

CORONADO HILLS/CREEKSIDE NEIGHBORHOOD ASSOCIATION BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Coronado Hills/Creekside Neighborhood Association, a non-profit organization, hereinafter referred to as the CH/CNA.

ARTICLE II – PURPOSE

The purpose of the CH/CNA is to seek to improve the quality of life in the neighborhood in matters such as land use, environmental protection, public services, consumer protection, safety of the residents, maintenance of or increase in property values, and other matters of neighborhood concern.

ARTICLE III – OBJECTIVES

The objectives of the CH/CNA are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish ad hoc committees to investigate and make recommendations to the CH/CNA on all matters of neighborhood concern.

ARTICLE IV – MEMBERSHIP

Membership in the CH/CNA shall be open to all residents of the neighborhood as defined by Highway 183 on the north, Highway 290 East on the south, and Cameron Road on the west, as well as absentee property owners of the neighborhood, and they shall have full voting rights. Other persons who wish to attend the CH/CNA meetings shall be considered Associate Members and may participate in debate but may not hold office or have voting rights.

ARTICLE V – VOTING

SECTION 1.

Members of the CH/CNA present at any meeting shall be entitled to one vote per person on each matter submitted to a vote of the membership.

SECTION 2.

A quorum of ten members shall be necessary for the transaction of the CH/CNA business.

SECTION 3.

An affirmative vote of more than fifty percent of the members constituting a quorum shall be binding on the CH/CNA unless otherwise specified in the by-laws.

ARTICLE VI – OFFICERS

SECTION 1.

The officers of the CH/CNA shall be elected from the actively participating members and shall be comprised of a President, Vice President, Secretary, and Treasurer. These four elected officers, the Editor-In-Chief of the newsletter, plus committee chairpersons shall comprise the Board of Directors, hereinafter referred to as the Board. The past President shall be an ex-officio member of the Board.

SECTION 2.

Officers shall be nominated for two-year terms at the September regular meeting. Elections shall be by show of hand at the October regular meeting. Officers-elect shall be installed at the November regular meeting and take office in January.

SECTION 3.

Nominations of officers shall be the responsibility of the Board and a nominating committee appointed by the Board. Nominations may also be made from the floor at the September regular meeting.

SECTION 4. Duties of Officers

The President shall preside at all meetings of the Board and the CH/CNA and shall be an ex-officio member of all committees, and shall be the co-signer on the account of the CH/CNA bank account signature authorization card.

The Vice President shall fulfill the duties of the President in the President's absence, shall be chairperson of the Program Committee, shall serve as historian and parliamentarian of the CH/CNA.

The Secretary shall be responsible for keeping an accurate and current minutes/records of all executive board, general and special meetings of CH/CNA and shall perform other duties incidental to the office.

The Treasurer shall be responsible for the CH/CNA monies, shall keep an accurate record of receipts and expenditures, shall sign all checks drawn on the CH/CNA account, shall deposit all revenues in a bank designated by the Board, shall disburse the same only upon order of the Board, shall present bank statements to the Board at its regular meetings, and give a financial report at the CH/CNA regularly scheduled meetings.

SECTION 5. Removal from Office

Any officer may be removed from office for cause at any meeting by a two-thirds vote of the membership present providing that notice has been furnished to the Board at least two weeks prior to said meeting.

SECTION 6. Replacement of Officers

When necessary, vacant offices may be filled at any meeting by the Board for the unexpired portion of the term or as directed in Robert's Rules of Order.

SECTION 7. Resignations

Elected officers must give two weeks written notice before a resignation can become effective.

ARTICLE VII – MEETINGS AND ORGANIZATION

SECTION 1.

Meetings of the general membership of the CH/CNA shall be held once a month except for June, July, August, and December.

SECTION 2.

Special meetings may be called by the Board.

SECTION 3.

The privilege of holding office, introducing motions and voting shall be limited to members of the CH/CNA.

SECTION 4.

The fiscal year of the CH/CNA shall be from January first through December thirty-first.

ARTICLE VIII – COMMITTEES

SECTION 1.

