

# **THE GREATER OLD SPANISH TRAIL /SOUTH UNION SUPER NEIGHBORHOOD #68 COUNCIL BY-LAWS**

**(Revised MAY 25, 2025)**

The OST/South Union Super Neighborhood #68 is bound by Old Spanish Trail (OST) on the north, State Highway 288 on the west, IH610E on the south and Mykawa Road on the east. See Map Appendix A, page 10.

As Super Neighborhood #68 continues to undergo a major metamorphosis, connecting with the Department of Neighborhoods, and other Houston Super Neighborhoods will provide an opportunity to work together for the overall success of our city while individual neighborhoods (within designated boundaries) address the needs and concerns of their areas. This opportunity is most successful through the Super Neighborhood Alliance (SNA), which is an advisory board to the mayor and city government regarding community matters. The overall purpose of Super Neighborhood #68, is to diligently work for the betterment of their community within the designated boundaries.

# **THE GREATER OLD SPANISH TRAIL/SOUTH UNION SUPER NEIGHBORHOOD**

## **#SN68 COUNCIL BY-LAWS**

**(Revised May 25, 2025)**

### **OUTLINE**

- I. Name**
- II. Boundaries**
- III. Definitions**
- IV. Purpose**
- V. Membership**
- VI. Council and Voting Authority**
- VII. Officers**
- VIII. Committees**
- IX. Meetings**
- X. Robert's Rules of Order**
- XI. Amendment of By-Laws**
- XII. Prohibitions**

**Appendix A – Map of Super Neighborhood 68 Greater OST/South Union boundaries**

**Appendix B – List of currently identified eligible homeowner organizations**

**Appendix C – List of eligible delegate seats**

**Approval Page**

## ARTICLE I – NAME

The name of the organization shall be the “Greater Old Spanish Trail/South Union Super Neighborhood Council 68 (SN68).

## ARTICLE II – BOUNDARIES

The Greater Old Spanish Trail/South Union Super Neighborhood 68 Council is bounded on the north by Old Spanish Trail (OST), on the south by Loop 610, on the west by Highway 288; and on the east by Mykawa Road. Super Neighborhoods must be located within Houston City limits and may not change existing boundaries. See Appendix A

## ARTICLE III – DEFINITIONS

The following definitions pertain to terms contained within the Greater Old Spanish Trail/South Union Super Neighborhood 68 By-Laws:

**Super Neighborhood** – refers to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II.

**Super Neighborhood Council** – refers to the group of delegates appointed in the manner stated in these By-Laws to represent the residential stakeholders and stakeholder organizations existing within the Super Neighborhood 68 Council as stated in Article II. The make-up and voting authority of the council is set forth in subsequent provisions herein.

**Stakeholders** – refers to representative groups and/or organization situated in and owning property within the Super Neighborhood boundaries cited in Article II, above, including but not limited to civic clubs/associations, non-profits, faith-based institutions, apartment complexes, educational institutions, medical institutions and businesses.

**Super Neighborhood 68** – also known as SN68 refers to the boundaries as shown in Article II.

**Active and Participating Stakeholders** – An active and participating stakeholder is a stakeholder that has not missed two (2) consecutive meetings. An inactive stakeholder is one who has missed two (2) consecutive meetings. The sequential absence at two (2) council meetings will result in a loss of voting privilege and the exclusion of the stakeholder’s delegate(s) in the count towards a quorum, until such time as regular attendance is resumed through attendance at two (2) consecutive meetings. Stakeholder(s) must be deemed active to participate.

**Delegate** – shall refer to the individual(s) appointed as designated stakeholder representatives(s), in the manner set forth in the By-Laws. Stakeholders should designate a primary and alternate delegate. Only groups can have a stakeholder delegate. Individuals cannot represent themselves. The stakeholder(s) must be deemed active to participate.

**Quorum** – a quorum of the council shall consist of two-thirds (2/3) of the duly designated active and participating council delegate.

