

**By-Laws – Revised 6<sup>th</sup> Edition Originated in 2002 -2004 -9/7/23 Version**

**SOUTH PARK SUPER NEIGHBORHOOD - BY-LAWS**

**ARTICLE I - NAME**

The name of the organization shall be [SOUTH PARK SUPER NEIGHBORHOOD](#).

**ARTICLE II - BOUNDARIES**

The [SOUTH PARK SUPER NEIGHBORHOOD](#) is bounded on the North by Loop 610, on the South by the City of Houston city limits, on the West by South Freeway (S.H. 288), and on the East by Mykawa Road.

**ARTICLE III - PURPOSE**

**Section 3.1** The purpose of this organization is to aid the betterment of the City of Houston’s distribution of taxpayer service delivery system. To create a broad neighborhood engagement network of residents or stakeholders’ alignment to discuss ISSUES impacting positively or negatively in SN 72. To aid in or advise the City Council on issues such as safety, CIP infrastructure, street repair, drainage, improving recreational activities, waste management, promoting responsible elected and civic governance, and general community environmental well-being.

**Section 3.2** The general purpose and power of the state-chartered corporation is to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Act and other laws of Texas.

**ARTICLE IV – CATEGORIES OF VOTING MEMBERSHIPS**

**Section 4.1** The SOUTH PARK SUPER NEIGHBORHOOD membership is open to any residential or business stakeholder to fully participate in any activities of this body, including the required four annual quarterly meetings, within our designated boundaries, and contiguous areas as defined by the City of Houston.

**Section 4.2** Participation in the SOUTH PARK SUPER NEIGHBORHOOD shall in no way be limited by the imposition of membership fees. SOUTH PARK SUPER NEIGHBORHOOD prohibits the exclusion of any individual or organization based on race, creed, color, religion, gender, sexual orientation, or national origin from participating in Super Neighborhood Council activities.

**Section 4.3** Stakeholders Participation: Stakeholders include groups like subdivision civic clubs, neighborhood block associations, non-profits, tenant associations, and community development corporations. Other neighborhood entities such as businesses, schools, faith-based, and hospitals shall be represented through their umbrella organizations or coalitions rather than as single entities. Where there is no coalition organization, one could be formed, and a representative nominated to be elected to serve on the super neighborhood council. This will also encourage enhanced cooperation and collaboration between similar groups. For example, instead of a bank president, the chair

of the local chamber of commerce would be preferred.

**Section 4.4** Council Seats and Voting Members shall include the following categories:

1. Residential Subdivision, or Civic Clubs, Stakeholder (s) – one vote per civic club or subdivision or residential multi-family apartment complex.
2. Faith-Based Associations (1)vote per listed Denomination/Association Methodist, Baptist, Muslim, Catholic, and Holiness. Any additional modification of categories should be included by an amendment ratified by a vote. See voting protocols.
3. Business Stakeholder Categories (1)vote per - category:
  - a) Retail
  - b) Wholesale
  - c) Manufacturing
  - d) Distribution
  - e) Marketing
3. **Non-Profit Association (1) vote for non-profits per category:**
  - a) Community-Based Service Providers
  - b) Youth Service Providers
  - c) Medical Service Providers
  - d) Social Service Providers
  - e) Community Development Corporations
4. Houston Community College Central College (1 vote)
5. Houston ISD – South - and South-Central District (1 vote per district)
6. Special Interest and any Civic Club (s) existing and newly formed Civic Club in the City of Houston. New members’ voting privileges are effective 30 days after joining the SOUTH PARK SUPER NEIGHBORHOOD council.

**Section 4.5** Should a member perceive that he or she has been excluded from an activity, that member should file a written request for an appeal hearing. Presentation of the facts, and evidence to the board at a board meeting, special, and or general meeting. A written appeal request is part of due process. If any additional clarification is needed for a decision the board would provide guidance to activate an investigation.

**Section 4.6** Definitions From Law Insider, and Merriam-Webster Dictionary – Advocacy, Amendment, At Large Vote, Disorderly Conduct, Disruptive Behavior Majority, Modification, Obligation, Resident, Simple Majority, Stakeholder, Quorum, Majority Vote

## **ARTICLE V – OFFICERS – BOARD**

**Section 5.1** The elected officers of the **SOUTH PARK SUPER NEIGHBORHOOD** council shall consist of the President, Vice president, Secretary, Treasurer, and Parliamentarian.

