



**BYLAWS OF THE  
NORTHAVEN PARK NEIGHBORHOOD ASSOCIATION**

**REVISED MARCH 7, 2012**  
(BOARD APPROVED MARCH 7, 2012  
MEMBERSHIP APPROVED APRIL 12, 2012)

**ARTICLE I. NAME**

- 1.1 The name of this Corporation shall be the Northaven Park Neighborhood Association (the “Association” or “NPNA”).

**ARTICLE II. PURPOSES**

- 2.1 The purpose of this Association shall be to preserve, protect, and advance the interests of the Neighborhood in which its Members reside, to disseminate information of interest to those Residents, and to promote fellowship among its Members.
- 2.2 The Association shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act, as the same may be amended from time to time.
- 2.3 This Association shall be operated for non-profit purposes. It shall be non-partisan and non-political.

**ARTICLE III. MEMBERSHIP**

- 3.1 This Association shall include the residences within the area indicated on the map included in these Bylaws as Exhibit “A”, (“the Neighborhood”) which is further divided into twelve (12) Sections (each, a “Section” and collectively, the “Sections”), which Sections are more particularly described on Exhibit “B”. Those persons who reside in the Neighborhood but who are not Members of the Association are defined herein as “Residents”.
- 3.2 The definition of a Member in good standing of the Association (“Member”) is as follows:

- a. Adult Residents (18 years old or over) who reside in the Neighborhood designated by Exhibit A;
  - b. Those Residents who are current on dues for a given fiscal year; and
  - c. Meet any other reasonable conditions established by the Board of Directors.
- 3.3 Membership dues are paid one per residence.
- 3.4 Each Member in attendance at a meeting of the Association shall be entitled to one vote per residence.
- 3.5 Association Membership lists are for the use of the Association only and cannot be used for promotion of any activity unrelated to the Association. They shall not be used for personal gain or made available for commercial or solicitation purposes.
- 3.6 No Member of the Association, without the express approval of the Board of Directors, may use the Association logo, Association Section Maps (Exhibits A & B), or name in an official capacity or allude to the fact that their page/group/site is an official NPNA site. This includes existing and future online networking tools on Facebook, Twitter, LinkedIn and similar applications.

#### **ARTICLE IV. DUES**

- 4.1 Membership in the Association is voluntary and with the payment of annual Membership dues. The amount of the annual dues shall be as determined by the Board of Directors and shall remain in effect until amended by the Board of Directors.
- 4.2 The fiscal year of the Association shall be from January 1 to December 31.

#### **ARTICLE V. BOARD OF DIRECTORS**

- 5.1 The activities of the Association shall be governed by the Board of Directors of the Association, who may exercise all such powers of the Association and do all such lawful acts and things as are permitted by statute, by the Articles of Incorporation or by these Bylaws and any Policies.
- 5.2 Such Board shall approach its tasks in a manner which emphasizes strategic leadership and proactivity and shall be charged with the duty to align the Association with its purposes through policy administration, financial management, strategic planning and evaluation, operational continuity and public relations all in support of the Association's purposes.

