

**SUPER NEIGHBORHOOD COUNCIL  
BY-LAWS**

**ARTICLE I - NAME**

**SECTION 1.1** - The name of the Council shall be the South Acres/Crestmont Park/ Minnetex Super Neighborhood#76

**ARTICLE II - BOUNDARIES**

**SECTION 2.1** - The South Acres/Crestmont Park/ Minnetex Super Neighborhood is generally bounded “By Sims Bayou on the north; South Freeway (SH288) on the west; Fellows Rd, Furman Rd., Fuqua Street, Cullen Blvd. and Almeda-Genoa Road on the south; and Webercrest Rd., Sesame Street on the east.”

**ARTICLE III. PURPOSE**

**SECTION 3.1** - The South Acres/Crestmont Park/ Minnetex Super Neighborhood is organized exclusively for one or more of the purposes specified in Section 501c (4) of the Internal Revenue Code, or corresponding section of any future federal tax code, and an application may be filed with the Internal Revenue Service for the 501c (3) or 501c (4) non-profit status, if and when so determined by the Super Neighborhood Council.

**SECTION 3.1** - The purposes for which this Super Neighborhood is organized shall be to promote the civic betterment and social welfare and well-being of those residents, businesses and property owners within the boundaries of the South Acres/Crestmont Park Super Neighborhood area, to promote and engage in the activities for their use and benefit. These organizations within the South Acres/Crestmont Park area being situated in Houston, Harris County, Texas, and being that area identified in Article II (Boundaries).

**SECTION 3.2** - The general purpose and power of the corporation are 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 those powers which may hereinafter be conferred, and (i) to seek a consensus and provide citizens with opportunities to advise the City Council on issues important to each neighborhood; (ii) undertake a wide range of neighborhood improvement projects determined by the members; with the cooperation from the City of Houston, identify and develop solutions to mutual problems.



## ARTICLE IV. - DEFINITIONS

**SECTION 4.1** The following definitions pertain to terms contained within the “South Acres/Crestmont Park/ Minnetex Super Neighborhood 76” By-Laws:

**SECTION 4.2** Super Neighborhood- shall refer to the collection of neighboring communities that fall within the boundaries set forth in Article II above.

**SECTION 4.3** Super Neighborhood Council - shall refer to the group of delegates appointed in the manner stated in these By-Laws to represent the designated representative organizations existing within the Super Neighborhood boundaries cited in Article II above. The operations and voting authority of the Council is set forth in subsequent provisions herein.

**SECTION 4.4** Stakeholders - shall refer to the residents and/or organizations situated in and/or owning property within the Super Neighborhood boundaries cited in Article II above, including but not limited to, civic associations, non-profit organizations, faith-based institutions, school districts, and /or business associations, etc. A residential stakeholder must reside as the homestead property owner to said property / tenant of stated property; or own a business that falls within the boundaries set forth in Article II above.

**SECTION 4.5** Designated Stakeholder Representative Organization - shall refer to those designated representative organizations appointing a delegate in accordance with these By-Laws to represent their organization group on the Super Neighborhood Council.

**SECTION 4.6** Designated Representative -shall refer to the individual appointed as the designated representative to hold a seat on the South Acres / Crestmont Park Super Neighborhood Council. The designated representative shall be allowed one (1) vote as the representative of their participating organization.

**SECTION 4.7** Alternate Designated Representative - shall refer to the individual(s) appointed as the Designated Representative when the Designated Representative (delegate) is absent. The Alternate Designated Representative shall have the same voting rights as the Designated Representative (delegate).

# SOUTH ACRES / CRESTMONT PARK / MINNETEX SUPER NEIGHBORHOOD 76 & 77

## ARTICLE V. -MEMBERSHIP

**SECTION 5.1** - The South Acres/Crestmont Park/ Minnetex Super Neighborhood shall be open to any resident, civic, business, faith-based, non-profit, or other community-based organizations that are stakeholders in the South Acres/Crestmont Park Super Neighborhood area. The South Acres/Crestmont Park Super Neighborhood Council shall consist of one duly designated representative of each eligible organization.

**SECTION 5.2** - Participation in the South Acres/Crestmont Park Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees by either the Super Neighborhood Council or participating organizations.

**SECTION 5.3** - The South Acres/Crestmont Park/ Minnetex Super Neighborhood prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in super neighborhood council activities or serving as a council member.

**SECTION 5.4** - It shall be the right of any stakeholder within the South Acres/Crestmont Park Super Neighborhood boundaries to be represented, either through new or existing organizations.

## ARTICLE VI. - SUPER NEIGHBORHOOD COUNCIL SEATS

**SECTION 6.1** - A person must be a designated stakeholder representative of the group they represent.

**SECTION 6.2** - The number of seats and the manner in which they are elected may be amended in the same manner as the by-laws may be amended.

**SECTION 6.3** - Each group, organization, or entity with a seat on the Super Neighborhood Council shall be allowed one vote, which shall be cast by the stakeholder representative, or in his/her absence, by the designated alternate. In the event a group, organization, or entity is unable to select a Designated Stakeholder Representative or an Alternate Designated Stakeholder Representative, the Super Neighborhood Council Board shall make such selection.

**SECTION 6.4** - The South Acres/Crestmont Park/ Minnetex Super Neighborhood Council consists of the following # of seats, with each having one vote. These representative organizations/stakeholders are for the purposes of initiating the Super Neighborhood Council and by-laws and shall not be construed as limiting the number of representatives/stakeholders eligible to participate.

