

**BYLAWS OF THE  
BAYLOR NEIGHBORHOOD ASSOCIATION**

**ARTICLE I - NAME**

The name of this association is the

**BAYLOR NEIGHBORHOOD ASSOCIATION**

**ARTICLE II - PURPOSE**

The purpose of the Baylor Neighborhood Association is to:

- 1 - Discuss and evaluate the needs and improve the quality of life within the neighborhood.
- 2 - Promote a strong sense of cooperation in our neighborhood and among businesses.
- 3 - Assist and encourage the restoration, preservation, and improvement of this neighborhood.
- 4 - To engage more holistically the Baylor University student body in the local community, primarily within their neighborhood of residence.

**ARTICLE III - BOUNDARIES**

The area has the following boundaries within the City of Waco, Texas: Brazos River, 17th Street, Interstate 35, and LaSalle, the centerline of each street being the actual boundary subject to the City of Waco neighborhood map boundaries updated periodically at [www.waco-texas.com/neighborhoods](http://www.waco-texas.com/neighborhoods).

**ARTICLE IV - MEMBERSHIP**

SECTION 1 The Association shall be governed by a Board of Directors.

SECTION 2 Any individual who is interested in promoting the purposes of the Association is eligible for membership.

SECTION 3 Voting shall be available to anyone who is a member (within the Area)

- a - owns or occupies a home, or
- b - owns or operates a business, or
- c - who is a designated representative in an organization within the boundaries of the Association area, and
- d - pays his/her dues for the current year
- e - businesses and organizations will be entitled to one vote by an individual designated by the business or organization with departments under Baylor University counting as one organization each.

SECTION 4 Membership in the Association shall be for one academic calendar year. Each membership year shall be from August 1 -to July 31

## **ARTICLE V - DUES**

Annual Membership dues shall be:

Individual Membership -- \$5.00

Business/Organization Membership -- \$25.00

This fee shall be payable at such time as the Board of Directors may determine, subject to approval by the members, and shall be subject to change as reviewed by the Board of Directors.

## **ARTICLE VI - PRIVILEGES AND DUTIES**

SECTION 1 - Each member shall be entitled to voice and vote on all matters submitted at any official meeting of this association provided the subject which has been presented has been done according to the orderly process.

SECTION 2 - To be eligible to run for an office, an individual must have been a member in good standing for 6 months prior to the election, if applicable. A member in good standing shall be defined as an individual who has paid his/her dues for the current year and who is an active participant in the association.

SECTION 3 - No member of the Association may use the name of this Neighborhood Association, for other than the purpose of the organization, nor solicit funds for any association purpose without permission of the Board of Directors.

## **ARTICLE VII - MEETINGS**

SECTION 1 - Regular meeting of the Association shall be held at least once per year. The Annual Meeting shall be the meeting, each spring of the year, following Baylor University's student body vote, thereby electing its External Vice President. Special meetings may be called by the Board of Directors or at the written request of 20 percent of the voting membership of the Association. The Secretary shall give written notice (digital or physical) to all members 7 days prior to a specially called meeting.

SECTION 2 - The voting membership present shall constitute a quorum for the transaction of business at any duly called meeting of members for which seven days written notice has been given by the Secretary, and any resolution presented at such meeting shall be adopted by a majority vote of the members present and voting, unless otherwise provided in the Bylaws. No proxy voting will be permitted.

SECTION 3 - Officers and members of the Board of Directors will be elected by secret ballot by the voting members.

SECTION 4 - Re-ordering of the agenda. Any person wishing to address a non-agenda

subject shall be limited to 2 minutes each at the President's discretion.

## **ARTICLE VIII - BOARD OF DIRECTORS**

**SECTION 1 - POWERS AND DUTIES:** The direction and management of the affairs of the Association and the control of its business shall be vested in the Board of Directors, and be subject to any restrictions imposed by By- laws.

**SECTION 2 - MEMBERSHIP OF THE BOARD:** The Board of Directors shall be composed of:

Elected Officers – at least 3 and no more than 5

At-Large – 4

- Baylor's Student Body External VP
- Representatives from Baylor:
  - External Affairs Department
  - Student Life Department
  - \*One Additional Department

a) Each Board member shall serve for a one-year term concurrent with the membership year. A Board member may be re-elected, but may not serve for more than two consecutive terms, unless no other member is willing to serve.

b) The President, Vice-President, Recording Secretary, and Treasurer shall be elected, each year.

c) A vacancy shall be declared in a seat on the Board of Directors upon the death, removal, change of status from voting to non-voting, or resignation of a Board member. A Board member shall be removed and his/her seat shall be declared vacant upon failure to pay membership dues or upon failure to attend any three consecutive Board meetings without an excuse acceptable to the Board, or for poor conduct as determined by majority of the Board.

