Membership:** A member of Wedgwood West 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 Wedgwood West NA shall be any person, firm, or corporation operating a place of business within the Association's boundaries. Non-Residential property owners will be classified as a Business Member and shall have the privilege of the floor, but have no voting privileges and cannot hold office.

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**ARTICLE VI - DUES:**

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

- **Regular Membership** - \$ 25.00 yearly per household
- **Business Membership** - \$ 50.00 yearly per household

**ARTICLE VII - MEETINGS:**

- **Regular Meetings:** Membership meetings will be held on the 2nd Monday \_\_\_\_\_ of each quarter \_\_\_\_\_. 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 at least twenty-five (25) voting members 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, or emailed.
- **Quorum:** The members present at a meeting shall constitute a quorum.
- **Open Meetings:** All meetings are open to all members.

#### **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. These meetings shall be open to any members of the Association.

#### **ARTICLE IX – OFFICERS:**

- **Officers:** The officers of Wedgwood West NA shall be the President, Vice-President, Secretary and Treasurer.
- **Term:** Officers shall assume their duties in Spring Quarter March (month) and shall serve for 1 year(s) until their successors are duly elected. Officers shall not serve in the same office for more than 2 consecutive terms.
- **Eligibility:** Any member in good standing of Wedgwood West NA is eligible for election to office.
- **Elections:** Officers shall be elected at the Spring quarter March (month) meeting by a simple majority vote of members present.
- **Nominations:** At the January (month) meeting, the Executive Board shall appoint a nominating committee of at least three (3) members. The nominating committee shall present a slate of one or more nominations for each

office at the Spring quarter March (month) meeting. Nominations from the floor shall be heard at this time also.

➤ **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 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 Wedgwood West 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. 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 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 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 Wedgwood West 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 duties as requested by the President or Executive Board..

#### **ARTICLE XI – POLICIES:**

1. The \_\_Wedgwood West\_\_\_\_NA shall be non-commercial, nonpartisan and nonsectarian.
2. The name of the Association or names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the association.
3. The \_\_Wedgwood West\_\_NA shall not directly or indirectly endorse any political candidate or party.

#### **ARTICLE XII – 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 XIII – 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 XIV – DISSOLUTION:**

Wedgwood West \_\_\_\_\_ 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 corporation must be paid, satisfied, and discharged.

LIABILITY CLAUSE: No members, officers, or other persons associated with the Wedgwood West Neighborhood Association will in any way be held personally and/or professionally liable for their normal actions and/or duties directly or indirectly related to the above association.

ADOPTED by a majority vote of the membership at the meeting held on the 3rd day of March, 2008.

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President