

# **Fort Bend Houston Super Neighborhood Council 41 Bylaws**



## **Article I. - Name**

The name of the Council shall be the **Fort Bend Houston** Super Neighborhood Council 41.

## **Article II. - Boundaries**

Fort Bend/Houston Super Neighborhood is located in far South, Southwest Houston and is generally those communities south of South Sam Houston Toll Road. That's located between the South Sam Houston Toll Rd /Beltway 8 and McHard Road, between Hiram Clark Rd, Fondren Rd and includes communities in Precinct 2 along Texas Parkway, South of Hwy 90 to McHard Rd, the eastern communities includes Clark Springs, Ridgemont and Green Valley Estates, and western communities includes those near Thurgood Marshall High School east of Texas Parkway (Fairway Villas, Hunter Glens, Hunter Trails) to McHard Rd.

## **Article III - Definitions**

The following definitions pertain to terms contained within the **Fort Bend Houston** Super Neighborhood Council 41 By-Laws:

*Super Neighborhood*- shall refer to the collection of neighboring communities that fall within the boundaries set forth in Article II above.

*Super Neighborhood Council* - shall refer to the group of delegates appointed in the manner stated in these By-Laws to represent the designated representative organizations existing within the Super Neighborhood boundaries cited in Article II above. The operations and voting authority of the Council is set forth in subsequent provisions herein.

*Stakeholders* - shall refer to the residents and/or organizations situated in and

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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 business associations, etc. A residential stakeholder must reside as the homestead property owner to said property; or own a business that falls within the boundaries set forth in Article II above.

*Active Designated Representative Organizations* - shall refer to those designated representative organizations appointing a delegate in accordance with these By-Laws to represent their community or organization on the Super Neighborhood Council.

*Inactive Designated Representative Organizations*- shall refer to those established community organizations that fail to attend three consecutive Super Neighborhood Council meetings. Those designated community organizations will be considered inactive and not eligible to vote on council business. Reinstatement would be considered after the organization's designated representative(s) attend two consecutive council meetings. Newly designated representative organization representatives must attend two council meetings within the same Super Neighborhood Council calendar year prior to being deemed as an active designated representative with voting privileges.

*Primary Designated Representative* -shall refer to the individual appointed as the primary designated representative to hold a seat on the Fort Bend Houston Super Neighborhood Council. The primary designated representative shall be allowed one (1) vote as the representative of their active and designated participating organization.

*Alternate Representative* - shall refer to the individual(s) appointed as the designated representative when the primary designated representative (delegate) is absent. The designated alternate representative shall have the same voting rights as the primary designated representative (delegate).

*Quorum* - a quorum of the Council shall consist of one-third (1/3) of the duly designated Council representatives for the transaction of council business.

### **Article IV Purpose**

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**Section 4.1** - The **Fort Bend Houston Super Neighborhood Council 41** is organized for the following: 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; civic concerns; educational, cultural and or charitable needs. 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 improvement and social interest of those residents, business and property owners, and other designated representative groups within the boundaries of the Super Neighborhood Council 41, and to promote and engage in activities for the use and benefit of all designated representatives within the Council, including but not limited to, (i) to seek a consensus and provide citizens with opportunities to advise Houston's Mayor's Office, City Council 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 Plan (SNAP) to address them.

### **Article V - Membership**

**Section 5.1** - The Fort Bend Houston Super Neighborhood Council 41 shall be governed by an assembly composed of designated representatives of eligible organization as defined in Article III.

**Section 5.2** - Participation in The Fort Bend Houston Super Neighborhood Council 41 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 Fort Bend Houston Super Neighborhood prohibits the exclusion of any individual or organization based on disability, race, age, creed, color, religion, gender, sexual orientation or national origin from participating in super neighborhood council activities or serving as a council member.

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**Section 5.4** - It shall be the right of any designated representative within the boundaries defined in Article II to participate within the super neighborhood.

**Section 5.5-** Any member or guest can be subjected to removal from the general assembly when their conduct interferes with the Council's ability to conduct business. Said person can be removed by a majority vote of those in attendance.

## **Article VI - Council Seats**

**Section 6.1-** A delegate to the Council must be a duly designated representative of the organization they represent.

**Section 6.2** - The number of seats on the Council 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 designated representative or organization with a seat on the Fort Bend Houston Super Neighborhood Council shall be allowed one vote which shall be cast by the designated representative/delegate or in his/her absence, by a designated alternate.

**Section 6.3.1-** Each designated representative on the Fort Bend Houston Super Neighborhood Council 41 shall provide the Council an authorization letter from their respective organization indicating their designated primary representative (delegate) and alternate representative(s) delegate(s).

**Section 6.4** - The Fort Bend Houston Super Neighborhood Council 41 shall initially consist of the following active and participating designated representative organizations, each having one vote on all matters brought before the Council as noted below:

1. Benchmark/Quail Bridge CIA
2. Briar Villa I & II North HOA
3. Briar Villa South Sec. II Community Improvement Association (CIA)
4. Briargate CIA
5. Briargate Townhouse HOA, Inc.
6. Chasewood Civic Club

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7. Chasewood CIA
8. Green Valley Place CIA
9. Green Valley Estates Civic Club
- IO. Mayfair Park Civic Club
11. Meadow Crest HOA
12. Quail Glen HOA
13. Quail Run CIA
14. Quail Village HOA
15. Ridgeway CIA
16. Ridgeway Civic Association
17. Ridgemont HOA
18. Southwest Crossing HOA
19. Willow Park II CIA
20. Religious Institution

## **Article VII - Officers**

**Section 7.1** - The elected officers of the Fort Bend Houston Super Neighborhood Council 41 shall be the President, Vice-President, Secretary, Assistant Secretary, and Treasurer. The Executive Committee shall constitute the elected officers of the Super Neighborhood Council.

