

## BYLAWS OF

# Overton Park Voluntary Neighborhood Association

### **ARTICLE I - NAME:**

The official name of this organization shall be the Overton Park Neighborhood Association “Association”.

### **ARTICLE II - BOUNDARIES:**

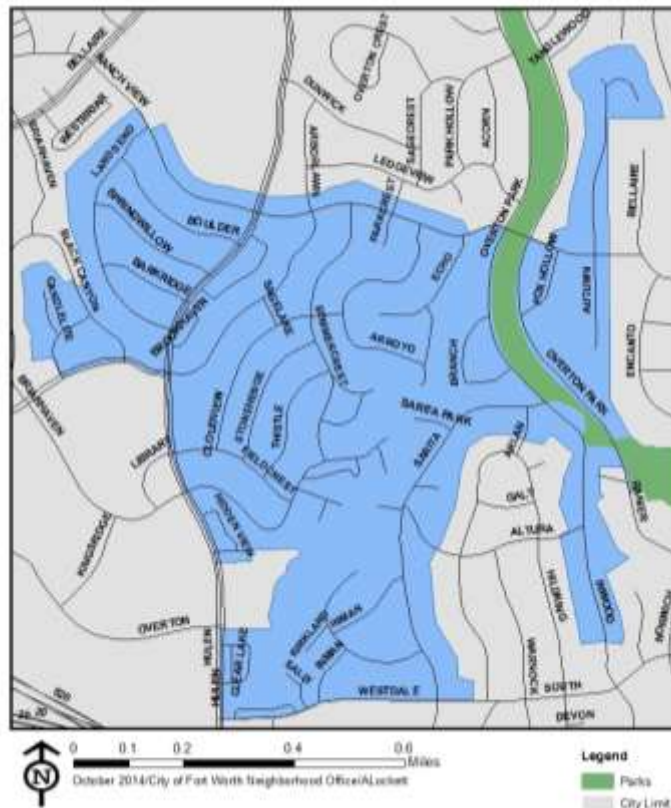
The boundaries of the Association are: *(See Attached Map)*

**North:** Bordering the Tanglewood NA Boundaries - Ranch View & Autumn (Including the homes directly bordering Ranch View on the north side of the street).

**South:** Bordering the Foster Park NA Boundaries - Westdale, Sarita, Inwood, and Arborlawn on the west side of Hulen.

**East:** Bordering the Westcliff NA Boundaries - Autumn & Overton Park East.

**West:** Hulen Street - (Excluding the Marquis Apartments their Successors or Assigns), Lands End, Black Canyon & Candlelite Lane/Court, Bordering the Overton Woods NA Boundaries.



**ARTICLE III - OFFICE:**

The Association's principal address shall be:

**3913 Overton Park Drive East**  
**Fort Worth, Texas 76109**

The Executive Board may designate another location at its discretion.

**ARTICLE IV - PURPOSE:**

The purpose of the Overton Park Neighborhood Association is to provide an organized framework to promote, preserve, and enhance the quality of life and values in the Overton Park neighborhood. The Association's goals are:

1. To protect and promote the best interest of the residents of the area.
2. To promote and strive for the improvement and betterment of our parklands and city services.
3. To promote and encourage a better community and civic spirit and to foster good will and friendship between and among all the residents.

4. To communicate in a unified manner with county, city and corporate officials regarding the general welfare and interests of Overton Park residents.

## **ARTICLE V - MEMBERSHIP:**

### **Section 1: Regular Membership**

A Regular member of Overton Park Neighborhood Association shall be any person over the age of eighteen that resides within the Association boundaries. In order to vote, a member must be in good standing with the Association and be current on annual dues. Each household with at least one Regular member who is current on his or her annual dues has one (1) vote, regardless of the number of Regular members residing in that household.

### **Section 2: Business Membership**

A Business member of Overton Park Neighborhood Association shall be any person, firm, or corporation operating a place of business within the Association's boundaries. Non-Residential property owners will be classified as a Business Member and, if current on their annual dues, shall have the privilege of the floor, but have no voting privileges and cannot hold office.

### **Section 3: Associate Membership**

An Associate member of Overton Park Neighborhood Association shall be any person, firm, or corporation who neither resides, owns property, nor operates a place of business within the Association's boundaries, but nevertheless, maintains an interest in the Association and its purposes. Associate members who are current on their annual dues shall have the privilege of the floor, but have no voting privileges and cannot hold office.

### **Section 4: Membership Year**

The Membership Year shall be May1 through April 30, except for the 2010 Membership Year, which shall be January 1, 2010, through April 30, 2011.

