

BOMBER HEIGHTS NEIGHBORHOOD ASSOCIATION

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be Bomber Heights Neighborhood Association (BHNA). A permanent mailing address shall be established and maintained by Bomber Heights NA within the boundaries stated in Article III.

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

A member of BHNA shall be any person over the age of eighteen who rents or owns a residential property within the Association boundaries. There will be two levels of membership. In order to vote, a member must be a resident in good standing with the Association and be current on annual dues. Each household has (1) vote. Non-resident owners will be considered business members.

ARTICLE V - DUES

Annual dues are \$15.00 per household for residents and \$45.00 for business/non-profit members.

ARTICLE VI - MEETINGS

Section 1. Regular meetings of Bomber Heights NA shall be held at least eleven times a year on the third Monday of the month from January through November. Special meetings may be called by the President or any three (3) members.

Section 2. The members present at a meeting shall constitute a quorum.

Section 3. All meetings are open to all members.

ARTICLE VII – EXECUTIVE BOARD

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

Section 2. The Executive Board shall supervise the affairs of the Association 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 the Association.

Section 3. The Executive Board shall meet as required, usually on a monthly basis. These meetings shall be open to any members of the Association.

ARTICLE VIII - OFFICERS

Section 1. The officers of Bomber Heights Neighborhood Association shall be the President, Vice President, Secretary, Treasurer, and Volunteer Coordinator.

Section 2. Officers shall assume their duties in January and shall serve for (1) year until their successors are duly elected.

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

Section 4. Officers shall be elected at the November meeting by a simple majority vote of members present.

Section 5. At the September meeting, the President shall appoint a nominating committee of at least (3) members. Members of the nominating committee may not run for office. The nominating committee shall present a slate of one or more nominees for each office at the November 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.

C. Unexcused absences as determined by the Executive Board from consecutive meetings shall constitute a vacancy of office.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of the Association and shall:

A. Preside at all meetings of the Association.

- B. Be the sole spokesperson for Bomber Heights NA. The Executive Board may designate another member to serve 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. Preserve in file all records of value to the Association.
- 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 Association.
- 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 custody of all financial records of Bomber Heights NA and deposit all such funds in a bank approved by the Executive Board.
- C. Pay all bills and distribute funds by check only upon receipt of a bill. The Treasurer and the President with the approval of the Executive Board must sign all checks.
- D. Submit a written financial report at each meeting and give a copy to the secretary.
- E. Perform such other duties as requested by the President or Executive Board.

Section 5. The Volunteer Coordinator shall:

- A. Suggest activities for the neighborhood association'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 the association 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.
- 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 the Association.

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

Amendments to these By-laws shall be announced thirty days prior to regular or special meetings. Amendments to these By-laws shall be made at any regular or special meeting by a two – thirds (2/3) vote of the resident members who are present and in good standing, provided that notice of such meeting contains the proposed amendment(s). Such amendments shall be effective as of the date of enactment.

ARTICLE XII - DISSOLUTION

Bomber Heights NA 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 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 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 and amended by a majority vote of the membership at the meeting held on the 15th day of June, 2009.

President

Vice President

Treasurer