

BYLAWS OF YALE PARK NEIGHBORHOOD ASSOCIATION

Adopted January 30, 2020

ARTICLE I - NAME AND PURPOSE

Section 1 - Name. The name of this organization shall be the Yale Park Neighborhood Association (throughout the remainder of these Bylaws will be referred to as “YPNA” or the “Association”).

Section 2 - Purpose. The purpose of the Association shall be to promote all interests for the improvement of this neighborhood, including:

- Promotion of neighborhood cohesiveness
- Protection of the residential character of the community
- Maintenance of a high level of appearance in the neighborhood
- Promotion of safety in the neighborhood
- Promotion of neighborhood Crime-Watch programs
- Sponsorship of social functions

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility. Membership in the Association is desired for all residents of the area, but is not mandatory. Membership in this Association shall be open to all persons who reside in or own homes in the Yale Park area of Richardson, Dallas County, Texas. The boundaries of this area shall be Plano Road (west), Arapaho Road (south), Jupiter Road (east), and Campbell Road (north).

Section 2 – Term of Membership. Membership in the Association is recognized on a calendar-year basis. Members must be current in their dues to be eligible to vote in meetings. However, all members in good standing at the end of any year may vote in the General Membership Meeting held in January of the following year.

Section 3 - Member Action. Members are encouraged to attend and participate as private citizens in meetings of governmental committees, commissions, and boards. However, no one may act or speak in the name of the Association unless authorized to do so in advance by the Board of Directors. Members disagreeing with an Association position shall not identify themselves as an Association member if they publicly speak in opposition. No member of the Association may use any information obtained through Association membership for commercial purposes or any other purposes inconsistent with these Bylaws.

Section 4 – Transfer of Membership. Membership in the Association is not transferable or assignable to a new resident occupying a departing member’s house.

ARTICLE III – BOARD OF DIRECTORS

Section 1 - Number, Manner of Selection, and Term of Office. The Board of Directors shall consist of the four elected officers of the Association plus the Chair of each Committee. The officers shall be elected by the general membership during the annual business meeting, shall serve for a term of one year, and shall take office on February 1. The past President becomes a Board member in a non-voting capacity.

Section 2 - Qualifications. Only voting members of the Association shall serve on the Board of Directors. Only one member of a household at a time shall be an elected officer. If a husband/wife team desire to share an officer position, only one member may vote on Board issues. All Board members of the Association must remain members in good standing during their term of office.

Section 3 - Vacancies and Removal. Vacancies on the Board may be filled, until the next annual meeting, by majority vote of the remaining members of the Board. Three consecutive absences from the Board meetings may be deemed a resignation. In the event of a death, resignation, or removal of a Director, the appointed Director shall serve for the unexpired term of his predecessor. Any Director may be removed from the Board, with or without cause, by a majority vote by the Board of the Association.

Section 4 - Powers and Duties. The Board of Directors shall set policy and conduct the business of the Association. The Board shall plan and direct the work necessary to carry out the programs adopted by the membership. The Board shall designate special committees as deemed necessary.

Section 5 - Board Meetings. There shall be at least four regular meetings of the Board of Directors annually. The President may call special meetings of the Board as needed.

Section 6 - Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

Section 7 - Compensation. No Board member shall receive compensation for any service he or she may render to the Association. However, any Board member may be reimbursed for his actual expenses incurred in the performance of his duties.

ARTICLE IV - OFFICERS

Section 1 - Officers, Election, and Term of Office. The officers of the Association shall be President, Vice President, Secretary, and Treasurer. Each shall be elected for a term of one year by the general membership at the annual business meeting in January and shall take office on February 1. No person may hold more than one office at a time.

Section 2 - The President. The President shall preside at all meetings of the Association and at all meetings of the Board of Directors. The President shall be a member of all committees, ex-officio. Only the President, or someone designated by the Board, shall speak for the Association.

Section 3 - The Vice President. The Vice President shall fulfill the duties of the President in case of the President's absence or inability to serve, and shall perform such other duties as requested by the President or the Board.

Section 4 - The Secretary. The Secretary shall keep records of the meetings and work of the Association. The Secretary shall take minutes of regular membership and Board meetings and distribute to the Board of Directors. The Secretary shall also maintain a membership roster of current members, including contact info and membership status. The membership roster shall also include flag sponsorship members.

Section 5 - The Treasurer. The Treasurer shall collect all monies due to the Association, keep an accurate record thereof, deposit same in the bank in the name of the Association, pay all bills incurred by the Association, prepare a financial report to be given at the annual meeting of the general membership, be responsible for submitting all tax reports and returns, ensure that the Association's Registered Agent for the State of Texas is always kept up to date, respond to any municipal, state or federal requests for reports, and perform such other duties as the Board may prescribe.

Section 6 - Resignation and Removal. Any officer may be removed from office with or without cause by a majority vote of the members of the Association. Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such shall not be necessary to make it effective.

Section 7 - Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy may serve for the remainder of the term of the officer he or she replaces.