## ARTICLE IV – PURPOSE



**Section 4.1** – The Council is organized for charitable, civic, educational, cultural, and general community improvement purpose, including one or more of the purposes specified in Section 501 (c) (4) of the Internal Revenue code, or corresponding section of any future federal tax code. An application may be filed with the Internal Revenue Service for the 501(c) (3) or 501 (c) (4), non-profit status if and when so determined by the council. The general purpose and power of the non-profit corporation, once established, is to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas, of these powers which may hereinafter be conferred.

**Section 4.2** – The general purposes of Council are: (1) to promote the civic betterment, social welfare and well-being of those residents, business and property owners, and other stakeholder groups within the boundaries of Super Neighborhood 68, (2) promote and engage in activities for the use and benefit of all stakeholders within Super Neighborhood 68, including but not limited to seeking a consensus and provide citizens with opportunities to advise the Houston City Council, mayor's office and other entities on issues important to Super Neighborhood 68, (3) undertake a wide range of neighborhood improvement projects determined by the members, and; with cooperation from the City of Houston, identify and develop solutions to mutual problems and develop Super Neighborhood Action Plans (SNAP).

#### **ARTICLE V – MEMBERSHIP**

**Section 5.1-** Super Neighborhood 68 (SN68) shall be opened to any civic, business, faith based, nonprofit, educational, apartment complex, medical, or other community-based organization, that are stakeholders in the SN68 boundaries. The SN68 shall be governed by a council composed of duly designated delegates within the boundaries of SN68.

**Section 5.2** – Participation in the Council shall not be limited by the imposition of membership requirements of fees either by the Council or participating organization.

**Section 5.3** – It shall be the right of any active stakeholders within the SN68 boundaries to be represented on the council, either by a new or existing delegate.

**Section 5.4** – The Super Neighborhood 68 Council prohibits the exclusion of any active individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in council activities or serving as a council delegate.

#### **ARTICLE VI – COUNCIL SEATS AND VOTING AUTHORITY**

**Section 6.1** – A delegate to the Council must be at least 18 years or age and a designated stakeholder representative of the organization he/she represents. All delegates shall reside within, operate in, and own residential property within the boundaries of Super Neighborhood 68. (See Appendix A), verification of location within SN68 may be required.

**Section 6.2** – There may be a total of (19) Council seats as SN68 increases within its' boundary elected from stakeholders in the following categories: civic clubs/civic associations (includes HOAs) organizations, faith-based groups, schools, apartment complexes, medical, businesses and non-profits. Residential which are the Civic Clubs/Associations and HOAs will make up the larger number of delegates (Appendix C). This number

does not include the Founder Delegates at Large (Section 6.8). Council officers will be elected by the council delegates.

**Section 6.3** – Each group, organization, or entity with a seat on the SN68 Council, if active, shall be allowed ONE Vote which shall be cast by the delegate, or in his/her absence, by the designated delegate, alternate (by written proxy) on all matters voted on by Council. Each Founder (At Large) will cast one vote.

**Section 6.4** – Each active and participating stakeholder, on the SN68 Council shall provide an authorization letter stating their elected or appointed delegate and alternate delegate (hereinafter, “delegates”), including contact information, when that active and participating stakeholder initially joins the SN68 Council. Thereafter, a new letter must be provided whenever a different delegate is elected or appointed. Letters are due within ten (10) business days following the election or appointment of the delegates by the governing body of the active and participating stakeholder. Letters shall be provided to the President or Correspondence Secretary of the SN68 Council. Delegates who fail to provide letters will not be counted as an active voting member of the SN68 Council.

**Section 6.5** – All delegates are elected to two (2) year terms at the regular annual meeting by simple majority vote of the active and participating stakeholders. The elected delegate shall assume a SN68 Council seat in the first general meeting following the elections.

**Section 6.6** – Delegates shall not be limited to term limitations and maybe re-elected after two-year terms

**Section 6.7**– The Super Neighborhood Council will consist of the active and participating stakeholder organizations elected delegates will have **one vote** on all matters brought before the SN68 Council.

