

Bomber Heights Neighborhood Association Bylaws

ARTICLE I - NAME

The name of this organization shall be Bomber Heights Neighborhood Association (BHNA).

A mailing address shall be established and maintained by BHNA.

ARTICLE II - PURPOSE

To provide an organized framework that promotes, enhances and solidifies the quality of life in the Bomber Heights community through the active involvement of its residents through educational and charitable endeavors.

ARTICLE III - BOUNDARIES

The boundaries for the Association are :

- To the North : Weatherford Traffic Circle and Camp Bowie Boulevard
- To the South : West Vickery and South Z Boaz Park
- To the East : Old RR tracks
- To the West : Highway 377

ARTICLE IV - MEMBERSHIP

Resident member - Member resides within the association boundaries. Resident household members within the Bomber Heights community may serve on the Executive Board. Each household has one (1) vote.

Business member - Member that owns a business. Business owner members may vote. Business owner members may not serve on the Executive Board unless they own real estate within the association boundaries. Each business member has one (1) vote.

To vote, a member must be in good standing with the association and be current on annual dues. Each resident household and business owner member will be represented by one (1) vote regardless of the number of businesses or properties owned or number of people residing within each household.

ARTICLE V - DUES

Annual dues are :

- \$15 per Resident Member
- \$45 per Business Member

ARTICLE VI - MEETINGS

1. Meetings - The General Membership shall have quarterly meetings or events held in

January or February (Winter Meeting)

April or May (Spring Meeting)

July or August (Summer Meeting)

October or November (Fall Meeting)

at the time and place determined by the Executive Board. Officers will be elected at the fall meeting and new officers will assume their duties at that time. The annual budget will be presented by the Executive Board and approved by general membership at the following general meeting, the winter meeting.

Notice of any meeting of this Association shall be provided to each member stating the time, date, place, and purpose. Notice of such called or special meetings shall be given at least seven (7) days in advance and may be given by U. S. Mail, electronically, and/or by telephone at the discretion of the Executive Board.

2. Special Meetings - Special meetings of the General Membership may be called by the Executive Board or by petition signed by (7) members of this Association stating the purpose for which the special meeting is being called. The Executive Board may designate the time and place within the City of Fort Worth.

3. A quorum shall consist of those members present at a meeting which has been properly called.

Section 1. The members present at a meeting shall constitute a quorum

Section 2. All meetings are open

ARTICLE VII - EXECUTIVE BOARD

Section 1. The elected officers shall constitute the Executive Board of BHNA

Section 2. The Executive Board shall supervise the affairs of BHNA in accordance with its stated purposes and policies; set the agendas for the regular meeting; and make recommendations to the general membership on matters before BHNA.

Section 3. Meetings of the Executive Board shall be called by the President (usually 4 times a year); additional Executive Board meetings may be called by the President or any three members of the Executive Board, and shall be open to all members of the Association, however only board members may vote.

ARTICLE VIII - OFFICERS

Section 1. The officers of BHNA shall be the President, Vice President, Secretary, Treasurer, and Volunteer Coordinator.

Section 2. Officers shall assume their duties when elected

Officers shall assume their duties in January and shall serve for one (1) year until their successors are duly elected.

Section 3. Any member in good standing with BHNA is eligible for election to office.

Section 4. Officers shall be elected at the Fall meeting by a tally of all votes submitted electronically, by mail, and by onsite votes cast by members-in-good-standing attending the November general membership meeting.

Section 5: The President shall appoint a nominating committee of at least (two) Executive Board members and three (3) resident or business members, generally two months before the fall meeting. The nominating committee will be publicized to the general membership at least 30 days prior to the Fall meeting via electronic means to ensure that membership is informed of the upcoming election. Members of the Nominating Committee may run for office. The Nominating Committee shall present a slate of one or more nominees for each office at the Fall meeting. Nominations from the floor shall be allowed at this time also.

