

**Bylaws of the  
Tejas Trails Neighborhood Association  
A Texas Nonprofit Association**

**ARTICLE 1 – NAME AND DECLARATION.**

- A. The name of this organization shall be Tejas Trails Neighborhood Association, hereafter referred to as the Association.
- B. Bylaws shall govern the Association and its members and facilitate the fulfillment of the purposes provided in the Articles of Association.
- C. A neighborhood association is defined through the City of Fort Worth Engagement Office as an organization that represents all residents in the neighborhood and operates through an open, democratic process to improve or maintain the quality of life for all individuals within those boundaries.
- D. The Association shall be a non profit organization established under the Laws of Texas.

**ARTICLE 2 – PURPOSE AND OBJECTIVES**

- A. To promote the betterment of the community and quality of life for the residents of the Tejas Trails subdivision, in relation to:
  - a. Adequate and well-maintained streets, roads, and highways throughout the subdivision.
  - b. Securing and obtaining all possible services from the City of Fort Worth, County of Tarrant, or the State of Texas.
  - c. Promoting and encouraging the increase of Association membership.
  - d. Addressing
    - i. sanitary conditions and hazards
    - ii. fire and police protections
    - iii. general service utilities, and
    - iv. any other matters of concern to the neighborhood.

- B. Fostering and maintaining the residential and unique nature of Tejas Trails by advocating for the will of the voting members to City, County, Ctate, and National agencies.**
- C. Serving as a liaison for residents to communicate with outside entities who have an intended, actual, or proposed interest in the Association, properties, residents, utilities, development, or lack thereof.**
- D. Functioning as a non-profit organization, 501(C)3, operating under the Laws of the State of Texas.**

### **ARTICLE 3 – POLICIES**

- A. The purpose of this Association shall be community betterment developed through meetings, committees, specific projects, and updates. No project or action shall be initiated or completed unless by consent of a majority of the members of the Association present and voting.**
- B. The Association may cooperate with other organizations and agencies active in community improvement work and projects provided no commitments are made with such other groups without the consent of a majority of its members.**
- C. The Association shall be non-partisan. Neither the Association name nor the names of its officers in their official capacities shall be used in connection with any commercial concern, outside entity, or with any partisan interest, nor for any purpose other than the regular work of the Association.**

### **ARTICLE 4 – MEMBERSHIP**

- A. Any owner of property in the subdivision known as the Tejas Trails Subdivision may become a member of the Association by application to the Association Secretary and upon payment of the dues, as hereinafter provided.**
- B. Membership may be canceled by the voluntary action of the member or by consent of a majority of the Association.**

## **ARTICLE 5 – DUES AND ASSESSMENTS**

- A. Annual membership dues for the calendar year beginning January 1 and ending December 31 shall be set by the Board of Directors.**
- B. To be a member of the Association and eligible to vote at general membership meetings, an adult resident must have paid dues for the calendar year in which voting occurs.**
  - a. At any general membership meeting, dues may be paid allowing eligibility to vote up to the time a vote is called.**
- C. Disbursement of dues and/or assessments, other than administrative obligations, shall be made by the Treasurer only after prior approval and consent of the Board of Directors.**
- D. New residents that move into the Association at any time after the January collection of dues may opt to pay the full amount or waive voting rights until the next calendar year.**
- E. Membership dues may be adjusted annually on the recommendation of the Executive Board, provided that:**
  - i. (1) dues shall not be increased by more than fifty percent (50%) in any twelve month period unless approved by a two-thirds (2/3) vote of the Association voting membership, and**
  - ii. (2) any increase shall be approved by the voting membership at a regularly scheduled meeting.**

## **ARTICLE 6 – OFFICERS AND THEIR ELECTIONS**

- A. Voting officers of the Association shall be a President, Vice-President, Secretary, Treasurer, and Membership Coordinator.**
  - a. In the event of a tie vote, the Immediate Past President shall cast the deciding vote.**
- B. These officers shall be elected every 2 years, by ballot, at the annual April Association meeting.**

- C. Officers shall serve terms of two years and remain in office until their successors are elected.**
  - a. The President and Treasurer will be elected in odd years, and**
  - b. The Vice-President, Secretary, and Membership Coordinator elected in even years.**
  
