

BYLAWS OF QUEENS NEIGHBORHOOD ASSOCIATION

ARTICLE I

HISTORICAL ACKNOWLEDGEMENT

The Board of the Queens Neighborhood Association recognizes the history of our association and have gratitude towards our late members. In the year 2022, the Association seeks to move forward with the official transition from Home Owners Association to Neighborhood Association, as such changes better reflect our interests and ideology. May we forever come together in a loving spirit with one another to build community and promote unity within the great city of Pasadena, Texas.

ARTICLE II

NAME AND LOCATION

The name of the organization is QUEENS NEIGHBORHOOD ASSOCIATION. The meetings of members and officers of the organization shall be located within the Queens Neighborhood boundaries in Pasadena, Texas which is 21 subdivisions within: Allendale Rd, Vince Bayou, Kolb Rd, Allen Genoa Rd.

ARTICLE III

DEFINITIONS

Section 1 “Association” shall mean and refer to Queens Neighborhood Association (QNA), its successors and assigns.

Section 2 “Properties” shall mean and refer to that certain real property described in the map of plat thereof recorded in the Map Records of Harris County, Texas.

Section 3 “Board” shall mean and refer to the collective officers of the association.

Section 4 "Officer" shall mean and refer to those persons who live within the Associations boundaries, whether or not they rent or own real property, that have been elected to represent the association.

Section 5 "Member" shall mean and refer to those persons who live within the Associations boundaries, whether or not they rent or own real property.

Section 6 "Guest" shall mean and refer to those persons who live outside of the Associations boundaries.

Section 7 "Personal information" shall mean and refer to officers, members, and guests information given to the Association, willfully or otherwise, which includes, but is not limited to: full names, street addresses, phone numbers, email addresses.

Section 8 Use of Pronouns. The use of the singular pronouns "his", "he", and/or "him" shall be deemed a proper reference to a male, female, or group of two or more individuals. The necessary grammatical changes required to make the provisions herein apply to males or females, whether one or more, shall in all instances be assumed as though in each case fully expressed.

ARTICLE IV

MEETING OF MEMBERS

Section 1 General Meetings. Meetings of members, the board, members and guests will take place on the last Monday of each month. There are nine general meetings of each year; the association does not meet in the months of May, November, or December.

Section 2 Board Meetings. Meetings of the board will take place on the second Monday of each month.

Section 3 Special Meetings. The President may call a special meeting on any day about pressing business that must be discussed sooner than the next officer or general meeting.

Section 4 All meetings are subject to change at the discretion of the Board.

ARTICLE V

OFFICERS AND THEIR DUTIES

Section 1 Enumeration of Officers. The board of this Association shall be a president, vice-president, secretary, and treasurer, who shall at all times be members of the association, and such other officers as the Board may from time to time by resolution create a position for as set forth in Section 4 of this article.

Section 2 Election of Officers. The election of officers shall take place at an Association meeting designated by the board. Members must be active to qualify to vote, or receive attendance exemptions from the majority of the Board, for a qualifying vote (refer to Article XI, Section 2). Active members elect officers by majority vote at the designated association meeting. The Board is responsible for conducting elections. If an open office is uncontested any member may fill the position by a motion of the board; elections are not necessary for any uncontested offices. The Board does not have to tally votes if the candidate is unopposed or the winner is blatantly obvious.

Section 3 Term. The officers of this Association shall be elected annually by members and each shall hold office for one year unless he shall sooner resign, be removed, or otherwise become disqualified to serve.

Section 4 Special Appointments. The Board may elect, by a simple majority vote, such other officers as the affairs of the association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine in its sole discretion to be appropriate.

Section 5 Resignation and Removal. Any officer may be removed from office with or without cause by a simple majority vote of the Board. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7 Multiple Offices. The offices of vice-president and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices, except in the case of special offices created pursuant thereto.

Section 8 Voting. Some matters will require the approval of the Board. Each officer is granted one vote, holding multiple offices does not grant an officer multiple votes. Should the Board create multiple offices, they will dilute their voting powers in doing so. Vacancies filled by the appointment of the board will give the new office holder one vote.

Section 9 City Liaison. An honorary position of City Liaison may be appointed at the discretion of the Board. The City Liaison does not have to live within the QNA boundaries, is a board member, and may cast votes as an officer. Since the City Liaison is appointed by the Board solely, the office may not be contested by members of the association.

Section 10 Duties. The duties of the officers are as follows:

President

The president shall: preside at all meetings of the Board and Association, shall see that orders and resolutions of the Board are carried out, shall co-sign all promissory notes, shall co-sign all checks exceeding \$250.00 together with the treasurer as addressed below, shall have the power to sign any checks less than or equal to \$250.00 as sole signatory.

Vice-President

The vice-president shall act in the place and stead of the president in the event of his absence, inability, or refusal to act, and shall exercise and discharge such other duties as required by the Board.

Secretary

The secretary shall: record the votes and keep the minutes of all meetings and proceedings of the Board and of the members, serve notice of meetings of the Board and of the Members, keep appropriate current records showing the Members of the Association together with their addresses, shall perform such other duties as required by the Board.

