

Article I: Name

The official name of this organization shall be the Fairmount Association, hereinafter may be referred to as the Association.

Article II: Purpose

The purpose of the Fairmount Association is to promote better communication, neighborhood unity, neighborhood improvement, protect and promote the general welfare of residents, and act as an advocate on behalf of neighborhood interests.

Article III: Objectives

1. To promote a positive image of the neighborhood.
2. To promote communication within the neighborhood.
3. To promote and monitor public facilities and services.
4. To promote social services to neighborhood residents.
5. To promote and encourage improvement of housing.
6. To promote neighborhood schools.
7. To consult and work with other neighborhood, civic and public organizations.
8. To promote public safety.
9. To promote preservation of the historical character of the neighborhood.
10. To advocate and monitor issues affecting the neighborhood.

Article IV: Organization

The Fairmount Association exists as a not-for-profit incorporated Association in and of its members.

Article V: Boundaries

The boundaries of the Fairmount Neighborhood will be from the centerline of Hemphill Street on the east, to the centerline of 8th Avenue on the west, and from the centerline of West Magnolia Avenue on the north, to the centerline of West Jessamine Street on the south. These boundaries may be changed only by petition of 75% of the residents and property owners of the affected area, with approval of the Board, and by a three-fourths majority vote of Members present at a General Membership Meeting.

Article VI: Policies

**Section 1.** The Association shall be noncommercial, non-partisan and non-sectarian.

**Section 2.** The name of the Association or the names of any members in their official capacities shall not be used without consent of the Board. Under no conditions may they be used in 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.

**Section 3.** The Association shall not directly or indirectly endorse any political candidate or party. "Paid Political Advertising" may be accepted for the newsletter, which shall be open to all candidates.

**Section 4.** The Association may cooperate with other organizations and agencies, but persons representing the Association in such matters shall make no commitments that bind the Association without authorization of the Board and the Association Membership.

**Section 5.** All disbursements (checks, drafts, etc.), contracts and agreements shall be approved by the Board (and by the General Membership if in excess of \$300) and signed by two of the following officers: The President, or Director of Finance or Public Safety.

**Section 6.** Yearly operating budgets shall be established by each Board Member for their areas of responsibility and be approved by the General Membership. Approval of budgets shall constitute authority to expend funds. Budgets may be increased by majority vote of the Board, plus General Membership approval if increase is over \$300. (Home Tour if increase is over \$1,000.)

**Section 7.** All non-budgeted disbursements or agreements that obligate the Association for more than \$300.00 must be approved by the Membership at a General Membership meeting. In the event of an emergency, the President, after consultation with the Directors of Finance and at least two other Directors, may call a special Membership meeting. In either case the Membership must be notified (by inclusion in the newsletter or by email, if possible) of the time and place of the meeting, the amount, reason, and payee (if known) at least 3 days in advance of the meeting.

**Section 8.** The Board must approve any hiring of employees, independent contractors, or any individuals paid to provide any type of personal service. Bids from at least three different sources must be obtained.

**Section 9.** The Director of Promotions shall, within 45 days following Home Tour, present to the Home Tour Audit Committee:

1. A complete and detailed report of all expenditures.
2. All cancelled checks and paid invoices.
3. A complete and detailed report of all sources and amounts of receipts.
4. A complete list of any unpaid invoices, obligations and receivables.

The Home Tour Audit Committee shall consist of the Association President, one other voting Board Member, and one General Member in good standing appointed by the Board (both committee members shall have been independent of Home Tour finances.) The audit shall be performed in the presence of the Directors of Finance, Promotions and Home Tour Assistant.

**Section 10.** All invoices, bank statements, payments, financial documents and other correspondence, if mailed, shall be sent to the Association's Post Office Box, not to a Member's home or office address. In the interest of convenience, and to avoid daily trips to the post office, Home Tour correspondence may be sent to the Promotion Director's residence. The President and Directors of Membership shall have keys to this mailbox, and the box must be checked at least once a week.

**Section 11.** The Board shall at the August Board Meeting, establish an audit committee to review the Association financial records and inventory of Association assets. The committee shall consist of one voting Board Member (not to be the President or Director of Finance), and one voting Member at-large. The audit should be observed by the outgoing and incoming President and Directors of Finance. The audit committee shall submit a report at the September Board and Membership meetings.

