

LACKLAND TERRACE NEIGHBORHOOD ASSOCIATION

**Post Office Box 760805
San Antonio, Texas 78245-0805**

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Lackland Terrace Neighborhood Association (also referred to as "LTNA" or "the Association"). It involves the neighborhood of Lackland Terrace (also referred to as "LT").

ARTICLE II - ADDRESS

The official address of the Lackland Terrace Neighborhood Association is:

Lackland Terrace Neighborhood Association
Post Office Box 760805
San Antonio, Texas 78245-0805

The Association's elected officers (hereafter referred to as "The Officers"), may change the address at its discretion.

ARTICLE III - BOUNDARIES

The LTNA has the following defined boundaries:

North - Marbach Road, South Side
South - Highway 90, North Side
East - SW Military Drive, West Side
West - Loop 410 West, East Side

ARTICLE IV - PURPOSE AND OBJECTIVES

The purpose of LTNA is to protect, develop, and preserve the area known as the Lackland Terrace Neighborhood. The Association shall be primarily organized to serve and promote the common good and general welfare of the residents, schools, business community, and churches within Lackland Terrace, thus promoting the common good and general welfare of the people of San Antonio and Bexar County as defined in section 501c(4) of the Internal Revenue Code. Its specific goals are as follows:

1. Provide a forum to address community concerns.
2. Promote a spirit of cooperation among residents.
3. Promote and elevate the image of our neighborhood.

4. Identify and advise on the availability of programs and funding designed to benefit and improve the LT neighborhood.
5. Extend opportunities to residents, landowners, and anyone conducting business in the area to join together for the welfare and improvement of the LT community.
6. Maintain a direct line of communication with City Council District 4 and District 6 staff, school district boards, and county and state government officials.
7. Provide an effective, unified voice to address issues and concerns that affect LT.

ARTICLE V - POLICIES

- Section 1. This Association shall be non-partisan, nonprofit, and nonsectarian, and will seek active participation of all persons regardless of race, age, sex, or national origin.
- Section 2. LTNA may take positions on neighborhood issues upon approval by a majority vote of the members in attendance at meetings where such issues are addressed.
- Section 3. The Association will not officially support candidates of public office.
- Section 4. Approved actions of support will be carried out by the President.
- Section 5. No funds of the Association shall be used for the benefit of any individual unless approved by a majority vote of members in attendance at meetings where such issues are proposed.
- Section 6. Funds of the Association shall be disbursed for expenses listed in LTNA's approved annual budget.
- Section 7. Funds of the Association shall be disbursed for expenses not listed in LTNA's approved annual budget only upon approval by a majority vote of members in attendance at meetings where such issues are proposed.
- Section 8. All monies rendered by LTNA must be disbursed by check.
- Section 9. Two officers will be listed on all LTNA accounts at the designated financial institution. The following are eligible: Treasurer and President or Vice-President if serving as Acting President (ref. Article IX, Section 7).
- Section 10. All fiduciary transactions must be transacted through a legal financial institution chosen by the Officers.
- Section 11. Any member in good standing, having dues paid for the current year, is eligible for election or appointment to any office or committee.

ARTICLE VI - MEMBERSHIP

Any person, firm, or corporation described below may become a member of LTNA upon payment of annual dues. Dues are payable on January 1st of each calendar year. There will be three membership categories: Individual, Associate, and Business.

- Section 1. An Individual member shall be a dues-paying person, 18 years of age or older, residing or owning property within the LT boundaries.

- Section 2. A Business member shall be any dues-paying business or organization operating within the LT boundaries. Upon being accepted into membership, a business entity must file, with the LTNA Secretary, the name and address of its representative who shall be entitled to cast the single organizational vote at business meetings.
- Section 3. An Associate member shall be any dues-paying person who maintains an interest in LTNA and its purposes but does not reside or own property within the LT boundaries. An associate member shall have the privileges of a regular member but cannot vote or hold office.

ARTICLE VII - DUES

- Section 1. Membership dues will be as follows:

Individual	Associate	Business
\$5 per year	\$5 per year	\$20 per year

- Section 2. Payment of dues shall constitute voting rights in the Association for individual and business members, but not for associate members.

ARTICLE VIII - SOURCES OF REVENUE

- Section 1. The Association shall have a fiscal year beginning on January 1st and ending on December 31st of each year.
- Section 2. Dues are payable on January 1st of each calendar year and will not be prorated. Any rate changes must be submitted as proposed amendments to the By-Laws by the Officers and approved by a majority vote of members present at an announced business meeting.
- Section 3. The Association may engage in any fund-raising activity related to its purposes.
- Section 4. The Officers may accept any contribution, gift, bequest, or device designated for the benefit of the Association.