Treasurer

The treasurer shall: receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board, shall sign all promissory notes of the Association, shall cosign all Association checks exceeding \$250.00 together with the president, shall have the power to sign all checks equal to or less than \$250.00 as sole signatory, shall keep proper books of account, shall cause an annual audit of the Association books to be made by a public accountant at the completion of the fiscal year if the Board so directs, shall prepare an annual budget and a statement of income and expenditures to be presented to the Membership at its regular meeting, deliver a copy of documents to Members by request.

ARTICLE VI

MEMEBERS OF THE ASSOCIATION

Section 1 Members of the Association are expected to maintain civility at all times. Hostility and threats towards anyone will not be accepted and the aggressor(s) will be dismissed from the meeting or indefinitely if necessary.

Section 2 Some votes require members to hold active membership in order to cast a qualifying vote (e.g. amending QNA bylaws). Active membership is gained and maintained by being present at five of the most recent nine general meetings. Attendance of general meetings is documented on the Secretary's sign-in sheet only. Attendance is confirmed by the Secretary, with the oversight of the board.

Section 3 At any time during a general meeting members may ask any question.

Section 4 Members have the right to scrutinize any and all decisions made by the board, without becoming uncivilized, aggressive, or cruel.

ARTICLE VII

GUESTS OF THE ASSOCIATION

Section 1 The Board has sole discretion of allowing or refusing any guest of sitting in meetings.

Section 2 Guests have no rights to asking questions during general meetings, unless explicitly allowed by the President.

Section 3 Guests have no rights to floor time at any meetings, unless time is explicitly afforded to them by the President.

Section 4 No guest may conduct business solicitation for any reason during any meeting.

Section 5 No guest may persuade members of any political or religious ideology during any meeting.

Section 6 Any potential guest deemed to be exceptionally controversial by the board is not allowed to any meetings.

Section 7 Any potential guest deemed to be vile or hateful towards members by the board is not allowed to any meetings.

Section 8 Guests may not vote or motion any matter.

ARTICLE VIII

ALLOCATION OF FUNDS

Section 1 The Board may accept or reject any donations from members and guests.

Section 2 The Board may choose to raise funds for the association for general purposes or for specific projects. In this case the Board may represent the association in a business transaction.

Section 3 Funds must be used for the best intentions of the community. Any member may request for funds to be spent on any community project.

Section 4 Projects expected to exceed \$250.00 will have to be motioned by an officer, and approved by a simple majority of the board present at the meeting.

ARTICLE IX

CUSTOMS OF THE ASSOCIATION

Section 1 It is custom and proper at the beginning of each meeting for the President to elect a member to give an opening prayer.

Section 2 It is custom and proper at the beginning of each meeting for the President to lead the Association in saying the U.S. Pledge of Allegiance.

Section 3 It is custom and proper at the beginning of each meeting for the President to lead the Association in saying the Texas Pledge of Allegiance.

Section 4 The President has the privilege of leading meetings as he sees fit.

ARTICLE X

COMMITTEES

The Board shall appoint any Committee which the Board, in its sole discretion, shall deem appropriate in carrying out its purpose.

ARTICLE XI

BOOKS AND RECORDS

Upon written request allowing a minimum of two weeks notice to the Association, the books, records, and papers of the Association shall, during reasonable business hours, be subject to reasonable inspection for any proper purpose by any Member pursuant to such rules as the Board may from time to time adopt. The Declaration, Articles of Incorporation, and Bylaws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies of same may be purchased at a reasonable cost.

ARTICLE XII

PROTECTION OF IDENTIFICATION

Section 1 All personal information shall be preserved and reasonably protected by the Board, solely.

Section 2 All personal information shall be used for communication means when explicitly expressed to affected members, e.g. emailing of general meeting information.

Section 3 All personal information shall by no means be given, by intention or gross negligence, to any member or guest of the Association.

Section 4 All personal information shall by no means be given, by intention or gross negligence, to any political party, political candidate, politician, public office holder, or government official.

Section 5 No member may use any personal information from members for solicitation or any personal gain.

Section 6 Any sitting officer that violates any sections within this article for any reason must report their violation to the officers within 24 hours and report the violation to the Board at the next meeting.

Section 7 Any and every reported violation of these sections must be judged by the board. A unanimous guilty verdict by the Board shall be grounds for immediate dismissal of all office duties held by the offender, regardless of any member vote or general meeting. A member vote at a general meeting of guilty by simple majority shall be grounds for immediate dismissal of all office duties held by the officer, regardless of any officer vote.

Section 8 An officer under scrutiny must be given reasonable time to defend themselves. Time afforded to said officer is determined by the Board.

Section 9 A privilege akin to double jeopardy within the U.S. judicial system shall not be enjoyed by any officer.

ARTICLE XIII

AMENDMENTS

Section 1 These Bylaws may be amended by a majority vote of active members that are present at a general meeting. Such amendment shall be effective immediately, but is subject to challenge within sixty days from the date of notice of the amendment. Upon written request of fifty percent of active members of the Association, a special meeting shall be called for the purpose of voting on the amendment. A vote of sixty percent of active members shall be required to nullify the amendment.

Section 3 In the case of any conflict between the Articles of Incorporation and these Bylaws, the Bylaws shall control; in the case of any conflict between the Declaration and these Bylaws, the Bylaws shall control.

ARTICLE XIV

MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year.

These bylaws were written on the 6th of March, 2022, approved by Officers on the 13th of June, approved, accepted, and deemed to be immediately effective by the Association on the 27th of June, 2022.