

Los Angeles Heights/Keystone Neighborhood Association Bylaws

As adopted the 20th day of December 1999.

Article I --Name

The name of this organization shall be the Los Angeles Heights/Keystone Neighborhood Association.

Article II -- Office

The Association's principle office shall be in the residence of the president of the organization.

Article III—Boundaries

The boundaries of the Association, which is inside the city limits of San Antonio, Texas, are:

- On the east, interstate 10 up to Hildebrand, then the railroad tracks north of Hildebrand. (the railroad tracks are farther east.)
- On the north, the southeast & southern boundary of Northwest Los Angeles Heights Neighborhood Association, then interstate 10 to Vance Jackson
- On the northwest, Vance Jackson Road
- On the west and southwest, Fredericksburg Road (south to where Fredericksburg Road intersects interstate 10.)

Article IV –Purpose

The purpose of the Los Angeles Heights/Keystone Neighborhood Association shall be many and various, toward enhancement of the quality of life in the neighborhood. It will be a non-profit organization that will provide area resident a forum to discuss neighborhood concerns. It will provide and organized framework for obtaining the assistance and cooperation of any person or entity in a position to help the neighborhood obtain its goals.

Article V - - Policies

Section 1. The Los Angeles Heights/Keystone Neighborhood Association shall be a non-profit, non partisan organization and shall not support candidates for public office. When appropriate, the association may take a position on issues affecting the neighborhood security, safety, environment and overall well being. All administrative action necessary to sustain as approved Association position must be authorized by the Board before the President or President's representative may so act.

Section 2. The association shall never be operated for the primary purpose of profit. No revenues shall ever be used for the benefit of private individuals.

Article VI – Membership

Section 1. There shall be four categories of membership in the Association: Individual, Household, Business and Associate.

- A. An individual member shall be any one person residing and/or owning property within the Association’s boundaries.**
- B. A household membership shall be any family unit residing at a single address within the Association’s boundaries.**
- C. A business membership shall be any person, firm or corporation operating a place of business within the Association’s boundaries, provided, however, that each such business shall be entitled to one membership only in the Association.**
- D. An associate member shall be any person, firm or corporation that neither resides, owns property, nor does business within the neighborhood, but nevertheless maintains an interest in the Association and its purposes. Associate members shall have all the privileges of the’ floor but no vote.**

Section 2. Only individual, household and business members are entitled to vote on membership voting agenda issues. Household members are entitled to one vote. A member is someone who’s dues, as defined by the board, are current.

Article VII - - Sources of Revenue

Section 1. Revenue shall be generated from voluntary contributions from Members and others desiring to contribute to the association’s goals.

Section 2. Revenues shall be generated from fund-raising functions and activities such as barbecues, car washes, etc.

Section 3. Advertising may be sold for an Association newsletter. These ads may be solicited from persons or businesses that depend to an extent on attracting customer’s who reside in the Association’s area.

Section 4. Membership dues may be assessed, and will be established by a vote of the Board of Directors.

Section 5. Expenditures of revenue shall be strictly monitored, controlled by the Association Treasurer and approved by the Board of Directors prior to the disbursement of funds.

Article VIII - - Meetings

Section 1. Regular meetings of the Association shall be held monthly, on the same day of the week, in the same week of the month (i.e. “every third Monday of the month”). The meeting day shall be determined by the Board of Directors. The Board of Directors may call special meetings as long as written notification is mailed to all members at least five days in advance.

Section 2. The members present at a meeting shall constitute a quorum. Members may vote by proxy if their vote is mailed or otherwise delivered to the Secretary of their intent to vote by proxy at least 24 hours before the meeting. A simple majority (over 50%) passes a decision.

Section 3. The Board of Directors shall meet as required, usually on a monthly basis. These meetings shall be open to interested members of the association.

Section 4. Robert’s Rules of Order shall be used to conduct all meetings.