ARTICLE IX - OFFICERS

- Section 1. The Officers shall be a President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.
- Section 2. The term of office shall be two years or until a successor is duly elected.
- Section 3. Officers shall assume their duties on January 1st following their election.
- Section 4. No officer shall obligate, commit, or contract LTNA funds without specific approval by a majority vote of members in attendance at meetings where such issues are proposed.
- Section 5. No officer shall obligate, commit, or contract the LTNA to any action, endeavor, or cause without specific approval by a majority vote of members in attendance

at meetings where such issues are proposed.

Section 6. In the event that the President vacates his/her position before the expiration of that officer's term, the Vice-President will preside in his/her place and become the Acting President. The Acting President shall immediately enter upon his/her duties and shall hold office until the expiration of the former President's original term of office or until a new President is elected in a special election, whichever is approved by a majority vote of members in attendance at meetings where such issues are proposed.

Section 7. If any other office becomes vacant, the President shall, at the earliest possible date thereafter, order a special election to fill such office. The elected officer shall immediately enter upon his/her duties and shall hold office until the expiration of the former officer's original term.

ARTICLE X - NOMINATIONS/ELECTIONS

Section 1. In the year that any officer's term will expire, members attending the August meeting or the first meeting after any summer break will appoint three members to a nomination committee. This committee will identify potential candidates from the general membership, verify their willingness to fill the officer position, and present a final list of candidates at the September meeting.

Section 2. Officers will be elected by a majority vote of members attending the October meeting.

Section 3. If more than one candidate is nominated for office, voting shall be by ballot for those offices and three members will be selected to verify the vote.

Section 4. No member shall hold office for more than two consecutive terms.

ARTICLE XI - DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of the Association and shall:

- a. Preside at all meetings of the Association.
- b. Issue a notice of meetings to members and other interested parties and provide the Officers with an agenda prior to each meeting.
- c. Authenticate all official documents of the Association.
- d. See that the regulations of the Association are enforced.
- e. Coordinate the work of the Officers and committees of the Association.
- f. Carry out or delegate assignments and instructions given to him/her upon approval by a majority vote of members in attendance at meetings where such issues are proposed.
- g. Present information supporting the purpose and objectives of LTNA to members and associates and other interested parties.
- h. Appoint a membership chairperson and any other chairpersons of special and standing committees subject to availability and approval by a majority vote of members in attendance at meetings where such issues are

addressed.

- i. Preserve and file all records and letters of value to the Association.
- j. Perform other duties which customarily pertain to the office of the President.

Section 2. The Vice-President shall:

- a. Aid the President in the performance of his/her duties as needed.
- b. Perform the duties of the President in his/her absence.
- c. Become President during any portion of the unexpired term should the President no longer be able to serve.

Section 3. The Secretary shall:

- a. Keep a record of all proceedings of each meeting.
- b. Present and seek approval of minutes from the members attending the meeting following their transcription.
- c. Conduct the correspondence of the Association.

Section 4. The Treasurer shall:

- a. Collect all dues and fees and handle all funds of the Association.
- b. Collect and maintain monthly statements from the Association's financial institution.
- c. Keep an itemized record of all income and expenses, prepare a monthly financial report of all transactions and account balances, and present the financial report to members at each monthly meeting.
- d. Make disbursements only after approval by a majority vote of members attending the meeting in which the request is presented.
- e. File all required forms annually with the Internal Revenue Service and Texas State Comptroller's Office if or as required.
- f. Present all financial reports, financial institution statements, receipts, invoices, check registers and any other pertinent documentation to the auditing committee when requested.
- g. Maintain a list of members and businesses and their contact information who are current in their dues and notify the newsletter editor as needed for purposes of distribution.
- h. Prepare and submit a budget for approval by majority vote of members attending the January meeting if there is no Budget and Finance committee

Section 5. The Parliamentarian shall:

- a. Advise on matters of parliamentary procedures when requested.
- b. Provide an interpretation of the Association By-Laws as needed.
- c. Keep and maintain a copy of Robert's Rules of Order, Newly Revised.

Section 6. The Historian shall:

- a. Compile a historical record of all events, activities, and other pertinent information of the Association and present as LTNA history to members attending the January meeting.
- b. Seek approval of the historical report for the previous 12 months by majority vote of members attending the January meeting.

Section 7. All officers shall:

- a. Perform the duties outlined in the current By-Laws and Amendments, if any,

and those assigned upon approval by a majority vote of members in attendance at meetings where such issues are proposed.

