

North Austin Civic Association

A Neighborhood Association

BYLAWS

Article I - Name

The name of this organization shall be NORTH AUSTIN CIVIC ASSOCIATION, a nonprofit organization, hereinafter referred to as the *Association*.

Article II - Purpose

The purpose of the *Association* is to protect the health, safety and welfare of residents and to seek to improve the quality of life in matters such as land use, environmental protection, public services, consumer protection, and other matters of concern.

Article III - Objectives

The objectives of the *Association* are to:

1. Represent and advance the common interest of all residents within the *Association's* boundaries.
2. Keep all members informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish committees to investigate and make recommendations to the *Association* on all matters of neighborhood concern.

Article IV - Membership

1. Eligibility
Membership in the *Association* shall be open to all residents, businesses, and property owners within the area bounded by Lamar Boulevard on the east, Kramer Lane on the north, Burnet Road on the west, and Research Boulevard on the south.
2. Dues
Members of the Association shall be those individuals who have paid the required dues for the current calendar year. Those who were members in the previous calendar year have until January 31 to renew their membership for the current year.
The amount of the dues shall be set by the Executive Committee and shall not be prorated during any calendar year.

Article V - Voting

1. Member voter privileges become effective 30 days after his/her dues are received by the Association. Those members who were members the previous year will have continuous voting privileges provided their dues are paid by January 31 of the current year.
2. A quorum, designated as a majority of those present and eligible to vote, shall be necessary for the transaction of Association business.

Article VI - Officers

1. Number
The officers of the *Association* shall be elected from the active membership and shall include a President or Co-President, Vice President or Co-Vice President, Secretary or Co-Secretary and Treasurer or Co-Treasurer. Officers may be husband and wife team. Co-officers are to allow husband and wife team participation.
2. Executive Committee
The elected officers shall comprise the Executive Committee.
3. Election of Officers
Officers shall be nominated and elected at annual meeting or other time by agreement of the majority of the Executive Committee.
4. Duties of Officers
 - a. The President or Co-President shall preside at all meetings of the Executive Committee and the *Association*; shall be an ex-officio member of all committees; shall represent the *Association* in matters of importance to the neighborhood with the advice and counsel of the Executive Committee, when time does not permit action by the membership at a meeting; and shall cosign all checks drawn on the account of the *Association*.
 - b. The Vice President or Co-Vice President shall fulfill the duties of the President in the President's absence, shall serve as parliamentarian of the *Association*, and shall plan programs for meetings.
 - c. The Secretary or Co-Secretary shall keep an accurate record of all business of the *Association*, shall assist the president with all correspondence, and shall perform other duties as assigned by the President.
 - d. The Treasurer or Co-Treasurer shall be responsible for the *Association's* funds, shall keep an accurate record of receipts and expenditures, shall cosign all checks drawn on the account of the *Association*, and shall maintain the membership list.
5. Removal from Office
Any officer may be removed from office for cause at any meeting by two-thirds of the members present and eligible to vote, provided that public notice has been furnished to the membership at least one week prior to said meeting.
6. Vacancies
Vacant offices shall be filled by appointment by the Executive Committee for the unexpired portion of the term, except the Presidency, which shall be filled by the Vice President.

Article VII - Meetings and Organization

1. Fiscal Year
The fiscal year of the *Association* shall be the calendar year beginning on the first day of January and end on the last day of December.
2. Meetings
Regular or Annual meetings of the general membership of the *Association* shall be held as determined by the Executive Committee with a minimum of four program meetings to be scheduled each year.
3. Special Meetings
Special meetings may be called by the Executive Committee upon reasonable notice of the membership.

4. Membership Privileges

The privilege of holding office, introducing motions, floor debating, and voting shall be limited to members of the *Association*.

Article VIII - Appointments and Committees

1. Appointments

The Executive Committee may appoint any member, preferably not an officer of the *Association*, to serve as a delegate to any organization in which the membership decides to participate. Such delegate shall attend meetings, shall represent views of the *Association*, shall present issues to the Executive Committee for consideration, and shall report to the *Association* on the Activities of such organization.

2. Committees

a. The Executive Committee shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the *Association*, and shall appoint all other committees and approve the work of such committees.

b. The Executive Committee or the President or Co-President shall appoint such other committees as deemed appropriate in carrying out the purposes of the *Association*.

Article IX - Parliamentary Authority

Robert's Rules of Order, Newly Revised, may be invoked at any meeting by the President or Co-President, and shall be the parliamentary authority for all matters of procedure.

Article X - Amendment of Bylaws

These Bylaws may be amended at any regular meeting by a two-thirds vote of those present and eligible to vote.

Revised October 4, 1989
 October 24, 1996
 January 25, 2001
 January 16, 2003
 February 17, 2005
 November 17, 2005