**Section 6.8** -There has been a small number of individuals involved in the SN68 Council and its operation for a number of years. These individuals will be known as the “Founder Delegates at Large”. These active currently participating Founder Delegates at Large Are: Lillian Parker, Earline Dave, Paulette Wagner, Bobby Anthony, Beverly Sadler Adjei, Josephine Edwards, Myra Fleets, Brenda Brumley, Rita Rideaux, Sandra Rideaux. To maintain continuity in the purpose, history and operations of the Super Neighborhood 68, these Founder Delegates at Large may participate in all SN68 monthly meetings, with voting power as set forth in these By-Laws (one vote per Founder Delegate at Large). These Founder Delegates at Large do not have to be specifically designated as a delegate of a particular home owners associations or other SN68 member in order to participate in the SN68; however, if they are acting delegates for a stakeholder member, then they will only have one vote per delegate. Founder Delegates have “Lifetime Membership”. Founders may serve as advisors, may temporarily fill any executive position, and/or serve on committees.

**Section 6.9** – Representatives of faith-based groups, schools, non-profits, apartment complexes, medical, and business groups, shall each determine who is to be their stakeholder representative on the SN68 Council. Such determination shall be by a majority vote of the stakeholder participating within each group category. Representatives of each group may caucus amongst themselves at any time to replace delegate/s on the SN68 Council following instructions as stated in (Section 6.5). Verification of location within the SN68 boundary may be requested.

Residential Seats. Homeowners Associations, Property Owners, Civic Associations, Civic Clubs, HOAs, located within the geographic boundaries of SN68 may appointment one stake holder per civic club/association. Stakeholder Delegates and associated Alternates to represent residential stakeholders.



Faith-Based Seat. Faith-based organizations located within the geographic boundaries may appoint Stakeholder Delegate and one Alternate to represent the faith-based organization (Section 6.5).

Educational (Schools) Seat. Educational institutions located within the geographic boundaries may appoint one Stakeholder Delegate and one alternate to represent the educational institution (Section 6.5).

Non-Profit Seat. Non-profit organizations, as defined by Internal Revenue Code Section 501(c) (3), 501 (c) (4) located within the geographic boundaries or other neighborhood entities which are involved within the geographic region, may appoint one Stakeholder Delegate and one Alternate to represent the organizations (Section 6.5).

Medical Seat. Medical will consist of hospitals, clinics, medical institutions, or any organization involving healthcare in a setting providing treatment and medical services to others. May appoint one Stakeholder Delegate and one Alternate to represent the medical field (Section 6.5)

Apartment Complexes Seat. Apartment complexes within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent the apartment complexes. Management companies responsible for the apartment complexes and/or tenant associations shall caucus to determine the Stakeholder Delegate and Alternate (Section 6.5)

Business Association Seat. For-profit Business Associations located within the geographic boundaries may appoint one Stakeholder Delegate and one Alternate to represent business organizations in SN68 (Section 6.5).

**If an organization falls into more than one category, the organization would need to state which category will represent them.**

## **Article VII – Officers**

**Section 7.1.** - Officers shall be active members of the Super Neighborhood 68 Council. The elected officers shall be the President, Vice President, Correspondence /Responding Secretary, Communications Secretary, Treasurer, Assistant Treasurer. The Executive Committee shall constitute the elected officers of SN68 Council. All officers shall have access to emails and virtual meetings software to carry out duties to which elected.

**Section 7.2** – The Executive Committee shall schedule and convene Super Neighborhood 68 Council meetings. In addition, with guidance from the Council, act on Council’s behalf to communicate with City Government and City Council members, communicate with Super Neighborhood 68’s liaison, promote participation in City governance, establish committees to carry out these and other functions as needed, and keep Stakeholders apprised of happenings.

**Section 7.3** – The President shall preside over all general meetings and any executive committee meetings. The President shall possess leadership ability and the authority to conduct meetings while maintaining order by use of Robert’s Rules of Order. The President shall be one of two check signers during term in office. The President shall appoint committee chairpersons. The President may appoint a Parliamentarian should the need arise during meetings (Article X).

**Section 7.4** – The Vice-President shall possess leadership skills preside over meetings in the absence of the President. This office shall assist the President and shall serve on Ad Hoc committees and special committees as assigned by the President by use of Robert’s Rules of Order. The Vice President shall assist (Communications Secretary and Assistant Treasurer) with SN68 Website, when established, shall extend invitations to City Government to attend SN68 meetings based on needs of SN68 Council.