- D. Vacancies occurring in any office shall be filled by the Board of Directors for the unexpired term.**
  - a. An office may be declared vacant by vote of the Board of Directors and the place filled if an officer has not assumed their duties or has been removed by the Association.**
  
- E. Nomination and Voting Process:**
  - a. Candidates may be nominated by the Board of Directors or any voting Association member.**
  
  - b. Candidates may also be identified by self-nomination, the Board of Directors, or by any eligible voting member as long as the proposed candidate has agreed to serve in advance.**
  
  - c. Nominations will be submitted by the general membership to the Membership Coordinator prior to an election by written notification.**
  
  - d. Nominations will also be opened before any election to allow eligible voting members to be nominated from the floor.**
  
  - e. Once an eligible candidate's nomination has been received and accepted, they are entitled to communicate their nomination, biography, and platform with the Association in person, by mail, in writing, or by electronic messaging.**
  
  - f. The general membership shall be notified of any impending vote prior to every election.**
  
  - g. Voting will be conducted with numbered and written ballots in compliance with Roberts Rules of Order.**
  
  - h. The Membership Coordinator will oversee Association election processes.**

- i. **Ballots will be counted and reported at the same election meeting.**
- j. **Ballots will be collected by the Membership Coordinator and counted by a minimum of 3 volunteer voting Association members who are present during the election process, and are**
  - i. **not members of the Board, and**
  - ii. **not an election candidate.**
- k. **Volunteers will tabulate the results and provide outcomes to the Membership Coordinator.**
  - i. **The Membership Coordinator will then make the declaration of results to the general membership at the same meeting.**
  - ii. **Any voting member may report any concerns of procedural irregularity or error to the attention of the Membership Coordinator at any point in the election process.**
- l. **Recounts or challenges to the results may only be brought forward before the adjournment of the election meeting.**

## **ARTICLE 7- MEETINGS**

- A. **A meeting of the Associations Board of Directors should generally be held each calendar month at a location and time to be determined by the Board.**
- B. **Membership Meetings will be quarterly in the months of January, April, July, and September.**
- C. **Meetings will *normally occur* on the second Tuesday at 6:00 pm at a location determined and arranged by the Board of Directors.**
- D. **At the annual April meeting, previous year reports shall be received and officers elected and installed.**
- E. **The privilege of holding office, making motions, debating, and voting shall be limited to voting members of the Association.**
- F. **A quorum shall consist of, at minimum, 25% of current voting membership that are present for a meeting that has been properly called.**

- G. All voting shall be limited to one vote per voting member.**
- H. The Board of Directors shall issue notice to members of the Association at least five days in advance of each membership meeting.**
  - a. Notice of these meetings shall be given via website, email, outdoor signage, or newsletter.**

## **ARTICLE 8 – DUTIES OF OFFICERS**

### **A. President**

- a. presides at all meetings of the Association and of the Board of Directors.**
- b. is an ex-officio member of all committees.**
- c. performs all other duties usually pertaining to the office of President.**
- d. is a voting member of the executive board.**

### **B. Vice-president**

- a. acts as aide to the President.**
- b. assumes the duties of the President in the absence of the President.**
- c. is an ex-officio member of all committees.**
- d. is a voting member of the executive board.**

### **C. Secretary**

- a. keeps and maintains a current record of all Association and Board of Directors meetings.**
- b. coordinates correspondences of the Association with the Membership Coordinator.**
  - i. to notify officers and committee members of their election.**
  - ii. notify members of regular and special meetings.**
- c. performs other duties as delegated by the Board of Directors.**
- d. is a voting member of the executive board.**

### **D. Treasurer**

- a. receives all monies and dues from the Membership Coordinator.**
- b. keeps an accurate record of receipts and expenditures.**
- c. pays out funds only when authorized by the Board of Directors.**
- d. presents a statement of account at every meeting of the Association, and at other times as requested by the Board of Directors.**
- e. makes a full report at the Annual meeting.**



