

**EASTHOUSTON/SETTEGAST SUPER NEIGHBORHOOD 49-50
COUNCIL BY-LAWS**

**Amended and Restated
March 15, 2005**

ARTICLE I – Name

The name of this Council shall be EastHouston/Settegast Super Neighborhood 49-50.

ARTICLE II – Boundaries

The EastHouston/Settegast Super Neighborhood 49-50 community is bounded on the north by East Little York Rd., on the south by Liberty Rd., on the west by Parkhurst, and on the east by the city limits also as described by the City of Houston Super Neighborhood maps for EastHouston/Settegast Super Neighborhood 49-50.

ARTICLE III – Purpose

The purpose of this organization shall be to create a broad-based neighborhood forum where residents and stakeholders come together to discuss issues affecting their community and develop a Super Neighborhood Action Plan (SNAP) to address the community issues.

This organization shall also seek to provide social development, job training, economic development, affordable family and senior housing, and educational and recreational facilities.

ARTICLE IV - Membership

The EastHouston/Settegast Super Neighborhood 49-50 membership shall be open to any stakeholder organization whose officers and membership reside within the EastHouston/Settegast Super Neighborhood 49-50 boundaries, as

defined in ARTICLE II, (i.e. civic associations, tenant associations, merchant/business associations, religious associations, community development organizations ("CDC"), for-profit and non-profit developers, and any other commercial business organizations).

It shall be the right of any stakeholder organization to be represented either through new or existing organizations. However, only civic organizations that represent civic clubs with volunteer memberships have voting rights. All other stakeholder organizations must work through the civic club within whose boundaries the organization is physically located.

In order to be recognized as a voting member of the Super Neighborhood Council, each civic club member organization must have a copy of its current By-Laws on file with the Council Secretary and a letter from an authorized representative of the member organization designating a representative and alternate representative to the Council. Only designated representatives or alternate representatives of member organizations have voting rights on the Council. In the event a member organization's designated member and/or alternate changes, the member organization must submit a properly authorized letter to the Council identifying the replacement(s) to establish voting authority.

Multiple organizations that are controlled by one person or core group will be considered one member organization and will be limited to one (1) council member and one (1) alternate.

Section 2. Participation in the EastHouston/Settegast Super Neighborhood 49-50 shall not be limited by the imposition of any other membership requirements or fees, neither by council, or participating organizations.

Section 3. The EastHouston/Settegast Super Neighborhood 49-50 prohibits the exclusion of any individual or organization based on race, creed, color, religion, gender, sexual orientation or national origin from participating in Super Neighborhood Council activities or serving as a council member.

Special interest groups are specifically excluded, i.e. governmental entities and ad hoc committees.

ARTICLE V – Council Seats and Voting Authority

The EastHouston/Settegast Super Neighborhood 49-50 Council shall consist of all organizations that satisfy the membership requirements in ARTICLE IV. A current list of member organizations and their designated representative and alternate shall be maintained by the Secretary and available at each meeting.

Each member organization shall designate one (1) council member and one (1) alternate council member. In the absence of the council member, the alternate shall possess voting rights and other privileges for his/her organization.

ARTICLE VI – Officers

The elected officers of the EastHouston/Settegast Super Neighborhood 49-50 Council shall be president, vice president, secretary, assistant secretary, treasurer and parliamentarian.

Section 1. The president shall preside over all general meetings and any executive committee meetings. The president shall have the authority to conduct meetings and to maintain order. The president shall appoint all committee chairs.

Section 2. 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.

Section 3. The 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. At each regularly scheduled Super Neighborhood meeting, the Secretary shall make copies of minutes from the previous Super Neighborhood meeting available to each voting member organization.

Section 4. The assistant secretary shall review and attend to all in-coming and out-going correspondence of the Council. The assistant secretary assumes the duties of the secretary in his or her absence.

Section 5. 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 majority vote of the Council. Authorized signatories on any bank account shall include the President, Secretary and Treasurer. All disbursements (checks, cash disbursement authorizations, etc.) must have the signature of two of the authorized signatories.

