

Braeburn Super Neighborhood Council #30

BY-LAWS

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Article I—Name

The name of the Council shall be the Braeburn Super Neighborhood Council #30.

Article II—Boundaries

The Braeburn Super Neighborhood is the Area with Hillcroft Ave. as the eastern boundary and Braes Bayou and Keegans Bayou as the southern boundary. The western boundary follows Honeywell Rd over to Bissonnet and then westward to US 59. The northern boundary is Beechnut heading east from US 59 to Braes Acres Rd., go south on Braes Acres Rd. to Bissonnet and then heading east on Bissonnet to Hillcroft.

Article III – Definitions

The following definitions pertain to terms contained within Super Neighborhood #30 By-Laws:

Super Neighborhood – shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II above.

Super Neighborhood Council (the Council) – shall refer to the group of delegates appointed in the manner stated in these By-Laws to represent the stakeholder organizations existing within Super Neighborhood boundaries #30 cited in Article II above. The make-up and voting authority of the Council is set forth in subsequent provisions herein.

Stakeholders are representative groups, organizations or entities that live/ conduct business or own property within Super Neighborhood #30 boundaries. Stakeholders may be civic associations/clubs, tenant associations, non-profit organizations, business associations, educational institutions, faith-based institutions, etc. Only groups can be stakeholders, no individual many be a stakeholder. Stakeholders will be able to participate in the affairs of SN #30 but will only be able to participate in Council votes through an authorized Stakeholder Delegate to the Council.

Active and Participating Stakeholder Organizations – shall refer to those stakeholder organizations appointing a delegate in accordance with these By-Laws to represent their community or organization on the Council.

Delegate – shall refer to the individual(s) appointed as designated stakeholder representative(s), in the manner set forth in these By-Laws. Stakeholders should designate a primary and alternate delegate. Only groups can have a stakeholder delegate. Individuals can not represent themselves.

Quorum – a quorum of the Council shall consist of one-half (1/2) plus 1 of the duly designated Council delegates.

Article IV—Purpose

4.1---The Braeburn Super Neighborhood Council #30 is organized exclusively for charitable, civic, educational, cultural, and general community improvement purposes, including one or more of the purposes specified in Section 501c (4) of the Internal Revenue Code, or corresponding section of any future federal tax code, and an application may be filed with the Internal Revenue Service for 501c (3) or 501c (4) non-profit status if, and when so determined by the Super Neighborhood Council.

4.2--- The Braeburn Super Neighborhood Council #30 is to promote the civic betterment, social welfare, crime reduction and well being of those certain residents, business, and property owners within the boundaries of the Braeburn Super Neighborhood area to promote and engage in the activities for their use and benefit. These organizations within the Braeburn area being situated in Houston, Harris County, Texas and being that area identified in Article II.

4.3---The general purpose and powers of the Braeburn Super Neighborhood Council #30 are to have and exercise all rights and powers conferred on non-profit corporations under Texas Non-Profit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred, and (i) to seek a consensus and provide citizens with opportunities to advise the City Council on issues important to each neighborhood: (ii) undertake a wide range of neighborhood

improvement projects determined by the members, and (iii) with the cooperation from the City of Houston , identify and develop solutions to mutual problems.

Article V—Membership

5.1---The Braeburn Super Neighborhood Council #30 shall be open to any eligible organization such as civic associations, community business organizations, educational institutions, faith-based institutions, non-profit/community-based organizations that are stakeholders in the Braeburn Super Neighborhood area. The Braeburn Super Neighborhood Council #30 shall consist of duly designated delegates of each eligible organization.

5.2---Participation in the Braeburn Super Neighborhood Council #30 shall not be limited by imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

5.3---The Braeburn Super Neighborhood Council #30 prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation, or nation origin from participating in the Super Neighborhood Council activities or serving as a Council member.

5.4 – Braeburn Super neighborhood #30 shall be governed by a Council composed of the duly designated Delegates of eligible organizations such as civic associations, non-profit/community organizations, faith-based institutions, educational institutions, and community business organizations, etc., that are stakeholders in Super Neighborhood # 30. Special interest groups are specifically excluded.

5.5---It shall be the right of any stakeholder within the Braeburn Super Neighborhood to be represented, either through new or existing organizations.

Article VI—Finance

6.1---The fiscal year for the business affairs of the Braeburn Super Neighborhood Council #30 will be January 1 through December 31 of the calendar year.

6.2---Voluntary donations shall be solicited to pay for any expenditures of the Braeburn Super Neighborhood Council #30.

Article VII—Council Seats

7.1---A Delegate must be at least 18 years of age and a designated stakeholder representative of the group they represent. All residential Delegates shall live within and/or own residential property within the boundaries of Super Neighborhood #30.

7.2---The number of seats and the way they are elected can be amended in the same manner as the by-laws can be amended.

7.3---Each stakeholder organization, or entity with a seat on the Braeburn Super Neighborhood Council will be allowed one vote, which will be cast by the stakeholder representative or by the designated alternate. Each represented stakeholder on the Council shall provide the Council an authorization letter every two years indicating their elected/appointed delegate and alternate delegate.