The Board shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the CH/CNA and shall appoint all committees and approve the work of such committees.

SECTION 2.

The President and at least 3 board members may create and dissolve standing/other committees as necessary to meet the needs of the Association. Committees may include the following four:

1. The Neighborhood Safety Committee which shall oversee issues regarding neighborhood safety and give reports and recommendation to the Board and membership at regularly scheduled meetings.
2. The Neighborhood Integrity Committee which shall oversee issues regarding neighborhood integrity, insure compliance with applicable deed restrictions and applicable city/county codes and give reports of actions, updates and recommendations to the Board and membership at regularly scheduled meetings.
3. The Neighborhood Activities Committee which shall oversee issues regarding neighborhood activities and give reports and recommendations to the Board and membership at regularly scheduled meetings.
4. The Neighborhood Newsletter Committee which shall oversee the scheduling, printing, packaging, recruiting of volunteers, and distributing of the newsletter.

ARTICLE IX – APPOINTED POSITIONS

The President shall appoint a Newsletter Editor and a delegate to the Austin Neighborhood Council whose duties are as follows:

The Newsletter Editor shall be responsible for communication within the CH/CNA and shall give notice of all regular meetings to the residents. This notice shall take the form of a newsletter, the content of which shall be consistent with the purposes of the CH/CNA as set out in Article II.

The Austin Neighborhoods Council Delegate shall be responsible for attending all meetings of the Council and shall provide a written report, of issues relevant to the CH/CNA that were addressed at the meetings, to the Board and shall provide a verbal report of relevant issues to the CH/CNA membership at regularly scheduled meetings.

ARTIVCLE X – EXPENDITURE OF MONIES

The monies of the CH/CNA shall be expended only on business matters of the CH/CNA upon approval of the Board. The Board, at its discretion, may approve an annual expenditure not to exceed \$100 on CH/CNA membership projects that encourages residents to participate in neighborhood programs.

ARTICLE XI – PARLIAMENTARY AUTHORITY

When not inconsistent with these by-laws, Robert's Rules of Order shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a majority vote.

ARTICLE XII – PROHIBITIONS

SECTION 1.

The Association shall not endorse any candidates for political office nor shall discussions extend to matters outside the purpose of the Association as set out in Article II.

SECTION 2.

The identity of Association members shall be confidential and may not be released without permission of the members concerned.

SECTION 3.

Any and all personal data of Association members, secured for purposes of transmitting CH/CNA information through the use of electronic technology (e-mail, web sites or any future electronic media or other means) or the US Postal service, may not be shared or released without permission of members concerned, except to contractors and others doing business for the Association and who agree to a confidentiality agreement, prior to release of any resident information.

ARTICLE XIII – SPECIAL PROVISIONS

SECTION 1.

These by-laws shall become effective upon approval of two-thirds of the members present at a regularly scheduled meeting.

ARTICLE XIV – AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting, by a two-thirds vote of the members constituting a quorum, provided that the amendment(s) has initially been submitted to the Board in writing and then in writing to the membership at the monthly meeting prior to voting.

ARTICLE XV – GOVERNING COUNCIL

SECTION 1.

In the event the offices of President and Vice President become vacant, or an election does not yield candidates for the offices, and if the membership chooses not to dissolve the CH/CNA, as specified in Article XVI, the CH/CNA may continue to function through a Council. The Council will be composed of ex-officers of the CH/CNA.

SECTION 2.

Meetings will be on an as needed basis and will always be open to residents and property owners of the CH/CNA area. Periodically, a general meeting will be held and the place and time will be communicated neighborhood-wide and to others involved in working with the neighborhood, such as the APD District Representative.

ARTICLE XVI – DISSOLUTION

Upon the dissolution of the CH/CNA, as voted on by the Board and written notification provided the members, no member shall have any right to nor shall receive any assets of the CH/CNA. The assets of the CH/CNA are permanently dedicated to a tax-exempt purpose. In the event of dissolution, the CH/CNA's assets, after payment of debts, will be distributed to an organization which itself is tax-exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

These By-Laws were revised and adopted by the members at the regular meeting held on October 15, 2013.