

CROWLEY PARK NEIGHBORHOOD ASSOCIATION

BYLAWS

Adopted by the Board of Directors July 20, 2020

Ratified by Members Sept 22, 2020

ARTICLE 1 – NAME AND PURPOSE

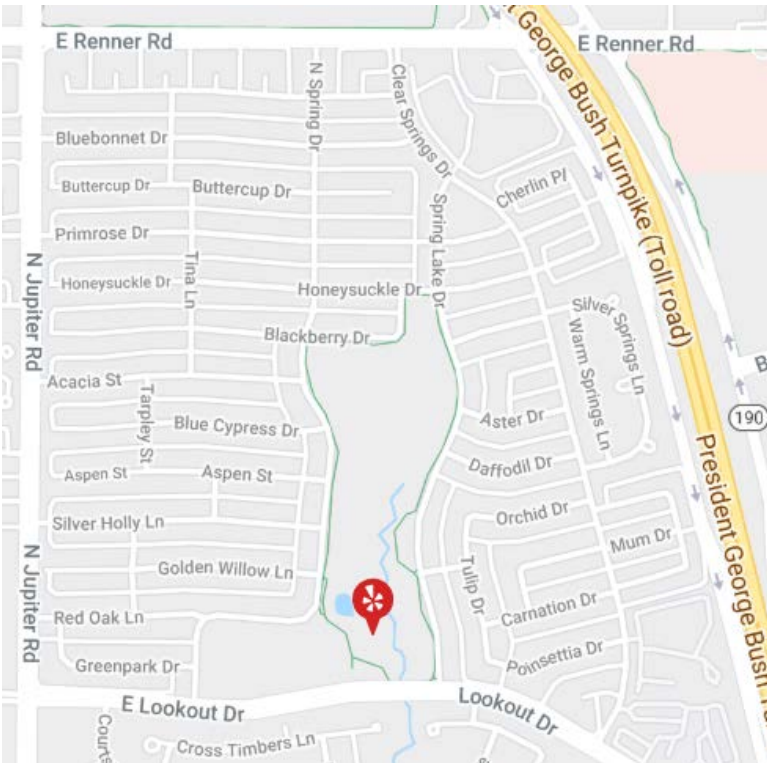
Section 1- Name. The name of this organization shall be the Crowley Park Neighborhood Association.

Section 2 – Purpose. The purpose of this organization shall be to bring neighbors together to preserve and enhance the character of our neighborhood while providing a safe and beautiful environment for all residents and visitors, and shall strive to:

- **Promote** a safe, clean, and attractive neighborhood that enhances our living conditions and increases the value of our homes.
- **Support, Help Develop and Coordinate** neighborhood Crime Watch programs and other neighborhood safety measures.
- **Support** the improvement and appearance of our neighborhood and Crowley Park to keep it enjoyable for our families and visitors.
- **Develop** lines of communication with the City of Richardson and other appropriate legal entities so that the residents of our neighborhood are represented and involved in the decision-making processes in matters affecting the neighborhood.
- **Encourage** community pride in our neighborhood by providing a forum for discussing neighborhood and citywide issues, and assisting in planning activities and projects that are beneficial to our neighborhood.

ARTICLE II- MEMBERSHIP

SECTION 1- ELIGIBILITY. Membership in the Crowley Park Neighborhood Association is voluntary and available to all residents and homeowners in the area. Membership in this association shall be open to all persons who reside in, or own a single-family home dwelling in the Crowley Park Neighborhood Association area, falling within both the City of Richardson and Collin County, Texas. The boundaries of this area shall be as follows:



North- Renner Road
South- Lookout Drive
West- Jupiter Road
East- Highway 190 (Bush Turnpike) (Except those living or owning property in the Clear Springs Homeowners Association area, which is east of Clear Springs Drive and on the streets of Silver Springs Lane, Crystal Springs Lane and Warm Springs Lane)

Section 2- Types of Membership. The Association will consist of Voting Memberships and Associate Non-Voting Memberships. There is only one paid Voting Membership allowed per household with other adults in the same residence considered associate non-voting members. Voting members will be those qualified adult residents who join the association and pay an annual fee as determined by the duly elected Board of Directors.

