

Chapel Creek Neighborhood Association
Bylaws

ARTICLE I - NAME

The Name of this organization shall be the Chapel Creek Neighborhood Association (CCNA).

ARTICLE II - OFFICE

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

ARTICLE III - BOUNDARIES

The boundaries of the Association are * Old Weatherford Rd. to the North, West Loop 820 (Jim Wright Freeway S.) to the East, Interstate 30 to the South, and the * Fort Worth City limit on the West.

* As amended to City of Fort Worth registration calendar year 2006.

ARTICLE IV - PURPOSE

The purpose of the Chapel Creek Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values within the CCNA 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 by which they can meet and work together toward a common goal.
- Elevating and promoting the image of our 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.
- Advising on available funding, loans and programs designated for the betterment and improvement of our neighborhood.
- Forming a committee to ascertain and represent views of the members of the association in regard to future planning development of our neighborhood.
- To establish a direct line of communication with members of the city Planning and Development Commission, and committing ourselves to the master planning process within our boundaries and the City of Fort Worth.
- Providing a forum for the airing of concerns; and
- Familiarizing residents, landowners, and entrepreneurs about the association and its purposes.

ARTICLE V - POLICIES

Section 1. The Chapel Creek Neighborhood Association 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 Chapel Creek Neighborhood

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Association position must be authorized by the Executive Committee 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 earning or membership fees shall be used to the benefit of private individuals.

ARTICLE VI- MEMBERSHIP

- Section 1. There shall be three (3) categories of membership in the Association: regular, business, and associate.
- Section 2. A regular voting member of CCNA shall be any person over the age of 18 residing and/or owning residential property within the Association boundaries, and whose dues are current.
- Section 3. A business member of CCNA shall be any person, firm, or corporation operating a place of business within the Association's boundaries, provided however, that each such business shall be entitled to only one membership in the Association. They shall have floor privileges, but will not be eligible to vote or hold any office.
- Section 4. An associate member of CCNA 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.
- Section 5. Voting privileges will be extended to an associate membership from the Westpoint Chapel Creek Citizens on Patrol organization serving as a duly elected or affirmed member of the Executive Committee.
- Section 6. Voting privileges will be by membership present and by absentee ballot. Request for absentee ballot must be made to the President or Secretary of CCNA and returned sealed to the CCNA prior to the meeting during which the vote will be taken.

ARTICLE VII - SOURCES OF REVENUE

- Section 1. Annual dues for each category of membership shall be recommended by the Executive Committee and approved by a majority vote of the members in attendance at the meeting in which a dues change is considered. Dues shall be paid yearly by November 1st for the following year. Dues and prorated dues methodology for new mid-year memberships will be made as an attachment to these bylaws (See Exhibit A).
- Section 2. CCNA may engage in fund raising activities that are related to its purposes. The Executive Committee may accept on behalf of the Association a contribution, gift bequest, or device for the general purpose or for any special purpose of the Association.
- Section 3. Funds may be raised by the sale of advertisement in The Chapel Creek Neighborhood Association Newsletter.

ARTICLE VIII- MEETINGS

- Section 1. Regular meetings of the CCNA shall be held at least quarterly, and more often as determined by the Executive Committee. Special meetings may be called by the

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President or any five (5) members. Written notification of meetings shall be provided to all members at least five (5) days in advance.

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

Section 3. The Executive Committee shall meet as required, at least every 60 days, on the second Monday of the designated month. These meetings shall be open to interested members of the Association.

ARTICLE IX - EXECUTIVE COMMITTEE

Section 1. The five (5) elected officers and the immediate Past President shall constitute the Executive Committee of the Association. .

Section 2. The Executive Committee 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.

ARTICLE X - OFFICERS

Section 1. The officers of CCNA shall be the President, Vice-President, Secretary, Treasurer, and one (1) representative of the Westpoint Citizens on Patrol (C.O.P.) Community Policing Group.

Section 2. During the initial startup year, officers will begin their term of office on October 1, 1999 and serve until December 31, 2000. For all subsequent years, the new officers' terms will begin on January 1 of the calendar year, and shall serve for one (1) year until their successors are duly elected. Officers shall not serve in the same office for more than two (2) consecutive terms without the consent of 2/3 of the membership present.