## **ARTICLE VI - DUES:**

### **Section 1: Regular Membership**

The annual dues for Regular memberships shall be \$ 30 per household annually.

### **Section 2: Business Membership**

The annual dues for Business memberships shall be \$ 30 annually.

### **Section 3: Associate Membership**

The annual dues for Associate memberships shall be \$ 30 annually.

### **Section 4: Additional Memberships**

Patron Level annual memberships shall be \$ 50 annually.

Presidential Level annual memberships shall be \$100 annually.  
Lifetime Level memberships shall be \$ 500 .

## **ARTICLE VII - MEETINGS:**

### **Section 1: General Membership Meetings**

General membership meetings will be held twice a year, preferably in April and October, as determined by the Executive Board. Meetings may be held more often if the Executive Board so determines.

### **Section 2: Special Meetings**

Special meetings may be called by the President of the Association, by a majority of the Officers elected to conduct the business of the Association, or by a petition containing signatures of at least twenty-five (25) voting Regular Members of the Association. Each household with at least one Regular Member who is current on his or her annual dues may sign said petition only once, regardless of the number of Regular Members residing in that household.

### **Section 3: Notice of Meetings**

Written notice, identifying the time and place of General Membership and Special Meetings, shall be provided to each member of the Association at least 7 days before such meetings are to be held. Such notice of meetings may be hand carried, mailed, faxed, emailed, or posted on the Association website, ([www.overtontpark-na.org](http://www.overtontpark-na.org)). A meeting notice hand carried, mailed, faxed, e-mailed, or any combination thereof, that reaches at least 95% of the members of the Association at least 7 days before a General Membership or Special Meeting is held shall satisfy the requirement of this section that written notice be provided to each member of the Association. A meeting notice posted on the Association website at least 7 days before a General Membership or Special Meeting shall satisfy the requirement of this section that written notice be provided to each member of the Association, regardless of how many members have Internet access or actually access the Association website to read the notice. A meeting notice sent by first-class mail through the U.S. Postal Service shall be deemed to reach its addressee on the first U.S. Postal Service delivery date following the postmark on the meeting notice, unless it is returned as undeliverable. A meeting notice hand carried, faxed, e-mailed, or posted to the Association website shall be deemed to reach its addressee on the date it was hand carried, faxed, e-mailed, or posted to the Association website, except in the case of e-mails where the sender receives an undeliverable message for a particular recipient.

### **Section 4: Quorum**

The members present at a General Membership and Special Meeting shall constitute a quorum.

### **Section 5: Open Meetings**

All General Membership and Special Meetings are open to all members.

## **ARTICLE VIII - EXECUTIVE BOARD:**

**Section 1:** The elected officers shall constitute the Executive Board of the Association.

**Section 2:** The Executive Board shall supervise the affairs of the Association in accordance with its stated purpose and policies; set the agendas for the General Membership and Special Meetings; transact any business between General Membership and Special Meetings of the Association and report thereon at the next General Membership and Special Meeting; and make recommendations to the members on matters before the Association.

**Section 3:** The Executive Board shall meet monthly or as often as it determines. The time and place of the Executive Board meetings shall be determined by the members of the Executive Board. The Executive Board Meetings may be in person or may be held electronically (such as by e-mail or web conferencing) or telephonically, as long as two Executive Board Meetings per calendar year are held in person. Except in the case of electronic or telephonic meetings, These Executive Board shall be open to any members of the Association and will be posted on the Association's website at least 1 day before an Executive Board Meeting.

**Section 4:** The Executive Board may cancel Executive Board meetings at their discretion.

**Section 5:** The Executive Board may establish and/or dissolve committees, as it deems necessary. The President shall appoint the Chairperson of the committee, which must be a Regular Member, Business Member, or Associate Member of the Association. Committees shall make recommendations to the Executive Board and shall not have authority to act on behalf of the Association without specific authorization from the Executive Board. The committees may include:

- Citizens on Patrol: The Overton Park NA volunteers enhance neighborhood security by providing a visible presence and a watchful eye for criminal or dangerous activity. With radios provided by the police department our OPNA volunteers are directly in contact with the authorities to quickly report any suspicious activity.
- Membership: This committee organizes the yearly membership drive and membership events for the neighborhood. A master membership list is also maintained by this committee.
- Parks & Trails This committee was created to assess continuous improvements to our surrounding parks and neighbor infrastructure. Included Lighting, Sidewalks, Signage, Bicycling Lanes, Safety and Beautification.
- Traffic Safety: Assess community concerns, create solutions and represent neighborhood priorities with the city of Fort Worth.

