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# **ByLaws Of The WHITE LAKE HILLS NEIGHBORHOOD ASSOCIATION**

Fort Worth, Texas

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## **ARTICLE I -- NAME**

The name of the Association shall be the White Lake Hills Neighborhood Association. It shall be operated as a Texas non-profit association on a calendar year basis; it shall hereafter be referred to as the Association.

## **ARTICLE II -- PURPOSE**

The purpose of this Association shall be to promote the betterment of the community and the social welfare of the residents of White Lake Hills; to foster and promote the interests of the residents through neighborhood education and information; to further crime prevention activities; to implement programs for the beautification and improvement of the physical and natural properties in the area; to provide opportunities for fellowship; to further the goals as set forth by the membership; to ensure quality of living in White Lake Hills; and to promote cooperation with other neighborhood associations on the east side of Fort Worth.

## **ARTICLE III -- MEMBERSHIPS**

**Section 1.** The area bordered by Randol mill Road on the north, Bridge Street on the south, Blue Lake Drive, Blue Lake Court to Candlewood to Lake Havasu Trail on the west, and Willow

Ridge Road on the east is designated as White Lake Hills, and from within that residential area, there shall be three classes of membership in the Association: **Active**, **Associate** and **Honorary**.

**Section 2.** *Active Members* shall include homeowners in residence, which shall consist of one or more real persons, but not any corporation, partnership or other non-human legal entity, as deeded owner(s) who is occupying a single-family home located in White Lake Hills, as well as the spouse or significant other of such deeded owner(s), but does not include other adults, whether or not related family members, residing in that home. *Active Members* shall be eligible to hold office, to vote on matters pertaining to the Association, to elect officers, and to elect Trustees of the White Lake Hills Community Trust.

**Section 3.** *Associate Members* shall include persons of majority age living in a single family home in White Lake Hills who are related family members of a deeded homeowner(s), who may or may not be residing there. Associate Members shall be eligible to: vote on matters pertaining to the Association and to elect officers, and may hold any office except President or Treasurer, but may not sit as a Trustee on the White Lake Hills Community Trust, nor vote on any election of Trustees of the White Lake Hills Community Trust.

**Section 4.** *Honorary membership* may be extended to --

- a) the Fort Worth Mayor and any City Council member of the City of Fort Worth, and to anyone who resides in any East Fort Worth Community who can show he or she is an active member of that eastside community's official Neighborhood Association, and
- b) any lessor, renter or tenant living in any single-family home in White Lake Hills, as well as any adult resident of the White Lake Apartments located on Willow Ridge Drive, and adult residents of the Townhomes on White Lake Hills Court.

Such persons may be invited by a majority vote of the White Lake Hills Executive Committee, or may petition the White Lake Hills Executive Committee for such Honorary member status.

Honorary members are not eligible to hold any office, or serve as a member of any committee,

or vote on matters pertaining to the White Lake Hills neighborhood, nor may an Honorary Member vote in any election of the White Lake Hills Neighborhood Association. Honorary members may attend any meeting of the White Lake Hills Neighborhood Association, and may enter into discussions during such meetings, providing they identify themselves as an Honorary / non-voting member, and identify the community they live in.

#### **ARTICLE IV -- MEETINGS**

**Section 1.** Regular meetings of the Association shall be held six times a year on the second Monday of the month in which such meeting is held. The exact dates of the regular meetings for the upcoming year shall be announced by the President to the members attending the last meeting of the calendar year in November, and the first meeting of the calendar year in January, and to any other membership gathering as may be determined by the President. Such announcement will also be publicized to all the members of the Association, either using historically accepted means (U.S. mail, newsletter, brochures or flyers), or social media networking (eg. email, NextDoor.com, Facebook, Instagram, Snapchat, Skype, Twitter, etc).

**Section 2.** The January meeting shall be the annual meeting for the purpose of electing officers, and for the submission of annual committee reports for the preceding year.

**Section 3.** Special meetings may be called by the Executive Committee, or by submitting to the Executive Committee a petition signed by fifteen (15) active members of this Association, stating the purpose for which the special meeting is being called.

**Section 4.** Notice of any meeting of this Association shall be made known to each household in White Lake Hills, stating time, date, place, and purpose at least 5 days in advance of such meeting. Notice may be by using historically accepted means (U.S. mail, newsletter, brochures or flyers), or social media networking (eg. email, NextDoor.com, Facebook, Instagram, Snapchat, Skype, Twitter, etc).