- 5.3 The Board of Directors shall consist of President, Vice President--Events, Vice President--Crime Watch, Vice President--Membership, Vice President--Section Directors, Vice President--Communication, Treasurer, Secretary and twelve (12) Section Directors representing each of the twelve Sections in the Association area. A Section Director shall represent the Section in which he/she resides. Two people residing in the same Section may serve as Co-Section Directors. All Members of the Board of Directors must be eighteen years or older and Members in good standing of the Association.
- 5.4 The Officers of the Association shall consist of President, Vice President--Events, Vice President--Crime Watch, Vice President--Membership, Vice President--Section Directors, Vice President--Communication, Treasurer and Secretary.
- 5.5 The Board of Directors shall appoint a Nominating Committee prior to the Fall Association meeting. The Nominating Committee shall prepare a slate of persons for nomination to the Board, which shall include nominations (for any positions up for election) for the Officers and for the Section Directors from each Section. At the Fall meeting of the Association in which the slate is presented by the Nominating Committee, any Member in good standing may also make nominations for the Board from the floor, provided the person being nominated has granted his/her permission.
- 5.6 The term of the office shall be for two (2) fiscal years in staggered terms and until his/her successor has been duly elected and qualified, if necessary, for both Officers and other Board of Directors Members.
- 5.7 Each Member of the Board of Directors shall be elected by a majority of the votes cast by the Members of the Association entitled to vote in the election at the Association meeting at which a quorum is present.
- 5.8 While Board Members may reside in the same residence, no Officer of the Board may reside in the same residence as another Officer of the Board.
- 5.9 The Board of Directors, by three-fourths margin of votes cast by all Members thereof, may remove any Officer or Board Member of the Association.
- 5.10 The Members of the Association may remove one or more Members of the Board of Directors with cause. A Board of Director Member may be removed by the Association Members at a meeting of the Association provided that the notice of the meeting states that the purpose, or one of the purposes, of the meeting is such removal and complies with the other requirements regarding notice as stated in these Bylaws.
- 5.11 The Board of Directors may establish committees having such duties and responsibilities as may be approved by the Board of Directors. Members of such committees shall be Members of the Association in good standing. Subject to the

discretion of the Board, there shall be the following Standing Committees: Beautification, Crime Watch, Membership, Social, and Welcome.

- 5.12 Liaisons may be appointed by the Board of Directors to serve as a link to city services including parks, schools, and any other area, as needed. Liaison terms shall be two year terms and Liaisons shall be Members of the Association in good standing.
- 5.13 The Board of Directors shall meet at such times as it may determine to transact the necessary business of the Association, to approve the plan of work of the Standing Committees, to report to the Association Members at the annual meetings, to approve the budget and to approve non-budgeted expenditures in excess of \$500. A quorum for any meeting of the Board of Directors shall be the Board of Directors present, provided that at least two Officers of the Association are also present, one of whom must be the President or a Vice President.
- 5.14 The Board of Directors shall have the power to implement policies and procedures to further refine the workings of the Association.
- 5.15 Each Member of the Board of Directors in attendance shall have one vote. Notwithstanding the foregoing, if a Section is represented by Co-Section Directors, each Section is only entitled to one vote. Should any vote of the Board of Directors be tied, the President may exercise his or her discretion to cast the tie-breaking vote.
- 5.16 No Member of the Board of Directors shall receive compensation for any service he or she may render to the Association. However, any such person may be reimbursed for his or her actual expenses incurred in the performance of such services following the guidelines adopted and approved by the Board of Directors.
- 5.17 A vacancy occurring in any position on the Board of Directors shall be filled for the unexpired term by a Member of the Association in good standing nominated by the Nominating Committee and approved by the Board. A vacancy in the Presidency shall be nominated and filled by the Board for the unexpired term.

#### **ARTICLE VI. OFFICERS - THEIR ELECTION AND DUTIES**

- 6.1 Officers shall serve for a term of two (2) fiscal years. Terms for Offices shall be staggered with the President, Vice President--Membership, Vice President--Section Directors and Secretary being elected in even-numbered years and Vice President--Events, Vice President--Communication, Vice President--Crime Watch and Treasurer being elected in odd-numbered years.
- 6.2 Association business requiring immediate action may be made by the majority of the Officers of the Board of Directors.

### 6.3 Duties of the Officers:

#### a. President

- (1.) Shall be the Chief Executive Office of the Association. The President shall call and preside at the Board of Directors' meetings and Association meetings, and shall be an ex-officio Member of all Committees. As ex-officio to any Committee, the President will be a non-voting Member and the President's attendance to such Committee meetings shall not be counted in determining the number which constitutes the quorum.
- (2.) The President may also call any special meetings of the Association with the approval of the Board of Directors.
- (3.) Shall perform all other duties assigned by the Board of Directors or usually pertaining to the office.

#### b. Vice President--Events

- (1.) Shall appoint Standing Committee Chairpersons, with the approval of the President.
- (2.) Shall Chair and lead the Standing Committee Chairpersons for the following Standing Committees: Beautification, Social and Welcome Committees.
- (3.) Shall report on Committee activities to the Board of Directors or invite Committee chairpersons to make reports as needed.
- (4.) Shall perform any other duties as may be assigned by the Board of Directors.

