

## **TRINITY/HOUSTON GARDENS SUPER NEIGHBORHOOD BY-LAWS**

### **Article I – Name**

The name of the Council shall be Trinity/Houston Gardens Super Neighborhood.

### **Article II – Boundaries**

The Trinity/Houston Gardens Super Neighborhood is bounded on the south by Kelly Street, on the north side by Tidwell Street, on the east by Union Pacific Railroad tracks and on the west by the railroad tracks just west of Hirsch Road. It includes the following subdivisions: Trinity Gardens, Houston Gardens, Laura Koppe Place, Bonita Gardens, Camden Place, Pelham Place, Rosewood and Shady Oak Daley.

### **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 to develop a Super Neighborhood Action Plan (SNAP) to address them.

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

### **Article IV – Membership**

The Trinity/Houston Gardens Super Neighborhood Council membership shall be open to any organization (*i.e.* civic association, tenant association, merchant alliance, religious alliance, Non-profit 501c3, etc.) that are officially registered stakeholders within the Trinity/Houston/Bonita Gardens Super Neighborhood boundaries. Membership status will be contingent on the organization's attendance. Membership will be denied to any organization that is absent for more that two consecutive council meetings without a legitimate reason and notification to the President or Reporting Secretary. Members of the Council will adhere to a Code of Ethics established by the Council and attached herewith as part of the By-laws including but

not limited to membership being denied to any organization failing to operate in good faith for the preceding two years.

Participation in the Trinity/Houston Gardens Super Neighborhood shall not be limited by the imposition of membership requirements or fees, neither by the Council, or participating organizations.

The Trinity/Houston Gardens Super Neighborhood 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.

It shall be the right of any officially registered stakeholder organization within the Super Neighborhood to be represented either through new or existing organizations.

#### **Article V – Council Seats and Voting Authority**

The Trinity/Houston Gardens Super Neighborhood Council currently consists of Rosewood Civic Club, Bonita Gardens Civic Club, Houston Gardens Civic Club, Northeast Houston Redevelopment Council, Trinity Gardens Civic Club, Destined for Empowerment CDC, and Houston Independent School District.

The Trinity/Houston Gardens Super Neighborhood Council will consist of one representative and one alternate for the merchant alliances, the ministerial alliances and 501(c)(3) organizations. Each Civic Club/Association will be allowed two resident representatives and two alternates. There will be two at-large positions to consist of members residing *only* within the Trinity/Houston Gardens Super Neighborhood boundaries. Each addition to the council, *i.e.*, registered CDCs, other qualifying stakeholders, will be entitled to one representative and one alternate.

#### **Article VI – Officers**

The elected officers of the Trinity/Houston Gardens Super Neighborhood Council shall be president, vice-president, reporting secretary, corresponding secretary, treasurer, parliamentarian and chaplain.

**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 recording secretary is responsible for recording accurate and comprehensive minutes of all organizational meetings. Each committee will appoint its own recording secretary who is responsible for the recording of the committee's meetings. The minutes are the only record an organization has of its activities at general meetings. They should include committee reports, motions, discussions, attendance, points of information and clarification. The minutes shall be distributed to the Executive Committee within three working days of when the meeting was held. Whenever possible, electronic mail or other modern technology shall be used to deliver minutes and correspondence to Council and Super Neighborhood members. The recording secretary will maintain up-to-date membership lists and attendance records.

**Section 4.** The corresponding secretary is responsible for all invitations, letters, and correspondence that is written by or to the organization. This includes establishing and maintaining all appropriate files. It will be the responsibility of the corresponding secretary to monitor time allowed to speakers at each general meeting. The corresponding secretary assumes the duties of the recording secretary in his or her absence.

**Section 5.** The treasurer shall keep an up-to-date record of all financial transactions, receive all monies, and deposit funds in the bank. This officer shall disburse money as authorized by the Council. The treasurer shall present a report of finances at each general meeting of the Council. All checks must be signed by two appointed officers excluding the treasurer.

**Section 6.** The parliamentarian shall advise the president, other officers, committees, and Council Members on parliamentary procedures. He or she shall be governed by the Roberts Rules of Order.

**Section 7.** The chaplain shall provide the invocation and benediction to Council meetings. He or she shall also advise the council on religious matters as related to the Trinity/Houston Gardens Super Neighborhood.

**Section 8.** All officers of the Council shall be elected every year at the regular February meeting by a simple majority of the members of the Council. Officers shall be installed at the first general meeting in March and shall office for one year.

**Section 9.** Officers shall be limited to serve two consecutive terms or two years.

**Section 10.** All officers shall be elected by a simple majority of the Council.

**Section 11.** Failure to fulfill the duties stated in the by-laws as described in Article VI, Sections 1-7, will be just cause for removal of any officer from that position. Removal will be enacted by a simple majority vote of the Council.

**Section 12.** An acting officer not present for two consecutive general Super Neighborhood meetings shall be removed from his or her duties and authority as an officer by a simple majority vote of the Council present at the immediate time of the vote.

**Section 13.** Automatic removal will result when a Council Member or their alternate is absent for more than two Council meetings.

## **Article VII – Executive Committee**

The Executive Committee shall consist of elected officers in the Trinity/Houston Gardens Super Neighborhood Council.

## **Article VIII – Meetings**

The general meeting of the Council shall be held on the fourth Tuesday of each month, at 6:00 p.m., at a place to be designated by the Council. All Council activities will be conducted in open meetings where all residents may observe discussions and participate under defined circumstances. The council may conduct virtual meetings as necessary.

**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 of Council members shall constitute a quorum for the transaction of business at a general meeting.

**Section 3.** The Trinity/Houston Gardens Super Neighborhood Council activity shall be conducted in open meetings where all residents may observe discussions and participate. An individual wishing to speak to the 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. It will be the responsibility of the Corresponding Secretary to keep each speaker’s time.

**Section 4.** Super Neighborhoods-at-large 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 may be published in various newspapers available to the community.

## **Article IX – Standing Committees**

Public Relations will be a Standing Committee. The Standing Committee is responsible for membership and communications with the media in the community.

**Section 1.** All standing committee chairpersons shall be appointed by the president or the vice-president in his/her absence. The committee chairperson shall in turn appoint at least two additional members.

## **Article X – Special Committees**

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

## **Article XI – Amendment of By-Laws**

The by-laws will be reviewed annually by the Council. The 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 Council at one Council meetings.

Adopted by the Trinity/Houston Gardens  
Super Neighborhood Council

\_\_\_\_\_ President

\_\_\_\_\_ Vice-President

\_\_\_\_\_ Recording Secretary

\_\_\_\_\_ Corresponding Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Parliamentarian

\_\_\_\_\_ Chaplain

\_\_\_\_\_ Date