

# **BYLAWS OF THE HISTORIC SOUTHSIDE NEIGHBORHOOD ASSOCIATION**

## ***ARTICLE I.***

### **NAME AND ADDRESS**

The name of this Association is **HISTORIC SOUTHSIDE NEIGHBORHOOD ASSOCIATION**. It shall be filed in the City of Fort Worth in the State of Texas as a not-for-profit corporation. The official mailing address shall be determined by the Steering Committee as: **959 East Rosedale Street, Fort Worth, Texas 76104.**

## ***ARTICLE II.***

### **OBJECTIVES**

The objectives of the Association shall be to: foster and promote the quality of living in the Historic Southside Neighborhood; represent the best interests of the neighborhood in all matters; respect the community's heritage and maintain its existing family-friendly values; encourage and support desirable commercial enterprises in the Historic Southside Neighborhood; and, implement and further programs for the beautification and improvement of the physical and natural properties in the area.

To achieve these objectives, the Association will encourage volunteer participation and raise the necessary financial support through dues and other sources.

The Association will act in concert with surrounding Neighborhood Associations when to do so benefits the Historic Southside Neighborhood Association and adjoining areas.

## ***ARTICLE III.***

### **MEMBERSHIP**

**SECTION 1.** Membership in the Association shall be open to those persons or businesses who live, work or own property in the Historic Southside Neighborhood in the City of Fort Worth, Tarrant County, Texas, which is the area bounded by Vickery Boulevard on the *North*, Riverside Drive on the *East*, Rosedale Street on the *South* and Interstate 35 on the *West*.

**SECTION 2.** Membership in the Association is either Residential or Business. No household or business is entitled to more than one (1) vote. To vote, a member must be in good standing and must be current on annual dues as outlined in Article IV. Proxies are not allowed.

**RESIDENTIAL MEMBERSHIP:** A residential member is any person eighteen (18) or over who owns property, and resides in a house or an apartment within the Association's boundaries.

**BUSINESS MEMBERSHIP:** A business member is an owner, in part or whole, of a for-profit business operating within the Association's boundaries. A not-for-profit entity operating within the Association's boundaries shall also be declared a business member with a designated liaison to the Neighborhood Association. Fraternal Societies, Educational Institutions, and Religious Organizations will be classified as Business Memberships.

Business members shall have the privilege of the floor and may serve on and vote in committees, but they *shall not* be able to hold office or vote during Association meetings except as stated above.

**NON-RESIDENTIAL/NON-BUSINESS MEMBERSHIP:** A non-residential/non-business member is any person eighteen (18) or over who pays dues and attends Historic Southside Neighborhood Association Meetings, and lives within .5 miles of any of the Historic Southside Neighborhood Association boundaries.

Non-residential/non-business members shall have the privilege of the floor and may serve on and vote in committees, but they *shall not* be able to hold office or vote during Association meetings except as stated above.

#### **ARTICLE IV.**

##### **DUES**

Annual dues are fixed by the Steering Committee and payable in January of each year. Unless otherwise changed, annual dues are ten dollars (\$10.00) per Residential Membership, twenty dollars (\$20.00) per Non-Residential/Non-Business Membership, and fifty dollars (\$50.00) per Business Membership. If dues are paid in a month other than January, a member will still be required to pay their dues the following January in order to remain an active member.

## **ARTICLE V.**

### **MEETINGS**

**SECTION 1.** Notice of Membership meetings of the Association shall be provided to each member stating the time, date, and place of meeting. Notice of such meeting will be given by phone, email, text, and/or signage.

**SECTION 2. Regular meetings** of the Association will be held the **second Monday** of every month beginning in January or at such other time to be determined by the Steering Committee. Unless notice is otherwise given, regular meetings shall be held at **6:00 p.m.** at the *Southside Community Center located at 959 East Rosedale, Fort Worth, Texas 76104*, or via **ZOOM** or another location within the boundaries of the Association with sufficient prior notice.

**SECTION 3.** The **Annual meeting** of the Association shall be held on the second Monday of December or at such other time to be determined by the Steering Committee. Unless notice is otherwise given, the Annual meeting shall be held at **6:00 p.m.** at the *Southside Community Center* located, *959 East Rosedale, Fort Worth, Texas 76104*, or via **ZOOM** or another location within the boundaries of the Association with sufficient prior notice.

**SECTION 4.** At the **Annual meeting**, each Officer and Standing Committee Chairperson may provide a report of his or her activities during the prior year and may invite comments and/or suggestions as to future activities and/or projects.

**SECTION 5. Special meetings** may be requested by any member by written request. The president will present the request to the Steering Committee members within 24-48 hours of the request. The Steering Committee members will discuss and choose a time and date for the Special Meeting and communicate that with the requester within 24-48 hours [no longer than four days from the initial request]. The Steering Committee will notify the HSNA members of the Special meeting, stating the date, time and purpose for which the meeting is being called. Items brought up in the Special meeting will be voted on by a majority of the members present at the Special meeting, and findings may be announced at the following General Meeting.

