

**JUDGES HILL NEIGHBORHOOD ASSOCIATION BYLAWS**  
**Revised as of November 9, 2015**

**ARTICLE I – Name and boundaries**

The name of this organization shall be the Judges Hill Neighborhood Association, a non-profit organization, hereafter referred to as the Association. The boundaries of the Association are 15<sup>th</sup> Street, Lamar Boulevard, West Martin Luther King Jr. Boulevard, and Rio Grande Street.

**ARTICLE II – Purpose**

The purpose of the Association is to improve the quality of life in the neighborhood in matters such as land use, environmental protection, public services, consumer protection, preservation of the unique, historic, and residential character of the community, and other matters of neighborhood concern.

**ARTICLE III – Objectives**

The objectives of the Association are to:

- a. Represent and advance the interests of the residents of the neighborhood;
- b. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings;
- c. Encourage the upkeep of properties by residents and owners;
- d. Establish mutual protection and safety;
- e. Improve safety of the streets through better traffic control;
- f. Facilitate the education of residents regarding all available options open to them relating to the problems of homeownership, zoning, rights, etc.;
- g. Work toward development and preservation of natural green spaces, parks, trees, landscaping, and general land use management;
- h. Establish committees to investigate and make recommendations to the Association on all matters of neighborhood concern; and
- i. Preserve the residential integrity of the neighborhood.

## **ARTICLE IV – Membership and dues**

### **Section 1 – Classes of membership**

There shall be two classes of memberships:

- a. Regular membership (voting membership) shall be open to owners of residential properties within the Association boundaries that are zoned SF and MF.
- b. Associate membership (non-voting membership) shall be open to all other residents within the Association boundaries.

### **Section 2 - Privileges**

The privileges of holding office, introducing motions, and voting shall be limited to regular members of the Association. Associate members may not vote or hold office, but may speak on any subject before the Association.

### **Section 3 - Dues**

Dues for regular membership are \$25 per calendar year. Dues for associate membership are \$5 per calendar year.

## **ARTICLE V – Voting**

### **Section 1 – Voting rights**

Voting shall be based on regular membership units. Each property qualified for regular membership and identified on the rolls of the Travis Central Appraisal District shall be considered a membership unit entitled to two votes upon payment of dues for the calendar year, subject to the following:

- (1) multiple properties under common ownership shall be considered as a single membership unit and limited to two votes; and
- (2) properties zoned MF with the same street address shall be considered as a single membership unit and limited to two votes.

### **Section 2 – Designation of voting member**

- a. An owner of a regular membership unit that is not an individual shall designate either the resident of the property or an individual owner of another regular membership unit to vote on behalf of the owner. The owner of a regular membership may carry only one such vote.

- b. If there are two owners of a regular membership unit, each owner shall be entitled to one vote, but if one owner is absent, the owner in attendance may cast both votes of the membership unit.
- c. If there are more than two owners of a regular membership unit, the owners shall designate the owner or owners of the regular membership unit to exercise the two votes of the unit.
- d. An owner of a regular membership unit may designate a family member who occupies the property as a voting member.
- e. Voting designations must be submitted to the Executive Committee on a form approved by the Executive Committee.

**Section 3 – Eligibility to vote**

To be eligible to vote, members must have held regular membership in the Association for at least 60 days prior to the meeting.

**Section 4 – Procedure for electing officers.**

Officers shall be elected by a show of hands unless a paper ballot is requested.

**ARTICLE VI - Officers**

**Section 1 - List of officers**

The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, and Delegate to the Austin Neighborhoods Council.

**Section 2 - Terms**

Officers shall be elected for one year terms. Election shall be held annually at the February meeting and officers shall take office immediately after the meeting.

**Section 3 – Persons eligible for office**

Owners of regular membership units that have been members for at least 180 days prior to election and that maintain membership during the term of office are eligible to hold office. An owner of a regular membership unit that is not an individual may designate a representative to hold office on its behalf as long as that representative resides in the property.

#### Section 4 – Nominating committee

Nomination of officers shall be the responsibility of a three member Nominating Committee selected by the Executive Committee. Nominations may also be made from the floor.