**Section 13.** All assets of the Association (including but not limited to signs and activity tents. Membership signs, Historic District brass plaques and other Home Tour and Historic Archives items may be stored in member's houses by permission of the Board. This equipment will remain the property of the Association and is not to be used for non-Association functions without Board approval. Custodians of this equipment are to exercise due care in securing such assets.

**Section 14.** In the event of dissolution of the Association, the surplus assets, if any, shall be given to a charitable organization agreed upon by a majority of the Membership attending a General Meeting. The disbursement of any funds will be made within ten (10) days. A notice of the action and the reason shall be sent to all Association Members in good standing. The effective date of dissolution shall be thirty (30) days after the date of action by the Membership.

#### Article VII: Meetings

**Section 1.** General Membership Meetings shall be open to all, and held as determined by the Membership.

**Section 2.** One-tenth of the Members eligible to vote shall constitute a quorum.

**Section 3.** All other Fairmount Association meetings shall be open to all "Members in Good Standing."

**Section 4.** Special meetings may be called if the need arises at the discretion of the Board. Such meetings shall if possible be announced to members by telephone, mail or email at least three days prior to the special meeting date

#### Article VIII: Membership and Dues

**Section 1.** Any individual who subscribes to the Objectives and Policies of this Association, and who resides, leases or owns property within its boundaries, may become a full voting Member. Full voting Membership shall consist of:

- A. Individual Membership
- B. Household Membership
- C. Business Membership

Members in these categories shall be eligible to participate in meetings of the General Membership, to serve in elected or appointed positions, and to serve on committees.

**Section 2.** Others who do not meet residence or ownership criteria, but subscribe to the objectives of the organization, may become an Associate "Friend of Fairmount" non-voting Member. Associate Members may participate in meetings and serve on committees, but NOT chair committees or hold Board positions.

**Section 3.** Membership in this Association shall be available without regard to race, color, creed, gender, sexual preference or national origin.

**Section 4.** The General Membership shall establish the annual dues for each of the above types of membership.

**Section 5.** Membership renewal dues must be paid by January 31st for the year. The previous year's Members who have not paid dues by this date shall not be considered "Members in good standing" until ten (10) days following payment of dues. Dues must be paid to a voting Board Member. The Board Member is responsible for issuing a dated receipt. The Board Member shall turn over dues to the Director of Finance and membership applications to the Director of Membership in a timely manner. Members of the Board must pay their dues to the President before the January 31st deadline, or resign their Board position.

**Section 6.** New members may join at any time during the year and shall be considered "Members in good standing" ten (10) days following payment of dues.

**Section 7.** All Members voting shall be: "in good standing," eighteen years of age, and identified on the membership application. Under no circumstances shall an individual be allowed to exercise more than one vote. (i.e. Proxy voting shall not be allowed. An individual shall not be allowed to vote for other members of their household or business if they are voting for themselves.)

- A. An Individual Membership shall have the right to exercise one vote per issue.
- B. A Household Membership shall have the right to exercise two votes per issue. The names of the voting Members must be indicated on the membership application.

C. A Business Membership shall have the right to exercise one vote per issue. The name of the authorized individual must be indicated on the membership application.

D. An Associate "Friend of Fairmount" Membership shall NOT have the right to vote at General Membership meetings.

**Section 8.** A Member in good standing shall forfeit their voting privileges should they cease to meet the criteria in Section 1. and become an Associate Member. (i.e. if they sell their property and move from the neighborhood.) Should they again meet the criteria during the membership year; they shall regain their voting privileges and be considered a Member in good standing. (i.e. if they move back.)

#### Article IX: Parliamentary Authority

Robert's Rules of Order (Revised) shall be the guide to parliamentary procedure.

#### Article X: Amendments

**Section 1.** Notice of all proposed amendments and revisions to these By-Laws and a copy of the proposed amendment(s) must be provided to Members at least seven days prior to any regular or special General Meeting. Inclusion in the Newsletter will fulfill this requirement. The proposed amendment(s) will be considered and voted on at that General Meeting. The amendment(s) must be approved by two-thirds of the voting Members present. Inclusion in newsletter or emails to members will fulfill this requirement.