#### c. Vice President--Crime Watch

- (1.) Shall appoint the Crime Watch Section Leaders, one from each Section, with the approval of the President and shall act as Chairperson of the Crime Watch Committee.
- (2.) Shall implement the Dallas Police Department's Crime Watch program.
- (3.) Shall design and implement such programs that increase Residents' awareness and education of Neighborhood safety and crime prevention.
- (4.) Shall be responsible for the Crime Watch and crime reduction efforts of the Association including the reporting of criminal activity in the Association's and nearby areas in a timely manner, but not less frequently than monthly.
- (5.) Shall perform any other duties as may be assigned by the Board of Directors.

#### d. Vice President--Membership

- (1.) Shall chair the Membership Committee and oversee Membership Committee responsibilities designated under Section 8.5(c.)
  - (2.) Shall develop strategies and activities to encourage Residents to become Association Members and increase the value and benefit of being an Association Member.
  - (3.) Shall oversee and maintain a list of Members in the Association area through the management of a Membership database.
  - (4.) Shall perform any other duties as may be assigned by the Board of Directors.
- e. Vice President--Section Directors
- (1.) Shall recruit and train Section Directors.
  - (2.) Shall assist Section Directors to recruit and train Block Captains.
  - (3.) Shall ensure Association training is well documented and distributed to Members that fill Section Director and Block Captain positions.
  - (4.) Shall perform any other duties as may be assigned by the Board of Directors.
- f. Vice President--Communication
- (1.) Shall oversee all external publications and communication to Association Members.
  - (2.) Shall oversee the Association website at [www.npna.org](http://www.npna.org) as well as the Association's use of social media.
  - (3.) Shall perform any other duties as may be assigned by the Board of Directors.
- g. Secretary
- (1.) Shall keep the minutes of the meetings of the Association and the Board of Directors.
  - (2.) Shall maintain a record of all Association operating documents, including the Bylaws, Policies and Procedures, job descriptions, Committee Membership, etc.
  - (3.) Shall perform any other duties as may be assigned by the Board of Directors.
- h. Treasurer
- (1.) Shall serve as the Chief Financial Officer of the Association and Board of Directors and shall be responsible for and maintain accurate financial records and accounts for the receipt, safekeeping, and disbursement of the funds of the Association.

- (2.) Shall be responsible for maintaining the corporate status of the Association, including the filings of any records or reports with the state in support of same.
- (3.) Shall prepare and present the Board of Directors' approved annual budget to the Association at the Association meetings.
- (4.) Shall perform any other duties as may be assigned by the Board of Directors.

#### **ARTICLE VII. SECTION DIRECTORS – THEIR ELECTION AND DUTIES**

- 7.1 There may be one (1) Section Director from each of the twelve (12) Sections in the Association as designated by Exhibit B. Two Members residing in the same section may share this position.
- 7.2 Section Directors shall serve for a term of two (2) fiscal years. Terms of the Section Directors will be staggered with Section Directors representing even-numbered Sections being elected in even years and Section Directors representing odd-numbered Sections being elected in odd years.
- 7.3 Duties of the Section Directors:
  - a. Shall serve as Members of the Board of Directors.
  - b. Shall represent the Section in which he/she resides.
  - c. Shall communicate with Members in his/her Section to share information and to receive feedback.
  - d. Shall perform any other duties as may be assigned by the Vice President--Section Director.

#### **ARTICLE VIII. STANDING COMMITTEES AND LIAISONS**

- 8.1 Standing Committee Members and Liaisons shall serve for a term of two (2) fiscal years.
- 8.2 Standing Committees and Liaisons will be only staffed by Members of the Association.
- 8.3 Any Committee participant who does not fulfill the obligations necessary to implement the Committee's charge may be removed from the Committee by the Committee Chair, Vice President overseeing that Committee or Board of Directors.

