

SJRNA By-Laws

Amended 5/31/2017

ARTICLE I – ORGANIZATION

1. The name of this organization shall be the "Savoy of Josey Ranch Neighborhood Association, Inc.", and this name or the abbreviation "SJRNA" shall be used in all transactions or official business.
2. The fiscal year for the SJRNA shall be from July 1 through June 30 of the following year.
3. Membership in SJRNA is strictly voluntary, and signified yearly by the payment of dues.
4. Robert's Rules of Order, Newly Revised, shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE II – PURPOSES

1. The purpose of the SJRNA is to promote and enhance the quality of life in the neighborhood. SJRNA shall strive to accomplish this through:
 - A) Fostering community within the neighborhood.
 - B) Facilitating communication among neighbors, the City of Carrollton, and the neighborhood as a whole.
 - C) Enhancing the attractiveness of the neighborhood, i.e. landscaping and maintenance of common areas.
 - D) Promoting a safe environment.
 - E) Through these and other efforts, maintaining and elevating property values for neighborhood home owners.
2. The association shall not directly or indirectly participate, in any way (including the publication or distribution of statements), in any political campaign on behalf of, or in opposition to, any candidate for public office or any political issue.
 - A) SJRNA may participate in narrow issues that directly impact the neighborhood and directly support SJRNA's core purpose or mission.
 1. Issues must have a more compelling interest to SJRNA residents than to the surrounding community or city.
 2. Issues must have a direct impact to either SJRNA safety (i.e., neighborhood speed bumps) or economic (i.e., zoning) interests.
 3. No political candidate for any local, state, Federal, or other office shall be endorsed by the association, nor shall any SJRNA resources or contact lists be used on the behalf of any candidate.
 - B) Determination that a political issue meets these criteria shall be made with a two thirds (2/3) vote of the general membership at a scheduled meeting.
 1. In the event that a general meeting cannot be scheduled in time to act, such a determination may be made with a unanimous vote of the Board.

ARTICLE III – MEMBERSHIP

1. Membership shall be extended to all households in the subdivision Savoy of Josey Ranch in Carrollton, Texas. For the purposes of this organization, the Pulte homes are included in this area and are covered by the terms "Savoy of Josey Ranch," "neighborhood," and other similar terms used within these bylaws.
2. Membership shall be open to all households within the subdivision without regard to gender, race, religion, or any other factor.
3. Annual membership dues shall be seventy-five dollars (\$75) per household due and payable June 1 and shall cover the period July 1 through June 30 of the following calendar year.
 - A) A membership will be considered expired if not paid by July 31.
 - B) New resident households seeking membership between July 1 and December 31 shall be assessed full membership dues.
 - C) New resident households seeking membership between January 1 and June 30 shall be assessed half of the annual dues.
 - D) The Board may amend dues with a 2/3 vote for a special circumstance or promotion.
4. Any members of the association, whose dues are paid and current, shall have the privilege of introducing motions, debating issues, holding office, and participating in all events sponsored by the SJRNA.
5. Each household, whose dues are paid and current, shall be entitled to one vote. The vote for the household may be exercised as individuals of the household determine, but in no event shall more than one vote be cast by any such household.

6. SJRNA will value the privacy of all members in the collection and use of information, including but not limited to, names, addresses, email addresses, and phone numbers. Information collected will be disseminated to only those Board members deemed necessary to support the mission of the association. Information will never be sold or given to third parties for other purposes.

ARTICLE IV – MEETINGS

1. Regular SJRNA business meetings of the membership shall be conducted not less than three (3) times a year. These meetings may include officer elections, budget and expenditure reports, committee reports and special presentations as appropriate.
2. Special meetings may be called by the President, a majority of the Board, or three (3) % of the total dues paying households.
3. The entire membership shall be notified seven (7) days prior to any regular business or special meeting of the SJRNA.
4. A quorum will consist of three (3) % of the dues paying households.

ARTICLE V – OFFICERS

Section A: Eligibility

Only members of the SJRNA shall be eligible to serve in its elected or appointed positions.

Section B: Board of Directors

1. The Board of Directors shall be called “The Board of Directors” or simply “The Board”
2. The Board of Directors of the SJRNA shall consist of the elected officers: President, Vice President, Secretary, Treasurer; the Directors (Newsletter, and Technology); and Standing Committee Chairs (Beautification and Safety and Outreach)

Section C: Elections

1. Annual elections shall be held to fill the officer positions at least ten (10) days prior to June 30th.
2. Officers shall be elected during annual elections by a majority vote.
3. Nominations shall be by the recommendations of the nominating committee or nominations from the floor at a SJRNA business meeting. No nomination will be accepted without the agreement of the nominee.
4. Prior to the election, the treasurer will provide a list of the households whose dues are paid and current to the nominating committee. The list will be used to determine those eligible to vote or hold office.
5. The Board shall assume their official duties July 1. The board members shall serve for a term of one (1) year but may be re-elected or appointed to serve a maximum of four (4) consecutive terms in the same position.

Section D: Nominating Committee

1. The President shall appoint a nominating committee at the association meeting prior to the election meeting.
2. The nominating committee shall be composed of a minimum of three (3) members, at least one of whom shall be an existing board member. Solicitations for participation in the committee should be made to the membership as a whole.
3. The nominating committee shall nominate an eligible person or couple for each office to be filled and report its nominees prior to the election in the newsletter or to members via email at least seven (7) days prior to the election.
4. Only those persons who have signified their consent to serve if appointed or elected shall be considered for nomination for office.