Section 6. Vacancies in office should be handled as follows:

- A. In the event the President is unable to complete his/her term, the Vice President shall become the President for the unexpired portion of the term.
- B. For other vacancies in offices other than the President, the President shall appoint a member to fill the unexpired term with approval of the Executive Board.
- C. Unexcused absences from consecutive meetings may constitute a vacancy of office.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The president shall be the principal officer of the BHNA and shall ;

- A. Preside at all meetings of BHNA.

- B. Be the sole spokesperson for BHNA. The Executive Board may designate another member to service in this capacity as necessary.
- C. Sign with the Treasurer, or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.
- D. Appoint committee chairpersons with approval of the Executive Board.
- E. Shall be empowered to vote in meetings of the general membership and Executive Board only when necessary to break a tie.

Section 2. The Vice President shall :

- A. Serve and assume all responsibilities in the absence of the President.
- B. Act as special assistant to the President and represent the President whenever so designated.
- C. Perform all such duties as requested by the President or Executive Board.
- D. Solicit and acquire speakers for general membership meetings

Section 3. The Secretary shall :

- A. Keep minutes of the proceedings of all meetings of the Association.
- B. Maintain all records of value to BHNA.
- C. Maintain a current roster of membership indicating the name, address, and telephone number of each member as well as his/her classification of membership.
- D. Conduct the correspondence of the BHNA.
- E. Perform such other duties as requested by the President or Executive Board.

Section 4. The Treasurer shall:

- A. Collect membership dues and keep records of paid members
- B. Maintain all financial records of BHNA and deposit all such funds in a bank approved by the Executive Board.
- C. All disbursements shall be paid by check only upon receipt of an invoice previously reviewed and signed by another Executive Board member.
- D. Sign with the President and/or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.
- E. Submit a written financial report at each meeting and give a copy to the secretary.
- F. Perform such other duties as requested by the president or Executive Board.

Section 5. The Volunteer Coordinator shall:

- A. Suggest activities for BHNA's participation, especially when volunteers are needed to fulfill the activity.
- B. Be responsible for the coordination of volunteers and be accountable to the Executive Board for the manner in which communication is carried forward on behalf of BHNA to all members and outside persons.
- C. Assist in coordinating fundraising efforts

D. Perform such other duties as requested by the president or Executive Board.

Section 6. Committee Chairs shall:

- A. Serve as chairs of standing committees as appointed by the President with approval of the Executive Board.
- B. Perform such other duties as requested by the president or Executive Board.

Section 7. Upon retirement from office, each officer shall deliver to his/her successor, all records papers and other property belonging to BHNA.

ARTICLE X - PARLIAMENTARY AUTHORITY

Procedures at all meetings shall be conducted with due regard to parliamentary practice with Robert's Rules of Order Newly Revised, serving as the authority on all points not covered specifically by these by-laws.

ARTICLE XI - AMENDMENTS

Amendment(s) to these bylaws shall be announced thirty days prior to regular or special meetings. Amendment(s) to these bylaws shall be voted on at any regular or special meeting by a two-thirds (2/3) tally of votes cast by members-in-good-standing who are present, plus votes cast electronically and by mail received by the deadline date stated in the announcement, provided that notice of such meeting contains the proposed amendment(s). Such amendment(s) shall be effective as of the date of enactment.

ARTICLE XII - DISSOLUTION

BHNA may be dissolved with the majority vote of the Executive Board, provided that the disbursement of all monies and properties is acted upon prior to the dissolution and all liabilities and obligations of the corporation must be paid, satisfied, and discharged.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such

organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Hereby ADOPTED by a majority vote of the membership at the meeting held on the 14th day of July, 2005.

Amended by a majority vote of the membership on 15th day of June, 2009.

Amended by a majority vote of the membership on the 19th day of October, 2015

Amended by a majority vote of the membership on the 22nd day of October, 2018

Amended by a majority vote of the membership on the 21st day of January 2019