



ACRES HOMES SUPER NEIGHBORHOOD COUNCIL BY-LAWS

ARTICLE I – NAME

The name of the Council shall be the Acres Homes Super Neighborhood Council, 6719 West Montgomery Road, Houston, Texas 77091 with a mailing address of 8045 Antione Drive; Suite 242; Houston, Texas 77088.

ARTICLE II – BOUNDARIES

The Acres Homes Super Neighborhood Council is generally bounded by Pinemont Drive on the South, North Shepherd on the East, Gulf Bank on the North and Antoine on the West.

ARTICLE III – DEFINITIONS

The following definitions pertain to terms contained within the Acres Homes Super Neighborhood By-Law:

Super Neighborhood – shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II above.

Super Neighborhood Council – shall refer to the individual active participating members and the group of delegates appointed in the manner stated in these By-Laws to represent the member organizations existing within the Super Neighborhood boundaries cited in Article II above. The make-up and voting authority of the Council is set forth in subsequent provisions herein.

Members – shall refer to the residents and/or organizations situated in and owning property within the Super Neighborhood boundaries cited in Article II above, including but not limited to, civic associations, non-profit organizations, faith-based institutions, school districts, and/or businesses.

Active Participating Member – An individual who resides within the boundaries who has attended 50% of the SNC meetings, support the organization's project and has paid the full amount of the membership dues.

Active Participating Member Organization – refers to those member organizations appointing a delegate in accordance with these By-Laws to represent their community or organization on the Super Neighborhood Council. An active and participating member organization constitutes a person who represents an organization that serves the Acres Homes community, must attend at least 50% of the SNC meetings, support the organization's projects, and has paid the full amount of the membership dues. **Delegate** – shall refer to the individual appointed as designated member representative(s), in the manner set forth in these By-Laws.

Governing Board – The board is comprised of the Executive Committee as described to be defined in a subsection and six additional elected members. The purpose is to be a sound, strategically structured unit designed to create and develop community initiatives, enhancements, demonstrate transparency leadership and assist with financial decision on behalf of the Super Neighborhood Council.

Quorum – a quorum of the Council will consist of greater than 50% of the membership present.

ARTICLE IV – PURPOSE

Section 4.1 – The Acres Homes Super Neighborhood Council is organized for charitable, civic, educational, cultural, and general community improvement purposes, including one or more of the purposes specified in Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code. An application may be filed with the Internal Revenue Service for the 501(c)(3) or 501(c)(4) non-profit status, if and when so determined by the Council. The general purpose and power of the non-profit corporation, once established, 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, of those powers which may hereinafter be conferred.

Section 4.2 – The general purposes for which this Council is organized shall be to promote the civic betterment and social welfare and well-being of those residents, business and property owners, and other member groups within the boundaries of the Super Neighborhood, and to promote and engage in activities for the use and benefit of all members within the Super Neighborhood, including but not limited to, (i) to seek a consensus and provide citizens with opportunities to advise the Houston City Council, Mayor’s Office and other entities on issues important to the Super Neighborhood; (ii) undertake a wide range of neighborhood improvement projects determined by the members; and (iii) with cooperation from the City of Houston, identify and develop solutions to mutual problems, and develop Super Neighborhood Action Plans (SNAP) to address them.

ARTICLE V – MEMBERSHIP

Section 5.1 – The Acres Homes Super Neighborhood Council shall be governed by the Governing Board.

Section 5.2 – Participation in the Acres Homes Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

Section 5.3 – The Acres Homes Super Neighborhood cannot prohibit the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in Super Neighborhood Council activities or serving as a council member.

Section 5.4 – It shall be the right of any member within the Super Neighborhood to be represented, either through new or existing organizations; however, that member must submit a letter of appointment from the organization for which the member is representing to the Super Neighborhood Council.

Section 5.5 – New members will be required to complete a Super Neighborhood Application and attach a copy of a legal document of proof that you are, an established organization registered with Harris County (i.e. DBA, 501(c)(3) Declaration, etc.).

Section 5.6 – While the council will recognize all members of the Super Neighborhood, only the “Active” Members will have voting authority. (see Article 3)

ARTICLE VI – COUNCIL SEATS

Section 6.1 – A delegate to the Council must be a designated member representative of the organization they represent. All residential delegates shall live within and/or own residential property within the boundaries of the Super Neighborhood or prove their affiliation by letter.

Section 6.2 – The number of seats and the manner in which they are elected may be amended in the same manner as the by-laws may be amended.

Section 6.3 – Each active member organization or entity with a seat on the Super Neighborhood Council shall be allowed one vote which shall be cast by the member delegate or in his/her absence, by a designated alternate in writing. Each represented member on the Acres Homes Super Neighborhood Council shall provide the Council an

authorization letter indicating their elected/appointed delegate and alternate delegate(s) on a yearly basis at the annual meeting no later than March meeting.

