

**BYLAWS
OF THE
COLLEGE WOODLANDS NEIGHBORHOOD
ASSOCIATION**

Purpose:

The purpose of this organization is to foster cooperation and a spirit of community among the areas known historically as the College Hills Woodlands Subdivision, the Woodland Acres Subdivision, the Woodland Estates Subdivision, and any adjacent subdivisions which would like to participate.

These subdivisions were established in the late 1930s and early 1940s as quiet, wooded, family lots. It is our desire to preserve and enhance the original character of the neighborhood by encouraging maintenance and development that reflects and honors the heritage of the community and to sustain it for future generations.

None of the three older subdivisions have property owners associations which require mandatory membership that would be governed by provisions of the Texas Property Code. These bylaws are intended to serve as an organizational framework within which the voluntary cooperation within these communities can function.

Article I: Organizational Structure

There are three major components to the organization: Executive Committee (Administrative leadership), Neighborhood Council (general membership body) and Committees (project work groups). The organization is not incorporated in any jurisdiction, and membership is not mandatory under the Covenants, Conditions and Restrictions for either of the subdivisions.

Article II: Membership

1. General Membership is composed of two categories: Voting Members and Associate Members. There are no membership dues; however, members may make voluntary donations when needed.
 - a. Voting members are persons who own real property within the subdivisions that make up this organization. Voting members are entitled to one vote each, may hold officer positions, may serve on project committees, and may participate in the Neighborhood Council.
 - b. Associate members are persons who reside in the neighborhood but who do not own real property within the subdivisions that make up this organization. Associate members do not have voting rights and may not hold officer positions, but they may serve on project committees and participate in the Neighborhood Council.

2. Executive Committee membership will be composed of three elected officers and one or more ex officio officers. All officers and ex officio officers must be voting members. The Executive Committee will carry out general business on behalf of the organization, and will resolve disagreements regarding organization business.
 - a. Elected Officers – The term of elected officers is one year, but this may be extended if the elected officers are willing to continue serving and if they are reelected as provided in Article V below.
 - i. President – The duties of the president are to serve as the official point of contact for the organization, preside at Neighborhood Council and Executive Committee meetings, appoint volunteer committees to work on any neighborhood projects, and serve as an advisory member of one or more organization committees.
 - ii. Vice President – The duties of the Vice President are to assist the President in carrying out the President’s duties, to perform the duties of the President in the absence of the President, to send out official communications to all members about meetings, to run elections, and to serve as an advisory member of one or more organization committees.
 - iii. Secretary – The duties of the Secretary are to take summary notes that include action items for the Executive Committee and Neighborhood Council meetings, maintain an official file of notes from all the organization’s meetings, assist with sending correspondence as needed, serve as the treasurer if the organization raises funds, and serve as advisory member of one or more organization committees.
 - b. Ex Officio Officers – These are former officers who volunteer to serve, if requested by the Executive Committee, in an advisory or assistance capacity to the currently elected officers. They may take on duties as assigned by the Executive Committee. Their main purpose is to facilitate smooth transitions when officers change and identify potential future officers.
 - c. Vacancies. An officer may be appointed by a majority of the remaining Executive Committee only to fill a vacancy caused by resignation, death, or disability. Each officer so elected shall serve out the remaining term of his predecessor.
 - d. Removal of Officers. At any Annual or special meeting of the organization, any one or more of the Officers may be removed with or without cause by Voting Members representing a majority of the votes present in person or by written proxy or power of attorney at such meeting, and a successor shall then and there be elected to fill the vacancy thus created. Any Officer whose removal has been proposed by the Members shall be given an opportunity to be heard at the meeting.