ARTICLE V - COMMITTEE FUNCTIONS

Section 1 - Committees. The Association officers shall appoint committees as needed. Each committee shall be composed of one or more people. Committees shall meet as often as necessary to effectively carry out their duties. Such meetings shall be called and chaired by the chairman of that committee. Examples of such committees and their duties are as follows:

Section 2 - Civic Committee. This committee shall observe meetings of governmental bodies and alert the Board to items that merit attention by the Association.

Section 3 - Beautification Committee. This committee shall recommend projects for the improvement and beautification of our neighborhood common areas, working closely with city government to coordinate funding. Duties may also include participating in the Yard of the Month program from April thru September of each year.

Section 4 - Social Committee. This committee shall recommend and plan social functions and events for members of the Association. Duties include finding appropriate venues and reserving for events, posting signs or notices of such events, and set-up and removal of food, supplies and equipment.

Section 5 - Membership Committee. This committee shall conduct an annual membership drive during January and/or February of each year for the purpose of renewing existing membership and expanding our membership to non-member residents. Duties shall include preparing and mailing renewal statements to existing members in January of each year.

Section 6 – Welcoming Committee. This committee shall prepare and deliver welcome bags to new residents of Yale Park at least once per quarter. This committee shall work with a local realtor to obtain names and addresses of new residents.

Section 7 - Communications Committee. This committee shall prepare and distribute information to the Association through all means deemed appropriate by the committee including newsletters (print and/or electronic), website updates, email distribution, social media, and other mechanisms as they become available.

Section 8 – Website Committee. This committee shall be responsible for monitoring the YPNA website and posting or deleting information as needed (or communicating those needs to Webmaster). Duties shall also include posting requested paid advertisements from local businesses and keeping track of when an advertisement is scheduled for renewal. If renewal payment is not received, this committee shall be responsible for removing advertisement from website.

Section 9 – Flag Sponsorship Committee. This committee shall be responsible for the YPNA flag sponsorship program. Duties shall include managing the flag program's membership records, soliciting new flag sponsorship members, ordering, maintaining and properly storing the flags, coordinating flag installation and pickup with the Boy Scouts, and notifying flag sponsorship members of installation and pickup dates via email and/or other social media. The committee chair shall provide a flag program status report to the Board at the first meeting after the Veterans Day holiday.

ARTICLE VI - FINANCIAL ADMINISTRATION

Section 1 - Fiscal Year. The fiscal year shall be from January 1 to December 31.

Section 2 - Dues. Annual membership dues shall be \$25.00 per household payable to YPNA. Dues for membership (and flag sponsorship) received on or after October 1 of each year shall apply not only for the remainder of that year, but also for the following year.

Section 3 - Audit of Books. The Board shall require an audit to be made of the accounts of the Association at the end of each fiscal year or whenever deemed necessary. This may be done by committee or by independent accountant, as deemed advisable by the Board.

Section 4 - Books and Records. The books, records, and minutes of the Association shall at all times, during reasonable hours, be subjected to the inspection by any voting member of the Association. The Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member of the Association.

Section 5 – Purchases and Payments. Members who purchase products for the benefit of the Association shall be reimbursed for the actual cost of the purchase by submitting receipts along with a suitable form provided by the Treasurer to document the purpose of the expenditure. All checks shall be signed by the Treasurer and the President, or the Treasurer and one other officer. Bank debit cards may be issued to officers to facilitate online purchases. All transactions made with debit cards or electronic funds transfer shall be documented by attaching receipts to a suitable form provided by the Treasurer, to describe the purpose of each transaction. An officer other than the purchaser shall sign the form to acknowledge the transaction.

ARTICLE VII - MEETINGS

Section 1 - General Membership Meeting. There shall be a minimum of one meeting of the general membership to be held in January of each year for the purpose of presenting an annual report and electing new officers. The time and place of this meeting shall be determined by the Board of Directors.

Section 2 - Quorum. The members present shall constitute a quorum for conducting any official business at a membership meeting.

Section 3 - Special Meetings. Special meetings of the membership may be called at any time by the President or by the Board of Directors.

Section 4 - Notice of Meetings. Written notice of each meeting of the membership shall be given by delivering a copy of such notice and proposed agenda at least seven (7) days before such meeting to each current member. Such notice shall be delivered by email, published on the YPNA website, and any other means deemed appropriate and shall specify the place, day, and hour of the meeting, purpose of the meeting, and an agenda, if available.

ARTICLE VIII - NOMINATIONS, ELECTIONS, AND VOTES

Section 1 - Nominations from the Floor. Nominations for officers of the Association shall be made from the floor by any voting member, provided that the consent of the nominee shall have been previously secured.

Section 2 - Elections. The election shall be by ballot, provided that when there is but one nominee for each office, it may be moved to elect by acclamation. A majority of those qualified to vote and voting shall constitute an election.

Section 3 - Number of Votes per Household. One vote per household except where absentee landlord is also a paid member for that address. Absentee or proxy voting shall not be permitted.

ARTICLE IX - MISCELLANEOUS

Section 1 - Parliamentary Rules. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they apply, and in which they are consistent with the Bylaws of the Association.

Section 2 – Amendments. These Bylaws may be amended at a Regular, Special, or Annual Meeting of the members, by a two-thirds majority of a quorum of voting members present in person, providing that the amendments are submitted to the Board and to the membership at least 30 days before the date of the said meeting. In case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control.