## **ARTICLE IX - OFFICERS:**

### **Section 1: Officers**

The officers of the **Association** shall be:

- **The Executive Board** consisting of the President, Vice-President, Secretary & Treasurer.
- **The Board of Directors** consisting of Social Director, Membership Director, Parks & Trails Director, Traffic & Safety Director, Past President & Director at Large.

### **Section 2: Term**

Officers shall assume their duties on May 1 or when they are duly elected at the General Membership Meeting, whichever is later, and shall serve for a two (2) consecutive year term, remaining in their office until their successors are duly elected. In the event that the Association holds its elections after May 1, officers' terms shall still end on the second following May 1. Commencing with the 2008 General Membership Meeting elections, all officers shall not serve in the same office for more than two (2) consecutive terms.

### **Section 3: Eligibility**

Any Regular member in good standing with the **Association** and current on his/her annual dues is eligible for election to office. Once elected, Officers shall pay their dues no later than 120 days after the beginning of each Membership Year.

### **Section 4: Elections**

Officers shall be elected at the April General Membership meeting by a simple majority vote of members present.

### **Section 5: Nominations**

At the February Executive Board meeting, the Executive Board shall appoint a nominating committee of at least three (3) members. The nominating committee shall present a slate of one or more nominations for each office at the March Executive Board meeting. The nominations will be posted on the Association's website and will be included with the written notice of the April General Membership Meeting. Nominations from the floor shall be heard at this time also.

### **Section 6: Vacancies**

- A. In the event the President is unable to complete his/her term, the Vice-President shall become the President for the unexpired portion of the term.
- B. For other vacancies in offices other than the President, the Executive Board shall appoint a member to fill the unexpired term with a simple majority vote.
- C. Unexcused absences as determined by the Executive Board from four (4) consecutive Executive Board meetings shall constitute a vacancy of that office.

### **Section 7: Retirement**

Upon retirement from office, each officer shall deliver to his/her successor, all records, papers, and other property belonging to the Association.

**Section 8: Removal From Office**

At a special meeting of the Members, duly called in accordance with Article VII of these Bylaws, any Officer may be removed from his/her position with just cause by a majority vote of the Members present at that special meeting. Just cause shall include, but not limited to, an Officer's failure to pay his/her annual dues by the deadline specified in Section 3. A successor may then and there be elected to fill the vacancy. Any Officer whose removal has been proposed by the Members shall be given an opportunity to be heard at the meeting prior to the vote for removal.

**ARTICLE X - DUTIES OF OFFICERS:**

**Section 1: President**

The President shall be the principal officer of the Association and shall:

- A. Preside at all meetings of the Association.
- B. Be the sole spokesperson for the Association. The Executive Board may designate another member to serve in this capacity.
- C. Sign with the Treasurer or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.
- D. Appoint committee chairpersons with approval of the Executive Board.
- E. Shall be empowered to vote in meetings of the general membership and the Executive Board only when necessary to break a tie vote.
- F. Shall conduct the correspondence of the Association via email, Nextdoor, Overton Life Magazine or by public announcement.

**Section 2: Vice-President**

The Vice President shall:

- A. Serve and assume all responsibilities in the absence of the President.
- B. Act as special assistant to the President and represent the President whenever so designated.
- C. Perform all such duties as requested by the President or Executive Board.

**Section 3: Secretary**

The Secretary shall:

- A. Keep minutes of the proceedings of all meetings of the Association.
- B. Preserve in file all records of value to the Association.
- C. Maintain a current roster of membership indicating the name, address, telephone number, fax number, and email address of each member as well as his/her classification of membership.
- D. Conduct the correspondence of the Association.
- E. Perform such other duties as requested by the President or Executive Board.
- F. Sign checks as requested by Treasurer and/or President.

#### **Section 4: Treasurer**

The Treasurer shall:

- A. Collect membership dues and keep records of paid members.
- B. Maintain custody of all financial records of the **Association** and deposit all such funds in a bank approved by the Executive Board.
- C. Pay all bills and distribute funds by check only upon receipt of a bill. The Treasurer and the President with the approval of the Executive Board must sign all checks.
- D. Submit a written financial report at each meeting and give a copy to the Secretary.
- E. Perform such other duties as requested by the President or Executive Board.
- F. Sign with the President or any other officer authorized by the Executive Board, all checks, contracts, and other legal documents.

#### **Section 5: Social Director**

The Social Director shall

- A. Direct all the social functions of the Association.
- B. Be responsible for the Special Interest Groups.
- C. Appoint committee members to assist in the social functions.
- D. Perform all such duties as requested by the President or Executive Board.