**Section 7.5** – Recording/Correspondence Secretary shall record minutes maintaining key decisions, discussion points and actions, distribute and read meeting minutes (for approval), act as custodian of records, maintain active attendance records, all report filings including grants, letters from Stakeholders, incoming/outgoing correspondences, maintain files of all documents including filings of applications records, sending correspondences as requested. Fill in during the absence of Communications Secretary. Shall be one of two check signers. Minutes shall be distributed electronically or by postal mail to all active Stakeholders.

**Section 7.6** – Communications Secretary shall maintain electronic database of membership, during meetings setup speakers list of those desiring to speak (3 minutes) during meetings charge of member sign in (after meeting share information with Recording/Correspondence Secretary) send notifications of upcoming meetings electronically, via telephone or postal mail, setup virtual or in-person meetings, work closely with Recording/Correspondence Secretary to maintain an active membership list, setup virtual or in person meetings. Sending correspondences as requested. Carry on all duties during the absence of Recording/Correspondence Secretary. The Assistant Treasurer and Communications Secretary shall work together maintaining SN68 website, when established.

**Section 7.7** – Treasurer – shall keep an up-to-date record of all financial transactions, funds received, approved grants, deposits and disbursement of funds as authorized by SN68 Council. The Treasurer shall present and distribute financial reports at each general meeting. Reports may be distributed electronically or via hard copies to all active members. Copies of all documents of finances must be provided to Correspondence Secretary. All checks disbursed must contain two signatures the Treasurer signature and either the President or the Correspondence Secretary as the second signature. The Treasurer shall keep the Assistant Treasurer and President apprised of all financial correspondence and grants applied for. The Treasurer shall work with committees to apply for grants, serve on special committees, fill in during the Absence of Assistant Treasurer. The treasure shall possess fiduciary ability, record-keeping, budgeting, and financial reporting skills.

**Section 7.8** – The Assistant Treasurer shall work closely with the Treasurer maintaining financial records, grant writing, financial applications, maintaining financial records. Serve on assigned committees, carry on duties during the absence of the Treasurer. The Assistant Treasurer and Communications Secretary shall work together maintaining SN68 website, when established. The Assistant Treasure shall possess fiduciary ability, record-keeping, budgeting, and financial reporting skills.

**Section 7.9** - All elected officers shall have the ability to carry out the duties to which they have been elected. Duties such as treasurer or assistant treasurer will require the ability to maintain fiduciary duties as well as provide financial reports (Section 7.7). All officers must have access to emails and virtual access to meetings. There will be no online banking.

**Section 7.10** – The President, Secretary and Treasurer are elected to three (3) year terms during September elections (Section 7.12). Officers shall be limited to serve three (3) successive terms in the same role, but may be re-elected for another 3 years by a majority of votes as defined in (Section 7.12). The term limitation to serve in any elected position is 6 years. This term shall not apply to delegates.

**Section 7.11**- The Vice President, Communications Secretary, Assistant Treasurer Shall be “optional” positions. For the purpose of these bylaws, these positions are exempt from the vacancy elections process and shall follow the election process as defined in (Section 7.12).

**Section 7.12 – Elections.** All officers shall be elected by a majority quorum of the active and participating stakeholder’ delegates. Notifications of opened positions will be submitted by postal mail, or postings, or



verbally in meetings, or electronically. A nomination committee of (3) shall be appointed 30 days prior to the election, by the president. In the absence of the president, the vice president shall appoint the nominating committee. In the absence of the president and vice president, the Founders shall select the nominating committee. All interested candidates shall submit a resume<sup>7</sup> and personal written statement of interest for the opened position(s) within this 30-day period to the nominating committee. The nominating committee shall review and introduce each qualified candidate who has submitted statement of interest and their resume for the position to attendees during the SN68 meeting. The candidates shall give an oral statement of interest during the SN68 meeting. The active delegates shall move to a separate room to vote, or non-delegates shall be asked to briefly leave the room (during the voting process) or a special meeting shall be called for the election process. The active representing delegates who are eligible to vote shall vote, their candidate (s) of choice for each position by paper ballot or raised hands. The majority votes win. The elected candidate(s) shall be introduced during the SN68 meeting. It is optional to have a judge "swear in" candidates who are elected to positions within SN68. Elections are held in September.