Section 3. Any regular member of the CCNA is eligible for election to office.

Section 4. At the July meeting, the President shall appoint a nominating committee of at least three (3) members. The nominating committee shall present a slate of one or more nominees for each office at the last general quarterly meeting of the year. Nominations from the floor shall also be allowed at this time.

Section 5. Officers shall be elected at the last general quarterly meeting of the year by a simple majority vote of regular members present and properly submitted absentee ballots.

Section 6. Vacancies in office shall 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. Vacancies in office shall be filled for the remaining term by the Executive Committee or by appointment of Executive Committee.
- C. Unexcused absences as determined by the Executive Committee, from three (3) consecutive meetings shall constitute a vacancy of office.

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ARTICLE XI - DUTIES OF OFFICERS

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

- A. Preside at all meetings of the Association.
- B. Be the sole spokesperson for CCNA, except that the Executive Committee may designate another member to serve in this capacity, as necessary.
- C. Appoint committee members and chairpersons, with the approval of the Executive Committee.
- D. Sign with the Secretary or any other proper office of CCNA authorized by the Executive Committee, all contracts and other legal documents.
- E. Serve as the Associations' primary representative to the Forth Worth League of Neighborhoods.
- F. Shall be empowered to vote in meetings of the general membership and the Executive Board only when necessary to break a tie vote.

Section 2. The Vice-President Shall:

- A. Act as a special assistant to the President and represent the President whenever so designated.
- B. Be empowered to sign any documents as authorized by the Executive Committee. 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 Executive Committee.

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. Maintain a current roster of membership indicating the name, address, and telephone numbers of each member, as well as his/her classification of membership.
- E. Conduct the correspondence of the Association.
- F. Perform such other duties as requested by the President or the Executive Committee.

Section 4. The Treasurer shall:

- A. Have charge of all funds of CCNA and their deposit in a financial institution in CCNA's name as approved by the Executive Committee.
- B. Pay all bills and distribute funds as authorized by the Executive Committee. .

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- C. Present financial status reports at each meeting.
- D. Keep itemized and complete records of all receipts and expenditures in a permanent file.
- E. Perform such other duties as requested by the President or Executive Committee.

Section 5. Citizens on Patrol Representative

- A. Serve as voting member of the Executive Board of CCNA.
- B. Coordinate activities and promote the Westpoint Chapel Creek Citizens on Patrol within the CCNA.
- C. Present quarterly crime report at general quarterly meetings.

Section 6. Committee Chairpersons or Co-Chairpersons shall:

- A. Serve as chairs of standing committees as appointed by the President or Executive Committee.
- B. Provide advice and assistance in carrying out CCNA activities.
- C. Perform such other duties as requested by the President or Executive Committee.

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

ARTICLE XII- PARLIAMENTARY AUTHORITY

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

ARTICLE XIII - AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) affirmative vote of the membership present and properly submitted absentee ballots, provided that notice of such an amendment has been given to the membership at a previous regular meeting. A full text of such an amendment shall be delivered to all members at least the (10) days prior to the date the amendment will be considered.

ARTICLE XIV - DISSOLUTION

CCNA may be dissolved in the same manner as the procedures outlined in ARTICLE XIII - Amendments, 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 6th day of September, 1999.

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Gary Hogan, President

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EXHIBIT A

MEMBERSHIP DUES

Effective January 1, 2004

Current year membership dues (payable by November 1st): \$10.00

This will be prorated for new mid-year membership at a rate of \$1.00 per month, up to \$10.00 for the year as follows:

Joining Month	Pro-rated Dues
January*	\$10.00
February	\$10.00
March	\$9.00
April*	\$8.00
May	\$7.00
June	\$6.00
July*	\$5.00
August	\$4.00
September	\$3.00
October*	\$2.00
November	\$1.00
December	\$1.00

* General quarterly meetings

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AMENDMENTS TO BYLAWS

Approved at General Meeting on May 18, 2000:

I. Article VI – Membership, Section 2:

DELETE TEXT: A regular member of CCNA shall be any person over the age of 18 residing and/or owning residential property within the Association boundaries.