#### **Section 6: Membership Director**

The Membership Director shall.

- A. Run the annual membership campaign.
- B. Collect membership dues and keep records of paid members.
- C. Maintain a current roster of membership indicating the name, address, telephone Hulen number, fax number, and email address of each member as well as his/her classification of membership.
- D. Maintain Block Captains.
- E. Be responsible for the Hospitality Committee.

#### **Section 7: Parks & Trails Director**

The Parks & Trails Director shall

- A. Be responsible for the upkeep and maintenance of the median project.



- B. Work with the City of Fort Worth on initiatives regarding the boundaries of the Overton Park Neighborhood Association.
- C. Assess continuous improvements to our surrounding parks and neighbor infrastructure. Including Lighting, Sidewalks, Signage, Bicycling Lanes, Safety and Beautification.
- D. Be responsible for the Yard of the Month.

**Section 8: Traffic & Safety Director**

The Traffic & Safety Director shall:

- A. Assess community concerns, create solutions and represent neighborhood priorities with the city of Fort Worth.
- B. Work with Code Compliance on issues concerning the neighborhood.
- C. Be responsible for the COPS program.
- D. Work with the neighborhood police officer relating to neighborhood safety.

**Section 9: Past President**

The Past President shall:

- A. Share experience and wisdom of his experience with the board.
- B. Support the President and Executive Board in representing the Association.
- C. Perform all such duties as requested by the President or Executive Board.

**Section 10: Director at Large**

The Director at Large shall:

- A. Perform all such duties as requested by the President or Executive Board.
- B. Shall act as an ad hoc committee chair when requested.
- C. Act as special assistant to the President and Vice President and represent the Overton Park Neighborhood Association whenever so designated.

**ARTICLE XI - POLICIES:**

1. The Overton Park Neighborhood Association shall be non-commercial, nonpartisan and nonsectarian.
2. The name of the Association or names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Association.
3. The Association shall not directly or indirectly endorse any political candidate or party.

**ARTICLE XII - PARLIAMENTARY AUTHORITY:**

**Section 1: Robert's Rules of Order Newly Revised**

Procedures at all meetings shall be conducted with due regard to parliamentary practice with *Robert's Rules of Order Newly Revised* ("Robert's Rules") serving as the authority on all points not covered specifically by these Bylaws.

### **Section 2: Parliamentarian**

The Executive Board may appoint a Parliamentarian, who shall attend all General Membership Meetings, Special Meetings, and Executive Board Meetings. During such Parliamentarian's term of service, he or she shall help conduct all meetings in accordance with Robert's Rules and these Bylaws, and his or her ruling on any motion from any officer or member of the Association regarding the conduct of the meeting in accordance with Robert's Rules or these Bylaws shall be final.

### **Section 3: Term of Parliamentarian**

The Parliamentarian's term of office shall be indefinite, except that he or she may (i) resign at any time upon delivery of a written notice to the President of the Association, such notice to state the effective date of the resignation, or (ii) be terminated by the Executive Board with or without cause with at least 30 days written notice, such notice to state the effective date of the termination. Such written notice of resignation or termination may be hand carried, mailed, faxed, or e-mailed, following the same delivery assumptions for meeting notices set forth in Section 7.3. Upon the resignation or termination of the Parliamentarian, the Executive Board may or may not appoint a replacement Parliamentarian.

### **Section 4: Rulings During Absence of Parliamentarian**

During such time when no Parliamentarian is serving the Association or the Parliamentarian is absent from a meeting, the Executive Board shall rule on any such motion from any officer or member of the Association regarding the conduct of the meeting in accordance with Robert's Rules or these Bylaws, and its ruling on any such motion shall be final.

## **ARTICLE XIII - AMENDMENTS:**

Amendments to these Bylaws shall be made at any regular or special meeting by a two-thirds (2/3) vote of the members who are present and in good standing, provided that notice of such meeting contains the proposed amendment(s) or a link to the website containing the amendment(s). Such amendment(s) shall be effective as of the date of enactment.

## **ARTICLE XIV - DISSOLUTION:**

Overton Park Neighborhood Association may be dissolved with the majority vote of the Executive Board, provided that the disbursement of all monies and properties is acted upon prior to dissolution, and all liabilities and obligations of the corporation must be paid, satisfied, and discharged.

ADOPTED by a majority vote of the membership at the meeting held on the 11 day of November, 2007 and amended on the 23 day of April, 2018.

**/s/ - Robert Dellamura**

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President as of November 11, 2007

**/s/ - Joanne Viola**

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President as of April 23, 2018