Section 3- Member Action. Members are encouraged to attend and participate as private citizens in meetings of Richardson governmental committees, commissions and boards. However, no one may act or speak in the name of the Crowley Park Neighborhood Association unless authorized to do so in advance by the President or Board of Directors.

ARTICLE III- BOARD OF DIRECTORS

Section 1- Number, Manner of Selection and Term of Office.

The Board of Directors shall consist of the Officers of the Crowley Park Neighborhood Association and Board-selected Committee Directors. The Officers shall be elected by the Voting membership at each annual business meeting, shall serve for a term of one year and shall take office upon election.

Section 2 – Qualifications. Only voting members of the Crowley Park Neighborhood Association shall serve on the Board. Only one member of an eligible household at a time shall be on the Board at any given time.

Section 3 - Vacancies and Removal. Vacancies on the Board may be filled, until the next annual meeting, by majority vote of the remaining members of the Board. Three consecutive unexcused absences from Board meetings may be deemed a resignation. A Board member shall be considered excused from attending the scheduled Board meeting upon submitting a written notification of their absence and their regularly scheduled report to the Board Secretary at least 24 hours prior to the scheduled Board Meeting.

In the event of death, resignation or removal of a Director, the appointed Director shall serve for the unexpired term of the predecessor. Any Director may be removed from the Board, with or without cause, by a majority vote of the Board

Section 4- Powers and Duties. The Board of Directors shall set policy and conduct the business of the Association. The Board shall plan and direct the work necessary to carry out the programs adopted by the Membership. The Board may designate special committees as deemed necessary.

Section 5- Board Meetings. There shall be at least four regular meetings of the Board of Directors annually. The President may call special meetings of the Board or a special meeting may be called upon the written request of five members of the Board. Any voting member or associate non-voting members of CPNA may attend a Board meeting.

Section 6- Quorum. A majority of the members of the Board of Directors must be present in order to conduct a Board meeting. If a quorum is not obtained, another meeting should be scheduled at the earliest opportunity to ensure a quorum.

Section 7- Compensation. No officer, chairperson, or volunteer shall receive compensation for any provided service to the Association. However, any officer, chairperson or volunteer may be reimbursed for preapproved actual expenses.

ARTICLE IV- OFFICERS

Section 1- Officers, Election and Term of Office. The officers of the Crowley Park Neighborhood Association shall be President, Vice President, Secretary, and Treasurer and are members of the Board of Directors. Each shall be elected for a term of one year by the Voting Membership at the Annual General Meeting and shall take office upon election.

Only Voting Members of the Association shall serve as an officer or a member of the Board of Directors.

Only one member of a household at a time shall serve as a Board member.

Section 2- The President. The president or an officer designated by the president shall preside at all meetings of the Association and at all meetings of the Board of Directors. The President shall be a member of all committees, ex-officio, except for the nominating committee. Only the President, or someone designated by the President or Board shall speak for or on behalf of the Association.

Section 3- Vice President. The Vice President shall fulfill the duties of the President in case of the President's absence or inability to serve and shall perform such other duties as requested by the President or the Board.

Section 4- The Secretary. The Secretary shall keep records of the meetings and the work of the Association. The Secretary shall take minutes of all membership meetings and act as Secretary of the Board of Directors.

Section 5- The Treasurer. The Treasurer shall collect all monies due the Association, keep an accurate record thereof, deposit same in the bank in the name of the Crowley Park Neighborhood Association, pay all approved bills incurred by the Association, present a report at each Board meeting, at the Annual General Meeting and at any time upon reasonable request.

The Treasurer and the President will sign all checks, or the Treasurer and one person designated by the Board. The Treasurer will prepare and timely file IRS Form 990 on an annual basis.

Section 6- Resignation and Removal. Any Officer may be removed from office with or without cause by a majority vote of the Board of Directors. Any Officer may resign at any time by giving written notice to the President or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such shall not be necessary to make it effective.

