

DRAFT

**BYLAWS OF
THE PASCHAL NEIGHBORHOOD ASSOCIATION**

ARTICLE I – NAME

The name of this organization shall be the Paschal Neighborhood Association (PNA).

ARTICLE II – OFFICE

The Association’s principal office shall be the residence of the Association President. The Executive Committee may designate another location at its discretion.

ARTICLE III – BOUNDARIES

The boundaries of the Association are the creek that feeds into the Fort Worth Public Zoo on the north, 8th Avenue on the east, Berry Street on the south, and Forest Park Boulevard to the west.

ARTICLE IV – PURPOSE

The purpose of the Paschal Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values in the Paschal neighborhood by:

Extending opportunities to residents, landowners, entrepreneurs, and other interested parties through education about neighborhood and community affairs and local topics of immediate interest;

Elevating and promoting the image of the neighborhood;

Encouraging a sense of community and pride among Association members;

Establishing a communication link with the City Council, City Manager's offices, Code Enforcement, and Neighborhood Police Officers.

Advising on available funding, loans, and programs designated for the betterment and improvement of older neighborhoods.

Providing a forum for the airing of grievances; and

Familiarizing residents, landowners, and entrepreneurs about the association and its purposes.

ARTICLE V - POLICIES

Section 1. The Paschal NA shall be a nonpartisan organization and shall not support candidates for public office. The Association may take positions on issues. All action appropriate to sustain an approved Paschal NA must be authorized by the Executive Committee before the President or the President's representative may so act.

Section 2. The Association shall never be operated for the primary purpose of profit and no part of its net earnings or membership fees shall be used to the benefit of private individuals.

ARTICLE VI - MEMBERSHIP

Section 1. There shall be three categories of membership in the Association: regular, business, and associate.

Section 2. A regular member of the Paschal Neighborhood Association shall be any person over the age of eighteen residing within the Association's boundaries. In order to vote, a member must be in good standing with the Association and be current on annual dues. Each household has one (1) vote.

Section 3. A business member of the Paschal Neighborhood Association shall be any person, firm, or corporation operating a place of business within the Association's boundaries. Non-Residential property owners will be classified as a Business Member and shall have the privilege of the floor, but have no voting privileges and cannot hold office.

Section 4. An associate member of Paschal Neighborhood Association shall be any person, firm, or corporation who neither resides, owns property, nor operates a place of business within the Association's boundaries, but nevertheless, maintains an interest in the Association and its purposes. Associate members shall have the privilege of the floor, but have no voting privileges and cannot hold office.

ARTICLE VII - SOURCES OF REVENUE

Section 1. The annual dues for the Association memberships will be set as follows:

Regular Membership -	\$ 10.00 Yearly
Business Membership -	\$ 25.00 Yearly
Associate Membership	\$ 25.00 Yearly

Dues shall be paid by December 31 for the following calendar year. New members shall pay prorated dues for the months between their initial membership and December 31. Members shall be considered in arrears if their dues are not paid by January 31.

Section 2. Paschal NA may engage in fundraising activities related to its purposes. The Executive committee may accept on behalf of the Association any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Association.

ARTICLE VIII - MEETINGS

Section 1. Regular meetings of the Paschal NA shall be held at least quarterly and may be held more often as determined by the Executive Committee.

Section 2. Special meetings may be called by the President of the Association, by a majority of the Officers elected to conduct the business of the Association, or a petition containing signatures of no less than 25 voting members of the Association.

Section 3. The members present at a meeting shall constitute a quorum.

Section 4. Notice of meetings - shall be written and be provided to members in good standing no less than 5 days prior to said meeting. Notice may be provided by mail, email, or hand delivered. Official notice will be provided in English. When possible notice will be provided in Spanish.

Section 5. The Executive Committee shall meet as required, usually on a monthly basis. These meetings shall be open to any members of the Association.

ARTICLE IX - EXECUTIVE COMMITTEE

Section 1. The elected officers and the immediate past President shall constitute the Executive Committee of the Association.