## **ARTICLE 10 -STANDING COMMITTEES**

- A. Standing Committees shall be created by the Board of Directors as needed to promote the objectives and policies of the Association.**
- B. The Chairman of a Standing Committee shall be appointed by the Board of Directors and their term of office shall be at the discretion of the Board.**
- C. Association Standing Committees include:**
  - 1. Hospitality**
    - a. will solicit potential members and seek to make new residents feel welcome.**
    - b. will serve a supportive role in providing communication to residents.**
    - c. will support the Membership Coordinator and serve as a liaison to Association Block Captains.**
  - 2. Zoning and Development**
    - a. will actively pursue information from City resources and officials to ensure the most up-to-date information is available to the Board of Directors regarding zoning and development.**
  - 3. Beautification**
    - a. will be well versed in City Code and strive to obtain all beautification resources from the City of Fort Worth.**
    - b. shall strive to enhance the image of Tejas Trails through aesthetic initiatives, like**
      - i. Yard of the Season**
      - ii. Neighborhood Clean Ups, and**
      - iii. Code Compliance**
  - 4. Communications**
    - a. is chaired by the Membership Coordinator**
    - b. is responsible for content and design of the communications to the Association and its members.**
    - c. will maintain social media and websites.**
  - 5. Historian**
    - a. will document and inform neighbors of the area's history.**
    - b. shall be responsible for the storage of all documents of the Association, and**
    - c. will maintain and update an inventory of these documents.**



**6. Bylaws committee**

- a. shall be called upon by the Board of Directors when changes to the bylaws changes are proposed.
- b. Procedure is outlined in Article 12, below.

**ARTICLE 11 -SPECIAL PROJECT COMMITTEES**

- A. Special Project Committees may be created by the Board of Directors or by a majority of the voting membership.
- B. Members of special projects committees shall be appointed by the Board of Directors.
- C. The Chair will be appointed by the Board of Directors.
  - a. If the Board of Directors does not appoint a chair within 14 days, the Association members at large may appoint a chair based on their majority vote on the 15th day.
  - b. This chairperson will only then become a voting member of the Executive Board until the next immediate election.

**ARTICLE 12 -AMENDMENT TO BYLAWS**

- A. Bylaws of the Association may be considered for amendment or change after a motion has been made at a General or Executive Board Meeting; at that time, the bylaws committee shall be convened.
- B. The bylaws committee shall consist of an equal representation of the immediate past bylaw committee members and other voting members at large, and will convene to review proposed changes or concerns.
- C. This committee will preferably present proposed amendments at the next general membership meeting unless additional time or meetings are required.
  - a. The voting membership will then accept or decline changes by a majority vote.

## **ARTICLE 13 -RULES OF ORDER**

The rules contained in the “Robert’s Rules of Order” shall govern the Association in all applicable cases.

## **ARTICLE 14 -DISSOLUTION**

- A. The Board of Directors, by a two-thirds affirmative vote of all members, may recommend that the Association be dissolved and that the question of such dissolution be submitted to a vote at a subsequent general meeting.
- B. Notice of the meeting shall highlight the question of dissolution. At the meeting, two- thirds affirmative vote of residents present and entitled to vote shall be required to approve a resolution of dissolution. Such a resolution shall direct the Board of Directors to prepare a dissolution plan for subsequent approval by the members.
- C. Notice of the meeting shall highlight dissolution finalization. A notice is required to be given 30 days in advance of the final vote.
- D. Preparation and inspection of Voting Members list:
  - a. After setting a record date for the notice of a meeting, the Board of Directors shall prepare an alphabetical list of the names of all its voting members.
  - b. The list must identify
    - i. the members who are entitled to notice and the members who are not entitled to notice of the meeting;
    - ii. the address of each voting member; and
    - iii. the number of votes each voting member is entitled to cast at the meeting.
- E. Dissolution approval requires
  - i. at least two-thirds of votes that voting members present are entitled to cast, and
  - ii. at the meeting for which the action has been called for a vote.

**F. Votes cast in person, conducted by mail, by facsimile transmission, or by electronic messages must be counted and finalized before adjourning the final meeting.**

**G. Dissolution of the Association shall not be final until the members, by majority vote, have approved the dissolution plan through a binding vote.**

**H. All eligible voting members should be notified of the final decision by certified mail.**

**I. All appropriate actions shall be taken by the Board of Directors to legally dissolve the entity as required by Texas Administrative code.**

## **Article 15 - STANDING RULES**

**A. Standing rules establish the working conditions of the Association and differ from the Bylaws in that they specify actions taken by all groups or functions within the Association.**

**B. Standing rules may be amended or revised by a majority vote of the Executive Board members present (see quorum rules) at any regular meeting.**