



Town North Association CONSTITUTION AND BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the **Town North Association**, (“Association” for short) a non-profit organization organized and existing under the laws of the State of Texas.

ARTICLE II. PURPOSE

The objectives of this Association shall be:

Section 1: To provide a medium through which the members of the community can improve and promote the general welfare of the community through joint action arrived at by free and open discussion.

Section 2: To achieve a high quality of life for those residing in the **Greater Town North area of the City of Arlington, County Tarrant, Texas** through a joint effort.

Section 3. To foster effective measures to improve common services, i.e. city services, trash removal, plight removal, police protection, etc.

ARTICLE III. FISCAL YEAR

The fiscal year of the Association shall be 1 September to 31 August. The annual budget shall cover the fiscal year and shall be prepared based on donations and approved grants payable for the coming fiscal year.

ARTICLE IV. MEMBERSHIP

Section 1. Any single-family home resident, land/property owner, commercial development, business stockholder operating a physical (brick and mortar) business, church/non-profit stakeholder, or multifamily resident of the following neighborhoods shall be eligible for membership in the Association: **(See Appendix A for map)**

- 1) **TOWN NORTH**
- 2) **GARDEN OAKS**
- 3) **GARDEN OAKS WEST**
- 4) **HESTERS SUBDIVISION**
- 5) **RIDGEWAY**

- 6) **LONGMONT**
- 7) **BEARDEN ADDITION**
- 8) **Any stakeholder bound by West Randol Mill Road to the north, North Center Street to the east, West Sanford Street to the south, and North Cooper Street to the west.**

Section 2. Active members shall be those adults over 18 who have accepted the By-laws of the Association.

Section 3. All members of the Association shall abide by code compliance, ordinances, and property laws set by the **City of Arlington, Tarrant County, and the State of Texas.**

Section 4. Only a single vote per individual household is allowed.

ARTICLE V. DUES

Section 1. There are no dues. The Association relies on donations and community grants to operate.

ARTICLE VI. ELECTION OF OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be chosen by a majority of the members voting in person or by proxy at the Fall Meeting.

ARTICLE VII. OFFICERS

Section 1. The officers of the Association shall be a Director, Deputy Director, Secretary, and Treasurer. These officers constitute the **Executive Committee** and the **Board.**

Section 2. All shall serve a term of two years.

Section 3. In case of a vacancy in any office, except for the Director, the office shall be filled by an appointment by the Executive Committee. In the event the Director cannot fulfill his/her entire term of office, the Deputy Director will assume his/her responsibilities for the remainder of his/her term.

ARTICLE VIII. DUTIES OF THE OFFICERS

Section 1. The **Director** shall be the chief executive officer and the official spokesperson of the Association and shall have general supervision of the affairs of the Association. The Director, or his/her designee, shall preside at all meetings of the Association and the Executive Committee.

They shall have the power to appoint committees to investigate any matters of common interest to the members of the board of directors and be ex-officio a member of all such committees. Shall sign all notes and checks, and all other written instruments.

Section 2. The **Deputy Director** shall fill the office of the Director at any time that the Director may be absent or unable to fulfill the duties of his/her office and shall perform such other duties as may be directed by the Board of Directors.

Section 3. The **Secretary** shall keep an accurate written record and a synopsis of the minutes of all meetings. The Secretary shall issue all notices of meetings and any other such notices. He/She shall prepare and keep on record a file of all the Association's members and their addresses. The Secretary shall record and keep a record of all votes.

Section 4. The **Treasurer** shall keep full and accurate records of receipts and disbursements in books belonging to the Association. A full report on the Association's financial status will be required at each meeting of the board. The Treasurer shall deposit all monies to the credit of the Association in a suitable banking institution and shall disburse funds as approved by the Board of Directors. The Treasurer may sign all notes and checks.

ARTICLE IX. MEETINGS

Section 1. Regular meetings of the Board shall be held as needed. Special Board of Directors meetings can be called as needed, with the purpose stated in the call for the special meeting. All business to be considered at a special Board meeting shall be stated in the call.

Section 2. The regular meetings of the Association shall be for the purpose of receiving reports from the officers and standing committees; for the receiving of reports from ad hoc committees; for establishing programs and budgets in furtherance of the objectives of the Association; and for any other business that may arise. The regular annual meetings of the Association will be held two times per year (Spring and Fall) with notice being given to the members at least one week in advance of the meetings. A simple majority of voting members present or by proxy shall be considered sufficient to transact business at the regular meetings.

Section 3. The annual meeting for the election of officers shall be held in the Fall of each year.

Section 4. Special meetings of the Association shall be called by the Board upon written request of one-fourth or more of the voting members of the Association. No less than one week's notice of a special meeting shall be given, and only that business specified in the call may be transacted. Twenty percent of the voting members shall constitute a quorum at any special meeting of the Association thus called. The Board shall have the power to call special meetings of the Association whenever it seems necessary.

ARTICLE X. COMMITTEES

Section 1. The Board may appoint an Auditor or Auditors. The Auditor(s) shall examine the books of the Association to be provided by the Treasurer.

Section 2. The Finance Committee shall be appointed by the Board of Directors after the regular Spring meeting and shall consist of the Treasurer (as Chair) and two voting members of the Association. It shall consider requests for funds, plan a budget, and recommend to the Board such expenditures as the committee deems expedient. It shall be reported at the next meeting of the Board.

Section 3. The Director shall have the power to appoint committees to investigate any matters of common interest to members of the Association.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in **Robert's Rules of Order Revised** shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XII. AMENDMENTS

Section 1. These by-laws may be amended at any special meeting of the Association called for that purpose or at the regular meetings of the Association. Notice of change shall be made available to the members one week in advance of the meeting.

Section 2. Unless otherwise provided prior to its adoption or in the motion to adopt, and amendment shall become effective upon adjournment of the meeting at which it was adopted.