

Bylaws of the
Addison Circle Neighborhood Association

ARTICLE I - NAME:

The official name of this organization shall be Addison Circle Neighborhood Association, an unincorporated non-profit organization, hereafter referred to as The Association.

ARTICLE II - BOUNDARIES:

The boundaries of The Association are:

North: Airport Parkway, South: Arapaho Road, East: Dallas Parkway, West: Addison Road

ARTICLE III - PURPOSE:

The purpose of The Association is to provide an organized framework to promote, preserve, and enhance the quality of life in the Addison Circle neighborhood by:

- Advancing the common interests of the neighborhood in which its members reside, to disseminate information of interest to those residents, and to promote a spirit of community among its members.
- Establishing a unified voice to maintain a communication link with the Town of Addison government.
- Creating community between the businesses and the residents of Addison Circle to keep our neighborhood prosperous.

ARTICLE IV – MEMBERSHIP:

Individual Membership: An individual membership is exclusively for one person in a household over the age of 18. Only that member of the household may vote.

Household Membership: A household membership is for a residence in which more than one voting member resides and each member of the household over 18 will have voting rights.

For individual and household membership proof of residence will need to be confirmed by a drivers license/TX ID or by a current utility bill. In order to vote, a member must be in good standing with the Association and be current on annual dues.

Business Membership: Businesses residing in The Association boundaries may become members. Members will be granted one vote to be made by a designated individual. This individual is to be designated on the membership form at the time of joining the association and may only be changed by the main contact on the membership form.

ARTICLE V - DUES:

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

Individual Membership: \$15.00 annually

Household Membership: \$25.00 annually

Business Membership: \$25.00 annually

ARTICLE VI - MEETINGS:

Regular Meetings: Membership meetings will be held on the first Tuesday of each month. 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 20 members of the Association.

Notice of Meetings: Reasonable notice of meetings with clearly stated meeting times and locations shall be provided to households. For purposes of this section, "reasonable notice" shall be 7 days or more, and may be by visible flyers, emails, newsletters and web site posting. "Reasonable notice" may also include the establishment of a regularly scheduled meeting.

Quorum: The members present at a meeting shall constitute a quorum.

Open Meetings: All meetings are open to all members.

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

Absentee Voting: Any active member may submit an absentee vote to a Board Member before the meeting.

ARTICLE VII - EXECUTIVE BOARD:

The elected offices shall constitute the Executive Board of the Association. 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. 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 - OFFICERS:

Officers: The officers of The Association shall be the President, Vice President, Secretary, and Treasurer.

Term: Officers shall assume their duties in January and shall serve for one year until their successors are duly elected. Officers shall not serve in the same office for more than three consecutive terms. The officer must have one year off from their position before running for the same position.

Eligibility: Any individual or household member of The Association in good standing is eligible for election to office. Business members are not eligible for the Executive Board.

Elections: Officers shall be elected at the November meeting by a simple majority vote of members present.

Nominations: At the August meeting, the Executive Board shall appoint a nominating committee of at least (3) members. Members of the nominating committee may not run for office. The nominating committee shall present a slate of one or more nominations for each office at the October 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 two 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, duty 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 IX - 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 Association. 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.
- F. 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. Conduct the correspondence of the Association.
- D. 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 Association 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.

Directors at Large: The Directors at Large shall:

A. Serve as chairs of standing committees as appointed by the President.

B. Perform such other duties as requested by the President or Executive Board.

ARTICLE X - COMMITTEES:

The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President.

ARTICLE XI -POLICIES:

1. The Association 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 Association 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 or submit their absentee ballot to a Board Member, provided that notice of such meeting contains the proposed amendment(s). Such amendments shall be effective as of the date of enactment.

ARTICLE XIV-DISSOLUTION:

The Association 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. Once all liabilities and obligations have been met, remainder of monies will be donated to a charity chosen by The Association Executive Board with a majority vote of all members present. Donation will be made in the name of The Association.

ADOPTED by a majority vote of the membership at the meeting held on the 8 day of January, 2008.

President