# SOUTH ACRES / CRESTMONT PARK / MINNETEX SUPER NEIGHBORHOOD 76 & 77

## SECTION 6.5 ELECTIONS

A. The officers of the Board shall be elected annually by the Council at regular Board meetings as terms expire or vacancies otherwise arise. At least a 30-day notice shall be given at a regular scheduled meeting before any elections are held. The Secretary, or other designated officer or appointee(s) shall send a written notice to the last-known email address of each member and stakeholder 30 days prior to any meeting in which elections are scheduled. The notice shall invite members to submit nominations at or prior to the meeting.

B. The Secretary or other designated officer or appointee(s) shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Council Board. The appointee(s) shall also receive nominations from the floor after the report of the nominees is presented.

C. Board elections: New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the annual meeting. Each officer shall be elected by members-in-good-standing present.

### **EACH ORGANIZATION GROUP SHALL HAVE ONE (1) VOTE ON THE SUPER NEIGHBORHOOD COUNCIL. ORGANIZATION GROUP NUMBER OF SEATS CLASSIFICATION**

- CIVIC ASSOCIATIONS (CIVIC CLUBS & HOAS) **EACH CIVIC CLUB REGISTERED WITH THE CITY OF HOUSTON SHALL RECEIVE ONE (1) VOTE.**
- FAITH-BASED INSTITUTIONS (CHURCHES)
- BUSINESSES
- SCHOOL DISTRICTS / EDUCATION
- NON-PROFIT ORGANIZATIONS
- RESIDENTIAL STAKEHOLDERS (AT LARGE)

## ARTICLE VII. BOARD

**SECTION 7.1** - The elected Board of the South Acres/Crestmont Park/ Minnetex Super Neighborhood Board shall be the president, vice-president, secretary, assistant secretary and treasurer.

**SECTION 7.2** - 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 7.3** - 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 7.4** - The secretary and assistant 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.

**SECTION 7.5** - 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 the Board. The treasurer shall present a report of finances at each general meeting of the Board. Checks disbursed shall contain the signatures of two of the following: president, or vice president, and the treasurer.

**SECTION 7.6** - All board members, excluding the president and the treasurer of the initial Council, shall be elected to two year staggered terms at the regular January meeting by quorum of the members of the Council. The president and the treasurer will serve one-year initial terms, followed by two-year terms, thereof. Officers shall be installed at the first general meeting beginning in 2024.

**SECTION 7.7** - Officers shall be limited to serve **three two-year (3) successive terms**. Any vacancy in an office shall be filled by a special election. Election notices must be posted 30 days prior to the election. Officers elected to fill any vacancy shall assume office at the first meeting following the special election and shall hold office until the next installation of elected officers. ***These terms will be extended*** until the completion of major council projects for beneficial development and growth of South Acres/ Crestmont Park Super Neighborhood. (2) Terms may be extended if there are no nominations for the office at the end of the regular term, and the current officer is willing to serve an additional two-year term.

**SECTION 7.8** -All board members (officers) shall be elected by a simple majority quorum of the members of the Council who are present.

**SECTION 7.9** - A vacancy in an office shall be filled by a special election. Officers elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the next year installation of officers.

**SECTION 7.10** - Any officer, who fails to meet the obligations and responsibilities of their office, may be removed from office by a two-thirds majority vote of the Super Neighborhood Board.

## ARTICLE VIII. COMMITTEES

**SECTION 8.1** - Committees and their respective chairperson(s) shall be established by the Board, as needed.

**SECTION 8.2** - The committee chairperson(s) shall appoint committee members.

## ARTICLE IX. MEETINGS

**SECTION 9.1** - The general meeting of the South Acres/Crestmont Park/ Minnetex Super Neighborhood #76 shall be held on the 4th Monday of each month at a time and place to be designated by the Super Neighborhood Board. All Super Neighborhood Council activity will be conducted in open meetings where community stakeholders may observe discussions and participate under defined circumstances.

**SECTION 9.2** - 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 Board.

**SECTION 9.3** - A simple majority of the duly designated Super Neighborhood Council members present shall constitute a quorum for the transaction of business at a general meeting.

**SECTION 9.4** - Super Neighborhood-at-large residents/stakeholders may participate via meetings open to the public and will be notified of decisions through their participating organization.

**Section 9.5** Electronic Meetings: The Board may, in its sole discretion, determine that any number of attendees, up to and including all attendees, may participate in any meeting of the Super Neighborhood Council by means of remote communication. Participation in a meeting held by remote communication shall constitute presence in person at the meeting for all purposes, including quorum and voting. Members of the council shall receive at least a 48 hours' advance notice of the change to a remote meeting and shall be provided with instructions for participation and voting for such remote meeting.

## ARTICLE X. -PROCEDURES

**SECTION 10.1** - "Robert's Rules of Order Shall be the guide for procedure in all points of order not covered by the By-laws.

## ARTICLE XI. - AMENDMENT OF BY-LAWS

**SECTION 11.1** - These By-laws may be amended on an as needed basis by resolution in writing, presented at a meeting of the South Acres/Crestmont Park Super Neighborhood Council, read and approved by the Super Neighborhood Board at two consecutive meetings at which a quorum is present at each meeting.



**SUPER NEIGHBORHOOD 76 & 77**

WE, THE UNDERSIGNED, ARE ALL OF THE INITIAL DIRECTORS OR INCORPORATORS OF THIS CORPORATION, AND WE CONSENT TO, AND HEREBY DO, ADOPT THE FOREGOING BYLAWS, CONSISTING OF THE ## PRECEDING PAGES, AS THE BYLAWS OF THIS CORPORATION. ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS ON THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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\_\_\_\_\_, PRESIDENT - SUPER NEIGHBORHOOD #76.

\_\_\_\_\_  
ATTEST: \_\_\_\_\_, SECRETARY - SUPER NEIGHBORHOOD #76