Section 6.4 – The Acres Homes Super Neighborhood Council shall initially consist of the following active and participating member organizations, each having one vote on all matters brought before the Council by Governing Board.

ARTICLE VII – OFFICERS

Section 7.1 – The elected officers of the Acres Homes Super Neighborhood Council shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain and Parliamentarian. This group of leaders will be known as “The Executive Committee”. The Executive Committee shall constitute the elected officers of the Super Neighborhood Council.

Section 7.1.1 – The Executive Committee shall schedule, set the agenda and convene Super Neighborhood Council meetings and between meetings of the Council, act in its behalf to approve and set policies, evaluate projects, communicate with City government and City Council members, communicate with the Super Neighborhood Liaison, promote participation in City governance, and establish committees to carry out these and other functions as needed.

Section 7.2 – The President shall preside over all general meetings and any executive committee meetings. The President shall have the authority to conduct meetings and to maintain order.

Section 7.3 – The Vice-President shall preside at meetings in the absence of the President. This office shall assist the President and shall perform various duties as assigned by the President.

Section 7.4 – The Recording Secretary shall keep an accurate record of proceedings of all meetings, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records, including any lists or records generated through email and other computer-based sources.

Section 7.5 – The Corresponding Secretary shall review and attend to all in-coming and out-going correspondence of the Council, including correspondence generated through e-mail and other computer-based sources, and shall assume the duties of the Recording Secretary in his or her absence. The Corresponding Secretary will also forward the upcoming meeting announcements to all its members.

Section 7.6 – The Treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the Governing Board. The Treasurer shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of two of the following: President, or Vice-President, and the Treasurer.

Section 7.7 – The Chaplain shall open and close the meetings with a prayer.

Section 7.8 – The Parliamentarian will maintain order of the meeting according to the guidelines of the current edition of Robert’s Rules of Order.

Section 7.9 – All officers shall be elected every (2) years and may serve no more than two (2) successive terms. Officers can be re-elected after waiting one term.

Section 7.10 – All officers shall be elected by a simple quorum of the Super Neighborhood Council.

Section 7.11 – There must be a Nominating Committee in place prior to an election. The Nominating Committee will consist of five (5) to seven (7) Active and Participating Members appointed by the Super Neighborhood Council. The Nominating Committee will be responsible for screening candidates and posting the candidate slate 60 – 90 days prior to an election throughout the Acres Homes community (Acres Homes library, etc.).

Section 7.12 – A vacancy in an office shall be filled by a special election by a quorum of the members of the Governing Board, Officers elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the next regular election of officers. A President Elect can fill their cabinet by appointment in the event a motion is raised by the floor, second and voted on at a general meeting.

Section 7.13 – Any officer, who fails to meet the obligations, responsibilities which include but not limited to other duties assigned by the office or failure to attend 3 meetings may be removed from office by a two-thirds (2/3) majority vote of the Governing Board.

ARTICLE VIII – GOVERNING BOARD

Section 8.1 – The board is comprised of 13 members in a combination of elected and appointed seats. The purpose is to be a sound, strategically structured unit designed to create and develop community initiatives, enhancements, demonstrate transparency leadership and assist with financial decision on behalf of the Super Neighborhood.

Section 8.2 – This board will serve as the Elections Committee where roles and responsibilities are discussed in Article 9 and will assume all responsibilities for a successful election.

Section 8.3 – This board will execute and ensure a smooth transition of authority post elections.

ARTICLE IX – ELECTIONS

Section 9.1 – The Governing Board will serve as the Election Committee consisting of a minimum of 5 members. A candidate cannot be a member of the Election or Nomination Committee for the Executive Committee.

Section 9.2 – Nominations may be made from the floor at an election meeting. Elections shall be held in November of the election year.

Section 9.3 – The Election Committee will be responsible for preparing a secret ballot of candidates in alphabetical order according to last names for each office with instructions for marking the ballot. The Election Committee shall provide a secret ballot to each eligible voter to cast their vote.

Section 9.4 – The candidate receiving the highest number of votes shall be the elected officer. In the event votes for an office are declared a tie, the winner will be determined by a third objective party that will draw for the winning candidates name, and the decision for that office will be final.

Section 9.5 – Only one active and participating delegate of an organization will be eligible to vote. An eligible delegate will be able cast a vote via proxy or absentee by request of a ballot in writing from the Election Committee via email 60-days prior to elections. Proxy or absentee votes must be signed by the voting delegate and returned as instructed to the Election Committee.

Section 9.6 – Newly elected officers will take office within sixty (60) days after the election or installment whichever comes first.

Section 9.7 – All ballots will be collected and tallied by the Election Committee immediately after the election. The results will be given to the Election Committee Chair and announced to the body before the end of the meeting.