Article III – Neighborhood Council

1. The Neighborhood Council is the body of Voting and Associate Members who take an active part in neighborhood business.
2. The Neighborhood Council will have at least one annual meeting at which such organizational business as the following will take place:
 - a. Election of officers or reelection of officers in their positions
 - b. Review of any committee efforts conducted since the last meeting
 - c. Discussion of any neighborhood issues that need to be addressed
 - d. Identification of any actions that need to take place
 - e. Any other business requested by a member in advance of a meeting to be on the agenda
3. A quorum is the minimum number of all members who must be present to conduct business. For Neighborhood Council meetings, a quorum is the number of members who are in attendance. Because there are no dues and ordinary expenses must be kept to a minimum, primary notification about Neighborhood Council meetings and other correspondence with members will take place electronically, for example, via e-mail. Members should keep their e-mail addresses or other appropriate electronic contacts current and notify the Vice President of any changes. Members who prefer to receive printed notification will provide the Vice President with pre-printed, stamped envelopes for this purpose.
4. Voting will generally take place in person at the annual Neighborhood Council meeting but can be done by written proxy or power of attorney presented in writing at a meeting. A majority vote of the quorum present is sufficient for most resolutions to pass. However, for votes related to elections, changes to the bylaws, and membership dues, early electronic voting should take place in addition to face-to-face voting. Any Neighborhood Council votes related to dues require a 51% majority of all voting members (whether present at the Neighborhood Council Meeting or via electronic voting) to pass.
5. The result of all voting will be announced at the Neighborhood Council meeting and an e-mail notification to the Neighborhood Council will follow.
6. The Neighborhood Council is encouraged to organize and participate in social activities.
7. Not later than the tenth (10th) day or earlier than the sixtieth (60th) day before the date of a Neighborhood Council meeting, the Executive Committee shall give written notice of the meeting to each Member in the organization.

Article IV. Committees

1. Volunteer committees, such as the following, may be established to promote a sense of community and to address neighborhood issues of concern.
 - a. Social – Neighborhood Night Out, parties, etc.
 - b. Neighborhood Watch – Oversee projects related to vigilance in the protection of neighborhood integrity
 - c. Communications – Newsletters, etc.
 - d. Advocacy – Promotion of the community to incoming families, real estate agents, etc.; work with other neighborhoods who want to maintain their neighborhood integrity
 - e. Beautification – Coordinate with the City for parks & trails enhancement, maintenance of streets & street lights, etc.
 - f. Other – Committees to be determined as needed
2. Committees will be made up of Members and Associate Members of the neighborhood, with a Chairperson appointed by the President. Chairpersons will be responsible for taking summary notes at their committee meetings. All Committee notes will be given to the Secretary and reviewed by the Executive Committee.
3. If funds are raised for a committee project, those funds should be expended for that purpose. A complete record of receipts and reimbursements should be recorded and given to the Secretary. The Neighborhood Council will vote on how to expend any leftover committee funds.
4. A committee Chairperson is appointed annually and will serve for no more than three (3) consecutive terms in the same position, unless the Executive Committee approves the exception. There is no limit to the number of years served on the same committee.
5. Should the need arise, the Executive Committee may form a special committee or task force to address a neighborhood issue requiring immediate attention.
6. Committees will present a brief report of their activities at the annual meeting of the Neighborhood Council.

Article V – Election of Officers

1. Voting members should let any officer know that they are interested in serving as an officer at least a month prior to the annual Neighborhood Council meeting. The slate of candidates for the respective officer positions will be sent by email to the membership at least 15 days in advance of the annual Neighborhood Council meeting.
2. Voting for officers will take place at the annual Neighborhood Council meeting. Electronic voting may be conducted in advance of the meeting to accommodate voting members who cannot be present at the annual meeting.
3. The Vice President, assisted by appointed members as needed, will tally votes in an election. A final count of face-to-face votes and electronic votes will take place at the

annual meeting and winners will be announced at that time. An e-mail notification will also be sent to all residents with a current e-mail on file.

4. If the Vice President is running for an office, another Voting Member will be appointed by the President to preside over the election process.

Article VI – Electronic Voting

1. In order to vote electronically, voting members must be subscribed to the organization's listserv. Only e-mail addresses subscribed to the listserv may cast a vote electronically.
2. To facilitate electronic voting, a free e-mail account will be opened.
3. A printed record of all electronic votes must be provided for inspection at the Neighborhood Council meeting and should be included with the Secretary's notes for this meeting.

Article VII—Amendments to Bylaws

1. Proposals. These Bylaws may be amended by a Majority of the Members. The Executive Committee shall provide each Member with a detailed description of any proposed amendment. Such description shall be included in the notice of any annual or special meeting of the Neighborhood Council if such proposed amendment is to be considered at said meeting.
2. Consents. An amendment shall be adopted by the vote, in person or by electronic vote or written consents of Members representing at least a majority of the votes cast.
3. Effective. To be effective, each amendment must be in writing and be signed by at least two Officers acknowledging the requisite approval of Members, and be delivered to each Member at least ten (10) days before the amendment's effective date.

DATED: _____

Secretary