**Section 7.13-** The outgoing officers will have 30 days to submit to incoming officers all files, documents, records and paperwork, whether hard copies, digital.

**Section 7.14 –** The outgoing financial officers, Treasurer, or President, Correspondence/Recording Secretary will have 10 business days to report to financial institution with newly elected President, Treasurer, Correspondence/Recording Secretary to change bank or financial institution signatures.

**Section 7.15 –** Any officer who fails to meet the obligations and responsibilities of their office may be removed from office by a two-thirds (2/3) majority vote of SN68 council. Officers are expected to work cooperatively with all board members, stakeholders, and the community at large. Officers can also be removed for discourteous and disruptive behaviors can include, but not limited to: lack of communication, disrespectful language, constant criticism of others, excessive absenteeism, non-participation, and other behavior that continually and unreasonably impedes the group to move forward.

**Section 7.16 –** A vacancy in an office shall be filled by a majority votes by the Super Neighborhood 68 Council during a general meeting (Section 9.1). Nominations for the vacancy will be taken from the floor in a regular monthly meeting as soon as the vacancy becomes known. Once the vacancy is announced there shall be a thirty (30) day notice period prior to the election to fill the vacancy. Those interested should verbally state their interest and qualifications for the position(s). The election will be held during a meeting where a quorum of Council is present. The voting will be by a show of hands by the council. The candidate with the majority votes wins the election. Officer (s) elected to fill vacancy shall assume office at the first general meeting following the election and shall hold office until the next election of officers. If a vacancy occurs within 90 days of the September election, there may not be an election. Duties may be carried on by an Executive Officer or founder member until the September election.

**Section 7.17 –** The outgoing President will be given a seat on the Council for a term of one (1) year to ensure a smooth transition and mentor the new incoming President.

## **Article VIII Committees**

**Section 8.1 –** The President shall appoint all standing, special and Ad Hoc committee chairpersons, committees are appointed as needed and may include but not limited to financial, grant writing, community projects, research, programs. The committee chairperson shall be the stakeholder(s) most



experienced in the project. Any active member of SN68 may serve on a committee. The treasurer or assistant treasurer may serve on financial committees.

**Section 8.2** – The Council may establish committees as it may require to pursue its' stated purposes. The President may appoint the Vice President, Treasurer or any Executive Committee member to serve on committees. Chairpersons of standing committees may be appointed or removed by a majority vote of the Executive Committee, or upon completion of task. Founders may serve on committees and serve as advisors.

**Section 8.3-** Committee Chairpersons may appoint 2-3 additional committee members, not including the Executive Member, to serve on their committee. All committees shall have at least three members, four with the Executive Member.

**Section 8.4** – Committee Chairpersons and committee members need not be Council Delegates however they must be active and participating Stakeholders.

### **Article IX Meetings**

**Section 9.1-** The general meetings of Super Neighborhood 68 Council shall be held four (4) times a year beginning in September. A quorum of two-thirds (2/3) majority is required for the transaction of business. At general meetings of all Super Neighborhood Council 68, activities will be conducted in open meetings wherein all may observe discuss and participate under defined circumstances as defined in (9.2). The meetings will be held in-person or virtually, with notices sent by postal mail, or electronically or by telephone, at least 7-10 days prior to the meeting. Special meetings are not opened to the public and maybe held at a time designated other than the regular meeting time. The Executive Committee may schedule and convene executive meetings between general meetings. There may be meetings held to be determined by the Executive Committee to successfully carry out or conduct business with the support of the Council. Ad Hoc and appointed committees may meet between regularly schedule meetings. Nominating committees may schedule meetings other than general meeting

**Section 9.2** – An individual wishing to address the Council during the SN68 meetings shall sign a “speakers list” with the Communications Secretary or designee. Each speaker, other than those invited as guests for a specific purpose, is limited to 3 minutes.

### **Article X Roberts Rules of Order**

The most current edition of the “Robert’s Rules of Order” shall be the guide for procedure in all points of order not covered by the By-laws. The President may appoint a Parliamentarian should the need arise.

