



Bylaws Of the Oak Park Estates Neighborhood Association A Texas Non-Profit Association

ARTICLE I. NAME AND PURPOSE.

Section 1.01: NAME. The NAME of this organization shall be the Oak Park Estates Neighborhood Association, hereafter referred to as THE ASSOCIATION. It shall be a non-profit organization incorporated under the laws of the State of Texas.

Section 1.02: PURPOSE. The Bylaws shall govern the Association and its members and facilitate the fulfillment of the purposes provided in the Articles of Incorporation.

ARTICLE II. MEMBERSHIP.

Section 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of, or owner of property in, the Oak Park Estates addition or revisions is eligible for membership in the Association upon completion of an Application for Membership form. Upon full payment of the annual dues, a member becomes entitled to Association Voting Rights.

Oak Park Estates boundaries include:

- Section bounded by Kiest Blvd to north, W. Pentagon Pkwy to south, Navajo Dr to east and Rugged Dr to west
- Section bounded by Ebbtide Dr(addresses 1806 to 2101) to north, Rubens Dr to south, Rugged Dr to east and Ovid Dr(addresses 3607 to 3829) to west
- Section bounded by Five Mile Pkwy to north, Whitedove Dr(addresses 1608 to 1706) to south, Lost Creek Dr to east and west boundary stops in middle of Whitedove Dr at 1706, Windchime Dr at 1706, and Vatican Ln at 1708.

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary Membership in the Association, by a majority vote of the Membership at a regularly scheduled meeting. Honorary Membership entitles the person to a mailed copy of any neighborhood publication and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

Section 2.03: ANNUAL DUES. The amount required for annual dues shall be twenty-five dollars (\$25) per household each year, and fifteen dollars (\$15) per household each year for those persons over the age of sixty (60), unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. Full payment of the annual dues will entitle the Resident or Property Owner to full member privileges until the end of the subsequent calendar year and must be paid by the end of the current calendar year. Dues may, on occasion, be paid by donation of comparable products or services to the Association, by prior approval of the Officers of the Association. The membership year shall be from January 1 to December 31. Renewal of dues are accepted beginning in January. You will become a voting member when annual dues are paid.

Section 2.04: VOTING RIGHTS. The full payment of the annual dues will entitle each person at least eighteen years of age in the Member's (excluding Honorary Members) household to one vote apiece in all Association elections. Association members eligible to vote in Association elections will hereafter be referred to as VOTING MEMBERS.

Section 2.05: TERMINATION OF MEMBERSHIP. A member may be removed by a majority vote of the Voting Membership, when the Association officers present cause, and/or when the Member moves from the neighborhood (unless the individual is an Honorary member).

Section 2.06: RESIGNATION. Any member may resign by filing a written resignation with the Secretary of the Association.

ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following officers, all of whom, must be voting members of the Association.

- 1) President
- 2) Vice-President
- 3) Treasurer
- 4) Secretary

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote of the Voting Members, at the annual meeting of the full membership. Officers shall be nominated by a nominating committee and/or by nomination from the floor at the annual meeting.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms. The term of office shall commence at the beginning of the subsequent calendar year, and continue until the end of said calendar year.

Section 3.04: DUTIES. The duties of the Officers are as follows:

- 1) The PRESIDENT shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the Association.
- 2) The VICE-PRESIDENT shall assist the President as the President requests, and represent the Association on appropriate occasions. The Vice President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.
- 3) The TREASURER shall collect, safeguard, disburse and make quarterly reports of all funds collected in the name of the Association.
- 4) The SECRETARY shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required.
- 5) The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as assigned by the Association Membership.
- 6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the membership of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority vote of the Voting Members of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with these Bylaws of the Association.

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at any place the President or a majority of the members may from time to time select.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the President.

Section 4.03: ANNUAL MEETING. An annual meeting of the members shall be held in the month of October of each year, if possible. At such meeting, the Members shall elect the officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the members may be called by the President, by a majority of the Officers of the Association, or by five percent (5%) or more of the members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each Association meeting, stating the place, day and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

Section 4.06: QUORUM. The Members present at any properly announced meeting shall constitute a quorum at such meeting.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of the Voting Members present at the meetings.

Section 5.02: VOTING BY MAIL. Where Officers are to be elected by Voting Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all Voting Members may be desired, such election may be conducted by mail or by distributed ballot in such manner as the Officers of the Association shall determine advisable.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Chairpersons of Committees shall be appointed by the President.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds amounting to over one hundred dollars (\$100) per line item must be approved by majority vote of the Voting Membership present at any properly-announced meeting of the membership. Printing of the neighborhood newsletter, neighborhood informational notices and the neighborhood directory are exempted by this rule.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings.

ARTICLE VIII. AMENDMENTS.

Section 8.01. PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those Voting Members present at any regular meeting of the Members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE OF BYLAWS.

Section 9.01. VOTING. Acceptance of these Bylaws shall be by a two-thirds majority vote of those present at any regular meeting of the members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all members at least seven days prior to the meeting.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

Section 10.01. NON-COMPLIANCE PENALTIES. Noncompliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the membership of the Association. Under no circumstance will non-compliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.