- 8.4 Any Liaison who does not fulfill the obligations necessary to implement the Board of Director's charge to that Liaison may be removed from that position by the President or the Board of Directors.
- 8.5 Standing Committees and Duties:
- a. Beautification Committee
    - (1.) Shall strive to maintain and improve the appearance of the Neighborhood.
    - (2.) Shall promote Member education on the beautification projects and activities affecting the Neighborhood.
    - (3.) Shall perform any other duties as shall be assigned by the Vice President—Committees.
  - b. Crime Watch Committee
    - (1.) Consists of the Vice President—Crime Watch; twelve (12) Crime Watch Section Leaders representing each of the Sections; and others Members deemed necessary by the Vice President—Crime Watch.
    - (2.) Shall design and implement such programs that increase Association Members' awareness and education of Neighborhood safety and crime prevention.
    - (3.) Shall keep Residents notified of criminal activity in the Neighborhood.
    - (4.) Shall perform any other duties as shall be assigned by the Vice President--Crime Watch.
  - c. Membership Committee
    - (1.) Shall develop strategies and activities to encourage Residents to become Association Members and increase the value and benefit of being an Association Member.
    - (2.) Shall perform any other duties as shall be assigned by the Vice President--Membership.
  - d. Social Committee
    - (1.) Shall develop, promote and implement social opportunities and functions for the Association.
    - (2.) Shall perform any other duties as shall be assigned by the Vice President--Events.
  - e. Nominating Committee



- (1.) Shall consist of a minimum of three (3) Members who will be selected at least two months prior to the Fall Association meeting.
  - (2.) The President shall appoint the chair of the Nominating Committee; Members of the Board of Directors shall elect a Member from the Board; and a Member-at-large shall be selected by the Board of Directors. At least two alternates shall be selected in the case the first chooses not to serve.
  - (3.) The Nominating Committee shall prepare a slate to be presented to the Board at the regularly scheduled Board meeting immediately preceding the Fall Association meeting. The slate will be communicated to the Membership for election at the Fall Association meeting.
  - (4.) No Member of the Nominating Committee shall be elected or re-elected to the open positions of the Board of Directors.
  - (5.) Service on the Nominating Committee shall conclude at such time as the Board of Directors designates.
  - (6.) Shall perform such other duties as shall be assigned by the Board of Directors.
- f. Welcome Committee
- (1.) Shall compile and distribute to new Residents of the Neighborhood a welcome package to include information on the Neighborhood and the Association.
  - (2.) Shall provide names of new Members to the VP--Membership and Administrator, if any.
  - (3.) Shall perform such other duties as shall be assigned by the Vice President—Committees.
- g. The Board of Directors is authorized to create any additional Committees as may be necessary to conduct the business of the Association.

#### **ARTICLE IX. ASSOCIATION MEETINGS**

- 9.1 Meetings of the Association will be held at such times and places as the Board of Directors designates; provided that the Association shall have at least two (2) meetings each year, one meeting in September/October (“Fall meeting”) and another meeting in April/May (“Spring meeting”). The budget for the current year will be presented at the Spring Association meeting of the fiscal year for approval. At the Fall Association meeting the following business shall be conducted: the Board of Directors for the ensuing year shall be elected; the budget for the prior year and reconciliation of actual expenditures, and a summary of the Association’s financial accounts, shall be presented at the meeting.
- 9.2 Special meetings of the Association may be called by the Board of Directors, the President or by at least 10% of the Association Members in good standing.

- 9.3 Notice of any meeting of the Association shall be given at least fourteen (14) days prior to but not more than fifty (50) days in advance of the proposed meeting by or at the direction of the President or the Secretary, or the Officer or persons duly calling the meeting, to each household of record entitled to vote at such meeting. Such notice shall include a statement of the purposes of the meeting. Notice must be in writing and by mail, email, or hand-delivered flyer. Reasonable effort must be made to notify all Members of any Association meeting.
- 9.4 A quorum for any meeting of the Association shall be those Members present, providing the meeting has been properly scheduled and Members were properly notified as described above.
- 9.5 The Association's Annual Meeting shall be the Fall meeting.

