HAMPTON HILLS NEIGHBORHOOD ASSOCIATION

BYLAWS

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Approved 12/4/25

Article I
NAME, LOCATION, AND PURPOSE

1.1 The name of the organization shall be the Hampton Hills Neighborhood Association, hereinafter referred to as "HHNA."

1.2 The boundaries for membership in HHNA shall be the center of Hampton Road to the West, center of the alley behind South Montreal to the East, Clarendon Drive to the North, and Wright Avenue to the South.

1.3 The purpose of this civic, non-partisan organization shall be:

1.3.1 Represent and advance the interests of the neighborhood.

1.3.2 Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.

1.3.3 Improve the safety of the streets through better traffic control.

1.3.4 Establish mutual protection and safety.

1.3.5 Facilitate the education of residents regarding available options dealing with issues relating to home ownership, zoning, rights, municipal issues.

1.4 A post office box address will be the official address for the HHNA. Secretary/Treasurer and President will have access to the box.

Article II
MEMBERSHIP

2.1 Membership shall be open to any person over the age of 18 who lives, leases, rents, and/or owns any real property within the recognized boundaries of the HHNA.

2.2 The HHNA shall not discriminate in any of its policies, recommendations or actions against individuals or groups based on race, religion, sex, sexual orientation, age, disability, national origin, income, or political affiliation.

2.3 Honorary membership may be awarded to person who has performed services that tend to further the purpose of the HHNA. The election of honorary membership shall be by majority vote. Honorary members shall have no vote.

Article III
MEETINGS, DUES, QUORUM, AND VOTING

3.1 Meetings shall be held bi-monthly.

3.1.1 Meetings shall be held on the first Tuesday of every other month (April, June, Aug., Oct) unless an alternative date is provided at least two weeks (14 days) in advance.

3.1.2 All Meetings shall be open to any resident within the boundaries of the HHNA (as described in Article I), whether they are a paid member or not.

3.1.3 Special Meetings or Gatherings may be held of a Social or Educational nature and may be scheduled at the discretion of the Officers of the HHNA.

3.1.4 Prior to every meeting, a reasonable attempt shall be made to notify the residents of the date, time and location of the meeting through the newsletter, which may be printed or digital, and via our web site **http://www.hamptonhillsdallas.com.**

3.1.5 When a policy vote of the membership is to be taken, a description of the item to be voted on shall appear in the newsletter preceding that meeting, but no action taken shall be invalid because of a lack of such publication.

3.2 The Fiscal Year shall run from January 1 until December 31.

3.2.1 Dues shall be paid at the beginning of each fiscal year.

Individual: $10.00 per person with $20.00 per household maximum

Residents over the age of 60 will receive a discount of $5.00.

Members who have paid dues will be considered "Members in Good Standing."

Associate Members: $40.00

Businesses that operate within the boundaries of the association may become Associate Members.

Associate membership entitles the business to a copy of each newsletter, complimentary advertising on the website, and free participation in neighborhood events.

3.2.2 Dues may only be paid by check during a regularly scheduled meeting, electronically through *Venmo.com,* or through the website.

3.2.3 All memberships expire at the end of each fiscal year (Jan 1- Dec 31).

3.2.4 A person whose membership has expired enjoys a two (2) month grace period during which he/she may pay dues and reinstate membership at any time. There is no late fee assessed.

3.3 A quorum for any general or "special meeting" of the HHNA shall be 20% of the membership and must include 2 board members.

3.4 Each member (individual) in "Good Standing" will be entitled to one vote on each matter brought before the HHNA.

3.4.1 Votes shall be determined by a simple majority for any issue brought before the membership of the HHNA.

3.4.2 Only members in "Good Standing" will be eligible to vote on issues brought before the HHNA membership.

3.4.3 When necessary, members in “Good Standing” may vote by proxy.

3.4.3.1 The Proxy Vote must be signed and dated by the absent member and shall become a part of the record of the vote.

3.4.3.2 Proxy ballots may be obtained from a board member or downloaded from the website. http://www.hamptonhillsdallas.com

3.4.3.3 Ballots must be returned to a board member (via mail, hand delivery, posted on website, or drop box at Secretary’s porch) prior to the meeting in which the official vote is to be held.

3.4.4 The President shall not cast a vote in matters brought before the HHNA unless it has been determined that a tie vote has occurred. In this case, the President shall cast the deciding vote.

Article IV
EXECUTIVE OFFICERS

4.1 There are six members of the Executive Committee. The elected members of the Executive Committee of the HHNA shall consist of the President, Vice-President, Vice President of Neighborhood Engagement, Vice President Social Media and Marketing,Vice President of Traffic and Safety, and Secretary/Treasurer.

Standing and Ad Hoc committees shall be chaired by Directors (residents) who will not have board member status.

4.1.1 Any future bylaw changes that create new positions on the Executive Committee will immediately trigger a special election to fill the new position until the next regular election is held

4.2 Executive Committee Officers are required to be homeowners within the HHNA boundaries.

4.3 The Officers shall be nominated in October. Any candidate who wishes to present their qualifications or policy statements shall do so on the website before the end of November, so the members have ample time to review. The Officers will be elected at the December meeting by the quorum present. The elected candidates will take office at the January/February meeting.