**Section 5.** The Executive Committee may designate any meeting place for the purpose of transacting business of the Association. The location of the meetings shall be made known to each household as in Section 4 of this Article.

**Section 6.** A quorum shall consist of at least 4 officers, at least 4 standing committee chairs, and at least 20 Active and/or Associate members.

#### **ARTICLE V -- DUES AND FINANCE**

**Section 1.** The annual dues shall be determined by the membership at the January meeting. If adopted, a change in dues will become effective at the close of the meeting.

**Section 2.** Active and Associate membership shall not be contingent on the payment of dues, as membership is determined by property ownership in White Lake Hills. Honorary members shall not be required to pay dues.

**Section 3.** The fiscal year shall begin on January 1 and end on December 31.

#### **Article VI -- OFFICERS**

**Section 1.** The officers of the Association shall be the President, Vice President, Recording / Corresponding Secretary, Treasurer, and Parliamentarian.

**Section 2.** The officers of the Association shall be elected for a term of two years by ballot by the majority of the Active and Associate members present at the January meeting, and their term of office shall begin at the close of the meeting at which they are elected. Officers may serve for no more than two (2) full consecutive terms in the same office. Persons who have previously served 2 terms in an office may be re-elected to that office after a break in service of at least one term, but may be elected to any other office without a break in term.

**Section 3.** A Nominating Committee of five (5) members from the Active and/or Associate roster shall be elected at the October meeting. Current officers shall not be eligible to serve on the Nominating Committee.

**Section 4.** In the event of a single candidate for every office, the election may be by a show of raised hands, by the majority of Active and Associate members present.

**Section 5.** Attendance at regular or executive Committee meetings by the officers of the Association is necessary to transact the business of the association. Three unexcused absences require the office to be declared vacant. All vacancies shall be filled by the Executive Committee for the unexpired term except that of President.

**Section 6.** The Executive Committee or other appointed representatives of the Association shall be indemnified, and their liability shall be limited to the fullest extent authorized by the Texas Non-Profit Corporation Act, Article 1396-2.22A, Vernon's Annotated Civil Statutes, as it now exists or hereafter may be amended by the Charitable Immunity and Liability Act, Chapter 84 of the Civil Practices and Remedies Code.

## **ARTICLE VII -- DUTIES OF THE OFFICERS**

**Section 1.** The President shall preside at all meetings of this Association; shall have general supervision of the organization and enforce proper obedience to the Bylaws of this Association; shall see that the Association officers perform their respective duties; shall be a trustee of the Whit Lake Hills Community Trust during the term as President; shall be an ex-officio member of all appointed committees except the nominating and auditing committees; shall announce the results of all elections; shall decide with the Parliamentarian all questions of procedures; shall sign with the Recording/Corresponding Secretary or other officers of the Association designated by the Executive Committee any contract or other instrument including the budget submitted to the Trustees of the White Lake Hills Community Trust, which the Executive Committee has authorized.

**Section 2.** The Vice President, in the absence of the President, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform other duties as may be assigned by the President or Executive Committee. Should the office of the President become vacant, the Vice President shall become President for the balance of the term.

**Section 3.** The Recording/Corresponding Secretary shall keep the minutes of the meetings of the Association and Executive Committee; shall see that all notices are duly given in accordance with the provision of these Bylaws or as required by law; shall serve as custodian of this Association's official documents; shall contact members of the Executive Committee concerning special meetings scheduled by the President, and shall perform other duties as the President or Executive Committee prescribes.

**Section 4.** The Treasurer shall have charge and custody of all funds and securities and serve as a Trustee of the White Lake Hills Community Trust; receive all operating funds due the Association; make disbursements as approved by the Executive Committee; submit the books of record for examination by the Auditing Committee and the White Lake Hills Community Trust.

**Section 5.** The Parliamentarian, with the President, shall settle all points of procedure according to Robert's Rules of Order Newly Revised, and serve on the Bylaws Revision committee when appointed by the Executive Committee.

## **ARTICLE VIII – STANDING COMMITTEES**

**Section 1. Executive Committee.** The Executive Committee shall be comprised of all the Officers and the Chairpersons of the Standing Committees of the Association. The duties of the Executive Committee shall be to help oversee the general management of the Association through the officers and in cooperation with its members.