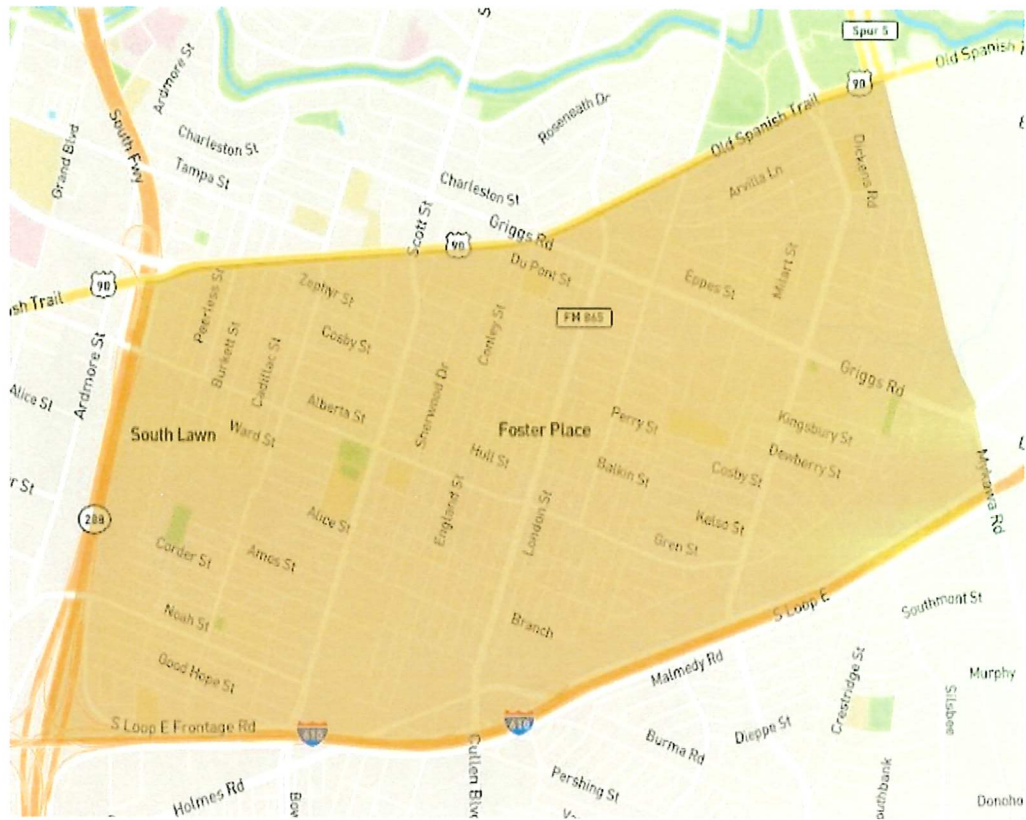
### **Article XI Amendment of By-laws**

These By-laws maybe amended from time to time on an as needed basis by resolution in writing presented at a meeting of the council, read, posted (hard copy or online), and approved during a special meeting by a simple majority vote of the Council where a quorum is present.

### **Article XII Prohibitions**

No part of the net earnings of the Council shall inure to the benefit of, or be distributed to its members, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. The Council shall not endorse or make monetary contributions to any candidate for public office or elected official.

## APPENDIX A MAP





## **APPENDIX B**

### **LIST OF CURRENTLY IDENTIFIED ELIGIBLE HOMEOWNER ORGANIZATIONS**

LaSalette Place Civic Club  
MacGregor Palms-Terrace  
MacGregor Trails Civic Club  
New South Union Civic Club  
Scott Terrace Civic Club  
Founders (At Large)

## **APPENDIX C**

### **LIST OF POTENTIAL ELIGIBLE DELEGATE SEATS**

Residential (12)  
Institutions (1)  
Non-profits (1)  
Business (1)  
Medical (1)  
Schools (1)  
Apartments (1)  
Faith Based (1)

THESE BYLAWS WERE SUBMITTED AND APPROVED ON THIS 12th day of June 2025

Beverly Sadler Officer Member Date June 12, 2025  
Jim Brown - President Date June 12, 2025