Section 7- Vacancies. A vacancy in any officer position may be filled by appointment by the Board. The Officer appointed to such vacancy may serve for the remainder of the term of the Officer he/she replaces.

ARTICLE V- DIRECTORS' DUTIES AND STANDING COMMITTEE FUNCTIONS

Section 1- Chairperson's Duties. The Chairs appointed by the Board of directors shall become members of the Board of Directors and shall chair the Standing Committee specified for each. As members of the Board of Directors, each must be Voting Members. The Board of Directors may change the number or names of committees

Section 2- Civic and Environmental. The committee shall observe meetings of governmental bodies and alert the Board to items that merit attention by the Association. In addition, they will sponsor projects for the improvement and beautification of our neighborhood.

Section 3- Social. This committee will recommend and plan social functions for the General Membership within the budget set by the Board.

Section 4- Communications. This committee will serve as a mechanism for the board to communicate with CPNA membership, and for membership to be aware of CPNA and city news and activities. Mechanisms to be used in support of communication will include the CPNA website, newsletters, and media posts such as on Facebook and Nextdoor. It is important that these efforts be coordinated so as to provide a consistent and valued communications network to our membership.

This committee may, with the approval of the Board, solicit and publish paid advertisements for use in the newsletter and on the website.

Section 5- Membership. This committee shall comprise representatives who will greet new residents, expand our current membership, maintain the official list of members, and serve as a communications link between the Board and the membership.

Membership information is considered confidential and not shared or sold outside the Board.

Section 6- Neighborhood Safety. The purpose of this committee is to promote neighborhood awareness of the Crime Watch Program and work with the Association Members, city officials and the police to reduce crime.

Section 7- Technology. The purpose of this committee is to provide technological support to the Board of Directors. This includes, but is not limited to, providing a platform for the CPNA website and supporting communications such as the quarterly newsletter. Meetings will be supported with the appropriate audiovisual technologies. The board may request technology proposals or evaluations that they determine necessary.

ARTICLE VI- FINANCIAL ADMINISTRATION

Section 1- Fiscal Year. The fiscal year shall be from October 1- September 30.

Section 2 Dues Annual dues shall be determined by the Board of Directors and payable when joining the association.

ARTICLES VII- MEETINGS

Section 1- Membership Meetings. There shall be a minimum of one Annual Membership Meeting per year. The date, time and type of meeting (“virtual” online or physical meeting place) will be determined by the Board of Directors. The purpose of the Annual Meeting shall be to a) Elect Officers, b) Review and approve the budget, c) Transact other business as appropriate.

Meeting notification to membership will be at least one week in advance of the meeting.

Section 2- Quorum. Ten percent of the paid Voting Membership shall constitute a quorum at the Annual Meeting.

Section 3- Petition. Although annual meetings are usually scheduled by the Board, any voting member of CPNA can solicit the Board to address a particular topic or issue at any meeting.

ARTICLE VIII- NOMINATIONS, ELECTIONS AND VOTES

Section 1- Nominating Committee. The Nominating Committee shall propose and nominate a slate of Officers at the Annual General Membership Meeting. Nominations for officer positions shall also be taken from the floor during the Annual meeting.

Section 2- Elections. The election shall be by means determined by the Board, provided that when there is but one nominee for each office, it may be moved to elect by acclamation. Voting by a majority of those qualified to vote shall constitute an election.

Section 3- Number of Votes per Household. One vote per household with a Voting Member in good standing will be permitted. Absentee or proxy voting shall not be permitted.

ARTICLES IX- PARLIAMENTARY AUTHORITY

Section 1- Parliamentary Rules. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they apply, and in which they are consistent with the By-Laws of the Association.

Section 2- Parliamentarian. A Parliamentarian may be appointed by the President as needed for any meeting, especially for the Annual General Meeting.

ARTICLE X- AMENDMENTS

These Bylaws may be amended at a Regular, Special or Annual Meeting of the members, by a two-thirds majority of a quorum of Voting Members present, providing that the amendments are submitted to the Board and to the membership at least thirty days before the date of the said meeting.