

# **HANCOCK NEIGHBORHOOD ASSOCIATION BYLAWS**

## **Article 1- Name of Association**

The name of this association shall be Hancock Neighborhood Association, which shall be referred to herein as the "Association."

## **Article 2 - 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 3 - Boundaries**

The boundaries of the Association are: west of Interstate 35 to the east side of Duval and the north side of 32nd Street to the south side of 45th Street.

## **Article 4 - Purposes**

The Purposes of the Association are:

- a) to improve the safety and quality of life in the neighborhood;
- b) to address matters of interest to Association members and non-member residents.
- c) to enhance the influence of Association members and non-member residents of the neighborhood upon governmental and other entities in matters of interest to the neighborhood.

## **Article 5 – Legal Status**

The Association shall be organized and operated not for profit

## **Article 6 - Procedures**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are not inconsistent with these bylaws.

## **Article 7 - Membership**

Regular membership in the Association shall be limited to individuals eighteen years of age and older who reside within the Association boundaries.

Associate membership in the Association shall be limited to business owners and landlords whose business or rental property is located within the Association boundaries but who do not reside within the Association boundaries and to any resident of the City of Austin who has an interest in the Association.

Only active regular members of the Association may vote. An active regular member is a regular member who is current in payment of membership dues. Only active regular members may hold Association office, chair Association committees, and introduce motions for consideration by the Association.

## **Article 8- Dues**

Dues shall be set by vote of the Association at a regular Association meeting. Dues shall not be prorated. Dues shall not be set at a level that would significantly limit participation of potential members.

The Association's fiscal year shall run from January 1 to December 31.

### **Article 9- Voting**

A quorum for a regular meeting of the Association shall be at least ten (10) active regular members. A quorum is necessary for the transaction of any Association business.

An affirmative vote of more than one half ( $\frac{1}{2}$ ) of the quorum shall be binding on the Association with the exception that an affirmative vote of two thirds ( $\frac{2}{3}$ ) of the quorum is required to amend these bylaws or to remove an officer from office.

Voting shall be by voice vote or a show of hands at the discretion of the presiding officer.

Voting shall be by secret ballot at the request of any voting member. Voting for

Association officers shall be by secret ballot or acclamation.

### **Article 10- Officers**

The following officers shall be elected at the first regular meeting of the Association of the fiscal year. Officers shall take office immediately upon election. Officers shall serve without pay. After the first elections after the adoption of these bylaws, nominations for future officers shall be submitted from the floor during a regular meeting at least one month prior to the election. Notice of the election shall be given at least one month prior to the election; notice shall include the time, place and nominees for election.

Elected officials of political entities or subdivisions may not serve as Association officers.

The following positions are officers: President, Vice-president, Secretary, and Treasurer.

The President shall coordinate all activities of the Association. The President shall preside over Association meetings, appoint members to committees and the CANPAC representatives, establish ad hoc committees, assign duties to officers and members as required, and serve as the official representative for the Association. The President shall be responsible for receiving site plans and other zoning information at any time there is not a chairperson for the Zoning committee. The President shall be responsible for attending and ensuring that a designate attend all meetings of the Austin Neighborhoods Council or its successor.

The Vice-president shall serve the Association in the absence of the President. The Vice-president shall be responsible for notifying all members of meetings at least seven days prior to the date of the meeting. The Vice-president shall be in charge of the program and arrangements for all regular meetings. The Vice-president shall perform additional duties as assigned by the President.

The Secretary shall be responsible for keeping and organizing all records and documents, with the exception of fiscal records, for the Association. The Secretary is responsible for taking minutes at all Association meetings.

The Treasurer shall be responsible for all monies and fiscal records of the Association. The Treasurer shall maintain a roster of the membership of the Association, including a list of all active regular members.

The officers shall collectively serve as the Executive Committee of the Association. Executive Committee decisions shall be determined by a majority vote of the officers. The President of the Association shall serve as chairperson of the Executive Committee. The Executive Committee shall meet as required.

