

Ridglea North Neighborhood Association Bylaws

Article I – Name

The name of the organization shall be the Ridglea North Neighborhood Association (RNNA).

Article II – Office

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

Article III – Boundaries

The boundaries of the Association are Camp Bowie Boulevard on the south, Calmont Avenue on the north, Bryant Irvin Road on the east and Olive Place on the west.

Article IV – Purpose

The purpose of RNNA is to provide an organized framework to promote, preserve and enhance the quality of life and values in Ridglea North neighborhood by:

- Extending opportunities to residents, landowners, businesses and other interested parties through education about the neighborhood and community affairs and local topics of immediate interest.
- Elevating and promoting the image of the neighborhood.
- Encouraging a sense of pride and identity among the Association members.
- Establishing a direct line of communication with members of the City Council, City Manager's offices, Code Enforcement and Neighborhood Police Officers.
- Communicating with and maintaining, at the discretion of the Executive Board, a relationship with self-governed organizations that could promote and/or protect the Ridglea North neighborhood.
- Advising on available funding, loans, grants and programs designed for the betterment and improvement of older neighborhoods.
- Providing a forum for the airing of grievances.
- Familiarizing residents, landowners and entrepreneurs about RNNA and its purposes.

Article V – Policies

Section 1. RNNA shall be a non-partisan organization and shall not support candidates for public office. The Association may take positions on issues. All action appropriate to sustain an approved RNNA position must be authorized by the Executive Board 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 earnings or membership fees shall be used to the benefit of private individuals.

Section 3. RNNA may enter into strategic alliance(s) with other related organizations to the benefit of RNNA. Decisions to join other organizations or enter into strategic alliances will be at the discretion of the Executive Board.

Article VI – Membership

Section 1. There will be three categories of membership: regular, business or associate.

Section 2. A regular member of RNNA shall be any person over the age of 18 residing and/or owning residential property within the Association's boundaries. A member may be an individual or household. One membership is one vote.

Section 3. A business member of RNNA shall be any person, firm or corporation operating a place of business within or bordering the Association's boundaries. Each such business shall be entitled to one membership only in the Association. One membership is one vote.

Section 4. An associate member of RNNA shall be any corporation or person who neither resides, owns property, nor operates a place of business within the Association's boundaries, yet maintains an interest in the Association and its purposes. Associate members shall have the privilege of the floor, but no voting rights.

Section 5. A representative chosen by the President will maintain a current roster of members, which will include name(s), address(es), email address(es), phone number(s), classification of membership and date of paid membership. This representative will also send renewal reminders to members at the end of the quarter in which their membership expires.

Article VII – Sources of Revenue

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

Section 2. Dues shall be paid annually, with the membership drive beginning in the first quarter. However, dues will be accepted at any time during the year. Memberships will remain current for one calendar year from the time of payment.

Section 3. The annual dues for the Association will be set as follows:

- \$25 per year for regular members
- \$50 per year for business members
- \$25 per year for associate members

Section 4. If a member decides to remove themselves from membership in the RNNA, they will not be entitled to any refund of their dues paid.

Section 5. RNNA may engage in fundraising activities related to its purposes. The Executive Board may accept on behalf of the Association any contribution, gift or bequest for the general purpose or for any special purpose of the Association.

Article VIII – Meetings

Section 1. Regular meetings or events of RNNA shall be held at least quarterly at a time and location deemed appropriate for the purpose of the meeting/event. Meetings may be held more often as determined by the Executive Board. Special meetings may be called by the President, but no RNNA meeting may be called or held without the express permission of the President or the RNNA Executive Board. Notification of meetings shall be provided to all members a minimum of one week in advance.

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

Section 3. The Executive Board shall meet as required, but at least quarterly. These meetings shall be open to interested members of the Association.

Article IX – Executive Board

Section 1. The Executive Board shall be the elected officers and the immediate Past President.

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 meetings; transact any business between meetings of the Association and report to the next meeting; represent RNNA in other organizations and strategic alliances; and make recommendations to the general membership on matters before RNNA.

Section 3. The quorum for Executive Board meetings shall be 50% of the filled Executive Board offices.

Section 4. The Executive Board may vote electronically or by phone, between regular meetings of the Board, if authorized by the President. The vote shall be recorded in the minutes of the next regular meeting of the Executive Board.

