

By-Laws for Marine Creek Hills

Neighborhood Association (MCHNA)

September 10, 2017

**ARTICLE I. GENERAL INFORMATION**

**A. Official Name: Marine Creek Hills Neighborhood Association.**

**B. Purpose of the Organization**

Promote better communication, neighborhood unity, civic spirit, and good will among area residents. To promote the best interests of the residents. To promote the improvement of public facilities and services, cooperate with government agencies and other civic public organizations.

**C. Boundaries of the Association**

The official boundaries of the Marine Creek Hills Neighborhood Association shall be as follows:

- The North Boundary shall be Heatherglen Terrace and Marina Del Road.
- The East boundary shall be Bay Lake Dr.
- The South Boundary shall be Cromwell Marine Creek Road.
- The West Boundary shall be Bob Hanger Road.

**D. Membership and Voting Requirements of the Association**

1. Membership privileges shall be extended to all persons 18 years of age or older living within a dues paying household. Voting privileges will be extended to one vote per member household.
2. A business operating within the area represented by the association is eligible for a business membership. Business memberships will have no voting privileges and cannot hold office.

**E. Dues Requirements of the Association**

No Dues Required.

**F. Meeting of the Association**

1. Regular Meetings – The general membership shall conduct meetings on an as needed basis but no less than one per calendar year.
2. Executive Board Meetings – the Executive Board shall meet on an as-needed basis but no less than one per calendar year.

**G. The Executive Board of the Association**

The Executive Board will consist of the President, Vice-President, Secretary and Treasurer as elected by the general membership of the association.

**H. Election of Officers**

Officers shall serve a two year term and may succeed themselves indefinitely. Elections shall be held during the meeting closest to the 2 year date of service as

convenience dictates. Any officer can convene a meeting to facilitate elections if necessary.

**I. Status of the Association**

The MCHNA shall be organized and function as non-partisan, non-profit organization.

**ARTICLE II. RULES OF PROCEDURE FOR THE ASSOCIATION**

**J. General Rules of Procedure**

Roberts's rules of Order shall be the guide to parliamentary procedure. Meetings are to be conducted on a casual basis where everyone is encouraged to speak their mind unless an impasse is reached and parliamentary procedures need to be evoked.

**K. Rules of Procedure for Committees**

Committees and chairpersons shall be designated and appointed by the president as may be required. Any association member may join any committee at any time by registering with committee chairperson.

**L. Rules of Procedure for Treasury**

Expenditures will be made by check and require the approval of the president, or in the event that the president is unavailable, the vice president.

**M. Rules of Procedure for Dissolution**

The MCHNA can be dissolved by a two-thirds vote of the general membership at a meeting called for that purpose. The surplus assets, if any, at the time shall be distributed equally to the association households on a roll as of the date of such action. The effective date of dissolution shall be thirty (30) days after the date of action.

**N. Rules of Procedure for Removal of Persons from Office**

An officer may be removed form office by a petition with support form a two-thirds majority of dues paying members. The removal becomes effective upon receipt of the petition by the remaining members in the executive board.

**O. Rules of Procedures for Amendments**

The by-laws and rules of procedure of the association may be amended or revised by the executive board upon a unanimous vote of all members.

**P. Rules of Procedure for Minutes**

Minutes from the previous meeting will be approved by the board members at all executive meetings and by the general membership at the general meetings. Copies of meeting minutes are available to dues paying residents upon request. Cost of copies will be the responsibility of the requesting party if necessary. The

association is entitled to a reasonable time not to exceed thirty (30) days to deliver the requested information.

### **ARTICLE III. DUTIES**

#### **Q. Executive Board**

1. Shall decide as to what issues are to be addressed by the association.
2. Shall modify by-laws and rules as necessary.
3. Shall appoint committees as necessary.
4. Shall decide the contents of periodic newsletters and policies governing them.
5. Shall oversee the financial operation of the association.
6. Delegate authority where necessary.
7. Appoint special committees as necessary

#### **R. President**

1. Shall be the chief executive officer and shall preside at all general membership and executive meetings.
2. Shall act in accordance with the rules of the MCHNA to accomplish its goals.
3. Shall be empowered to call meetings of the general membership without the approval of the officers where immediate action is needed.
4. Shall be empowered to vote in meetings of the general membership and the executive board only when necessary to break a tie vote.
5. Shall be empowered to appoint committees.
6. Shall appoint street representatives when there is a vacancy or remove a street representative when that representative is derelict in their duties.
7. Shall act as the liaison for the MCHNA between the City of Fort Worth, surrounding cities, agencies and organizations.
8. Shall be empowered to represent MCHNA in matters of affecting the neighborhood.

#### **S. Vice President**

1. Shall assume the duties of the president in his or her absence.
2. Shall serve as special assistant to the president
3. Shall assume the office of president in the event that the president resigns or is no longer able to continue to function as president.
4. Shall direct and coordinate the activities of permanent and special committees.

#### **T. Secretary**

1. Shall keep minutes of all general meetings and executive board meetings.
2. Shall file and maintain reports and other pertinent documents.
3. Shall keep an attendance report of all of the general membership meetings and executive board meetings.
4. Shall maintain an up-to date membership list and furnish such list for used as needed.
5. Shall issue meeting notices.
6. Shall publish a newsletter upon request of the president or 2 executive board members.

7. Shall be responsible for reproducing and distributing newsletters, meeting notices and any other publication for general distribution to the street representatives for delivery.

#### **U. Treasurer**

1. Shall collect all funds as made available and shall have the care and custody of all funds and property of the MCHNA.
2. Shall make disbursements of funds only on the order of the president or vice president.
3. Shall deposit all funds to the name of the association in such bank or savings and loan associations a may be designated or approved by the executive board.
4. Shall make a financial statement to the president quarterly or as agreed by the executive board.
5. The executive board reserves the right to make judgment on expenditures required of the daily operations of the association.
6. Shall make available upon request of any dues paying resident a current copy of the financial report of the association. The association reserves the right of a time not to exceed thirty (30) days for delivery of requested information. The cost of reproduction will be the responsibility of the requesting party.

#### **V. Committees**

Each committee's charter, roles/responsibilities will be defined on a case by case basis by the resident and the executive board

#### **W. Street Representative**

1. Shall communicate relevant information regarding the group's activities to the area residents such as newsletters, pertinent facts about issues and opportunities and meeting notices.
2. Shall encourage participation by all residents on his/her street/s.
3. Shall actively recruit new members in his/her area/s.
4. Shall make a special effort to be sensitive to the needs, issues and opportunities in his/her area/s.
5. Shall solicit suggestions, ideas, and comments from area residents and convey them to the officers for appropriate study or actions.
6. Shall appoint assistants as required to property carry out his/her responsibilities.
7. Shall convey items of interest about his/her area to the newsletter staff.
8. For those in his/her area who cannot attend meetings, the street representative should communicate the proceedings of the meetings to them and act as their spokesperson.

**President**  
**Vice President**  
**Secretary**  
**Treasurer**


**Kathy Martinez**  
**Paul Sinclair**  
**Jamilah Padgett**  
**Alison Letnes**

**Article IV. Signature of Officers**

**PRESIDENT** Kathy Martinez **DATE** 09/10/17

**VICE PRESIDENT**  **DATE** 9/10/17

**SECRETARY** J. Padgett **DATE** 9/10/17

**TREASURER**  **DATE** 9/10/17