

BYLAWS OF
FALCON RIDGE LEGACY
NEIGHBORHOOD ASSOCIATION

ARTICLE I - NAME:

The official name of this organization shall be the **FALCON RIDGE LEGACY Neighborhood Association (FRL-NA).**

ARTICLE II - BOUNDARIES:

The Boundaries of the Association are:

North: High Eagle Trail/Sparrow Hawk

South: White Settlement Road

East: Chickadee/North Elementary School/ Legacy Dr.

West: Subdivision Boundary

ARTICLE III - OFFICE:

The Association's principal office and address shall be:

**Falcon Ridge Legacy Neighborhood Association [FRL-NA]
C/o Ms. Peggy Wilson
10132 Mont Pheasant Road
Fort Worth, TX 76108**

The Executive Board may designate another location at its discretion.

ARTICLE IV - PURPOSE:

The purpose of the FALCON RIDGE LEGACY [FRL] Neighborhood Association is to be a Voluntary Association that can provide an organized framework to promote, preserve, and enhance the quality of life and values in the FALCON RIDGE LEGACY neighborhood by:

- Encouraging a sense of community and pride among Association members.
- Establishing a communication link with the City Council, City Manager's offices, Code Enforcement, Neighborhood Police Officers, other city departments, and any other business entities.

ARTICLE V - MEMBERSHIP:

- **Regular Membership:** A member of FALCON RIDGE LEGACY - NA shall be any person over the age of eighteen that resides within the Association boundaries. In order to vote, a member must be present at an association meeting. Each household has one (1) vote. (Annual dues are optional)
- **Business Membership:** A business member of FALCON RIDGE LEGACY - 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 FALCON RIDGE LEGACY - 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 VI - DUES:

The volunteer dues for the Association will be set as follows:

- **Regular dues** - \$ 25.00 yearly per household
- **Business Membership** - \$ 15.00 yearly per household
- **Associate Membership** - \$ 10.00 yearly per household

ARTICLE VII - MEETINGS:

- **Regular Meetings:** Association meetings will be held on the second Thursday 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 twenty-five (25) members of the Association.
- **Notice of Meetings:** A notice, identifying the time and place of the meeting, shall be provided to each member of the Association as early as 14 days and up to 24 hours

before meetings are to be held. Such notice of meetings may be a phone call, hand carried, mailed, emailed or lawn signs.

- **Quorum:** The attendance of two executive officers and any number of members present at a meeting shall constitute a quorum.
- **Open Meetings:** All meetings are open to all members.

ARTICLE VIII – EXECUTIVE BOARD:

- **Section 1:** The elected 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 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.
- **Section 4:** The Executive Board members must be in good standing with the Association, have a current membership card, and be current on annual dues.

ARTICLE IX – OFFICERS:

- **Officers:** The officers of FALCON RIDGE LEGACY -NA shall be the President, Vice-President, Secretary, Treasurer and Sergeant of Arms.
- **Term:** Officers shall assume their duties as of the beginning and duration of the Association until they resign or removal of office.
- **Eligibility:** Any member that has paid their dues is eligible for election to office.
- **Elections:** Officers shall be elected at any Monthly meeting by a simple majority vote of members present.
- **Nominations:** Nominations will be taken from the floor and shall be heard at the Monthly meeting.
- **Vacancies:**
 - A. In the event the President is retiring or removed from office, the Vice-President shall become the President until the next monthly meeting or a special meeting is called to appoint or elect by a simple majority vote.
 - B. For other vacancies in offices other than the President, the Executive Board shall appoint a member to fill the office with a simple majority vote.
 - C. Unexcused absences as determined by the Executive Board from Three (3) 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, duly 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. Upon removal from office, the officer shall deliver to his/her successor, all records, papers, and other property belonging to the Association.

ARTICLE X – 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 FALCON RIDGE LEGACY- NA. 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. Two Executive Officers' signatures are required on all legal documents.
 - D. Appoint committee chairpersons with approval of the Executive Board.
 - E. The President 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. 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 paid members.

- B. Maintain custody of all financial records of the FALCON RIDGE LEGACY-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 and/or purchase order request form. Sign with any other officer authorized by the Executive Board. Two members of the Executive Board must sign all checks.
- D. Submit a written financial report at each meeting and give a copy to the Secretary to be recorded.
- E. Perform such other duties as requested by the President or Executive Board.

➤ ***Sergeant of Arms:*** The Sergeant of Arms shall:

- A. Provide order of Falcon Ridge Legacy Neighborhood Association meetings or any special meetings called by the Executive Board.
- B. Perform such other duties as requested by the President or Executive Board

ARTICLE XI – POLICIES:

1. The FALCON RIDGE LEGACY- NA shall be non-commercial, nonpartisan, nonsectarian, and voluntary.
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 FALCON RIDGE LEGACY- NA 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 the FALCON RIDGE LEGACY GROUND RULES and/or the 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 and provided that notice of such meeting contains the proposed amendments(s). Such amendments shall be effective as of the date of enactment.

ARTICLE XIV – DISSOLUTION:

FALCON RIDGE LEGACY- NA 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.

ADOPTED by a majority vote of the membership at the meeting held on

The _____ day of _____, 20_____.

PRINTED NAME OF PRESIDENT

PRINTED NAME OF VICE PRESIDENT

SIGNATURE OF PRESIDENT

SIGNATURE OF VICE PRESIDENT