7.4---The *initial* Braeburn Super Neighborhood Council will consist of the following organizing residential members for establishing the Council and By-laws. *Article V defines membership in the Braeburn Super Neighborhood Council #30.*

Braeburn Terrace Civic Club	Bonham Acres Civic Association
Robindell Civic Club	Braeburn Valley Civic Club (Sec 1 & 2)
Braes Timbers Civic Association	Brae Acres Civic Club
Larkwood Civic Club	Braeburn Glen Civic Club

Residential Seats: Homeowners Associations/Property Owners Associations, Civic Clubs, and or Community Improvement Associations located within the geographic boundaries of SN #30 may appoint Stakeholder Delegates and associated Alternates to represent residential stakeholders.

Apartment Complex Seat: Apartment complexes within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent the apartment complexes. Management companies responsible for the apartment complexes and/or tenant associations shall caucus to determine the Stakeholder Delegate and Alternate.

Faith-Based Seat: Faith-based organizations located within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent the faith-based organizations.

Educational Seat: Educational organizations located within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent the educational organizations.

Non-Profit Seat: Non-profit organizations, as defined by Internal Revenue Code Section 501(c)(3), located within the geographic boundaries or other neighborhood entities which are involved within the geographic region, may appoint one Stakeholder Delegate and one Alternate to represent the organizations.

Business Association Seat: For-profit Business Associations located within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent business organizations in SN #30.

If an organization falls into more than one category, the organization would need to state which category will represent them.

Article VIII—Officers

8.1---All officers shall be chosen from the membership of the Braeburn Super Neighborhood Council #30.

8.2---The elected officers of the Braeburn Super Neighborhood Council will be President, Vice President, Recording Secretary, Communications Secretary and Treasurer. The Executive Committee shall constitute the elected officers of Super Neighborhood # 30 Council.

8.3 --- The Executive Committee shall schedule and convene Super Neighborhood #30 Council meetings. In addition, with guidance from the Council, act on Council's behalf to communicate with City government and City Council members, communicate with Super Neighborhood #30's Liaison, promote participation in City governance, establish committees to carry out these and other functions as needed, and keep stakeholders apprised of happenings.

8.4---The President shall preside over all general meetings and any executive committee meetings. The President will have the authority to conduct meetings and maintain order. The President will appoint all committee chairs.

8.5---The Vice President shall preside at meetings in the absence of the President. This office shall assist the President and shall perform various duties and serve on committees as assigned by the President.

8.6---The Recording Secretary shall keep an accurate record of proceedings of all general meetings, attend to correspondence, act as custodian of current records and file and maintain up-to-date membership lists and attendance records. The Recording Secretary shall work closely with the Communication Secretary.

8.7 --- The Communication Secretary shall attend to meeting notices, in-coming and out- going electronic correspondence and shall be responsible for the web presence of SN #30. The Communication Secretary shall work closely with the Recording Secretary and perform such other duties as may be assigned by the President or by the Council from time to time. The Communication Secretary assumes the duties of the Recording Secretary in his/her absence.

8.8---The Treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the Council. The Treasurer shall present a report of finances at each general meeting of the Council.

Checks disbursed shall contain the signatures of any two of the following: President, Vice President, or Treasurer.

8.9--- Officers are elected to one (1) year term at the regular Annual Meeting in November by a quorum of the members of the Council. Officers will be installed at the first general meeting in February of each year.

8.10 --- Officers shall be limited to serve two (2) successive terms in the same role. A delegate may be elected and return to the role same after a one-year break, but may serve in another officer role immediately, if elected.

8.11---All officers will be elected by a majority of the Council.

8.12---A vacancy in an officer will be filled by a special election. Officers elected to fill vacancies will assume office at the first general meeting following the special election and will hold office until the next regular installation of officers.

8.13—Any officer who fails to meet the obligations and responsibilities of his/her office may be removed from office by two-thirds (2/3) majority vote of the Braeburn Super Neighborhood Council #30.

Article IX—Committees

9.1--- As the need arises, committees shall be established by a majority of the Council members.

9.2--- The President shall appoint all standing and special committee chairpersons. The committee chairpersons shall be a Stakeholder delegate. The committee chairperson shall, in turn, appoint additional committee members as required by the assigned task. The committee members can be delegates or non-delegates; however, they should be a member of a stakeholder organization or a potential stakeholder organization.

Article X—Meetings

10.1--- The general meeting of Braeburn Super Neighborhood #30 shall be held at a time and place to be designated by the Council. A quorum is required for the transaction of business at a general meeting. All Braeburn Super Neighborhood Council #30 activity will be conducted in open meetings where community shareholders can observe and participate in discussions under defined circumstances.

10.2---In the event that the general meeting falls on a legal holiday, the time and date of the general meeting will be set by the President at the preceding general meeting with the consent of the Council.

10.3---A simple majority of the duly designated Braeburn Super Neighborhood Council members shall constitute a quorum for the transaction of business at a general meeting.

10.4--- Braeburn Super Neighborhood Council at-large residents/shareholders may participate via meetings open to the public and will be notified of decisions through their participating organization.

Article XI—Procedures

Robert's Rules of Order shall be the guide for procedures in all points of order not covered by these by-laws.

Article XII—Amendments of By-Laws

These by-laws may be amended from time to time on an as needed basis by resolution in writing, presented at a meeting of the Braeburn Super Neighborhood Council, read #30, and approved by a two-thirds majority vote of the delegates at which a quorum is present.