

# **ALTA VISTA NEIGHBORHOOD ASSOCIATION BYLAWS**

Revised November 19, 2014

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## **ARTICLE I-NAME**

The name of this organization shall be the Alta Vista Neighborhood Association (AVNA), henceforth referenced in this document as "The Association."

## **ARTICLE II-OFFICE**

The Association's principal office shall be the residence of the Association President. The Board of Directors may designate another location at its discretion.

## **ARTICLE III-BOUNDARIES**

The boundaries of the Association are Hildebrand Avenue on the north, San Pedro Avenue on the east, West Myrtle on the south, and the Union Pacific Railroad on the west.

## **ARTICLE IV-PURPOSE**

The purpose of the Alta Vista Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values in the Alta Vista Neighborhood by:

Extending opportunities to residents, landowners, entrepreneurs, and other interested parties through education about neighborhood and community affairs and local topics of immediate interest;

Elevating and promoting the image of the neighborhood;

Encouraging the neighborhood to become involved in community affairs;

Promoting a sense of pride and identity among the Association members;

Establishing a direct line of communication with members of the City Council;

Advising on available funding, loans, and programs designated for the betterment and improvement of older neighborhoods;

Providing a forum for the airing of grievances; and

Familiarizing residents, landowners, and entrepreneurs about the Association and its purposes.

## **ARTICLE V-POLICIES**

Section 1. The Alta Vista Neighborhood Association shall be a nonpartisan organization and shall not support candidates for public office. The Association may take positions on issues. All action appropriate to sustain an approved AVNA position must be authorized by the Board of Directors before the President or the President's representative may so act.

Section 2. The Association shall never be operated for the primary purpose of profit and no part of its net earnings or membership fees shall be used to the benefit of private individuals.

## **ARTICLE VI-MEMBERSHIP**

Section 1. There shall be three categories of membership in the Association: regular, business, and associate. Regular and business members shall be entitled to a single vote on any issue brought before the general membership.

Section 2. A regular member of AVNA shall be any person over the age of eighteen residing and/or owning a single family or multifamily property within the Association's boundaries who has paid dues for the current calendar year.

Section 3. A business member of AVNA shall be any person, firm, or corporation operating a place of business or owning a commercial property within the Association's boundaries, which has paid dues for the current calendar year; provided however, that each such business shall be entitled to one membership only in the Association.

Section 4. An associate member of AVNA shall be any person, firm, or corporation who neither resides, owns property, nor does business within the neighborhood, but nevertheless, maintains an interest in the Association and its purposes. Associate members shall have the privilege of the floor but no vote.

## **ARTICLE VII-SOURCES OF REVENUE**

Section 1. Annual dues for each category of membership shall be recommended by the Board of Directors and approved by a majority vote of the members in attendance at the meeting in which a dues change is considered.

Section 2. AVNA may engage in fundraising activities related to its purposes. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Association.

## **ARTICLE VIII-MEETINGS**

Section 1. Regular meetings of AVNA shall be held at least quarterly and may be held more often as determined by the Board of Directors. Special meetings may be called by

the President or any five (5) members. Notification of meetings shall be provided to all members at least three (3) days in advance.

Section 2. The members present at a meeting shall constitute a quorum for voting purposes. A member vote on any matter may also be conducted by mail and/or electronic message. Proxy voting is not allowed.

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

## **ARTICLE IX-BOARD OF DIRECTORS**

Section 1. The seven (7) elected Directors and the immediate Past President shall constitute the Board of Directors of the Association.

Section 2. The Board of Directors shall supervise the affairs of the Association in accordance with its stated purposes and policies; set the agendas for the regular meetings; transact any business between meetings of the Association and report thereon at the next meeting; and make recommendations to the general membership on matters before the Association.

Section 3. The President will abstain from voting on Board of Directors decisions except in the event of a tie.

## **ARTICLE X- BOARD OF DIRECTORS**

Section 1. The Board of Directors of AVNA shall be the President, Vice President, Secretary, Treasurer, Past President and three (3) directors at large.

