

BYLAWS OF

Overton South Neighborhood Association

ARTICLE I - ORGANIZATION:

The official name of this organization shall be the Overton South Neighborhood Association (OSNA). Membership in this Association is strictly voluntary.

The boundaries of the Association are:

North : _____ Interstate 20 _____ South: _____ Intersection of Hulen and Granbury
East: _____ Granbury Road _____ West: _____ South Hulen Street _____

ARTICLE II - OBJECTIVES:

The objectives of the Overton South Neighborhood Association include providing an organized framework to promote, preserve, and enhance the quality of life and values in the Overton South_ neighborhood by the following and similar actions:

- Encouraging a sense of community and pride among Association members.
- Providing a forum for enhanced specialized education.
- Establishing a communication link with the City Council, City Manager's offices, Code Enforcement, Neighborhood Police Officers and other city departments.
- The Overton South NA shall be non-commercial, nonpartisan and nonsectarian.
- 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.
- The Overton South NA shall not directly or indirectly endorse any political candidate or party.

ARTICLE III - MEMBERSHIP:

Regular Membership: A member of Overton South NA shall be any person over the age of eighteen that resides or owns a residence within the Association boundaries. In order to vote, a member must be in good standing with the Association and be current on annual dues.

Business Membership: A business member of Overton South 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.

Associate Membership: An associate member of Overton South NA shall be any person, firm, or corporation who neither resides, owns property, nor operates a place of business within the Association's boundaries, but nevertheless, maintains an interest in the Association and its purposes. Associate members shall have the privilege of the floor, but have no voting privileges and cannot hold office.

ARTICLE IV – OFFICERS:

- **Officers:** The elected officers of Overton South NA shall be the President, Vice-President, Secretary and Treasurer.
- **Term:** Officers shall assume their duties on January 1st and shall serve for two (2) years or until their successors are duly elected and take office. Officers shall not serve in the same office for more than two (2) consecutive terms.
- **Eligibility:** Any Regular Member in good standing of Overton South NA is eligible for election to office.
- **Nominations:** At the September 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 December meeting. Nominations from the floor shall be heard at this time.
- **Elections:** Officers shall be elected at the December meeting by a simple majority vote of members present.
- **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 2 consecutive Board meetings shall constitute a vacancy of office.
- **Removal From Office:** At a special meeting of the Regular Members, duly called in accordance with Article VI of these Bylaws, any Officer may be removed from his/her position with just cause by a majority vote of the Members. 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. A successor may then and there be elected to fill the vacancy.

ARTICLE V – 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 spokesperson for the Overton South NA. The Executive Board may designate another member to serve in this capacity as necessary.
 - C. Sign with any other officer authorized by the Executive Board, all contracts, and other legal documents.
 - D. Appoint committee chairpersons, except the nominating committee, with approval of the Executive Board.

- **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. Serve as Chairman of the Membership Committee.
 - D. 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 members.
 - B. Maintain custody of all financial records of the Overton South 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, with the approval of the Executive Board shall sign all checks.
 - D. Submit a written financial report at each meeting and give a copy to the Secretary.
 - E. Serve as Chairman of the Finance Committee.
 - F. Prepare an Annual Budget for approval of the Executive Board and membership.
 - G. Perform such other duties as requested by the President or Executive Board

ARTICLE VI - MEETINGS:

- **Regular Meetings:** Membership meetings will be held each quarter (March, June, September and December).
- **Special Meetings:** Special meetings may be called by the President of the Association; or by a majority of the Officers elected or appointed to conduct the business of the Association. A notice, identifying the time and place of the meeting, shall be made available to each member of the Association at least seven (7) days before meetings are to be held. Such notice of meetings may be hand carried, telephoned, mailed, emailed, or posted on the official website of the Association.
- **Quorum:** Fifty members present at a duly scheduled membership meeting shall constitute a quorum.
- **Open Meetings:** Meetings are open to all members.

ARTICLE VII – EXECUTIVE BOARD:

- **Section 1:** The elected and appointed 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 necessary 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 VIII – STANDING COMMITTEES:

- The Chairmen of all Standing Committees, unless otherwise provided for in these Bylaws, shall be appointed by the President, to serve for one term of two (2) years with approval of the Executive Board and shall be eligible for reappointment..
- Each Committee Chairman shall select all Committee members, unless otherwise stated in the Bylaws.
- The Bylaws Committee shall consist of three (3) to five (5) members. The Committee shall keep the Bylaws up to date and shall present proposed Bylaws and Standing Rules changes to the Executive Committee and the membership.
- The Finance Committee shall consist of the Treasurer and at least two (2) Regular Members. This committee shall submit a budget of proposed expenditure for the coming year to the Executive Committee for approval. The committee will meet a minimum of two (2) times a year and will then report their findings and recommendations at all quarterly meetings, or at the request of the Executive Board. The Finance Committee shall meet at the discretion of the Treasurer.
- The Vice President, as Chairman of the Membership Committee shall select the committee members as provided in the Bylaws. The Committee shall be responsible for maintaining the lists of members in each group as shown in Article III.
- After this first election, the Nominating Committee will include the Chairman of the Nominating Committee as one of those positions to be filled by election along with the officer positions. The committee shall consider qualifications of potential nominees based on the requirements of each position, and shall report its recommendations to the Executive Board. If an officer is unable to serve (except for the President), the Nominating Committee shall submit a nominee to fill the unexpired term to the Executive Board.

ARTICLE IX – PARLIAMENTARY AUTHORITY:

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

ARTICLE X – AMENDMENTS:

Amendments to these Bylaws shall be made at any regular or special meeting by a two-thirds (2/3) vote of the Regular 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, unless another time is voted.

ARTICLE XI – HOLD HARMLESS:

The Overton South Neighborhood Association’s members, its officers and other members of the Board of Directors shall not be personally liable for the debts, liabilities, or obligations of the Association.

ARTICLE XII – DISSOLUTION:

Overton South NA may be dissolved with the majority vote of the membership or unanimous 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.

OSNA Bylaws are ADOPTED by vote of the membership at the meeting held on the **29th** day of **September, 2008**.

Stacey Welch

President

Sherry Ward

Secretary

STANDING RULES OF

Overton South Neighborhood Association

ARTICLE I – OFFICE ADDRESS:

The Association's principal office and address shall be:

4628 Barwick Drive
Fort Worth, Texas 76132

The Executive Board may designate another location at its discretion.

ARTICLE II - DUES:

The annual dues for the Association Memberships, payable on January 1 are set as follows:

- ***Regular Membership*** - \$25.00 yearly.
- ***Business Membership*** - \$75.00 yearly.
- ***Associate Membership*** - \$50.00 yearly.

Annual dues not paid by March 1, will result in termination of membership.

ARTICLE III – RETIRING FROM RESPONSIBILITIES:

Leaving Office: Upon leaving office, whether voluntarily or involuntarily, each officer or Committee Chairman shall deliver to his/her successor, all records, papers, and other property belonging to the Association.

ARTICLE IV - MEETING DAY:

Quarterly meetings currently are to be scheduled by the Executive Board each quarter (March, June, September and December). Meetings may be held more often as determined by the Executive Board.