

CROWNWOOD HOMEOWNERS AND RESIDENTS NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE I: PURPOSE

Section 1 Name of Organization: The name of the organization shall be Crownwood Homeowners and Residents Neighborhood Association (CHRNA). The duration shall be perpetual.

Section 2 Boundaries: Boundaries of CHRNA shall be defined as follows: North & West--Crestway; South--Miller's Road; East--Gibbs-Sprawl.

Section 3 Purpose of CHRNA: The purposes for which CHRNA is organized are:

- a) To achieve a high quality of life for those residing in Crownwood Subdivision through joint effort.
- b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c) To foster and maintain, through joint effort, the beautification of individual property; the safety and security of homeowners, children, and property; effective traffic safety measures to protect pedestrians, vehicle users of public roadways and personal property adjacent to such roadways.
- d) To foster effective measures to improve common services including fire and police protection.

ARTICLE II: MEMBERSHIP

Section 1 Membership Qualifications: Membership in CHRNA shall be open to any person, 18 years or older, who lives and/or owns any real property within the recognized boundaries of CHRNA.

Section 2 Membership Voting: All residents and property owners located within CHRNA boundaries and whose household or business has paid dues as set by the Executive Committee, shall have one vote each to be cast during attendance at any general or special meeting.

ARTICLE III: DUES

Section 1: The fiscal year of the Association shall be January 1 to December 31. The annual budget shall cover the fiscal year and shall be prepared on the basis of dues payable for the coming fiscal year.

Section 2: The annual Association dues shall be fifteen dollars (\$15.00) per single-family dwelling, payable to the Treasurer. In addition to levying annual dues, the Association may levy special dues as the occasion merits with the approval of voting members present.

Dues may be modified as deemed necessary by the Executive Committee and approved by the membership. Voluntary Contributions will be accepted. Activities to raise funds for CHRNA may be held upon approval of the board.

ARTICLE IV: MEMBERSHIP MEETINGS

Section 1 General Membership Meetings: There shall be at least twelve (12) general membership meetings yearly. All such meetings shall be open to the public.

Section 2 Special Membership Meetings: The President may call special meetings of the membership or the Executive Committee as deemed necessary.

Section 3 Agenda: Subject to the approval of the Executive Committee, an agenda shall be prepared for general and special meetings of the membership. Any person may add an item to the agenda by submitting the item in writing to the Board of Directors at least seven (7) days in advance of membership meeting.

Section 4 Quorum: A quorum for any general or special meeting of CHRNA shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions of CHRNA shall be made by a majority vote of those members present at any meeting.

ARTICLE V: OFFICERS OF ASSOCIATION

Section 1: The officers shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2: The officers of the Association shall be as set forth in this Article. All officers will be elected, by the general membership, for a term of one year at the November meeting and shall assume office on January 1 of the following year. Any member of the Association who has attended a minimum of six monthly meetings of the Association within that calendar year is eligible for election to and service in any such office. The officers shall hold office until their successors shall have been duly elected and shall have qualified, or until their death, or until they shall resign, or shall have been removed in the manner hereinafter provided.

Section 3: The duties of the association officers shall be as follows:

- A. **President:** The President shall preside at all meetings of the Association and the Executive Committee, except at any such meeting at which his or her removal from office is to be considered as provided herein. The President shall be the principal officer of the association and

shall, in general, supervise and control all the business and affairs of the association. The President shall preside at all meetings of the general membership and shall perform all duties incident to the office. The President shall be a member of all committees. Subject to the approval of the Executive Committee, the President shall prepare an agenda for each meeting of the Association and of the Executive Committee, and shall prepare or have prepared programs for the meeting of the Association. The President shall be responsible for implementing the expressed will of the Association.

- B. 1st Vice President: The 1st Vice President shall preside over any meeting of the Association or the Executive Committee in the President's absence, and shall assume the office of the President in the event of a vacancy in such office. The 1st Vice President shall assist the President in the performance of his/her duties, at the direction of the President.
- C. 2nd Vice President: The 2nd Vice President shall coordinate programs relating to crime prevention within the neighborhood, including but not limited to the "Block Captain" and "Crimewatch" programs, and shall serve as the Association's principal liaison with the Bexar County Sheriff's Department and other appropriate law enforcement agencies. The 2nd Vice President shall also coordinate those special projects in which the Association is involved, whether on a recurring or non-recurring basis, at the direction of the Executive Committee.
- D. Recording Secretary: The Recording Secretary shall be responsible for preparing and distributing minutes of all Association meetings and Executive Committee meetings. The Recording Secretary shall also coordinate with the Treasurer to maintain a current roster of Association members. The Recording Secretary shall also be responsible for notifying the general membership and Executive Committee of all meetings and filing all pertinent legal documents of the Association.
- E. Corresponding Secretary: The Corresponding Secretary shall be responsible for retrieving all mail from the post office box and recommending appropriate action to the President and Executive Committee. The Corresponding Secretary shall assist the Recording Secretary in disseminating correspondence to the general membership.
- F. Treasurer: The Treasurer shall be held accountable, without bond, for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse CHRNA funds, but each disbursement shall require the signature of one other board member. The Treasurer shall have charge of the receipt of funds of the Association; shall deposit in appropriate bank accounts to the credit of the Association all monies of the Association and shall disburse, with the President, such funds as directed

by the Executive Committee. The Treasurer shall keep proper books of account. In the case of prolonged absence, illness, or death of the Treasurer, the President shall make disbursements at the direction of the Executive Committee.

