

## **BYLAWS OF**

Scenic Shores Neighborhood Association on Lake Worth (SSNA)

### **ARTICLE I - NAME:**

The legal name of this organization shall be the "Scenic Shores Neighborhood Association on Lake Worth"

### **ARTICLE II - BOUNDARIES:**

The boundaries of the Association are: Properties along the shoreline of Lake Worth (lake) starting at the eastern boundary of the Fort Worth Nature Center (currently the first inhabited address is 7568 Love Circle, Fort Worth TX 76135) and continuing along the western shoreline up to and including the address 9309 Watercress Drive, Fort Worth TX 76135.

### **ARTICLE III - OFFICE:**

The Association's principal office and address shall be designated by the Board.

### **ARTICLE IV - PURPOSE:**

The purpose of the Scenic Shores Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values of the SSNA through:

- 1) Keeping members informed of events of interest in the SSNA area.
- 2) Encouraging a sense of community and pride among Association members.
- 3) Establishing a communication link with City Council, City Manager's offices, Code Enforcement, Neighborhood Police Officers, other city departments, and any other person or entity that affects the association neighborhood or its members.
- 4) Monitoring, collaborating, and guiding the city and city officials to help with the development of city own land within the boundaries of our organization (i.e. Casino Beach and Peninsula Club)
- 5) Empowering Association members to address collective and/or unique issues concerning their properties by providing the help, support, and advice of the Association and its membership.

As a voluntary neighborhood association, the SSNA has no power to place any requirements on residents living in the boundaries, financial or otherwise.

### **ARTICLE V - MEMBERSHIP:**

Regular Membership: A member of SSNA shall be any person over the age of eighteen that resides within the Association boundaries. In order to vote, a member must be in good standing with the Association. "Good standing" shall mean the member has not been expelled nor has excluded his or her property from the Association. Those who have excluded themselves from the Association and who want to rejoin may be admitted back into the Association by a vote of the board.

Membership Voting: There is one (1) vote per household and property.

- Lots with multiple households shall have only one vote. A household with more than one property shall have only one vote.
- A *member* must provide a form of contact information, and address when voting to verify one vote per property within the boundaries.
- Votes will be in person at the voting meeting. No paper ballots will be accepted by someone other than the person voting.
- Absentee Voting: Any member who wishes to vote but is unable to attend the election may provide his or her choices to the Secretary in writing or via an electronic voting system up to one day prior to the membership meeting. Absent members realize that all candidates and issues presented at the meeting may not be known in advance of the meeting.

Business Membership: A business member of SSNA shall be any person, firm, or corporation operating a place of business within the Association's boundaries who wishes to join the Association. Non-Residential members will be classified as a Business Member and shall have the privilege of the floor, but have no voting privileges and cannot hold office. The Executive Board must vote Business Members in.

Associate Membership: An associate member of SSNA 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. The Executive Board must vote Associate Members in.

#### **ARTICLE VI - DUES:**

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

Regular Membership - \$0 yearly per household (free)  
Business Membership - \$0 yearly per household (free)  
Associate Membership - \$0 yearly per household (free)

#### **ARTICLE VII – MEETINGS:**

Regular Membership Meetings: Membership meetings will be at a time selected by the Executive Board twice a year. 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 seven (7) voting members of the Association.

Notice of Meetings: Notice for all meetings, identifying the time and place of the meeting as well as the intended purpose of the meeting, shall be provided to the members of the Association at least 10 days before meetings are to be held. Such notice of meetings may be hand carried, mailed, posted publicly, and/or posted on the official Association blog, Facebook page and emailed.

Membership Meeting Quorum: The members of the Association present at a meeting shall constitute a quorum.

Executive Board Quorum: A majority of the Executive Board members must be present to constitute a quorum.

Open Meetings: All meetings are open to all members. Two of the 4 officers must be present at all meetings.

#### **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 meeting of s; 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 bi-monthly basis. These meetings are open to any member of the Association.

#### **ARTICLE IX – OFFICERS:**

**Officers:** The four Officers of SSNA shall be the President, Vice-President, Treasurer, and Secretary.

**Term:** Officers shall assume their duties in November and shall serve for two year(s) until their successors are duly elected. Officers shall not serve in the same office for more than 2 consecutive terms (4 years).

**Eligibility:** Any member in good standing of SSNA is eligible for election to office. Good standing is defined as members/officers who have operated in alignment with the current bylaws and have not taken some action antithetical to the interest of the association. Any member can bring to the attention of the executive board another member for review. The executive board must have 3 of the 4 officers' votes for removal of officer. Those not in good standing will be documented for future officers and shared with the city of Fort Worth Neighborhood Engagement Committee.

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

**Nominations:** At the fall meeting, the Executive Board may nominate members (including existing board members) for office. Nominations from the membership shall also be heard at this time.

#### **Vacancies:**

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.

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.

Unexcused absences as determined by the Executive Board from 3 consecutive meetings will constitute a vacancy of office.

**Retirement:** Upon retirement from office, each officer shall deliver to his/her successor, all records, papers, administrative rights to web pages/Facebook pages, bank account, and other property belonging to the Association.

**Removal From Office:** Per section IX, if an officer is removed, a temporary officer will be named by the board until a members vote is conducted to fill the vacancy.

#### **ARTICLE X – DUTIES OF OFFICERS:**

**Past President:** (pending if in good standing) Shall serve in the capacity of advisor council, and general support if needed.

**President:** The President shall be the principal officer of the Association and shall:

- Preside at all meetings of the Association.
- Be the sole spokesperson for SSNA.
- The Executive Board may designate another member to serve in this capacity as

necessary.

- Sign with the Treasurer or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.
- With the executive board, approve recommendations for committee chairpersons with the Vice 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:

- Serve and assume all responsibilities in the absence of the President.
- Act as special assistant to the President and represent the President whenever so designated.
- Perform all such duties as requested by the President or Executive Board.

Treasurer: The Treasurer shall:

- Maintain a Bank Account with one other board member as signer for SSNA, with the Board approval.
- Collect donations to SSNA and deposit all funds in the SSNA bank account.
- Make available an electronic means of making donations to the SSNA bank account.
- Pay bills and distribute funds only from the SSNA bank account.
- Bills to be paid over \$20 must be approved by the President prior to making payments.
- Submit a written financial report at each meeting and give a copy to the Secretary.
- Recognize people or organizations that have made donations during each meeting.
- Maintain custody of all financial records of the SSNA.

Secretary: The Secretary shall:

- Keep minutes of the proceedings of all meetings of the Association.
- Preserve in file all records of value to the Association.
- Maintain a current roster of membership indicating the name, address, email and telephone number of each member as well as his/her classification of membership.
- Maintain/administrate the official electronic membership correspondence (ie Blog and Facebook page)
- Conduct the correspondence of the Association.
- Perform such other duties as requested by the President or Executive Board.

#### **ARTICLE XI –POLICIES:**

The SSNA shall be non-commercial, nonpartisan and nonsectarian.

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.

The SSNA 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 and in good standing, 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:**

SSNA may be dissolved with the majority vote of the Executive Board or 2/3 vote of the actual membership, 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 March 27

