

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- 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 3- Procedures

Procedures not otherwise designated in the following Articles shall be governed by "Robert's Rules of Order," latest edition.

Article 4- Membership

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

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.

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 December 1 to November 30.

Article 5- 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 6- Officers

The following officers shall be elected at the first regular meeting of the Association of fiscal year and shall take office immediately upon election. 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, Treasurer, and Community Cooperative Council Representative.

The President shall coordinate all activities of the Association. The President shall preside over Association meetings, appoint members to committees, 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 Neighborhood Association 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 Secretary shall serve as Association historian.

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.

The Community Council Cooperative Representative shall serve as the official representative to the Community Council Cooperative. An individual holding another office in the Association may also serve in this office concurrently.

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 server as chairperson of the 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 7- Committees

The following are standing committees of the Association: Executive, Newsletter, Zoning, Streets & Sewers, Membership, and Hancock Recreation Center Liaison.

Each standing committee shall have a chairperson who is appointed annually by the President. Ad hoc committees may be appointed by the Executive Committee as needed.

Article 8- 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.

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

Article 9- 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 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 two weeks prior to a regular meeting. Emergency items will be considered at a regular meeting if a majority of the quorum so votes.

Article 10- 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.

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 11- 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 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 12- Equal Opportunity Statement

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