4.4 Executive Committee members shall serve a one-year term from January 1 of the year following their election through December 31 of the same year.

4.5 A vacancy of an elected office shall be filled by a substitute presented by the Executive Committee to the HHNA for the remaining period until the next annual election. The HHNA membership shall vote in the substitute as soon as feasible.

4.6 Officers may be removed because of action in violation of these by-laws, dereliction of duty, incompetence in office, misappropriation of funds, or misconduct in office.

4.6.1 Whether a scheduled or special meeting, any vote for removal of an officer from their position requires written notice sent to all members in good standing at least two weeks prior to said meeting.

4.6.2 Removal will require a two-thirds majority vote of the quorum present and voting.

Article V
EXECUTIVE OFFICER DUTIES

5.1 The President shall preside at all meetings of the Executive Committee and the HHNA and shall be an ex-officio member of all standing committees. The president shall be empowered to speak on behalf of the HHNA membership consistent with the objectives and prior resolutions agreed to at a meeting or through electronic survey of the HHNA. Such statements shall be confirmed to the members prior to the next regular meeting.

5.2 The Vice President shall fulfill the duties of the President in the President's absence and shall assist the president in the execution of business. The Vice President shall also have the authority to sign checks drawn on the account of the HHNA when the Secretary is unavailable.

5.3 The Vice President of Neighborhood Engagement shall be responsible for special events and increasing the membership of the HHNA.

5.4 The Vice President of Social Media & Marketing shall be responsible for the website, maintaining the HHNA social media pages, and generating external interest in the HHNA.

5.5 The Vice President of Traffic and Safety shall be responsible for informing the neighborhood of changes to roadways and traffic proposed by the City that are within the boundaries of or close enough to the neighborhood to impact members of HHNA. They are also responsible for representing the interests of HHNA at any meetings held by the city to solicit community feedback on such matters

5.6 The Secretary/Treasurer shall be responsible for keeping an accurate record of all business of the HHNA, shall keep an accurate record of receipts and expenditures, and shall sign all checks drawn on the account of the HHNA. The Secretary/Treasurer shall also report at each meeting the balance in the account and the number of members in Good Standing.

Article VI
COMMITTEES

6.1 Any member of the HHNA may be appointed or volunteer to serve on any committee. Committees shall be chaired by homeowners as Directors who do not have board member status. The Standing committees of the HHNA shall be as follows:

6.1.1 - A Beautification Committee,
6.1.2 - A Welcoming Committee,
6.1.3 - Traffic and Streets Committee,
6.1.4 - Safety & Crime Watch Committee.

6.1.1 The *Beautification Committee* shall be responsible for promoting and encouraging the beautification of the neighborhood as well as selecting the "Yard of the Month" recipient.

6.1.2 The *Welcoming Committee* assists with welcoming new residents to our neighborhood. They will provide a welcome basket and encourage our new neighbors to attend HHNA meetings.

6.1.3 The *Traffic and Streets Committee* shall be responsible for gathering and reporting back on the city plans regarding changes to Oak Cliff plus any city code compliance issues affecting the neighborhood.

6.1.4 *Safety and Crime Watch Committee* shall be responsible for promoting and encouraging crime watch / safety within the neighborhood.

6.2. Ad Hoc committees shall be appointed by the President as needed.
6.3. The committees shall elect their own chair by majority vote and any member of the HHNA may be appointed to serve on any committee.

Article VII
PARLIAMENTARY AUTHORITY

7.1 When not inconsistent with these bylaws, Robert's Rules of Order shall be the parliamentary authority for all matters of Procedure. These rules may be suspended at any meeting by a majority vote.

Article VII
PROHIBITIONS

8.1 The HHNA shall not endorse any candidates for political office, nor shall discussions extend to matters outside the purpose of the HHNA as set forth in Article I.

8.2 No member may act as a spokesperson or represent the HHNA without the permission of the Executive Committee, or a majority of the quorum at a duly called regular or special meeting, or a poll of the membership through an electronic survey.

8.3 No part of the net earnings of the Association shall inure the direct benefit of any officer or specific member of the Association or any private individual.

Article IX
DISSOLUTION

9.1 Upon the dissolution of the Hampton Hills Neighborhood Association, no class of member shall have any right nor shall receive any assets of the HHNA. The assets of the HHNA are permanently dedicated to a tax-exempt purpose.

9.2 In the event of dissolution, the HHNA's assets, after payment of debts, shall be distributed by a vote of members to a tax-exempt nonprofit charity such as the Disciple City Church (meeting host), or SPCA, or Dallas Food Bank, or a 501 (c)(3) yet to be identified. Final determination to be made at the time of dissolution.

Article X
AMENDMENT OF BYLAWS

10.1 These Bylaws may be amended at any regular or special meetings by a two-thirds vote of the quorum provided that the amendment(s) have been submitted in writing to the membership fourteen (14) days prior to the vote. Votes by proxy will be permissible.

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