**Section 2.** The Permanent Standing Committees shall be (a) Beautification, (b) Event Planning, (c) Auditing, and (d) Block Captains. The Officers shall appoint chairpersons or co-chairs of each committee except Code Enforcement Information, whose Chairperson shall be the Vice President of the Association; and Auditing, which is covered in Section 2f of this Article.

**Section 2a. The Beautification Committee** shall be established to enhance the image of White Lake Hills through beautification projects at Smith Wilemon Park and the three entrances to the neighborhood.

**Section 2b. The Event Planning Committee** shall be established to celebrate, commemorate or honor local, state and national holidays, whether religious or secular, as the Executive Committee shall designate. Together with committee members, the Chairperson shall plan and initiate social activities and events in keeping with the theme of the holiday being honored.

**Section 2c. The Auditing Committee** shall be comprised of three (3) Active or Associate Members who shall be elected at the October meeting. The Chairperson of the Auditing Committee shall be appointed by the President, and confirmed by the Executive Committee.

It shall be the duty of this Committee to

- (a) review and audit all records and accounts maintained by the Treasurer at the close of the fiscal year; and
- (b) present a written report at the following annual meeting;

The Treasurer shall make all records and accounts that are maintained by that Officer available to the Chairperson of this Committee upon request.

**Section 2d. The Block Captain** Chairperson shall, with the Executive Committee, be responsible for designating geographic boundaries in White Lake Hills as boundaries to be overseen by specific Block Captains; shall recruit sectional block captains in each designated area of White Lake Hills from among the Active, Associate and Honorary members; shall oversee the notification of residents in their designated area of neighborhood activities; shall help

coordinate activities of the Association; shall enhance the camaraderie and fellowship of White Lake Hills residents; and shall garner contact information from WLH residents which shall be maintained in a secure, digital form.

**Section 3.** Chairpersons of any committee shall accept applications for membership of that committee from any Active, Associate or Honorary Member of the Association. Application need not take any special form, except that the chairperson shall first verify the membership class of the applicant. Chairpersons shall maintain a list of all members of the committee which shall include the individual's name, address, phone number(s), email address, and membership class.

#### **ARTICLE IX – SPECIAL COMMITTEES**

**Section 1.** The Executive Committee of the Association may create any other special committee at any time as it shall deem necessary to carry on the work of the Association. The purpose for which each special committee is established shall be determined and defined by the Executive Committee. The Executive Committee shall appoint a chairperson of each committee. Chairpersons shall serve for a period of 2-years. Any person may be re-appointed as Chairperson of the same Committee without term restrictions.

#### **ARTICLE X – AMENDMENTS TO THE BYLAWS**

**Section 1.** These ByLaws may be amended at any regular meeting of the Association by a two-thirds vote of the Active and Associate members present, provided that

- (a) the proposed amendment has been read at the previous regular meeting or at a special called meeting of the Association; or
- b) written notice of the proposed Amendment has been publicly disseminated at least two weeks prior to the vote; or
- (c) that the proposed amendment has been posted by the President on NextDoor.com at least two weeks prior to the vote. Dissemination through other social media outlets may also be



used, but do not take the place of NextDoor.com, for distribution of the proposed Amendment(s).

#### **ARTICLE XI**

Section 1. Robert's Rules of Order Newly Revised shall be the authority for parliamentary practice of this Association and all cases not specifically provided for in the Bylaws.

#### **ARTICLE XII – SUSPENSION OF RULES**

Section 1. Any article of these Bylaws may, by unanimous consent, be suspended for not more than one regular meeting, except this article, which may not be suspended.

#### **ARTICLE XIII – ARTICLE OF DISSOLUTION**

Section 1. The Executive Committee, upon dissolution of this Association, shall pay and make provision for all liabilities of the Association; shall dispose and distribute all assets to charitable organizations which have qualified for exemption under Section 501(c)(3) of the Internal Revenue Code. None of the assets shall be distributed to any member or officer of this association.

#### **ARTICLE XIV**

No vote can be made by the Association to spend unbudgeted funds in excess of FIVE HUNDRED DOLLARS (\$500) without written notification to Association Members two weeks prior to the regular, or called meeting when the vote shall be taken.

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These ByLaws were approved in an open and public meeting of the WLH Neighborhood Association on January 8, 2018.