**Section 5.2** - The president shall preside over all general and executive committee meetings. Meeting Protocols and Order – Meetings should have an accepted orderly practice, such as publication that addresses meeting protocols. The president shall have the authority to conduct meetings and maintain order. The board and membership should have subject matter workshops as needed for any technical information needed at the time. This would include training on policies and procedures.

**Section 5.3** - The vice president shall preside at all meetings in the absence of the president. The vice president shall assist the president, perform various duties, and serve on committees as assigned by the president.

**Section 5.4** - The secretary shall keep an accurate record of the proceedings of all meetings, and submit minutes for membership approval at the next meeting. The secretary shall also attend to general correspondence, when applicable, act as custodian of all records, as well as maintain current membership information, including notification of members of time and place of meeting, and maintain attendance records.

**Section 5.5** - The treasurer shall keep an accurate record of all financial transactions, receive all monies, and deposit all funds in the bank. This officer will disburse monies as authorized by the council. The treasurer shall present a report on finances when needed at a general meeting of the council. The treasurer shall submit the books and records to an Audit Committee authorized by the board.

**Section 5.6** The Parliamentarian is charged with maintaining order in all meetings using the guidelines from parliamentary procedures and protocols that address maintaining an orderly business meeting. Pop-up or disruptive meeting attendees will be asked to leave the meeting for disorderly conduct.

**Section 5.7** Committees: There are two types of committees [Standing\(SNAP\)](#), and [Ad hoc Committee](#) (s). Committees can be initiated by any member based on needs connected to the purpose listed in Article III. In forming AD-Hoc Committees, a member must submit to the body in writing a four-member roster, with a timeline projected completion schedule that connects with Article III.

**Section 5.8** - Elections shall be held every two years and no member shall hold more than one (1) office at a time. A nominations Ad-hoc Committee will be assigned by the board and nominations can be from the floor, or in writing by anyone. The board must use an industry-standard parliamentary reference process that the board decides. Elections will be considered as a special meeting unless the board decides.

**Section 5.9** - Any vacancy in an office shall be filled by a special election, using an accepted version of an election guide manual. Election notices must be posted in a local newspaper 30 days prior to the election, and candidates seeking an office shall have the opportunity to address qualifications to seek the office. Use of social media outlets as

well if needed. Officers elected to fill any vacancy shall assume office at the first meeting following the special election and shall hold office until the next regular election of officers.

**Section 5.10** - Any officer, who fails to meet the obligations and responsibilities of his or her office, must receive a written registered notice to meet with the council or membership to decide what actions are to take place. The council or membership must have a simple majority to approve a corrective action plan in a failure to fulfill the obligation of the office.

**Section 5.11** – Voters will operate with a quorum of the officers and a majority vote by the membership in attendance. Posting an agenda for general circulation is recommended. **Quorum**: shall consist of two-thirds of the members attending the meeting at the election at that time. See IV, Section 4.2 for categories.

**Section 5.12** The city must provide SN 72 with a list of resources such as CIP budgets and projects lists that will aid SN 72 in carrying out its purpose. A City of Houston resource list will be provided to SN 72, detailing grants received using SN 72, demographic profile at the beginning of each year. The city agrees to be accountable and obligated to deliver all agreed resources needed within reason to SN 72 within 30 days. If the city fails in its obligation to deliver an agreed set of goods, services, resources, or supplies needed to execute a serious restorative agenda in SN 72, we in SN 72, will consider that the city failed to fulfill its obligation to SN 72. The city of Houston agrees to present a corrective action sequence that includes a meeting with the mayor, the DON, and the planning director. The correction process will be completed within 30 days from the date of a written submitted notice to the city by SN 72. The process begins after an official notification of the failure to address an agreed obligation. The notice will be delivered by courier or registered mail to the planning director and mayor.

**ARTICLE VI - Non-Profit Status**

**6.1 - The SOUTH PARK SUPER NEIGHBORHOOD Super Neighborhood 72** is also organized to operate for the purposes specified in Section 501c (3) or (4) of the Internal Revenue Code or any corresponding future federal tax code. South Park may file for non-profit, tax-exempt status of the 501c (3) or (4), of the Internal Revenue Code, or corresponding section of any future federal tax code.