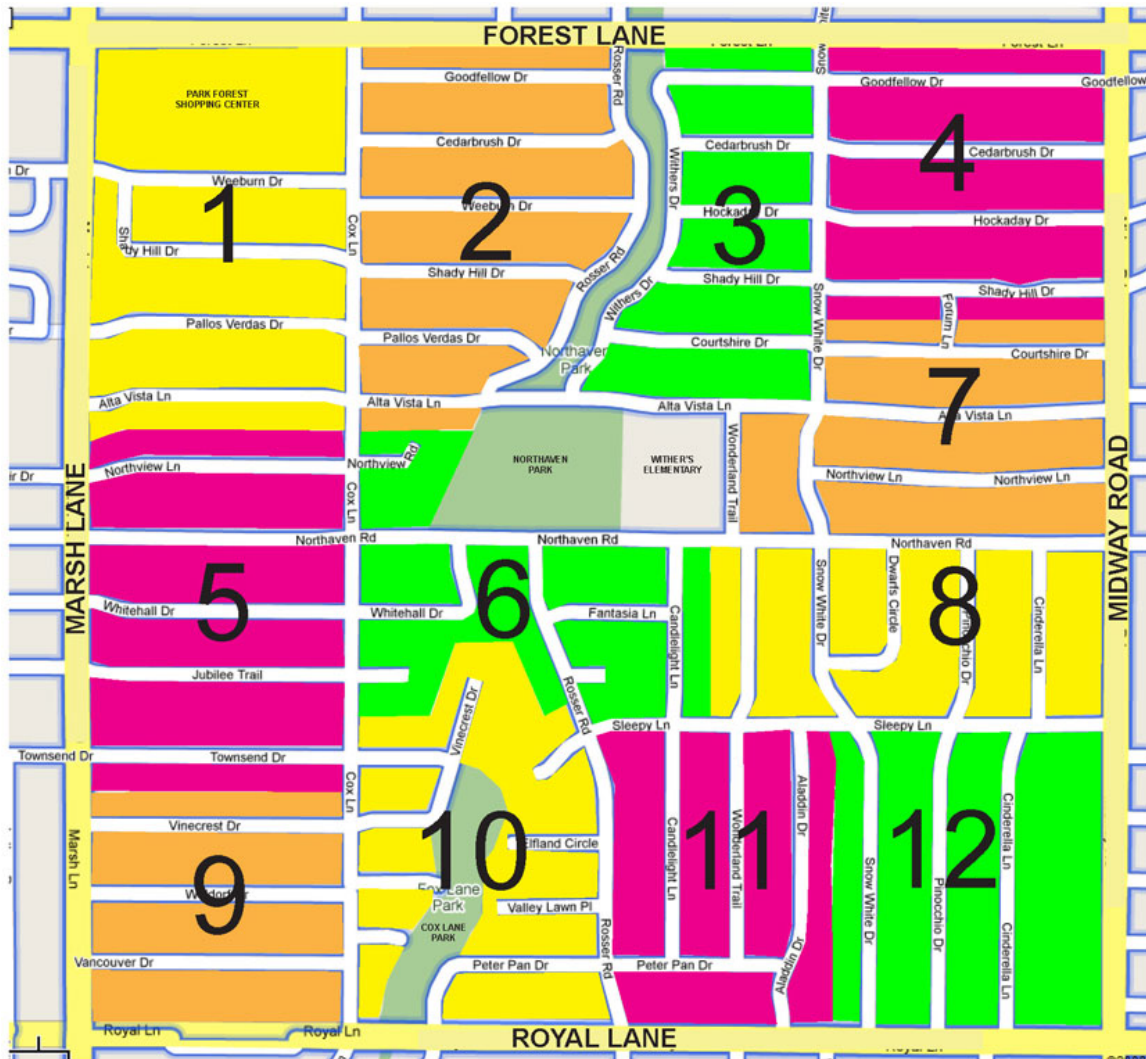
#### **ARTICLE X. MISCELLANEOUS**

- 10.1 The Association shall not do any act which shall constitute a basis for denial of tax exemptions under applicable laws.
- 10.2 Subject to the Association's Articles of Incorporation, in the event of the dissolution, liquidation, or winding up of the Association, whether voluntary or involuntary, the net assets shall be distributed as determined by the Board of Directors and approved by the Members of the Association.
- 10.3 Any Director or Officer may resign by giving notice in writing to the President.
- 10.4 The latest edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or any policies or procedures.
- 10.5 The Board of Directors shall have the authority to make necessary technical and typographical changes to the Bylaws in order to assure continuity.