The treasurer shall present a report of finances at each general meeting of the Council.

Section 6. The parliamentarian shall advise the president, other officers, committees, and Council on parliamentary procedures. "Robert's Rules of Order" shall be the guide for procedure in all points of order not covered by the by-laws.

Section 3. The function of the executive committee shall be to advise the president and to evaluate proposals. **ARTICLE VII – Election of Officers**

All officers of the Council shall be elected every two years at regular January meeting by a simple majority of the members of the Council. Officers shall be installed at the first general meeting in February and shall hold office for two (2) years.

The president, secretary, treasurer and parliamentarian shall be elected in even years. The vice president, assistant secretary and chaplain elected in odd years.

Officers shall have no term limitations.

All officers shall be elected by a simple majority of the Council.

A vacancy in an office shall be filled by an election. Officers elected to fill vacancies shall assume office immediately and shall hold office until the next regular installation of officers.

Any officer, who fails to meet the obligations and responsibilities of his office, may be removed from office by a two-thirds majority vote of the

Council. (Missing 3 consecutive meetings without notifying the president, vice president or secretary will result in removal from office.)

Any officer or council member may be removed from office for good cause. Good cause includes such acts as conviction of a felony, theft, or conflict of interest. Removal for reasons other than a felony conviction requires a two-thirds majority vote of all council members.

ARTICLE VIII – Executive Committee

Section 1. The executive committee of the organization shall be comprised of the officers of the organization.

Section 2. The president of the organization shall be the chairperson of the Executive Committee.

Section 3. The function of the executive committee shall be to set policies, to evaluate projects, and to act on behalf of the organization in between meetings. All actions taken by the Executive Committee will be reported to the organization at the next regular meeting.

Section 4. The Executive Committee shall meet on an as needed basis. Executive Committee meetings may be called by the president or by three (3) members of the Executive Committee.

ARTICLE IX – Meetings

The general meeting of the Council shall be held on the third Tuesday each month at 6:30 p.m. in a place to be designated by the Council. All council activities will be conducted in open meeting where all residents may observe discussions and participate under defined circumstances.

Section 1. In the event that the general meeting falls on a legal holiday, the time and date of the general meeting shall be set by the president at the preceding general meeting with the consent of the Council.

Section 2. A simple majority (51%) of Council shall constitute a quorum for the transaction of business at all general or special call meetings.

Section 3. The EastHouston/Settegast Super Neighborhood 49-50 Council activity shall be conducted in open meetings where all residents may observe discussions and participate. Any non Council member wishing to speak to the Super Neighborhood Council shall sign a speakers list at the beginning of the meeting and shall be allowed three (3) minutes to speak unless Council desires more information from said speaker.

Super Neighborhood residents may participate via meetings open to the public and will be notified of decisions through their participating organizations, respective monthly civic association meetings, newsletters and various newspapers available to the community.

ARTICLE X – Standing Committees

The standing committee of the Council shall include but not limited to Public Relations, Human Services, Housing, Membership Compliance.

The president shall appoint all standing committee chairpersons. The committee chairperson shall in turn appoint at least two additional members to this committee.

ARTICLE XI – Special Committees

Special Committees shall be established as need arise. Chairpersons of these committees shall be appointed by the president or vice-president in the absence of the president.

ARTICLE XII – Disruption of Meeting

It shall be unlawful for any person(s) to disrupt the lawful assembly of Super Neighborhood 49/50 while in session. Any such disruption shall result in expulsion of the disrupting person(s) or arrest. Majority vote by the council can bar the disrupting person(s) from future meetings as determined by the Council.

ARTICLE XIII – Amendment of By-Laws

These by-laws may be amended by resolution from time to time on an as needed basis.

The amendment(s) must be read and approved by a two-thirds (2/3) majority vote of the Council at two (2) consecutive Council meetings in which a quorum is present.

Adopted by the EastHouston/Settegast Super Neighborhood 49-50 Council.

E B Pearsall Vice President March 15, 2005
President Date

Arnie Acet 3-15-2005
Secretary Date