**6.2** - No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation,

and (including the publishing or distribution of statements) any political office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under the section of any future federal tax code, or (b) by a corporation to which are deductible under section 170 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of sections 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or shall be distributed to the federal government.

#### **ARTICLE VII - MEETINGS**

**Section 7.1** - The general meeting of the council shall be held a minimum of (4) times a year. Regular meetings of this organization shall be held on every second Saturday of the month. The Annual meetings shall be held in January of each year and shall include year-end financial reports, installation of new officers, and any other organizational business that shall arise. (Saturday may be amended)

**Section 7.2** - All council activities will be conducted in open meetings, where any residents and stakeholders may observe and participate under defined circumstances. For example, speaking for a designated amount of time at a meeting. Members will be responsible for getting a copy of the minutes from the secretary for discussion at their local civic association. Special meetings and executive sessions may not include the public under specific circumstances, as provided under the amendment section.

**Sections 7.3** - The fiscal year shall begin on January 1 and end on December 31.

**Section 7.4** - 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 council.

**Section 7.5** - A simple majority of the council members shall constitute a quorum for the transaction of business at a general meeting.

#### **ARTICLE VIII – SNAP Committee and Additional Committees**

**Section 8.1** The Super Neighborhood Action Plan, (SNAP) Committee Chair shall be established as a standing committee selected by a majority board or general vote by the general body. Additional committees designed to carry out the purpose of Super Neighborhood 72 shall be established as the need arises and a person to volunteer to chair the committee.

**Section 8.2** A member wanting to start a committee, shall follow these steps: Members are encouraged to identify a need and get a minimum of three members to join your committee, and provide a written plan that connects with the purpose. Spell out the committee’s components. Objectives, process, timeline for completion, and intended outcomes. Submit your plan to the secretary and make monthly written reports.

**Section 8.3** An individual wanting to speak before the SN council open meetings must register their name and subject. Time limits will be set by the council. The council reserves the right to expel citizens if said citizens’ behavior becomes disruptive.

**Section 8.4** - [Sunnyside/South Park Super Neighborhood Link](#) Website. The website has valuable historical information. Someone should be appointed or a volunteer to update the website.

**ARTICLE IX - AMENDMENT OF BY-LAWS**

**Section 9.1** - These by-laws shall be amended as needed in writing. Amendments must be presented at any official open meeting of the council, read, and approved by a majority vote at two (2) consecutive meetings at which a quorum is present. Or otherwise designated by officers.

**Section 9.2** – Meeting Protocols and Order – There are several industry-standard [parliamentarian books](#) on the open market. We recommend the council select the best-fit parliamentarian book that promotes order in meetings.

**Section 9.3** – The by-law amendment process has been reviewed and revised five times with input from each person listed, in July and August 2023. **Revision Stakeholders: 5<sup>th</sup> Edition** - Charles X White, Pastor Byron Jones, Cynthia Pharms, Mary Roberts, Travis Mc Gee, Tracey Stevenson, and Nikkie Knight.

- President \_\_\_\_\_
- Vice President \_\_\_\_\_
- Secretary \_\_\_\_\_
- Treasurer \_\_\_\_\_
- Parliamentarian \_\_\_\_\_

**Adopted by the Officers --- Date: \_\_\_\_\_ Houston, Texas**

**Submission Statement:** These by-laws are being revised, amended, and submitted for a final reading and submission for approval by the City of Houston. The reactivation process was caused in part due to citizens’ use of other methods like 311 and appearing before city council to submit requests for service or complaints. On the other hand, the City of Houston abandoned the

SNAP process, repeated delays by city services disillusioned citizens. The presence of COVID 19, also contributed to the decline of citizen and city response in using the SNAP process.

We submit these additional comments as part of the bylaws which provide a balanced view of why the inactivity of the SNAP was abandoned based on a City of Houston decision not citizens. Citizens reverted to other methods of submitting SNAP. Due to statements made by a city employee at one of the reactivation process meetings we included a balanced blaming of accounts instead of blaming the inactivity on citizens only.