**Section 7.1.1** - The Executive Committee (Directors) shall schedule and convene

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Super Neighborhood Council meetings, act on its behalf to approve and set policies, evaluate projects, invite, engage professional consultation for the general and economic benefit of council; 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 7.1.2-** All elected officers of the Fort Bend Houston Super Neighborhood Council 41 shall be identified as a primary designated representative (delegate) from their respective active and participating organization as described in Section 6.3.

**Section 7.2** - The President shall preside over all general Council meetings and the Executive Committee Meetings. The President shall have the authority to conduct meetings and to maintain order. In addition to appointing a Parliamentarian and Chaplin.

**Section 7.3** - The Vice-President shall preside over all general Council meetings in the absence of the President. This office shall assist the President and perform various duties as needed.

**Section 7.4** - The 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 Assistant Secretary shall review and attend to all in-coming and out-going correspondence of the Council, conduct and record voting proceedings and shall assume the duties of the Secretary in his or her absence.

**Section 7.6** - The Treasurer shall keep an up-to-date record of all financial transactions,

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receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the Council. Stakeholders and officers may be reimbursed for expenses incurred on behalf of the council and for the benefit of the council by approval of Executive Committee, or President. Treasurer shall present a report of finances quarterly at general meeting of the Council. Checks disbursed shall contain the signatures of one of the following: President, Vice President, and the Treasurer for financial transaction less than one thousand dollars, provided any amount exceeding five hundred dollars(\$500) be communicated to the executive committee by text or email. Dollar amounts exceeding thousand dollars shall require two signatures, and communicated to the executive committee for approval. If the executive committee does not respond in 24 hours form the time of the initial communication then the funds may be released with the two signatures.

**Section 7.7-** The Parliamentarian shall oversee order for the rules of these by-laws.

**Section 7.8-**The Chaplin shall conduct the open and closing prayers, provide spiritual advice and oversee order of council meeting in the absence of the Parliamentarian.

**Section 7.9 -** All officers shall be elected to two year terms at the regular Fort Bend Houston annual meeting by a simple majority quorum of the Council present. The annual meeting shall be in April of every other year.

**Section 7.10 -** Officers shall be limited to serve three (3) successive terms.

Special Provision: Terms may be extended by a simple majority vote when election would cause harm to the continuous development of a major business or project of the council. These terms will be extended until the completion of major council projects for beneficial development and growth of Fort Bend Houston Super Neighborhood Council. Executive committee officers must serve as advisors to newly elected members for six months for a smooth transition. Presidential and Assistant Secretary, elections on even years and Secretary, Treasurer, elections on odd years.

**Section 7.11 -** A vacancy in office shall be filled by a special election by a quorum of the members of the Council. 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.

**Section 7.12-** If a delegate is removed from their respective community organization, his or her seat as a council officer becomes vacant and shall be filled by the provision stated in section 7.11.

**Section 7.13 -** Any officer, who fails to meet the obligations and responsibilities of

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their office, may be removed by a simple majority vote of the Super Neighborhood Council.

**Section 7.14** Any officer absent 3 consecutive meetings may be relieved of his position.

### **Article VIII Committees**

**Section 8.1** - Committees shall be established as the need arise by the Executive Committee or President.

**Section 8.2** - The committee chair shall be appointed by the President.

**Section 8.3** - The committee chair shall appoint committee members but not limited to the utilization of volunteers.

**Section 8.4** - Committee chair and committee members do not have to be Council designated representatives; however they must be approved by the Executive Committee.

### **Article IX Meetings**

**Section 9.1** - The general meeting of the Super Neighborhood Council shall be held at a time and place to be designated by the Executive Committee. 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 stakeholders may *observe* discussions and participate under defined circumstances.**

**Section 9.2** - 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 Executive Committee at the preceding general meeting with the consent of the Council.

### **Article X - Procedures**

**Section 10.1-** Meetings to be held in an informal format with the exception of elections and motions to conduct council business. The most current edition of "Robert's Rules of Order" shall be the guide for procedure in points of order not covered by the By-laws.

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**Section 10.2-** Voting can be conducted with technological assistance to include electronic transmission (e.g. email or fax) or telephonic (e.g. telephone or text). Instructions must be clearly defined and provided prior to said voting procedures. All results provided in this matter will be made available to the Council.

### **Article XI - Amendment of By-Laws**

By-laws may be amended as needed by resolution in writing and presented at the Fort Bend Houston Super Neighborhood Council. Amendment of the by-laws requires the reading and approval of the revisions by **one third (1/3) majority vote at two consecutive general meetings** at which a quorum is present.

### **Article XII- Dissolution Clause**

Upon the dissolution of this Fort Bend Houston Super Neighborhood Council and after the payment or provision for payment of all the liabilities of the Fort Bend Houston Super Neighborhood Council, the members of the Fort Bend Houston Super Neighborhood Council on discontinuance of the organization by dissolution, or otherwise, the assets of the organization are to be transferred to this State, the United States, or a charitable, educational, religious, or other similar organization that is qualified under Section 501 (c) (3) of the Internal Revenue Service Code, as approved by a simple majority quorum vote of the members.