ARTICLE XII - STANDING COMMITTEES

Section 1. Standing Committees

a. Publicity and Membership

- (1) Advertises LTNA and benefits of membership through various means of communication.
- (2) Notifies members, businesses, potential members, and other interested parties of meetings through various means of communication.

b. Budget and Finance

- (1) Prepares a budget based on historical expenditures and submits budget for approval by a majority vote of members in attendance at the January meeting.
- (2) Promotes and develops methods for raising funds for the Association with approval by a majority vote of members in attendance at the meetings where such issues are proposed.

c. Program Coordination

- (1) Solicits requests from members on suggested topics and guest speakers for the program portion of monthly Association meetings.
- (2) Solicits guest speakers and coordinates and confirms appearances for monthly Association meetings with speakers and the President.

d. Newsletter

- (1) Produces periodic newsletters with information of interest to LTNA members.
- (2) Distributes newsletters to members and City and State district staff representatives by email and makes copies for hand-delivery to members without email through the Area Vice Presidents.
- (3) Maintains distribution list of current members and their addresses by street and area based on input from the Treasurer.
- (4) Maintains list of Area Vice Presidents (VP) and fills vacant positions as needed when possible.

e. Area Vice President

- (1) There shall be five Area Vice Presidents (VP), each in charge of one of five areas within LT, designated as Area I, II, III, IV, and V.
 - (a) Informs the newsletter committee on issues regarding publication distribution and other feedback pertinent to the newsletter.
 - (b) Serves as liaison between their area's Street Captains and the general membership, the San Antonio Police Department (SAPD), Code Enforcement (CE) officers assigned to LT, and the Cellular-on-Patrol (COP) chairperson on any issues arising within or affecting their area.
 - (c) Maintains a list of Street Captains, announces vacancies to the

general membership and fills vacant positions when possible.

f. Street Captain

- (1) Distributes flyers and/or newsletters announcing meetings to members and, when possible, to potential members on their street.
- (2) Reports to the appropriate City agency, utility, or entity of any problems or needs on their street and informs the Area VP and, as needed, the appropriate Association Chairperson on such issues.
- (3) Reports code compliance violations on their street to the CE officer officer assigned to their area and notifies the Code Compliance Chairperson (CCC) or, if none, then the Area VP, if such violations are not resolved within 30 days.
- (4) Informs the Publicity Chairperson of any newcomers to their street, promotes LTNA to newcomers, and invites them to meetings and/or to join LTNA.

g. Cellular on Patrol (COP)

- (1) Coordinates all activities with SAPD.
- (2) Informs members of actions and findings at LTNA monthly meetings.
- (3) Attends the San Antonio Police Department's COP refresher training.
- (4) Solicits participants from among LTNA members.

h. Code Compliance

- (1) Monitors code compliance violations reported by Street Captains and/or Area VPs that are not resolved in 30 days and obtains updates on their status from the appropriate Code Enforcement Officers assigned to LT.
- (2) Informs LTNA Officers and the membership of pertinent developments.

i. Hospitality

- (1) Obtains and serves refreshments at monthly meetings.
- (2) Develops plans for gatherings to promote socializing in the community.

ARTICLE XIII - MEETINGS

Section 1. Regular Association meetings shall be held on the third Tuesday of each month. The place and time will be determined by approval by a majority vote of members in attendance at meetings where such issues are proposed and upon approval by the meeting site's authority.

Section 2. Meetings of Association Officers will be held when needed.

Section 3. The Annual Election will be held during the Annual Meeting in October.

Section 4. Special meetings may be called if and when

- a. The President when, after consulting with other Officers and having the consent of the majority of its members, is convinced that the need is sufficiently urgent.
- b. Ten percent (10%) of the current LTNA members, exclusive of the Officers, determine that a special meeting is necessary.

Section 5. Each meeting shall consist of the reading and approval or disapproval of the minutes from the previous meeting and the financial report and the transaction

of the Association's business. If time permits, State or City elected officials and/or their staff and other City representatives [such as the assigned San Antonio Fear-Free Environment (SAFFE) SAPD Officer and the assigned CE Officer] will be given the opportunity to inform attendees of events and issues relevant to LT and/or LTNA members.

ARTICLE XIV - QUORUM

A quorum for any meeting of this Association shall consist of 10 percent of the membership present and voting.

ARTICLE XV - BUDGET

Section 1. At the October meeting, the President will appoint a three-member audit committee. The Treasurer will turn over the financial records to this audit committee the day following the October meeting. A report will be made to the members at the November meeting.

Section 2. A joint meeting between the current and newly elected officers shall meet in November to prepare a new budget for the following calendar year.

Section 3. The Officers may change budget items at any time only upon approval by a majority vote of members in attendance at meetings where such issues are proposed.

ARTICLE XVI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Association in all cases that are applicable and when they are not in conflict with these By-Laws.

ARTICLE XVII - AMENDMENTS

Section 1. These by-laws may be amended at any regular meeting by a majority vote of members in attendance where such amendments are proposed, provided previous notice is given.

Section 2. The President shall submit a copy of the amended By-Laws to the City of San Antonio Committee Planning Department.

ARTICLE XVIII - DISSOLUTION

If the Association is dissolved, its dissolution shall be carried out in accordance with the requirements and provisions of the Texas Business Corporation Organization Code then in existence.

Approved by General Membership on 18 January, 2011.

Signed by LTNA Officers on 15 February, 2011.