Article X – Officers and Their Election

Section 1. The elected officers of RNNA shall be the President, Vice President of Association Affairs, Vice President of Public Safety, Secretary, Treasurer and Directors at Large.

Section 2. The President shall appoint a nominating committee of at least three members. The nominating committee shall present a slate of nominees for office at least one week in advance of the

fourth-quarter Association meeting. Notice of the election and the slate of nominees shall be sent to members via email, website, flyer or newsletter at least one week prior to the election meeting.

Section 3. Officers shall be elected at the fourth-quarter Association meeting by a simple majority vote of regular and business members present. Nominations from the floor shall be allowed at this time, also.

Section 4. Only regular members of RNNA are eligible for election to any office.

Section 5. Officers shall assume their duties on January 1, and shall serve a term of one full year. Officers can be reelected to serve up to three consecutive terms in the same office.

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

- In the event the President is unable to complete his/her term, the Vice President of Association Affairs shall become the President for the unexpired portion of the term.
- Vacancies in other offices other than the President shall be appointed by the Executive Board for the unexpired term.
- Unexcused absences, as determined by the Executive Board, from three consecutive meetings shall constitute a vacancy of office.

Article XI – Duties of Officers and Committee Chairs

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

- Preside at all meetings of RNNA.
- Be the sole spokesperson for RNNA. The Executive Board may designate another member to serve in this capacity, as necessary.
- Sign checks, contracts and other legal documents.
- Appoint committee chairpersons with approval of the Executive Board.
- Serve or appoint another member as RNNA's primary representative to the Fort Worth League of Neighborhoods.
- Vote in meetings of the general membership and the Executive Board only when necessary to break a tied vote.
- Preserve all records of value to the Association.

Section 2. The Vice President of Association Affairs shall:

- Serve and assume all responsibilities in the absence of the President.
- Act as special assistant to the President and represent the President whenever so designated.
- Perform all such duties as requested by the President or Executive Board.
- Be responsible for the editing of the RNNA newsletter before it is distributed.
- Be empowered to sign any documents as authorized by the Executive Board and the President in the absence of the President or in the event of an emergency.

Section 3. The Vice President of Public Safety shall:

- Serve as special advisor on issues involving neighborhood safety and security.
- Serve as the liaison to the Neighborhood Police Officer.
- Provide crime status reports to the Executive Board and interested neighbors.
- Act as special assistant to the President and represent the President whenever so designated.

Section 4. The Secretary shall:

- Keep minutes of the proceedings of all meetings of the Association.
- Act as special assistant to the President and represent the President whenever so designated.
- Conduct the correspondence of the Association, as requested by the President.
- Perform other such duties as requested by the President or Executive Board.

Section 5. The Treasurer shall:

- Collect membership dues and deposit them into the Association's account.
- Maintain custody of all financial records of RNNA and deposit all such funds in a bank approved by the Executive Board.
- Pay all bills and distribute funds by check only upon receipt of a bill.
- The Treasurer or President will sign all checks.
- Submit an annual budget for approval by the Executive Board.
- Submit a written financial report at each meeting of the Executive Board and Association.
- File all tax forms required by local, state or federal taxing entities or any other regulatory forms to be in compliance with any and all regulations.
- Perform other such duties as requested by the President or Executive Board.

Section 6. The Directors at Large shall:

- Serve as chairs of committees as appointed by the President.
- Provide advice and assistance in carrying out RNNA activities.
- Perform other such duties as requested by the President or Executive Board.

Section 7. The Committee Chairs shall:

- Serve as chairs of RNNA committees, as appointed by the President.
- Perform other such duties as requested by the President or Executive Board.

Section 8. Upon retirement from office, each officer and committee chair shall deliver his or her successor all records, papers and other property belonging to the Association within 15 days.

Article XII – Fiscal Year

The Association's fiscal year will begin on January 1 and end on December 31 each year.

Article XIII – 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 bylaws.

Article XIV – Amendments

Section 1. Amendments to these bylaws shall be made at any regular or special meeting by a two-thirds vote of the 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.

Section 2. A full text of such an amendment shall be made available to all members prior to the date the amendment will be considered.

Article XV – Dissolution

The Ridglea North Neighborhood Association 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.

AMENDED by a majority vote of the membership at the meeting held on March 2, 2017.