**ARTICLE VI**  
**OFFICERS**

**SECTION 1.** The **Officers of the Association** shall be: President, Vice-President, Secretary and Treasurer.

**SECTION 2.** The Officers of the Association shall be elected for a term of one (1) year, by written paper ballot by a majority of the membership vote at the December meeting. The votes will be tabulated, and results announced at the December meeting. Their term of office shall begin at the close of the meeting in the month in which they were elected which is December. Officers may serve in the same office for up to three (3) consecutive years total. In the case that an officer is appointed, their interim year of office does not count toward an electoral year.

**SECTION 3.** A vacancy in any office shall be filled by the Steering Committee with such appointee to serve until the next Annual meeting.

**SECTION 4.** These Officers shall perform the duties prescribed in these Bylaws:

**PRESIDENT:** The President shall preside at all meetings of the Association and Steering Committee; have general supervision of the Association; shall be an ex-officio voting member of all Standing Committees; announce results of all elections; decide all Parliamentary questions that arise; shall sign any legal instrument which the Steering Committee has authorized to be executed (**except in cases where the signing and execution thereof shall be expressly delegated to another officer of the Association**); act as the Public Voice of the Association and He or She shall perform other duties as designated by the Steering Committee.

**VICE-PRESIDENT:** In the absence of the President, the Vice-President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions of the President; shall perform other duties as may be assigned or designated by the President or Steering Committee.

**SECRETARY:** The Secretary shall record and maintain the minutes of the meetings of the Association and the Steering Committees; track the amount of meetings potential members have attended; file and maintain documentation required for Association status in the State of Texas; shall see that all notices are duly given in accordance with the Bylaws or as required by law; serve as Custodian of the Association's official

non-financial documents; notify members of scheduled meetings; shall be the receiver, recorder, and distributor of the Association's mail to the appropriate individuals; and perform other duties assigned by the President or Steering Committee.

**TREASURER:** The Treasurer shall create a proposed annual budget for the Association and submit it to the Steering Committee in a timely manner; promptly deposit all funds received by the Association in a bank designated by the Steering Committee; pay all debts of the Association from such funds; report at each Steering and Association meeting on receipts, disbursements and the financial condition of the Association; serve as Custodian of the Association's Official Financial Documents; maintain an accurate list of members and their dues; and maintain an electronic or paper membership directory. Take and assess any applications for waiver of annual dues, discreetly submit vetted names to Steering Committee for approval. Upon election of a new Treasurer, the outgoing Treasurer and his/her assistant shall transfer financial responsibilities within thirty (30) days of the new treasurer taking office.

## **ARTICLE VII.**

### **STEERING COMMITTEE**

**SECTION 1.** The **Officers and Standing Committee Chairpersons** elected by the Association constitute the Steering Committee. The affairs of the Association shall be managed by these Bodies which will enforce adherence to the Bylaws.

**SECTION 2.** Meeting of the Steering Committee shall be held the first Monday of each month. Additional meetings may be called by the President.

**SECTION 3.** A majority of the members of the Steering Committee present shall constitute a quorum for transacting official business that comes before it.

**SECTION 4.** The Steering Committee may remove any Officer or Standing Committee Chairperson for cause including missing two (2) consecutive meetings or more than three (3) meetings out of any six consecutive meetings. *Exceptions to this provision may be approved by a majority vote of the total Steering Committee.*

**SECTION 5.** A vacancy as an Office or Standing Committee Chairperson shall be filled by the Steering Committee with such appointee to serve until the next Annual meeting. [An interim appointment does not count in the 3-consecutive-years officer stipulation.]

### ***SPECIAL DUTIES***

**CONTRACTS:** The Steering Committee may authorize any Officer of the Association in specific writing or by physical vote, to enter into any legally binding written agreement or execute and deliver any instrument in the name of or on behalf of the Association.

**APPROVALS:** Any instrument needing approval for the City or County, by the Association, shall be communicated to the Steering Committee, prior to signing.

**PAYMENTS:** All checks or other orders for payment of funds of the Association shall be signed by two (2) persons. The signers must be the Treasurer and appointed Assistant designated and authorized by the Steering Committee and must be documented at the bank.

**INVESTMENTS:** Funds for the Association may be invested at the discretion of the Steering Committee, as permitted by law.

**GIFTS:** The Steering Committee may accept gifts, contributions or bequests, which have been duly authorized and permitted by law, to the Association.

### ***ARTICLE VIII***

#### **STANDING COMMITTEES**

Chairpersons for Standing Committees shall be appointed at the Annual Meeting in December. Individuals may serve on one (1) or more committees, however, an individual can Chair only one (1) committee. Chairpersons may appoint additional members to serve as needed on their committee.

1. ***ECONOMIC DEVELOPMENT:*** Shall support programs to attract and retain desirable commercial enterprises in the Historic Southside Neighborhood, involve the owners and managers of such commercial establishments to enhance their profit potential and image to better serve the area;<sup>1</sup> coordinate with realtors to attract buyers and investors of residential properties who desire to maintain a family-friendly neighborhood and keep the Steering Committee informed on real estate issues in the area.