Section 4 Removal: Two-thirds of the members present and voting at any meeting of the Association may remove any officer, for failure to perform the duties of his or her office, or for defrauding or misrepresenting funds of the organization, or for intentionally acting contrary to the expressed direction of the Association.

Section 5 Vacancies: In the event of a vacancy in any office of the Association, other than that of the President (except when there is also a vacancy in the office of 1st Vice President), the Executive Committee shall by majority vote of those Officers present and voting fill such vacancy for the remainder of the term of such office.

ARTICLE VI: COMMITTEES

Section 1: Executive Committee: The Executive Committee of the Association shall be composed of the Officers of the Association. At the beginning of each year, the Executive Committee shall develop a proposed budget and program of activities for the Association for the current year, and shall announce its agenda for each meeting of the Association. The Executive Committee may act on behalf of the Association between meetings of the membership of the Association where it deems it to be appropriate. The Executive Committee may create such additional committees, as it deems appropriate. Meetings of the Executive Committee are open to all members of the Association and to such other guests as the Executive Committee may invite. The Executive Committee shall meet monthly at such time, place and date it deems appropriate. A tentative schedule of such meetings shall be announced at the first monthly meeting of the Association each year.

Section 2 Standing Committees: The Association shall have the following standing committees:

- A. **Fundraising Committee:** This committee shall be chaired by the Treasurer and shall propose and develop fundraising programs for the Association.
- B. **Crimewatch Committee:** This committee shall be chaired by the 2nd Vice President and shall propose and develop programs designed to promote crime prevention in the neighborhood.
- C. **Beautification Committee:** The President shall appoint a chairperson for this committee, which is responsible for coordinating neighborhood beautification activities.

ARTICLE VII: ELECTIONS

Section 1: No later than the September meeting of the Association, the Executive Committee shall appoint a nominating committee for the purpose of seeking persons interested and qualified in being officers of the Association for the following year. The nominating committee shall report its findings to the Executive Committee at its October meeting. The nominating committee may report more than one person for any office.

Section 2: The names of all such persons shall be reported to the membership at the first meeting of the Association following the October meeting of the Executive Committee, and the presiding officer shall announce that the Association is seeking additional persons interested in serving as officers.

Section 3: At the November meeting of the Association, the names of those persons previously identified by the nominating committee, as well as all other names nominated from the floor, shall be placed in nomination and considered for each position, in the order in which the officers are listed in Article V hereof.

Section 4: In the case of any position for which there is more than one nominee, vote shall be by secret ballot. Such ballots shall be counted by persons designated by the President, and if desired by any nominee, observed by such nominees or their representatives.

Section 5: In the event no nominee receives a majority of the votes cast for such position, a runoff election shall immediately be held between the two nominees who received the largest number of votes.

ARTICLE VIII: PROCEDURES

Procedures: The CHRNA shall follow Robert's Rules of Order (Revised) in all areas not covered in the bylaws.

ARTICLE IX: NON-DISCRIMINATION

CHRNA must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income or political affiliation in any of its policies, recommendations or actions.

ARTICLE X: ADOPTION AND AMENDMENT OF BYLAWS

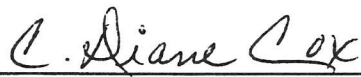
Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting.

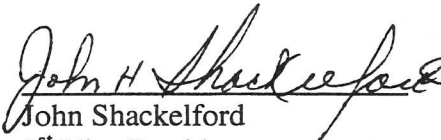
ARTICLE XI: INDEMINFICATION

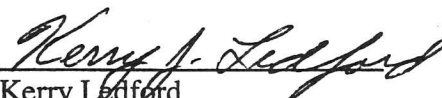
The Association shall indemnify and hold harmless any officer or former officer of the Association against any and all claims against such person:

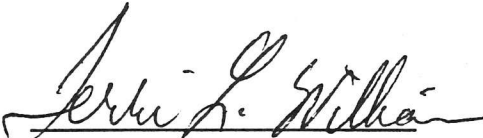
- a) brought solely based upon such person's position as an officer; or
- b) arising by reason of any act or omission of such person while such person was acting in good faith in accordance with such person's duties or responsibilities as an officer.


Approved this 27th day of June, 2000:


C. Diane Cox
President


John Shackelford
1st Vice President


Kerry Ledford
2nd Vice President


Terri L. Williams
Recording Secretary


Ron DuPree
Corresponding Secretary


Yolanda Treviño
Treasurer