**Section 2.** By a two-thirds vote of the Board, a committee may be appointed to submit a revised set of By Laws as a substitute for the existing By Laws, to become effective only by a majority vote at a General Meeting of the Association. The requirements for adoption of a revised set of By Laws shall be the same as in the case of an amendment.

#### Article XI: Elections

**Section 1.** Board members serve for the term of two years. The President and the Directors of Membership, Promotions, Administration, and Infrastructure shall be elected in odd numbered years. Directors of Communication, Finance, Historic Preservation and Public Safety shall be elected in even numbered years.

**Section 2.** Election of the President and Directors shall be held every two years as necessary based on individual staggered terms at the August General Membership Meeting by paper ballot. If there is only one candidate for office, by motion from the floor the election may be by voice vote. All Board terms shall end on August 31<sup>st</sup> of the expiration year of the term.

**Section 3.** Nomination of officers shall be made by a nominating committee of five members: two voting members and an alternate from the Board to be elected no later than the July Board meeting, and three voting members and an alternate from the General Membership to be elected no later than

the July General Meeting. Candidates for Board positions must be “Members in Good Standing” (dues paid 10 days prior) by the date of the election. The consent of each candidate must be obtained before his or her name is placed in nomination. Additional nominations may be made from the floor with the consent of the floor nominee, who must be present. Two tellers, appointed by the President, shall count the ballots. No director may serve on the nominating committee if he or she intends to run again for the board.

**Section 4.** All vacancies in office, including that of the President, shall be filled by the Board and confirmed by the majority of the membership present at the next general meeting.

Section 5. Terms shall be limited to two consecutive terms by the same individual in one office.

## Article XII: Board of Directors

**Section 1.** The voting Board shall consist of a President and eight Directors. The Home Tour Director, Assistant Home Tour Director, and Committee Chairpersons and Committee members shall be considered ex-officio non-voting board members.

**Section 2.** Qualifications and Requirements for Board Members:

- A. Must be a voting Association Member in Good Standing.
- B. The President of the Association must be a Fairmount resident.
- C. A minimum of six Directors must be residents of the Fairmount Neighborhood.
- D. Board Members of any other neighborhood's Neighborhood Association or equivalent may not serve as President or Directors due to a possible conflict of interest.
- E. Board Members must be committed and actively participate toward the betterment of the neighborhood, plus actively participate in Association functions, particularly the Annual Home Tour.
- F. They must work with others in a professional manner, regardless of personal conflict.
- G. Failure to attend three consecutive meetings (Board and General Membership Meetings) without an acceptable excuse given to the President shall be considered a formal resignation.
- H. Board members must sign the Conflict of Interest Policy each year in September.

**Section 3.** Board Members may be removed from office (by a two-thirds vote of the Board Members present) if the Board Member:

- A. No longer meets qualifications in Section 2.
- B. Moves out of the neighborhood.
- C. Acts contrary to Association By Laws or interest or violates the terms of the Conflict of Interest Policy.

**Section 4.** Duties of the Board shall be:

- A. To transact necessary business in the intervals between General Membership meetings, and other such business as may be referred to it by the Membership, and to present a report of such at the General Membership Meetings.
- B. To create Committees as needed.
- C. To approve plans and supervise work of Committees.
- D. To prepare and submit to the General Membership for approval, budgets for their term.
- E. To turn over to the succeeding Board, all records and properties of their office.
- F. Annually, approve and ratify the Conflict of Interest Policy.

**Section 5.** Regular meetings of the Board shall be held at a time and place to be decided by the Board. A majority of the voting Members of the Board shall constitute a quorum. Special meetings of the Board may be called by the President or by the request of four voting Board Members. Due diligence must be made to notify all Board Members at least three days prior of the time, place, and reason for the special meeting.

Article XIII: Duties of the Voting Board of Directors

**Section 1.** President. – ODD YEARS

- The President shall preside at all meetings of the Association and of the Board;
- Appoint chairs of and monitor the action of committees;
- Be a member ex-officio of all committees except the nominating committee;
- Act in accordance with the rules of the Fairmount Association;
- Oversee the activities of the Directors;
- Vote in meetings of the General Membership and of the Board only in case of a tie;
- Be the official spokesperson for the Fairmount Association;
- Prepare a written agenda for all meetings and
- Perform all other duties pertaining to the office.