ARTICLE X – COMMITTEES

Section 10.1 – Committees shall be established as the need arises by the Council.

Section 10.2 – The Council shall appoint the committee chairperson. The committee chairperson shall be a delegate of the Super Neighborhood Council.

Section 10.3 – Committee members need not be Council members; however, they must be a stakeholder, a representative of a member organization or potential member organization and must be approved by the Executive Committee.

ARTICLE XI – MEETINGS

Section 11.1 – The general meeting of the Super Neighborhood Council shall be held on the third Thursday of the month @ 7:00pm at the Acres Homes Multi Service Center. A quorum is required for the transaction of business at a general meeting. All Super Neighborhood Council activity will be conducted in open meetings where community members may observe discussions and participate under defined circumstances.

Section 11.2 – In the event that the general meeting falls on a legal holiday, the time and date of the general meeting shall be set by the President at the preceding general meeting with the consent of the Governing Board.

Section 11.3 – An individual wishing to address the Super Neighborhood Council shall sign a “Speaker’s List” at the beginning of the meeting and shall be allowed two (2) minutes to speak.

Section 11.4 – An individual or entity wishing to be added to the agenda must submit their request via email to the Governing Board.

ARTICLE XII – PROCEDURES

The most current edition of “Robert’s Rules of Order” shall be the guide for procedure in all points of order not covered by the By-Laws.

ARTICLE XIII – AMENDMENT OF BY-LAWS

These By-Laws may be amended from time to time on an as needed basis by resolution in writing, presented at a meeting of the Acres Home Super Neighborhood Council, read, posted, and approved by a two-thirds (2/3) majority vote at the general meeting at which a quorum is present.

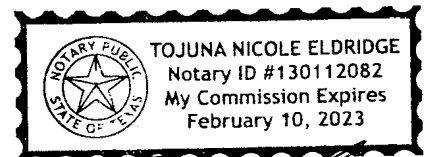
ARTICLE XIV – FEES/DUES

Section 14.1 - To ensure administrative and operational costs are secured along with start-up cost for projects and community initiatives, the council must assess and establish membership dues.

Section 14.2 - The amount of the dues will be evaluated and assessed on an annual basis by the Governing Board. The membership dues will be paid in the month of March to ensure each member has the opportunity to maximize their membership experience.

Section 14.3 – Membership dues will be divided into tiers as indicated below:

| | |
|---------------|--------|
| Member | \$ 50 |
| Organizations | \$ 250 |
| Churches | \$ 250 |
| Businesses | \$ 250 |



Adopted by the Membership at Houston, Texas

[Signature]

Angeanette Thibodeaux, President

[Signature]
2.22.2019

Date

[Signature]
2.22.2019

Date

Ebony Eatmon, Secretary



FREQUENTLY ASKED QUESTIONS

1. **Can I become a member of the council if I do not live in Acres Homes?**
 - A. In order to become a member of the AHSNC you must reside, own property, own a business or is a Stakeholder within the boundaries.
2. **What is the difference between a Member and an Active Participating Member?**
 - A. The Active Participating Member is a Member who attends at least 50% of the meetings per year and has paid their membership dues by the designated due date and The Member does not.
3. **If someone is unable to pay the membership dues, will he/she not have a voice in the Council?**
 - A. No. We encourage all residents who have an active Civic Club to utilize them as your unified voice and vote.
4. **What if I live in an area that does not have an active Civic Club?**
 - A. Then we encourage you to become an “Active Participating Member”.
5. **I am a business owner or organization, what will I get in return for becoming an “Active Participating Member Organization”?**
 - A. In addition to securing a voting seat, you will also get free Marketing/Advertising, Co-Branding on all AHSNC advertisements, Yard Sign and Window Decal indicating your business supports the super neighborhood.
6. **What is the purpose of paying membership dues?**
 - A. As various administrative needs, projects and tasks come before the council, there will be certain expenses associated with the progression, enhancements and forward movement within the Super Neighborhood. These items require funding and although the council does not depend solely on the dues to be successful, it is a critical component.
7. **Where is the oversight of the funds?**
 - A. Not only do we have a Treasurer in place on the Council to provide monthly reporting on all expenditures, transactions, etc....but we also have a Governing Board in place to serve as the regulatory/compliance body to review, approve and advise on all dollars spent.
8. **How can I become a delegate for my Civic Club to ensure we exert our voting right/privilege?**
 - A. Each active member organization or entity with a seat on the Super Neighborhood Council shall be allowed one vote which shall be cast by the member delegate or in his/her absence, by a designated alternate in writing.
9. **How do I become a member of the AHSNC Committees?**
 - A. Sign-up via the Volunteer Participation Form always located at the Registration table.
10. **If I have more than 1 business, can each become an Active Participating Member Organization?**
 - A. Yes