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

Section 3. Any regular or business member of AVNA is eligible for election to office.

Section 4. Each Director position shall be elected at the November meeting by a simple majority vote of regular and business members present. A voice or ballot vote shall be taken for each position for which there is only one candidate and for each position with multiple candidates.

Section 5. At least one month prior to the board election, the Board of Directors shall appoint a nominating committee of at least three (3) members. The nominating committee shall present each candidate for each office at the November meeting. Nominations from the floor shall be allowed at this time. Nominations may also be received by email or mail.

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

- A. In the event the President is unable to complete his or her term, the Vice President shall become the President for the unexpired portion of the term.
- B. The Board of Directors shall fill vacancies in offices other than the President for the unexpired term.
- C. Unexcused absences as determined by the Board of Directors from three (3) Executive and/or membership meetings shall constitute a vacancy of office.

## **ARTICLE XI-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 AVNA, except that the Board of Directors may designate another member to serve in this capacity as necessary.
- C. Appoint committee members and chairmen with the approval of the Board of Directors.
- D. Sign with the Secretary or any other proper officer of AVNA authorized by the Board of Directors, all contracts, and other legal documents.
- E. As needed, conduct correspondence of the Association, which has been approved by the Board of Directors.

Section 2. The Vice President shall:

- A. Act as special assistant to the President and represent the President whenever so designated.
- B. Be empowered to sign any documents as authorized by the Board of Directors. This may be done in the event of an emergency during the absence of the President or due to the President's inability or refusal to act.
- C. Perform all such duties as requested by the President or Board of Directors.

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. Sign with the President all contracts and legal documents.
- D. As needed, conduct correspondence of the Association, which has been approved by the Board of Directors.
- E. Perform such other duties as requested by the President or Board of Directors.

Section 4. The Treasurer shall:

- A. Have charge of all funds of AVNA and their deposit in a financial institution in AVNA's name as approved by the Board of Directors.
- B. Pay all bills and disburse funds as authorized by the Board of Directors.
- C. Present financial status reports at each meeting.
- D. Keep itemized and complete records of all receipts and expenditures in a permanent file.

Section 5. Directors at large shall:

- A. Serve as chairs of standing and ad hoc committees as appointed by the President.
- B. Provide advice and assistance in carrying out AVNA activities.
- C. Perform such other duties as requested by the President or Board of Directors.

Section 6. Each Year the Board of Directors Shall:

- A. Appoint a chair and designate a committee responsible for the preparation and distribution of the Association's newsletter.
- B. Appoint at least one board member to maintain a monthly current roster of membership indicating the name, address, and telephone number of each member as well as his or her classification of membership.
- C. Appoint at least one board member to obtain mail from the Association's post office box, if a PO box exists.

Section 7. Each Director shall deliver to his or her successor within fifteen (15) days after retiring from office, all records, papers, and other property belonging to the Association.

## **ARTICLE XII-PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Association.

**ARTICLE XIII-AMENDMENTS**

These bylaws may be amended by the Board of Directors and approved by a two-thirds (2/3) affirmative vote of the regular and business members present and voting at a regular meeting, provided that notice of such an amendment has been given to the membership at previous regular meeting. A full text of such an amendment shall be mailed, emailed, or hand delivered to all members at least ten (10) days prior to the date the amendment will be considered.

**ARTICLE XIV-DISSOLUTION**


AVNA may be dissolved in the same manner as the procedure outlined in ARTICLE XIII, provided that the disbursement of all monies and properties be acted upon prior to dissolution, and in accordance with the requirements of the Texas Non-Profit Corporation Act then in Existence.

*Adopted by a majority vote of the membership at the regular scheduled meeting held on the 20<sup>th</sup> day of February, 1991.*

*Revised and Adopted by a majority vote of the membership at the regular scheduled meeting held on the 29<sup>th</sup> of October, 1998.*

*Revised and adopted by a majority vote of the membership at the regular scheduled meeting held on the 19<sup>th</sup> of November, 2014.*

  
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Erin Zayko  
President

  
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Claudia Guerra  
Secretary