#### **ARTICLE XI. AMENDMENTS**

- 11.1 Amendments to these Bylaws may be adopted by a majority vote of the Members in good standing, present and voting at a regular meeting of the Association.

Exhibit "A"



NORTHAVEN PARK NEIGHBORHOOD ASSOCIATION

## Exhibit "B"

## Northaven Park Neighborhood Association 12 Sections

**Section 1**

Weeburn Lane 3700  
 Shady Hill Drive 3700  
 Pallos Verdas Drive 3700  
 Alta Vista Lane 3700  
 Park Forest Shopping Center

**Section 2**

Rosser Road 11400 - 11700  
 Goodfellow Drive 3800 - 3949  
 Cedarbrush Drive 3800 - 3951  
 Weeburn Drive 3800 - 3900  
 Shady Hill Drive 3800 - 3929  
 Pallos Verdas Drive 3800  
 Alta Vista Lane 3800

**Section 3**

Goodfellow Drive 3959 - 3999  
 Cedarbrush Drive 3964 - 3995  
 Hockaday Drive 3900  
 Shady Hill Drive 3930 - 3991  
 Courtshire Drive 3900  
 Alta Vista Lane 3900

**Section 4**

Goodfellow Drive 4000 - 4100  
 Cedarbrush Drive 4000 - 4100  
 Hockaday Drive 4000 - 4100  
 Shady Hill Drive 4000 - 4100  
 Midway Road 11500

**Section 5**

Northview Lane 3700  
 Northaven Road 3700  
 Whitehall Drive 3700  
 Jubilee Trail 3700  
 Townsend Drive 3700

**Section 6**

Shadybay Circle 3800  
 Whitehall Drive 3800  
 Cox Lane 11200 - 11300  
 Northview Lane 3800  
 Northaven Road 3800 - 3900  
 Candlelight Lane 11200  
 Rosser Court 11100  
 Rosser Road 11100 - 11200  
 Fantasia Lane 3900

**Section 7**

Courtshire Drive 4000 - 4100  
 Alta Vista Lane 4000 - 4100  
 Northview Lane 4000 - 4100  
 Northaven Road 4000 - 4100

**Section 7 (continued)**

Snow White Drive 11300 - 11400  
 Wonderland Trail 11300 - 11400

**Section 8**

Wonderland Trail 11100 - 11200  
 Snow White Drive 11100 - 11200  
 Dwarf Circle 11100 - 11200  
 Pinocchio Drive 11100 - 11200  
 Cinderella Lane 11100 - 11200  
 Midway Road 11100 - 11200

**Section 9**

Vinecrest Drive 3700  
 Waldorf Drive 3700  
 Vancouver Drive 3700  
 Royal Lane 3700

**Section 10**

Cox Lane 10800  
 Vancouver Circle 3800  
 Waldorf Circle 3800  
 Vinecrest Drive 3800 - 3900  
 Townsend Drive 3800  
 Peter Pan Drive 3800  
 Royal Lane 3800  
 Valley Lawn Place 3800  
 Elfland Circle 3800  
 Sleepy Lane 3800

**Section 11**

Sleepy Lane 3900  
 Rosser Road 10800 - 11000  
 Candlelight Lane 10800 - 11000  
 Wonderland Trail 10800 - 11000  
 Aladdin Drive 10800 - 11000  
 Peter Pan Drive 3900  
 Royal Lane 3900

**Section 12**

Snow White Drive 10800 - 11000  
 Pinocchio Drive 10800 - 11000  
 Cinderella Lane 10800 - 11000  
 Midway Road 10800 - 11000  
 Royal Lane 4000 - 4100  
 Sleepy Lane 4000 - 4100