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## **Braeburn Super Neighborhood Council**

### **BYLAWS**

#### **Article I. Name**

The name of the Council will be the Braeburn Super Neighborhood Council, hereinafter referred to as the "Association".

#### **Article II. Boundaries**

The Braeburn Super neighborhood is generally bounded, but not exclusively, by Beechnut Ave. on the North, Hillcroft Ave. on the East, Braes Bayou on the South to S. Gessener, then on the north side of S. Braeswood to Bissonnet, and Southwest Freeway to the West.

#### **Article III. Purpose**

**3.1** The Braeburn Super Neighborhood Council is organized exclusively for one or more of the purposes specified in Section 501(c)4 of the Internal Revenue Code, or corresponding section of any future tax code, and an application may be filed with the IRS for the 501(c)3 or 501(c)4 non profit status, if and when so determined by the Super Neighborhood Council.

**3.2** The purposes for which this Super Neighborhood Council is organized will be to promote the civic betterment, social welfare and well being of those certain residents, business and property owners within the boundaries of the Braeburn Super Neighborhood area. These organizations are within the Braeburn area being situated in Houston, Harris County, Texas, and being that area identified in Article II.

**3.3** The general purpose and power of the Association is to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas. Thos powers which may be hereinafter conferred, and (1), to seek a consensus and provide citizens with opportunities to advise the Houston City Council on issues important to each neighborhood; (2), undertake a wide range of neighborhood improvement projects determined by the members; and (3), with the cooperation from the City of Houston, identify and develop solutions to mutual problems.

#### **Article IV. Membership**

**4.1** The Braeburn Super Neighborhood Council shall be open to any civic, business, faith-based, non-profit, or other community based organizations that are stakeholders in the Braeburn Super Neighborhood area. The Braeburn Super Neighborhood Council will consist of one duly designated representative of each eligible organization.

**4.2** Participation in the Braeburn Super Neighborhood Council will not be limited by the imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

**4.3** The Braeburn Super Neighborhood prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or nation from participating in super neighborhood council activities or serving as a council member.

**4.4** It will be the right of any stakeholder within the super neighborhood to be represented, either through new or existing organizations.

## **Article V. Council Seats**

**5.1** A person must be a designated stakeholder representative of the group they represent.

**5.2** The number of seats and the manner in which they are elected may be amended in the same manner as the Bylaws may be amended.

**5.3** Each group, organization, or entity with a seat on the Super Neighborhood Council will be allowed one vote which will be cast by the stakeholder representative, or in his/her absence, by the designated alternate.

**5.4** The Braeburn Super Neighborhood Council consists of one representative from all organizations within the boundaries as described in Article II. All representatives will have one vote. These representative organizations/stakeholders are for the purposes of initiating the Super neighborhood Council and Bylaws and shall not be construed as limiting the number of representatives eligible to participate. These representatives will be from all civic, business, faith-based, non-profit and general community-based organizations within the geographical boundaries as described in Article II.

## **Article VI. Officers**

**6.1** The elected officers of the Braeburn Super Neighborhood Council will be the President, Vice-president, Secretary, and Treasurer.

**6.2** The President will preside over all general meetings and any executive committee meetings. The President will have the authority to conduct meetings and to maintain order. The President shall appoint all committee chairs.

**6.3** The Vice President will preside at meetings in the absence of the President. This officer will assist the President, perform various duties as prescribed by the President and serve on committees when directed by the President.

**6.4** The Secretary will keep an accurate record of proceedings of all general meetings. All reports of committee proceedings when presented at a general meeting will be presented in writing and given to the Secretary to incorporate as an addendum(s) to the minutes. The Secretary will attend to correspondence, act as custodian of current records, file and maintain up-to-date membership lists and attendance records.

**6.5** The Treasurer will keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer will disburse money as authorized by the Council. The Treasurer will present a report of finances at each general meeting of the Council. Check disbursed will contain the signatures of two of the following officers: president, vice-president, secretary, and the treasurer. In the case of a vacancy in the office of the Treasurer, the Secretary will act as treasurer until an election can take place.

**6.6** All officers, excluding the President and the Treasurer of the initial Council. Will be elected to two year staggered terms at the regular January meeting by quorum of the Members of the Council. The President and the Treasurer will serve one-year initial terms, followed by two-year terms thereafter. Officers will be installed at the first general meeting in February of each year.

**6.7** Officers will be limited to serve two consecutive terms.

**6.8** All officers will be elected by a simple majority quorum of the Council.

**6.9** A vacancy in an office will be filled by a special election. Officers elected to fill vacancies will assume office at the first general meeting following the special election and will hold office until the next regular installation of officers.

**6.10** Any officer who fails to meet the obligations and responsibilities of his office may be removed from office by a two-thirds majority vote of the Super neighborhood Council.

## **Article VII. Committees**

**7.1** Committees will be established as the need arises by the President. The President will appoint the committee chairperson.

**7.2** Committee chairs should recruit at least two other people to serve as members of their respective committee.

## **Article VIII. Meetings**

**8.1** The general meeting of the Super Neighborhood Council will be held on the \_\_\_\_\_ of each month at a time and place to be designated by the Super Neighborhood Council. All Super Neighborhood Council activity will be conducted in open meetings where community stakeholders can observe and participate in discussions under defined circumstances.

**8.2** In the event that the general meeting falls on a legal holiday, the time and date of the general meeting will be set by the President at the preceding general meeting with the consent of the council.

**8.3** A simple majority of the duly designated super neighborhood council members present will constitute a quorum for the transaction of business at a general meeting.

**8.4** Super neighborhood-at-large residents/stakeholders may participate at meetings open to the public and will be notified of decisions through their participating organization.

**8.5** The President is encouraged to secure individuals to speak to the general membership on any matter that is of common interest and concern to our general area. The speaker should be given a time frame of thirty minutes to speak and ten minutes for Q. & A.

### **Article IX.**

**9.1** As a guide line the following basic agenda for conducting a general business meeting is suggested:

- Call to order
- Opening Prayer, (optional)
- Pledge to the flag
- Welcome, and introduction of speaker
- Reading of the minutes
- Treasury Report
- Committee Reports
- Old Business
- New Business
- Call for general comments
- Adjourn

### **Article X. Manor of Procedure**

**10.1** "Robert's Rules of Order, Newly Revised" will be the suggested guide for all points of procedural order not covered by these Bylaws.

### **Article XI. Amendment**

**11.1** These Bylaws can be amended as needed by resolution submitted in writing thirty days prior to voting on the same. This will require a two-thirds majority vote at which a quorum is present.

These Bylaws were approved by a majority vote of a quorum present at a general meeting of the Braeburn Super Neighborhood Council on \_\_\_\_\_.

If you have any comments or corrections please mail to:

Tom Lane (713) 771-0016  
8619 McAvoy Dr.  
Houston 77074-7210