Section E: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person or couple elected by a majority vote, in person or by group email, of the remaining members of the Board of Directors.

Section F: Removal From Office

Any board member who fails to carry out their duties or is found to have misused their office may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

Section G: Officer Duties

1. The President shall:

- Preside at all meetings of the Association and its Board of Directors.
- Appoint special committees and chairpersons, with the advice and consent of the Board.
- Coordinate the efforts of the officers and standing committees.
- Secure a location and program for each general meeting.
- Be authorized to sign contracts, agreements, and licenses that have been approved by the board.

2.. Vice President shall:

- Temporarily assume the duties of the President in his/her absence.
- Organize and conduct an annual membership drive.
- Ensure neighborhood membership information is updated and current.
- Post meeting and event signage in the neighborhood.

3. The Secretary shall:

- Keep minutes of all meetings of the membership and of the Board.
- Have responsibility for all official correspondence of the Association.
- Interpret Robert's Rules of Order if questions of parliamentary procedure arise during meetings.

4. The Treasurer shall:

- Be responsible for all receipts and moneys of the Association.
- Ensure compliance with all applicable fiscal bylaws.
- Present a proposed annual budget to the membership no later than August of each year.
- Present a written financial report in each newsletter and at each general and board meeting, or distribute one in advance.

5. The Beautification Chair shall:

- Manage improvements of the neighborhood appearance through long and short-range plans, as approved by the Board.
- Establish a maintenance contract with approval of the Board.
- Maintain the contract with approved vendors and ensure performance follows the contract terms.
- Form sub-committees as needed.

6. The Newsletter Director shall:

- Ensure that a minimum of three (3) newsletters are published per fiscal year and distributed to members.
- Solicit advertisers in the newsletter.
- Distribute meeting and events notifications.

7. The Safety and Outreach Chair shall:

- Coordinate neighborhood Crime Watch activities.
- Coordinate block captains for each section of the neighborhood.
- Coordinate welcome of new neighbors to the neighborhood.
- Coordinate community activities and events such as National Night Out, holiday events, and service projects as approved by the board.
- Form sub-committees as needed.

8. The Technology Director shall:

- Maintain the SJRNA website and email servers.
- Manage password access.
- Maintain file storage in Dropbox.

Section H: Appointed Positions

1. Other non-voting Board positions may be created and filled by appointment with a two thirds (2/3) vote of the Board.

- A) Appointed positions expire at the end of each fiscal year

ARTICLE VI – BUDGET & EXPENDITURES

Section A: Operating Balances

1. A minimum balance of one thousand dollars (\$1,000) should be maintained at all times.
 - A) An emergency situation may be declared with a two thirds (2/3) vote of the Board to temporarily use this emergency fund.

Section B: Dispersal of Funds

1. SJRNA funds will be held by a banking institution approved by the Board.
2. All checks will be signed by the Treasurer, subject to certain exceptions or restrictions:
 - A) If the Treasurer is unavailable, checks may be signed by the Secretary or President
 - B) Checks for an amount in excess of a certain threshold shall also be approved in writing by the Secretary or President.
 - 1) The secondary approver must be a member of a different household from the Treasurer.
 - C) By default, the threshold for which a secondary written approval is required is one thousand dollars (\$1,000) for budgeted items and \$500 for unbudgeted items, but may be raised or lowered by a two-thirds (2/3) vote of the Board for the duration of the current Board's term of office.
 - D) Any check written to the Treasurer should be signed by the Secretary or President. If it is an online payment, then the President must approve by signing the support for disbursement.

Section C: Budget

1. Each officer shall submit budget projections to the Treasurer prior to the final general meeting of the fiscal year.
2. The annual budget projection must be submitted to the membership at the final meeting of the fiscal year.
 - A) The budget must be approved by a majority of members at the meeting.
 - B) Any non-budgeted expense incurred during the year over \$500 must be submitted to a quorum of the general membership and approved by majority vote.

Section E: Taxes

1. The Treasurer shall ensure that all necessary tax statements are filed in accordance with the law.
 - A) IRS Form 1120-H (U.S. Income Tax Return for Homeowners Associations) is due no later than October 15 of each year.
 - B) Form 05-163 (Texas Franchise Tax No Tax Due Information Report) and Form 05-102 (Texas Franchise Tax Public Information Report) is due no later than May 15 unless exemption from filing is granted by the state.

Section F: Auditing

1. At the conclusion of each fiscal year, the outgoing Treasurer shall provide all financial records to an audit committee approved by the Board.
 - A) The audit committee shall provide a written report on the SJRNA financial condition by the first general meeting of the new fiscal year.

ARTICLE VII – BYLAWS

1. These bylaws may be amended at any duly called meeting of the Association by a two thirds (2/3) vote of the members present. A written synopsis of the proposed amendment(s) must be given at least seven (7) days prior to the meeting at which it is to be voted upon.
2. A committee may be appointed to submit a revised set of bylaws by a majority vote at a meeting of the Association or by a two-thirds (2/3) vote of the Board of Directors. The requirements for acceptance of a revised set of bylaws shall be the same as for an amendment.
3. Any section of these bylaws may be temporarily suspended by a two-thirds (2/3) vote at a general meeting.

ARTICLE VIII – DISSOLUTION

1. When, in the opinion of the majority of existing members, the purpose of the Association no longer exists, or when the membership falls to less than ten (10) percent of the eligible households, the Association may be dissolved.
2. In the event of dissolution, all physical assets of the Association shall be liquidated by sale or donation. All moneys shall be donated to charitable or public organizations designated by majority vote of the membership at the time of the dissolution.