Section 2. The Executive Committee shall supervise the affairs of the Association in accordance with its stated purposes and policies; set the agendas for the regular meetings; transact any business between meetings of the Association and report thereon at the next meeting; and make recommendations to the general membership on matters before the Association.

ARTICLE X - OFFICERS

Section 1. The officers of the Paschal NA shall be the President, Vice President, Secretary, Treasurer, and (3) three directors (as needed) at large.

Section 2. Officers shall assume their duties in January and shall serve for (1) one year or until their successors are duly elected. Officers shall not serve in the same office for more than (2) two consecutive terms.

Section 3. Any regular member of the Paschal NA is eligible for election to office.

Section 4. Officers shall be elected at the October meeting by a simple majority vote of regular and business members present.

Section 5. At the July meeting, the President shall appoint a nominating committee of at least (3) three members. The nominating committee shall present a slate of one or more nominees for each office at the October meeting. Nominations from the floor shall be allowed at this time also.

Section 6. Vacancies in office shall be handled as follows:

A. In the event the President is unable to complete his/her term, the Vice President shall become the President for the unfinished portion of the term.

B. Vacancies in offices other than the President shall be filled for the unfinished portion of the term by the Executive Committee.

C. Unexcused absences as determined by the Executive Committee from (3) three consecutive meetings shall constitute a vacancy of office.

ARTICLE XI - DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of the Association and shall:

A. Preside at all meetings of the Association.

B. Be the sole spokesperson for the Paschal NA, except that the Executive Committee may designate another member to serve in this capacity as necessary.

C. Appoint committee members and chairpersons with the approval of the Executive Committee.

D. Sign with the Treasurer or any other proper officer of Paschal NA authorized by the Executive Committee, all checks, contracts and other legal documents.

E. Serve as the Association's primary representative to the Fort Worth League of Neighborhood Associations.

Section 2. The Vice President shall:

- A. Be empowered to sign any documents as authorized by the Executive Committee. This may be done in the event of an emergency during the absence of the President or due to the President's inability or refusal to act.**
- B. Act as Special assistant to the President and represent the President whenever so designated.**
- C. Perform all such duties as requested by the President or Executive Committee.**

Section 3. The Secretary shall:

- A. Keep minutes of the proceedings of all meetings of the Association.**
- B. Preserve in file all records of value to the Association.**
- C. Maintain a current roster of membership indicating the name, address, and telephone number of each member as well as his or her classification of membership.**
- D. Conduct the correspondence of the Association.**
- E. Sign with the President all contracts and legal documents.**
- F. Perform such other duties as requested by the President or Executive Committee.**

Section 4. The Treasurer shall:

- A. Collect membership dues and keep records of paid members.**
- B. Maintain custody of all financial records of the Paschal NA and deposit all such funds that are collected in a bank approved by the Executive Committee.**
- C. Pay all bills and distribute funds by check only upon receipt of a bill. The Treasurer and the President with the approval of the Executive Committee must sign all checks or expenditures over \$150.00.**
- D. Submit a written financial report at each meeting and give a copy to the Secretary.**
- E. Perform such other duties as requested by the President or Executive**

Committee.

Section 5. Directors at large shall:

- A. Serve as chairs of standing committees as appointed by the President.**
- B. Provide advice and assistance in carrying out Paschal NA activities.**
- C. Perform such other duties as requested by the President or Executive Committee.**

Section 6. Each officer shall deliver to his or her successor within 15 days after retiring from office, all records, papers, and other property belonging to the Association unless otherwise directed by an Executive Committee decision based on a majority vote.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Association.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended by a (2/3) two-thirds affirmative vote of the regular and business members present and voting at a regular meeting, provided that the full text of such an amendment has been given to the membership at least (10) ten days prior to the date the amendment will be considered.

ARTICLE XIV - DISSOLUTION

Paschal Neighborhood Association may be dissolved with the majority vote of the Executive Committee, provided that the disbursement of all monies and properties is acted upon prior to dissolution, and all liabilities and obligations of the corporation must be paid, satisfied, and discharged.

ADOPTED By a majority vote of the membership at the regular scheduled meeting held on the _____ day of _____, 20_____.

President