

**SOUTH CREEK NEIGHBORHOOD ASSOCIATION OF ROUND ROCK, TX
BYLAWS**

Approved by Membership Qorum at January 6, 2004 Quarterly Meeting

**Article I
Name**

The name of this association will be the South Creek Neighborhood Association, hereafter referred to as **SCNA**.

**Article II
Boundaries**

The boundaries of **SCNA** are:

North: no more than 50 yards north of Willow Way

South: no more than 50 yards south of Gattis School Road

East: no more than 50 yards east of Chestnut Path

West: no more than 50 yards west of Elder Way

**Article III
Purpose**

SCNA is a nonprofit neighborhood membership organization led by a volunteer Board of Directors that exists to promote a safe and healthy environment for the residents of the neighborhood.

**Article IV
Membership**

Section 1. Eligibility- Membership in **SCNA** will be open to households located within the boundaries as specified in Article II.

Section 2. Membership and Dues- Membership will be issued on the basis of the household as a unit upon the payment of the annual dues. Dues will be payable beginning January 1, before or at the first meeting of each new fiscal year. New residents that join in the 4th quarter of the fiscal year will only have a payment of 1/2 the annual membership dues for the remainder of that fiscal year.

Section 3. Late Membership Requests- Households seeking membership after the first meeting of the fiscal year, may do so by submitting a membership application to any officer on the Executive Committee along with the annual dues. This will allow for:

- proper acknowledgment of the application,
- crediting of the payment of the dues, and
- inclusion of the household on the membership roster.

Article V Voting

Section 1. Eligibility- Dues-paying members of SCNA, present at any meeting, will be entitled to one (1) vote per person with a maximum of two (2) voters per household, on any matter submitted to the membership for a vote. No proxies will be allowed for any member of a household not present at the meeting.

Section 2. Quorum- A quorum for any meeting is designated as 20% of the eligible households having signed in by 15 minutes after the announced start time of the meeting. As long as a quorum is maintained, SCNA may take votes and transact necessary business.

Section 3. Canvass in Lieu of Meeting- In the event that a quorum of members is not achieved at any scheduled meeting, the Executive Committee may authorize a direct communication to all members. Canvassing may be accomplished door-to-door, e-mail, phone, or any other method that is considered direct communication. The canvass of all members whose votes shall be duly recorded, and any action so taken shall have the same force and effect as if taken at a meeting at which a quorum of Members was present. An approval by this method must be greater than 50% of all members. Any such canvass must be completed within 30 days of the scheduled meeting.

Section 4. Ballot Voting - When a ballot vote is requested by a member, the following will apply:

1. At least two (2) Officers shall be in attendance at all times during voting and they shall determine eligibility of all voters, issue all official ballots, and witness the casting of the ballots.
2. Ballot boxes shall remain sealed until all votes are cast, then opened and votes tabulated in the presence of, at least, two (2) Officers of the association. Upon completion of the tabulation of ballots, the results shall be certified by such members of the Officers of the Association and officially posted with the Association.
3. Any member may be present as an observer at the tabulation of votes.

Article VI Officers

Section 1. Officers- the officers of SCNA will be a President, Vice-President, Secretary, Treasurer, Information Officer, and Safety Officer. The officers will be elected for a one- (1) year term from eligible, household voting members, who reside in the membership households. Officers will be elected at the first general membership meeting of the appropriate fiscal year.

Section 2. Nominations-Nominations for officers will be submitted by the attending voting members, from the floor, at the first general membership meeting, of the appropriate fiscal year.

Section 3. Duties of Officer- All officers serve on the Executive Committee

- The **President** (or his/her representative) presides at all meeting of **SCNA** and the Executive Committee. This office represents South Creek on matters of importance in between meetings of **SCNA**; appoints and serves as an *ex officio* member of all committees; has signature authority on **SCNA** checks and will be responsible for said checks in the absence of **SCNA** Treasurer.
- The **Vice President** fulfills the duties of the President in the absence of the President; organizes the program agenda and meeting place for regular meeting; coordinates the distribution of the newsletter, and is responsible for **SCNA** correspondence.
- The **Secretary** keeps accurate records of all business of **SCNA**; maintains the historical file of the activities of **SCNA**; maintains correspondence on behalf of **SCNA**, and maintains **SCNA** membership roster.
- The **Treasurer** maintains accurate records of receipts and expenditures of **SCNA**; presents fiscal updates at each quarterly meeting; presents end-of-year fiscal report, and has signature authority on **SCNA** checks.
- The **Information Officer** prepares and edits a newsletter for distribution to all households within 30 days after a regular membership meeting, and is responsible for collection of advertising fees, which is turned over to Treasurer.
- The **Safety Officer** serves as liaison between South Creek Subdivision and the City of Round Rock to see that South Creek Subdivision homes abide by the current codes and ordinances.
- The **Executive Committee** is made up of the **SCNA Board of Directors** and will create and maintain an active committee system for carrying out the will of **SCNA** membership

Section 4. Removal and Replacement of Officers- Any officer may be removed from office for cause at any meeting by two-thirds (2/3) vote of the members present and voting, provided that notice has been furnished to the membership at least two (2) weeks prior to said meeting. An elected officer's term will be declared vacant by the remaining elected officers, if he/she no longer resides within **South Creek** boundaries. When necessary, a vacant office may be filled for the **unexpired** portion of the term by vote of the Executive Committee.

Article VII
Meetings and Organization

Section 1. Fiscal Year- The fiscal year of **SCNA** will begin on the first day of January and end on the last day of December.

Section 2. Meetings- each fiscal year regular meetings of the general membership of **SCNA** will be held. Special meetings may be called by the Executive Committee or by written petition of ten (10) eligible households to the President. The Executive Committee will meet a minimum of four (4) times per year.

Section 3. Conduct of Meetings- the privilege of introducing motions, debating the motions, and adding items to the agenda is limited to adult voting members residing in eligible households. Guests may make presentations to the membership. More than one (1) person per household may participate in debate.

Section 4. Notice- Proper notice for meetings shall be posted no less than three (3) days before a meeting and a sign posted at the main - entrances/exits, three (3) days in advance of a meeting. Written notice of meetings called to change bylaws or to remove an officer shall be provided, at least, fourteen (14) days in advance to eligible households.

Article VIII Committees

Section I. Executive Committee- the Executive Committee consists of the current officers. The committee:

- Transacts necessary business of **SCNA** in the intervals between regular meetings,
- Transacts such other business as may be referred to it by **SCNA**,
- Plans the agenda for regular meetings,
- Calls special meeting, fills vacant offices,
- Publishes a newsletter, and
- Meets notice requirements of the Bylaws of **SCNA**.

Article IX Parliamentary Authority

These Bylaws and Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a majority of members present and voting.

Article X Amendment of Bylaws

These Bylaws may be amended at any regular meeting or special meeting by a two-thirds (2/3) vote of the eligible members present. The amendment is to be submitted by e-mail, or posted on web site or posted in meeting flyer, at least, 14 days prior to next quarterly meeting.