Article IX – Board of Directors

Section 1. The Los Angeles Heights/Keystone Board of Directors shall be comprised of the immediate past president and six elected officials as follows:

- A. President**
- B. Vice President**
- C. Treasurer**
- D. Secretary**
- E. Youth Liasion**
- F. Board member at large**

During the first year of the association, in absence of an immediate past president, an additional board member at large will be elected so that the Board will consist of seven people.

Section 2. The Board of Directors shall oversee the affairs if the association in accordance with its stated purpose and policies; set the agenda for the regular meetings, transact any business between meetings of the Association and report thereon at the next meeting.

Section 3. Meetings of the Board of Directors shall be called by telephone and may be called by any board member. Four of the seven board members must be present at a meeting in order for a vote to take place. The Board may take action without a meeting (i.e.by telephone if it obtains written permission by all Board members.) A simple majority of the Board members is sufficient to pass a decision.

Article X - - Officials

Section 1. – Officers shall assume their duties on January 1 and shall serve in their capacity for one year.

Section 2. – Any membership category eligible to vote is eligible for election to office.

Section 3. – A slate of officers will be proposed by the Nominating Committee, which will consist of three current Board Members. When the slate is presented to the general membership, nominations will also be entertained from the floor.

Section 4. - Officers shall be elected by ballot by a simple majority vote of voting members who are present. If a voting member is unable to attend the meeting, they may obtain a ballot from the Board Secretary and ensure that the completed ballot is returned to the Secretary before the election is held. The Secretary will place it in the ballot box when the election is held.

Section 5. - A board member may be removed from the Board of Directors for just cause before his or her term is over by a simple majority vote of the Board of Directors.

Section 6. – Vacancies in office shall be handled as follows:

- A. In the event the President is unable to complete his or her term the Vice President shall become the President for the unexpired portion of the term.**
- B. If any other Board member resigns or is removed, they will be replaced by appointment by the Board of Directors for the unexpired portion of the term. Resignations must be in writing.**

Article XI - - Committees

The Los Angeles Heights/Keystone Neighborhood Association shall have the following standing committees:

- A. Housing**
- B. Graffiti & Safety**
- C. Environment**
- D. Streets and Sidewalks**
- E. Membership**
- F. Youth**
- G. Nominating**

The Board of Directors may also appoint additional committees as the need is perceived.

Article XII - - Duties of the Officers

Section 1. President: The president shall preside at all meetings of the board of directors, shall be an ex-officio member of all committees, shall sign all instruments in writing on behalf of the association requiring a signature, and shall perform such other duties as pertain to the office and may be required of him or her by the Board of Directors. The president may assign committee chairpersons.

Section 2. Vice President: The Vice President shall have all the duties of the President in the absence of the President. The Vice President shall be a member of at least one committee.

Section 3. Treasurer: The Treasurer shall keep accurate records of receipts and other disbursements and the balance on hand of the assets of the Association, and shall make written reports to the Board of Directors at each of their meetings, and written reports twice a year to the Association. The Treasurer shall be a member of at least one committee.

Section 4. Secretary: The Secretary shall record the minutes of all meetings of the Board of Directors as well as the meetings of the Association. The Secretary shall notify each director of the place and time of meetings. The Secretary may sign instruments in writing on behalf of the association. The Secretary shall be a member of at least one committee.

Section 5. Youth Liaison: The Youth Liaison shall coordinate activities of the police and juvenile departments as they relate to youth in the neighborhood. The Youth Liaison shall act as a point of contact for communications with neighborhood schools and other youth-oriented organizations and shall be a member of the Youth Committee.

Section 6. Past President: The Past President shall act as a board member and advisor to the current president.

Section 7. Board member at large: Shall be a member of the board of directors and shall be a member of at least one committee.

Section 8. At conclusion of an elected term each director shall fully brief and transfer to the newly elected board all records or other property belonging to the association within fourteen days after leaving office.

Article XIII - - Amendments

Recommendations for changes to these by-laws may be made in writing to the Board of Directors by any voting member. The recommendations will be presented at the next general meeting and voted on in the following meeting. A simple majority of voting members present will be necessary to change the by-laws.

Adopted by a majority vote at the general membership meeting held on the 20th of December 1999.