

Mistletoe Heights Association -- By-Laws

These By-Laws are established for the purpose of providing an organizational framework for the Mistletoe Heights Association to better accomplish its objective of promoting better communication and neighborhood unity among the residents of the area encompassed. These By-Laws will be used by the General Membership and the Executive Committee in conduction of business.

A. Name

1. The name of this Association is Mistletoe Heights Association.

B. Purposes of the Association

1. The purpose of this association shall be to promote better communication and neighborhood unity among the residents of the area hereinafter set forth: to protect and promote the best interests of the residents of the area; to promote and encourage a better community and civic spirit and to foster goodwill and friendship between and among all the residents of said area; to cooperate with county and city officials and with other civic and public organizations for general welfare of the residents.

C. Area

1. The area to be covered and encompassed by the activities of this Association shall be that area included within the following boundaries: West Rosedale South on the North; both sides of Weatherbee on the South; the railroad tracks on the East; the Trinity River on the West. All of the above mentioned area is in the City of Fort Worth, Tarrant County, Texas.

D. Policies

1. The association shall be noncommercial, nonpartisan and nonsectarian.
2. The name of the association or the names of any members in their official capacities shall not be used without the consent of the Officers. Under no condition may they be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the association.
3. The association shall not directly endorse any political candidate or party. "Paid Political Advertising" may be accepted for the newsletter which shall be open to all candidates.
4. All disbursements, contracts and agreements shall be approved by the Officers.
5. The association shall not make loans or donations to individuals or for-profit organizations. Loans and donations to not-for-profit organizations must be submitted in writing to the Officers for consideration.

E. Membership

1. Membership shall be open to all residents of the area. Association members will be eligible to serve as Officers and on committees. Officers meetings will be open to Association members. Dues will be any amount submitted to the Treasurer with a recommended minimum of \$5.00 per household payable prior to the October

meeting each year. Contributions in excess of that amount may be given at that time.

F. Voting

1. All adult (over 18 years old) members of the Association shall be entitled to vote at the general meetings.

G. Rules of Procedure

1. Meetings and elections will be conducted according to Robert's Rules of Order.

H. Meetings

1. Regular Meetings - The General Membership shall have quarterly meetings normally held on the third Tuesday of November, February, May, and August, with the election of Officers held at the November meeting. The time for the meetings will be set by the Officers.
2. Special Meetings - Special Meetings of the General Membership may be called by the Officers or by petition containing the signatures of 50 adult members of the Mistletoe Heights Association. Notice of such meetings shall be made in writing at least five (5) days prior to the proposed meeting date.
3. Official Notice of all regular meetings shall be given in writing to each household within a reasonable time of the meeting date.
4. A quorum shall consist of those members of the Mistletoe Heights Association who appear at a meeting which has been properly called. Votes may only be made in person.

I. Election of Officers

1. Nominating Committee - The nominating committee shall consist of three current officers and at least two at large volunteers from the association. the slate of officers will be presented for approval at the November general meeting. The new officers will take office immediately.
2. Term of Office - Each officer shall serve a one year term.

J. Removal of Officers

1. An officer may be removed from office by a 2/3 vote of the remaining officers if the officer either no longer lives in the area specified in Article 8 or if the officer acts contrary to the Association By-Laws or interests.
2. Failure to attend two consecutive meetings (Officer or General Membership) without an acceptable excuse given to the President shall be considered a formal resignation.

K. Vacancies

1. Should any vacancy occur by death, resignation, or otherwise, the same shall be filled without undue delay by the executive committee.

L. Officers

1. The officers of this Association shall be five in number: President, Vice-President, Secretary, Treasurer, and Newsletter Editor
2. The President shall serve as Chairman of the Executive Board and shall be the chief executive of the Association, charged with the duty of supervising all of its functioning, subject to the approval of the Executive Committee. He/she shall be ex-officio a member of all committees.

3. The Vice -President shall serve in the President's absence or in the event of the President's inability to act, and shall serve on the Nominating Committee. He/she shall attend all League of Neighborhood meetings and report on those meetings to the President. He/she shall perform such other functions as the President may assign from time to time.
4. The Secretary shall conduct the correspondence of the Association, issue notices of and keep minutes of all General Membership and Officers meetings of the Association, be custodian of the records and discharge such other duties as may be assigned to him/her by the President. The Secretary will keep the official roll of committees and will keep copies of minutes of each of the committee meetings.
5. The Treasurer shall collect all membership dues and shall have the care and custody of all the funds and property of the Association, which shall be disbursed by him only upon the order of the executive Committee or the President. He/she shall submit a report from the preceding year at the annual meeting and shall render special reports whenever requested to do so by the President. He/she shall deposit all funds in the name of the Association in such Bank or Banks as may be designated by the Officers. The Treasure will keep official roll of the General Membership.
6. The Newsletter Editor will be responsible for the timely monthly production of the Mistletoe Heights Newsletter. He/she will be responsible for the editorial policy and editing of the content of the newsletter, subject to the approval of the executive committee.

M. Committees

1. Committees and chairmen shall be designated and appointed by the executive committee as deemed necessary.

N. Expenditures

1. Expenditures will be made by check requiring the signature of the Treasurer. All expenditures over \$200.00 will require the signature of the Treasurer and the President of the association.

O. Dissolution

1. The Mistletoe Heights Association can be dissolved by a 2/3 vote of the General Membership present at a meeting called for that purpose. The surplus assets, if any, at that time shall be distributed equally to Association households on roll as of the date of such action. The effective date of the dissolution shall be thirty days after the date of action by the membership.

P. Amendments

1. The By-Laws and Charter of this Association may be amended or revised by a majority vote of the members present at a general meeting provided that the thirty day notice of any such meeting contains a summary of the proposed amendments or amendments.