

## BYLAWS

### ROYAL RIDGE NEIGHBORHOOD ASSOCIATION

AUGUST 16, 1983  
(Revision 2, Sep 20, 2004)

#### ARTICLE I IDENTITY

- A. These Bylaws formally confirm the existence of the Royal Ridge Neighborhood Association since February 1983.
- B. The name of this organization shall be Royal Ridge Neighborhood Association.
- C. This organization will operate principally in the area of Royal Ridge, San Antonio, TX, and will coordinate its activities with neighboring communities, e.g., Starlight Terrace, Randolph Hills, City of Windcrest, and with like organizations in the Greater San Antonio area, including Neighborhood Associations and coalitions thereof.
- D. The principal office of this organization shall be at the address of the President.

#### ARTICLE II PURPOSES AND OBJECTIVES

- A. The purposes and objectives of this organization shall be-to- retain, preserve and/or improve the character of the neighborhood by any or all of the following means:
  - 1. By making residents aware of the benefits and advantages inherent to this area.
  - 2. By reminding residents of their right to self-determination.
  - 3. By appearing before agencies, commissions or councils of government at all levels to make known the collective opinion of the membership, including written communications.
  - 4. By collecting and disseminating information regarding any changes which may affect the quality and character of the neighborhood.
  - 5. By sharing in the responsibility and burden of maintaining an effective organization.
- B. This organization shall be nonsectarian, nonpartisan, non-profit, and is open to active participation by all members of legal age regardless of race, sex and national origin.
- C. The official spokesmen authorized to publicly represent this organization shall be limited to those individuals who hold an elective position or are appointed by special assignment to speak for the organization.

#### ARTICLE III MEMBERSHIP

- A. Voting membership shall be available to persons of legal age owning property or residing in Royal Ridge, Crown Ridge, Pulte Homes and Inwood Place except that there shall be no more

than two votes per residence household.

- B. Non-voting membership shall be available to persons or entities who have manifested a sympathetic view of the purposes of the organization and are desirous of furthering its stated goals. Citizens of neighboring residential areas are encouraged to become associate members.

#### ARTICLE IV ORGANIZATION

- A. The principal Officers shall be a President, Vice President, Secretary and Treasurer.
- B. The principal committees shall be Vigilance, Communications, Zoning-Planning, Legal, and Research.
- C. The term of office shall be two years. All Officers or Committee Chairpersons shall be eligible for re-election or re-appointment on expiration of their elected or appointed terms.
- D. All Officers and Committee Chairpersons shall assume their respective responsibilities at the adjournment of the meeting during which they were elected or appointed. Officers may be removed from office by a two-thirds vote of the members attending any general membership meeting or any meeting specifically called for this purpose.
- E. The governing body of this association shall be called Board of Directors and shall be composed of the four elected Officers, and, as ex-officio members, the immediate past President, and one representative from each of the area neighborhood groups, i.e., Royal Ridge I, Royal Ridge II, Patio Homes I, Patio Homes II, Garden Homes I, Garden Homes II, Crown Ridge, Pulte Homes and Inwood Place.
- F. Officers may be removed from office by a two-thirds vote of the general members attending a meeting called for that purpose or where removal is a specific agenda item announced in advance of a general membership meeting. Committee Chairpersons may be removed from their position on a simple majority vote of the Board members present at a meeting considering their removal.

#### ARTICLE V NOMINATIONS AND ELECTIONS

- A. The acting Officers and other Directors shall conduct the affairs of the association until an elected leadership becomes available in accordance with this Article.
- B. Officers shall be elected during the annual general membership meeting normally held in late summer or early fall. A simple majority vote by members present at the meeting shall constitute election to office. The President shall appoint Committee Chairpersons.
- C. A Nominating Committee shall be composed of three members who shall have held an elective office, and who shall have been appointed by a majority vote of the Board to this Committee. The Nominating Committee shall prepare a slate which will be announced to the membership prior to the annual meeting. Nominations from the floor shall be permitted at the annual meeting.
- D. Vacancies in an elected office shall be filled by a simple majority of the Board at the meeting next following the determination of said vacancy.

E. There shall be no vote by proxy.

ARTICLE VI  
DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

- A. The President shall be the principal Officer and shall preside at all Board and membership meetings.
- B. The Vice-President shall be prepared to substitute in the absence of the President, and for this reason is entitled to receive such information and Committee reports as will enable this person to effectively discharge the essential responsibilities of the office.
- C. The Secretary shall maintain an accurate record of the proceedings of the organization as well as the minutes of Board meetings.
- D. The Treasurer shall keep an accurate account of contributions received, disbursements made and financial obligations incurred by the organization. A financial report shall be presented at the annual meeting and at other times as may be required.
- E. The Vigilance Committee Chairperson shall be charged with the responsibility of staying alert to all significant changes which may occur within the area or changes which may occur outside the area but which may have an effect on it.
- F. The Communications Committee Chairperson shall collect and disseminate pertinent information to the Board, as well as to the membership by whatever means are considered feasible.
- G. The Chairperson of the Zoning-Planning Committee shall establish and coordinate the activities of several sub-committees which shall specialize in areas such as zoning, drainage, city services, traffic, etc., and will maintain official written contact with officials of the zoning and planning staffs of the City of San Antonio.
- H. The Legal Committee Chairperson shall have the responsibility of guiding the Board in its deliberations.
- I. The Research Committee Chairperson is responsible for search in public records, and elsewhere as appropriate.
- J. Each elected Officer and Committee Chairperson shall deliver to his successor within fifteen calendar days after retiring from office, all records, books, documents, papers and other property belonging to the organization.

ARTICLE VII  
DUTIES OF THE BOARD OF DIRECTORS

- A. The Board shall meet as necessary to fulfill its responsibilities.
- B. A quorum shall consist of a simple majority of the Board.

- C. The Board shall direct and supervise the affairs of the organization.
- D. The Officers shall be empowered to transact any business in the interim between Board meetings, subject to ratification by a majority of the Board. Expenditure or obligation of funds by any member of the Board shall be limited to \$100.00; greater amounts must be approved by a majority of the Board.
- G. The Board shall make a summary report of action taken and business transacted at each successive membership meeting.

ARTICLE VIII  
MEETINGS

- A. Meetings of the Board shall be called by the President, or by any two other Board members.
- B. Committee meetings shall be called at the convenience of the Committee members or by special request of the Board or President.
- C. General membership meetings shall be called at least annually by either direct notice to each member or by public notice in an appropriate manner, at the discretion of the Board.

ARTICLE IX  
RULES OF ORDER

“Roberts’ Rules of Order” shall be the parliamentary authority for all matters of procedure not covered specifically by these by-laws. The immediate past President shall function as Parliamentarian.

ARTICLE X  
AMENDMENTS

Amendments of these by-laws may be adopted by a two-thirds majority vote of the members present at the annual meeting, or any special meeting, providing that notice thereof shall have been submitted in writing to the Board one month prior to the date of said meeting.

ARTICLE XI  
DISSOLUTION

In the event of dissolution of this organization, same shall be implemented in accordance with the requirements and provisions of the governing statutes of the State of Texas.