**Section 2.** Directors.

- All Directors shall act as aides to the President;
- Recruit and supervise assistants necessary to fulfill their responsibilities of office; report all activities of their assigned committees to the Board of Directors on a regular basis.
- and perform the duties of the President in the absence of that officer, in the following order:

- A. The Director of Membership Services shall: - ODD YEARS

Keep an accurate membership roster and make available current lists of Members' names, addresses and telephone numbers to officers and committee chairs.

Be responsible for generating new Members and communicating with new residents in the neighborhood.

Arrange General Membership Meeting programs in coordination and consultation with Board.

Oversee social activities and coordinate refreshments at meetings. Be sure that meeting reminder signs are placed around the neighborhood the weekend prior to the general membership meeting, and that they are picked up afterward.

**B. The Director of Communication shall: EVEN YEARS**

Be responsible for the editing, publication and distribution of the monthly newsletter and other printed material as needed as well as the development and collection of newsletter advertising income.

Oversee notification of members of meetings and other activities by voice, written or other electronic communication.

Act as a public information officer for the association and coordinate with the media.

Be responsible for the website

Oversee the "Yard of The Month" project.

**C. the Director of Promotions shall: ODD YEARS**

Oversee the Annual Home Tour.

Be responsible for training of an Assistant (who is appointed by the Board and approved by the General Membership) to take over this office in the future.

Promote development in the neighborhood

**D. The Director of Finance shall: EVEN YEARS**

Keep an accurate record of receipts and expenditures, coordinate and oversee collection of funds, make disbursements of funds and deposit all funds in the name of the Fairmount Association in financial institutions as designated by the Board.

Present an accurate financial statement at every regular meeting of the Association, and at other times when requested by the President or the Board.

Submit all vouchers, receipts, cancelled checks and other records to an auditing committee for annual review, no more than 15 days following the committee appointment.



Have custody of all records relating to the Association, including copies of financial records and arrange an annual audit of the Association's finances with a Certified Public Account.

Maintain a list of location and custodian of all Association assets.

Submit all records to an auditing committee for annual review, no more than 15 days following the committee appointment.

E. The Director of Administration shall: ODD YEARS

Keep the minutes of all meetings of the General Membership and of the Executive Board and make printed copies available at the next regular meeting.

Ensure meetings are conducted in accordance with proper procedure (Association By Laws and Roberts Rules of Order).

Prepare and maintain copies of all correspondence of the Fairmount Association as designated by the President, Executive Board or General Membership.

F. The Director of Historic Preservation shall: EVEN YEARS

Oversee Historic District Issues and Guidelines.

Serve as liaison from the Association to the HCLC, and other Historic Agencies, as well as with the Archivist.

E. The Director of Public Safety shall: EVEN YEARS

Act as liaison to City Crime Prevention organizations such as Citizens on Patrol and Crime Watch.

Act as liaison to Fort Worth Police and Fire Departments and emergency medical services.

F. The Director of Infrastructure shall: ODD YEARS

Oversee neighborhood Public Works (streets, parks, transportation), and beautification.

Act as liaison with Code Enforcement, Public Utilities, and other City Services.

Oversee that Fairmount Park is being maintained by Park and Recreation, and the greenspace on Allen Avenue between 5th and Smith is maintained by the neighborhood.

Oversee the neighborhood cleanups, specifically including Allen Avenue (bi-monthly) and neighborhood-wide prior to Home Tour.

Article XIV: Committees and Their Duties

**Section 1.** Committees may be created by the Board as required to promote the objectives and interests of the Association. Committee chairs shall be appointed by the President and its members shall be selected by the respective Committee Chairs and approved by the Board..

**Section 2.** Committees shall meet as necessary to accomplish the committee objectives.

**Section 3.** All committee terms expire with the Board on August 31st of each year.

**Section 4.** Committees may be dissolved at any time by the Board.

**Section 5.** All committee members shall sign the Conflict of Interest Policy annually.

Article XV: Enactment

These By Laws shall become effective August 1, 2013 and shall supersede all previous By Laws of The Fairmount Association.