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2. **EDUCATION:** Shall work with local school administrators and teachers; institute practices to improve the educational standards of local public schools, promote programs to involve parents, mentors to interact with neighborhood children and youth and increase opportunities to encourage neighborhood youth to seek a higher education.
3. **ENVIRONMENT:** Shall identify and report code violations, research available programs, work with property owners to ensure the removal of trash and graffiti, improve the maintenance of buildings and landscape, coordinate with the City of Fort Worth and the Steering Committee on planned construction and implement improvements in the Historic Southside Neighborhood's common community spaces such as parks, walkways and entrance markers.
4. **HISTORIAN:** Shall develop and implement a history project for the Historical Southside Neighborhood and Community and arrange for the project to be archived and accessible through the City of Fort Worth Ella Mae Shamblee Library or other suitable locations; collect and/or reproduce photographs, maps, blueprints and other documents and recordings the committee deems important to the community's history; photograph, video graph, or otherwise record current neighborhood events and projects to implement in project; index the project and make available to Officers and Committees for the promotion of the Historic Southside Neighborhood.
5. **HOSPITALITY:** Shall initiate, conduct and coordinate special events for the Association, such as, picnics, parades, holiday caroling and other neighborhood-wide events or activities; develop and implement ongoing programs to engage community members in cooperative activities such as athletic leagues or tournaments; coordinate event series such as elder trips, and children activities through multicultural and interfaith education and religious groups to promote fellowship in the community.
6. **MEMBERSHIP:** Shall solicit potential Residential and Business members and welcome potential members who attend meetings.
7. **SAFETY AND SECURITY:** Shall identify and report suspicious behavior to the appropriate authorities; coordinate police-approved activities such as block captains or park patrols to ensure maximum coverage for the entire

neighborhood; arrange training of citizens to ensure knowledge of how to respond to and in unsafe situations; work with the City of Fort Worth Police Department, the City of Fort Worth and the Association to minimize crime and preserve safety in the neighborhood.

8. **WEB AND SOCIAL MEDIA:** Shall develop and implement projects and programs to provide positive and beneficial information about the Historic Southside Neighborhood, the Association, and its activities; coordinate the development and publication of newsletters, flyers, posters, website, internet, electronic communication, and other published materials and reports and act as liaison between media and appropriate Association Officers and Committees.
9. **COMMUNITY LIAISON:** Shall foster communication and collaboration between the Historic Southside Neighborhood Association and various organizations, governments, or groups. They shall facilitate communication, advocate, and support the needs of the community. They shall provide education and support, build partnerships, promote civic engagement, and support community projects.

#### **ARTICLE IX.**

##### **OTHER COMMITTEES**

In addition to Standing Committees, the following ad hoc committees will be appointed by the Steering Committee. These committees will supervise certain tasks, and once performed, the committee will dissolve.

**NOMINATING COMMITTEE:** Composed of at least three (3) non-officer members, the committee shall provide a list of willing candidates to serve in the Officer positions. The slate nominated by this Committee shall be submitted to the members of the Association at the November meeting. Additional nominations from the floor shall be permitted.

**AUDIT COMMITTEE:** Composed of at least two (2) Members, shall audit the Treasurer's accounts at the close of the financial year, and present a written report to the Steering Committee who in turn will present the report at the General Membership meeting in February. The financial year shall be from January through December.

**EXCEPTION:** *The Steering Committee may also appoint additional Ad-hoc or Special Committees as needed to further the work of the Association.*



*ARTICLE X.*

**RULES OF PROCEDURE**

Robert’s Rules of Order, Newly Revised, shall be used by the Association in **ALL** cases not specifically provided for in the Bylaws.

*ARTICLE XI*

**CODE OF ETHICS**

The Officers of Historic Southside Neighborhood Association will 1) strive to serve the best interests of the association; 2) act within the boundaries of authority as defined by local law and the bylaws of the association; 3) provide opportunities for members to comment on decisions facing the association; 4) conduct open, fair, and well-publicized elections; 5) always speak with professionalism within the organization’s communication [verbal, email and/or text message] and also in public forums when referring to the organization, the members and the business conducted within the organization.

In addition to the above, **all Officers and Standing Committee Chairs** of the Historic Southside Neighborhood Association will turn over all relevant records, documents and passwords to the newly elected/appointed replacements within seven (7) days of the election/appointment. Each Officer should refer to their job descriptions within this document for specific records for transfer of power in December [or turn over records to the President in the case of resigning before a term is complete].

*ARTICLE XII*

**AMENDMENT TO BYLAWS**

These Bylaws shall be amended by a two-thirds (**2/3**) vote of the Association’s membership present at any Annual or Special Meeting whereby the purpose of such meeting is to amend the Bylaws by the Officers and the Steering Committee.

The proposed and stated Bylaws have been ratified and are to be an integral part of the **HISTORIC SOUTHSIDE NEIGHBORHOOD ASSOCIATION** as of January 15, 2025.

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James Walker, President

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TBA, Vice-President

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Wendy L. Moore, Secretary

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Karen Harmon, Treasurer