

WHITE LAKE HILLS NEIGHBORHOOD ASSOCIATION

FORT WORTH, TEXAS

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BYLAWS

White Lake Hills Neighborhood Association Fort Worth, Texas

ARTICLE I

NAME

The name of this 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

MEMBERSHIP

Section 1. There shall be three classes of membership in the Association: **Active**, **Associate** and **Honorary** within 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, to include single family residences only, shall be designated as White Lake Hills.

Section 2. *Active membership* 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) 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 Membership* shall include persons of majority age living in a single family home in White Lake Hills who are related family members of the deeded homeowner(s), who may or may not be residing there.

Associate Members shall be eligible to

- (a) vote on matters pertaining to the Association and to elect officers, and may hold any office except President or Treasurer, but
- (b) 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 to be held. The exact dates of the regular meetings for the upcoming year shall be first determined by The Executive Committee, and announced by the President to the members attending the last meeting of the calendar year. Such announcement will also be publicized to all the members of the Association using historically accepted means (U.S. mail, newsletter, brochures or flyers), as well as 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.

Section 3. Special meetings may be called by the Executive Committee, or by submission 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, stating time, date, place, and purpose.

Section 5. The Executive Committee may designate any meeting place for the purpose of transacting business of the Association.

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

ARTICLE VI OFFICERS, ELECTIONS

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 shall 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 and 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 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 White 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 question 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 be the chairman of the Code Enforcement Information Committee. 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 issue an annual financial statement of the Association and the White Lake Hills Community Trust.

Section 5. The Parliamentarian, with the President, shall settle all points in 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) Citizens on Patrol, (b) Emergency Response, (c) Code Enforcement Information, (d) Beautification, (e) Event Planning, (f) Auditing, and (g) 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. Citizens on Patrol (COPS) Committee is established for the following purposes:

- (a) under the guidance and direction of Fort Worth Citizens on Patrol (C.O.P.s), to help reduce and control crime in the White Lake Hills neighborhood by working with residents and the neighborhood Police Officers (NPO's);

The Chairperson of this committee shall

- (a) attend required training offered by Fort Worth Citizens on Patrol;
- (b) attend city-sponsored training of Citizens on Patrol when they are offered;
- (c) establish a system for the committee's members to patrol the neighborhood using vehicles, bicycles, drones and social media;
- (d) accept applications for committee membership from any Active, Associate and Honorary member of the Association;
- (a) oversee the operation of the Committee;
- (e) represent the Association on regional and city-wide programs related to the committee's purpose.

Section 2b. Emergency Response Committee is established for the following purposes:

- (a) under the guidance and direction of the Fort Worth Community Emergency Response Team, to help coordinate the providing of emergency services to the residents of White Lake Hills in the event of an extreme disaster or emergency when emergency services are not readily or immediately available;

The Chairperson of this committee shall

- (a) attend required training offered by the Fort Worth Community Emergency Response Teams.
- (b) attend city-sponsored training of Community Emergency Response Team as may be offered;
- (c) establish a plan to help coordinate emergency services when emergency services are not readily available;
- (d) oversee the operation of the Committee;
- (e) represent the Association on regional and city-wide programs related to the committee's purpose.

Section 2c. Code Enforcement Information Committee is established for the following purposes:

- (a) in cooperation with Fort Worth Code Enforcement, to help the White Lake Hills neighborhood maintain an environmental condition that is free from unsightly, unhealthy, or dangerous conditions that violate state or local statutory guidelines, or are patently offensive to commonly accepted community standards.

The Chairperson of this committee shall be the Vice President of the Association.

- (a) attend required training offered by Fort Worth Code Enforcement;
- (b) attend city-sponsored training offered to enhance skills and understanding;
- (c) obtain, retain, update and be familiar with existing Code Enforcement ordinances, rules and regulations, both for reference, as well as to provide to those residents who communicate to that Chairperson issues of concern.
- (d) Maintain open communications with a contact in the office of Fort Worth Code Enforcement;

- (e) note and report to Fort Worth Code Enforcement conditions in the White Lake Hills neighborhood that are likely to affect the health and safety of its residents, and/or the beauty and tranquility of the community.

Section 2d. 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 2e. 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 2f. 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 2g. 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 BY-LAWS

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 ROBERT'S RULES OF ORDER

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)(2) of the Internal Revenue Code. None of the assets shall be distributed to any member or officer of this Association.

ARTICLE XIV UNBUDGETED SPENDING LIMIT

No vote can be made by the Association to spend unbudgeted funds in excess of FIVE HUNDRED DOLLARS (\$500.00) without written notification to Association Members two weeks prior to the regular, or called meeting when the vote shall be take. *(Approved January 8, 1996)*