

# Govalle Neighbors Neighborhood Association Bylaws

08 JANUARY 2014

## 1. NAME

The name of this organization shall be Govalle Neighbors Neighborhood Association, hereafter referred to as "Govalle Neighbors" (GN).

## 2. MISSION

The mission of Govalle Neighbors is to enhance the quality of life for all residents within its boundaries by: creating a spirit of community and common purpose; encouraging dialogue and broad participation; and building consensus to address issues of safety, land use and neighborhood preservation.

## 3. BOUNDARIES

The boundaries of GN shall be:

North: Oak Springs Drive (between Webberville & Airport Blvd)

East: Airport Blvd (between Oak Springs Dr & E. 7th St)

South: East 7th Street (between Pleasant Valley Rd & Airport Blvd)

West: Pleasant Valley Rd and Webberville (between E. 7th & Oak Springs Dr)

## 4. MEMBERSHIP, VOTING, DUES

### a. MEMBERSHIP

All property owners (resident and non-resident) and persons 18 or older, currently residing within the boundaries as described in Section 3, are considered members of GN.

### b. TERMINATION OF MEMBERSHIP

Membership in GN is automatically terminated whenever the member ceases to reside within the GN boundaries or a property owner ceases ownership of his/her property within the GN boundaries.

### c. VOTING

Voting rights shall be limited to members that have attended at least two GN meetings within the last twelve months of the meeting at which the member wishes to cast a vote. All members wishing to vote on any given GN issue are required to bring proof of residency in the form of a utilities bill or Driver's License on the day of the vote in question. This is mandatory in order to be able to cast a legitimate vote in GN and ensure representation.

### d. ANNUAL DUES

Currently, there are no dues. Monetary donations are always welcome to help defray administrative costs.

## **5. OFFICERS AND DUTIES**

### **a. OFFICERS**

GN shall have the following officers:

- One President or two Co-Presidents
- Secretary
- Treasurer
- Up to four “at large” officers

### **b. ELECTION OF OFFICERS**

All officers shall be elected at the April meeting of even-numbered years by a majority vote of the membership in attendance. In the event that quorum is not met at this meeting, election of the officers will be postponed until the next regular meeting (quorum is defined in Section 7g).

### **c. TERM OF OFFICE**

All officers shall serve a two-year term with no limitations on future terms. The term of office shall commence in July and continue until successors are elected at the next biennial election meeting.

### **d. DUTIES OF OFFICERS**

- i. The President(s) shall be the principal executive officer(s) of GN and shall preside over all meetings, represent GN on public occasions or designate such neighborhood representatives to do so, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of GN. As the President(s) is the primary contact with the city and other entities wishing to disseminate information that might be of interest to the community, the President(s) shall be responsible for sharing this information with Govalle members through the GN listserv.
- ii. The Treasurer shall collect, safeguard, disburse and make periodic reports of all funds collected for various projects initiated by GN.
- iii. The Secretary shall keep attendance records and record the proceedings of all meetings, maintain adequate records of GN activities, and conduct such official correspondence as shall be required. The Secretary will also post meeting minutes on the GN listserv within 2 weeks after any GN meeting.
- iv. Officers-at-Large shall assist the President(s) in their duties and can lead any committee as is deemed necessary (this provision does not preclude committees being headed by other, non-officer members of GN). Also, in the absence or disability of the President(s), an officer-at-large may perform the duties and exercise the powers vested in role of GN’s President(s).

## **6. VACANCIES AND REMOVAL FROM OFFICE**

Upon the death, removal, or resignation of an officer of GN, a new officer must be elected by a majority vote of GN members in attendance at either a regular or specially called meeting. In

either case, the election must be listed on the meeting agenda and the meeting details will be publicized one week in advance of the election. In the event that quorum is not met at this meeting, election of the officers will be postponed until the next regular meeting.

Any officer may be removed by a majority vote of attending members of a GN meeting where the proposed removal is listed on the meeting agenda (per guidelines in 7b). The officer to be removed cannot vote at this meeting.

## **7. MEETINGS**

### **a. LOCATION**

Unless otherwise indicated, GN meetings shall be held in the conference room at the Willie Mae Kirk Library, located at 3101 Oak Springs Drive (corner with Tillery). There will be no voting by mail or by proxy.

### **b. REGULAR MEETINGS**

Regular GN meetings shall be held quarterly in the months of January, April, July and October. Specific dates and times will be posted publicly via email, GN listserv, flyers and signage at least 1 week prior to the date. Information will also be posted at the Willie Mae Kirk Library.

### **c. BIENNIAL ELECTION MEETING**

Elections for officers will be held every two years during the April meeting of even-numbered years.

### **d. SPECIAL MEETINGS**

Special meetings of the Membership may be called by the President(s), by a majority of the officers, or by a minimum of six GN members. These meetings will be publicized one week in advance in accordance with the manner described in section 7b.

### **e. MEETING AGENDA**

A request to add an item to the meeting agenda must be received via GN's email (govalleatx@gmail.com) or via postal letter addressed to GN's primary contact as listed in the Community Registry on the City of Austin website (go to [www.austintexas.gov/page/community-registry](http://www.austintexas.gov/page/community-registry) - and search for "Govalle Neighbors"). These requests must be sent no later than two weeks prior to the relevant meeting. A request to add an item is not a guarantee that the item will be on the agenda. All requests will be answered in a timely fashion.

### **f. VOTING**

All issues shall be decided by a majority vote of members present at the meeting, provided a quorum of voting members is present.

### **g. QUORUM**

A quorum of no less than nine (9) voting-eligible GN members must be present at a properly announced meeting for a vote on any matter to be held and for the outcome of that vote to be recognized as legitimate.

h. **CONDUCT**

Members are expected to show courtesy for one another, and individual time limits on speaking will be enforced to ensure all members' time is respected. In the case of a member speaking out of turn or otherwise behaving disruptively during a meeting, the GN officer leading the meeting will maintain order and provide the disruptive party with a warning. Voting rights may be rescinded in the case that a member is warned of disruptive behavior three times in a single meeting.

**8. COMMITTEES**

The President(s) may establish committees as deemed necessary to pursue GN's stated objectives. Members of committees will be limited to GN members and shall consist of volunteers or individuals appointed or approved by the President(s).

**9. FINANCES**

Financial reports shall be prepared by the Treasurer on an as-needed basis.

**10. ACCEPTANCE OR AMENDMENT OF BYLAWS**

These Bylaws may be accepted or amended by a two-thirds (2/3) majority vote of those voting-eligible members present at any regular or special meeting of GN Members, provided the proposed action is properly posted on the meeting agenda, and the meeting is publicized as outlined in 7b.

**11. COMMUNICATION**

a. **GN EMAIL**

GN's private email is [govalleatx@gmail.com](mailto:govalleatx@gmail.com) . This email will be checked daily by GN officers. Use this method to communicate directly with GN officers.

b. **GN LISTSERV**

GN's email listserv provides a method for all subscribed GN members to communicate with fellow members. It is a "closed" group, meaning membership is available only to individuals and families who qualify as members of GN as described in Section 4a. This makes it a great tool for announcing neighborhood-wide news (yard sales, security issues, services needed, etc). In addition, GN officers will use the listserv to share official notices and announcements coming from third party interests that would be relevant to the neighborhood.