ADD TEXT: A regular voting member of CCNA shall be any person over the age of 18 residing and/or owning residential property within the Association boundaries, and whose dues are current.

II. Article VI – Membership, Section 3:

ADD TEXT: They shall have floor privileges, but will not be eligible to vote or hold any office.

Approved at General Meeting on April 29, 2002:

III. Article VI – Membership, Section 5:

ADD TEXT: Voting privileges will be extended to an associate membership from the Westpoint Chapel Creek Citizens on Patrol organization serving as a duly elected or affirmed member of the Executive Committee.

IV. Article VII – Sources of Revenue, Section 1:

DELETE TEXT: Dues shall be paid yearly (by October 1) for the following calendar year.

ADD TEXT: Dues shall be paid by the end of the month of the anniversary of membership.

V. Article VII – Sources of Revenue, Section 3:

ADD TEXT: Funds may be raised by the sale of advertisement in The Chapel Creek Neighborhood Association Newsletter.

VI. Article VII – Meetings, Section 3:

DELETE TEXT: The Executive Committee shall meet as required, at least every 60 days, on the second Tuesday of the designated month.

ADD TEXT: The Executive Committee shall meet as required, at least every 60 days, on the second Monday of the designated month.

VII. Article X – Officers, Section 4:

DELETE TEXT: The nominating committee shall present a slate of one or more nominees for each office at the September meeting.

ADD TEXT: The nominating committee shall present a slate of one or more nominees for each office at the last general quarterly meeting of the year.

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VIII. Article X – Officers, Section 5:

DELETE TEXT: Officers shall be elected at the September meetings by a simple majority vote of regular members present.

ADD TEXT: Officers shall be elected at the last general quarterly meeting of the year by a simple majority vote of regular members present.

IX. Article X – Officers, Section 6b:

DELETE TEXT: Vacancies in offices other than the President shall be filled for the unexpired term by the Executive Committee.

ADD TEXT: Vacancies in office shall be filled for the remaining term by the Executive Committee or by appointment of Executive Committee.

X. Article XI – Duties of Officers, Section 2c:

DELETE TEXT: Entire Section 2c

ADD TEXT: Section 2d become 2c

XI. Article XI – Duties of Officers, Section 5:

DELETE TEXT: Section 5 become Section 6

ADD TEXT: Citizens on Patrol Representative

- A. Serve as voting member of the Executive Board of CCNA.
- B. Coordinate activities and promote the Westpoint Chapel Creek Citizens on Patrol within the CCNA.
- C. Present quarterly crime report at general quarterly meetings.

Approved at General Meeting on July 29, 2002:

XII. Article VI – Membership, Section 6:

ADD TEXT: (New Section 6) Voting privileges will be by membership present and by absentee ballot. Request for absentee ballot must be made to the President or Secretary of CCNA and returned sealed to the CCNA prior to the meeting during which the vote will be taken.

XIII. Article X – Officers, Section 5:

ADD TEXT: Officers shall be elected at the last general quarterly meeting of the year by a simple majority vote of regular members present and properly submitted absentee ballots.

XIV. Article XIII – Amendments:

DELETE TEXT: These bylaws may be amended by a two-thirds (2/3) affirmative vote of the regular members present and voting at the regular meeting, provided that notice of such an amendment has been given to the membership at a previous regular meeting.

ADD TEXT: These bylaws may be amended by a two-thirds (2/3) affirmative vote of the

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membership present and properly submitted absentee ballots, provided that notice of such an amendment has been given to the membership at a previous regular meeting.

Approved at General Meeting on April 26, 2004:

XV. Article VII – Sources of Revenue, Section 1”

DELETE TEXT: Dues shall be paid by the end of the month of the anniversary of membership.

ADD TEXT: Dues shall be paid yearly by November 1st for the following year. Dues and prorated dues methodology for new mid-year memberships will be made as an attachment to these bylaws (See Exhibit A).