**SECTION 4 - MEETINGS OF THE BOARD:** (a) Regular meetings of the Board shall be held at least four times per year or as the Board may direct. A Special meeting of the Board may be called at any time by the President or majority of the Board members upon request to the President. Each member of the Board must be notified at least three days prior to any special Board meetings. All meetings of the Board are open to the public.

(b) At least one-half of the Directors must be present in order for business to be transacted at any meeting. Any action shall be accepted by a majority of the Directors present at a Board meeting where a quorum is present. No proxy voting will be permitted.

**SECTION 5 - ANNUAL REPORT:** The Board will present an Annual Report of the affairs of the Association for the year to the members at the annual meeting. A copy of the Report shall be available for inspection by the members at any regular meeting of the

Association.

SECTION 6 - AUDIT: An audit of the financial records may occur at any time at the direction of the Board of Directors.

## **ARTICLE IX - OFFICERS**

SECTION 1 - TITLES, TERMS AND ELECTION: (a) The officers of the Association shall be President, Vice President, Recording Secretary and Treasurer. Term: See Article VII, Section 2 - (a).

(b) Officers will be elected for the coming membership year at the meeting, each spring of the year, following Baylor University's student body vote, thereby electing its External Vice President. A candidate must receive a majority of the votes cast for that office in order to be elected.

(c) Vacancies may be created by death, resignation, or by an officers' loss of standing of his/her seat on the Board of Directors. If the office of President becomes vacant, the Vice President will become President. Any vacancies within the Board of Directors shall be filled by appointment by the President, subject to the approval of the Board.

## **SECTION 2 - DUTIES AND POWERS**

(A) PRESIDENT: The President will preside at all meetings of the Association and of the Board of Directors. The president will appoint all committee chairpersons, subject to the approval of the majority of the Board, and shall serve as ex-officio member of all committees. He/She will exercise general supervision over the affairs of the Association, and will ensure that all decisions and resolutions of the Board of Directors and the Members are executed. Subject to the approval of the Board, the President shall have the power to execute contracts and other authorized instruments in the name of the Association except as provided in these Bylaws.

(B) VICE PRESIDENT: The Vice President shall assist the President in the planning, arranging and coordinating of programs for meetings of the Association and for Special Events approved by the Board of Directors. The Vice President shall represent the Association in case of absence or disability of the President, and shall exercise the powers of that office.

(C) RECORDING SECRETARY: The Recording Secretary shall:

- (a) Keep the minutes of the Membership Meetings, and of the Board and of the Executive Committee in one or more sets of Books provided for that purpose and to make the minutes and records available for inspection in accordance with these Bylaws.
- (b) Keep on file all committee reports.
- (c) Prepare the agenda for each meeting of the Membership, Board and Executive

Committee.

(d) Maintain record books in which the bylaws, charters, standing rules, special rules of order, standing rules and minutes are properly recorded and to have the current record book on hand at the meetings.

(e) To sign all certified copies of acts of the Association, unless otherwise specified in the Bylaws.

(f) Perform all duties incident to the office of Secretary and such other duties, as from time to time may be assigned by the President or by the Board.

(D) TREASURER: The Treasurer shall:

(a) Give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine.

(b) Have charge of the funds of the Association and:

a) Secure the deposit of all funds in such accounts as directed by the Board.

b) Keep all records required by law or bylaws regarding the finances of the Association and have these records available at every meeting.

c) Receive and issue receipts for all funds solicited for or due to the Association.

d) Draw all checks, orders for payment or other such financial documents issued in the name of the Association in a form requiring the signature of the Treasurer and the following: President or Vice President.

(c) Perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned the Treasurer by law, the President or the Board.

(d) No expenditure over \$25.00 may be executed without the consent of the Board of Directors.

## **ARTICLE X - COMMITTEES - RESERVED**

## **ARTICLE XI - PARLIAMENTARY RULES**

SECTION 1 - RULES OF ORDER: The current edition of ROBERT'S RULES OF ORDER shall be the procedures on all questions not specifically stated in the Bylaws of the Association.

## **ARTICLE XII - AMENDMENTS**

SECTION 1 - AMENDMENTS: These Bylaws may be amended by the affirmative vote of two-thirds of the members of the Association present and voting at a duly called meeting, provided that written notice of the proposed amendment shall have been given in writing to the membership of the Association in accordance with Article VII, Section 1 of the Bylaws.