The Executive Committee shall be empowered to conduct the business of the Association between membership meetings. It shall make recommendations for action and policy to the general membership. In case of necessity, it shall be empowered to determine policy positions by a two-thirds vote of the Committee, but such policy shall be in the name of the Hancock Neighborhood Association Executive Committee.

In the event of a vacancy in any office, the Executive Committee shall appoint an active regular member to fill the vacant office until a new officer is elected by the membership.

Any officer may be removed from office at any regular meeting of the Association by a vote of two thirds (2/3) of the quorum, provided that reasonable notice that the removal vote will be proposed is furnished to the membership at least seven (7) days prior to the meeting.

#### **Article 11 – Committees**

The following are standing committees of the Association: Executive, Zoning and Development, Parks and Natural Environment, Newsletter, Membership, and Transportation.

Each standing committee shall have a chairperson who is appointed by the President and shall serve for one year. Ad hoc committees may be appointed by the Executive Committee as needed.

##### **Zoning Committee**

The mission of the Zoning committee is to review development proposals and variance requests, taking into consideration the nature and characteristics of the neighborhood and consistency with the adopted neighborhood plan.

##### **Parks and Natural Environment Committee**

The mission of the Parks and Natural Environment committee is increase and preserve greenspace, protect natural resources such as our urban forest, and ensure the well being of the Hancock Recreation Center and Golf Course.

##### **The Newsletter Committee**

The mission of the Newsletter committee is to gather content, sell advertising, and publish on a regular cycle the Association newsletter for neighborhood-wide distribution.

##### **Membership Committee**

The composition of the Membership Committee includes designated Quadrant Leaders. The mission of the Membership committee is to work with the general membership to enlarge the Association, encourage participation in Committees and events, introduce new members, and to organize social events for the benefit of the membership

#### Transportation Committee

The mission of the Transportation committee is to review vehicular movement, bicycle and pedestrian safety, and non-residential parking throughout the neighborhood.

#### **Article 12 – Finance**

The Association shall be financed by membership dues and fundraising. The Treasurer shall be authorized to pay bills of the Association, except that individual expenditures greater than one hundred dollars (\$100) must be approved by the Executive Committee prior to payment and reported to membership.

#### **Article 13- Regular Meetings**

Regular meetings of the Association shall be held on the third Wednesday of odd numbered months. The time and location for the meetings shall be set by the Executive Committee.

Meetings shall be announced on the Association website and by flyer, signs, or by any method reasonably calculated to inform the membership and neighborhood residents.

Agenda items for regular meetings shall be submitted to an officer at least one week prior to a regular meeting. Emergency items will be considered at a regular meeting if a majority of the quorum so votes.

#### **Article 14 - Special Meetings**

Special meetings may be called by the President, by written request of any two officers, or by written request of at least ten (10) percent of the active regular membership. Only business specified in the call may be transacted.

Written notice of the time, location, and specific purpose for the special meeting shall be distributed to all active members at least five (5) days prior to the date of the special meeting.

No special meeting can be conducted without a quorum of the active regular membership of the Association.

#### **Article 15 – Political Activity**

The Association shall not endorse any candidate for any political office. Candidates for political office may attend, upon invitation, regular meetings of the Association or candidate forums sponsored by the Association provided all candidates for the position are also invited and receive equal opportunity to address the meeting.

The Association may endorse referenda and Constitutional amendments and may take official positions on any issue related to the Association's purposes upon approval of a majority of the quorum present at a meeting.

#### **Article 16- Equal Opportunity Statement**

The Association shall be open to all eligible persons regardless of race, creed, gender, marital status, sexual orientation, or physical disability.

**Article 17 - Amendments**

These articles may be amended by a two-thirds vote of the members present at any general meeting, provided that a notice has been given to the membership at a previous meeting.

**Article 18- Dissolution**

In the event that the Association dissolves, any remaining assets shall be disbursed to the Hancock Recreation Center.