#### Section 5 – Duties of officers

- a. The President shall be the principal executive officer for the Association and shall in general direct all the business and affairs of the Association. The President shall preside at all the meetings of the membership and of the Executive Committee.
- b. The Vice-President shall fulfill the duties of the President in the absence of the President and shall serve as Parliamentarian of the Association.
- c. The Secretary shall be responsible for keeping an accurate record of all business of the Association and for all correspondence of the Association. The Secretary shall be responsible for notice of all meetings to the members.
- d. The Treasurer shall be responsible for the Association monies, shall keep an accurate record of receipts and expenditures, shall be responsible for all checks deposited to and drawn on the Account of the Association, and shall be responsible for issuing dues notices.
- e. The Austin Neighborhoods Council Delegate shall be responsible for attendance at meetings of the Austin Neighborhoods Council and shall be responsible for communication between the Association and the Council.

#### Section 6 – The Executive Committee

The Executive Committee shall be composed of the officers and immediate Past President. The Executive Committee shall advise the Association on any items brought before it by the Association or by the President. It shall appoint committees necessary to carry out the objectives of the Association and shall approve the work of such committees.

#### Section 7 – Replacement of officers

The Executive Committee may appoint an eligible member to fill a vacant office.

## **ARTICLE VII – Meetings**

### **Section 1 – Annual meeting**

The annual meeting of the Association shall be held in February.

### **Section 2 – Special meetings**

Special meetings may be called by the Executive Committee when deemed necessary.

### **Section 3 – Location of meetings**

Meetings shall be held within the neighborhood, or if no adequate facility is available, within a reasonable traveling distance of the neighborhood.

### **Section 4 – Notice of meetings**

Notice of meetings shall be written, stating the place, day, and hour of the meeting.

This notice shall be delivered not less than five days nor more than 14 days before the date of the meeting, either personally or by mail or by email. The Executive Committee may call an emergency meeting and waive the notice period if deemed necessary.

### **Section 5 – Definition of a quorum**

A quorum of 20% of the regular membership shall be necessary for the transaction of Association business.

### **Section 6 – Binding votes**

An affirmative vote of more than 50% of the regular memberships constituting a quorum at a meeting shall be binding on the Association.

### **Section 7 – Parliamentary authority**

When not inconsistent with these Bylaws Robert's Rules of Order shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by majority vote.

## **ARTICLE VIII – Operational matters**

### **Section 1 – Fiscal year**

The fiscal year of the Association shall run from January 1 through December 31.

### **Section 2 – Approval of expenditures**

Expenditures up to \$500 shall be approved by both the President and the Treasurer.

Expenditures over \$500 shall require approval of the regular membership.

**ARTICLE IX - Prohibitions**

**Section 1 – Endorsement of candidates**

The Association shall not endorse any candidate for political office nor shall discussions extend to matters outside the purpose of the Association as set out in Article II.

**Section 2 – Identity of members**

Membership lists shall not be released, but will be made available to members upon request.

**ARTICLE X - Approval and amendment of bylaws**

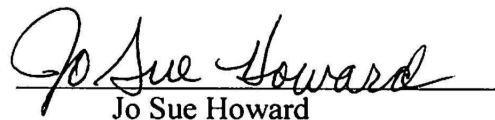
These Bylaws shall be approved and may be amended by a two-thirds vote of the regular memberships constituting a quorum provided that the proposal has been submitted in writing to the membership at least two weeks prior to the vote. Following the approval of the Bylaws or any amendments, the President shall sign a certification that the Bylaws or amendments were duly approved and the certification shall be maintained in the records of the Association.

**ARTICLE XI – Dissolution**

Upon the dissolution of the Association, no class or member shall have any right nor receive any assets of the Association. The assets of the Association are permanently dedicated to a tax exempt purpose. In the event of dissolution, the Association assets, after payment of debts, will be distributed to the Austin-Travis County Humane Society.

**Certification**

I certify that these revised Bylaws were duly approved by the Judges Hill Neighborhood Association on November 9, 2015 in compliance with the procedures of the preceding version of the Bylaws.

  
Jo Sue Howard  
President