

SJRNA BYLAWS

Revision Proposed Oct 19, 2022

ARTICLE I – ORGANIZATION

1. The name of this organization shall be "Savoy of Josey Ranch Neighborhood Association, Inc.", and this name or the abbreviation "SJRNA" will be used in all transactions or official business.
2. In these bylaws, use of the term "association" also may be construed to mean Savoy of Josey Ranch Neighborhood Association, Inc or SJRNA.
3. The fiscal year for the SJRNA shall be from July 1 through June 30 of the following year.
4. Membership in SJRNA is voluntary, signified by the payment of annual dues.
5. "*Informed Procedures for Small Boards*", as published in the most recent version of Roberts Rules of Order, shall be the parliamentary protocol governing SJRNA and association meetings to the extent they are applicable with the approved, current 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) Maintenance, projects, and upkeep of the common areas designed to elevate area property values and enhances neighborhood beautification.
 - B) Fostering community within the neighborhood.
 - C) Facilitating communication among neighbors, the City of Carrollton, and the neighborhood as a whole.
 - D) Promotion of a safe environment.
2. The association shall not participate, directly or indirectly, in any political campaigns either in support for, or opposition to, a candidate or issue including, but not limited to, an association endorsement, publication of campaign materials, or use of SJRNA social media. This prohibition has one limited exception as follows:
 - A) SJRNA may participate in a narrow issue that directly impacts the neighborhood as a whole and directly supports the association's core purpose and mission. A "supported issue" must have compelling interest to all SJRNA residents collectively (for example: neighborhood speed bumps, zoning changes, etc.).
 - B) Determination that a political issue meets approved support criteria shall be made with a two-thirds vote of the general membership at a scheduled meeting. If 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 is open to all households in the subdivision Savoy of Josey Ranch and Savoy II in Carrollton, Texas. A map of the eligible subdivision homes is attached to the bylaws.
2. Membership shall be open to all subdivision households without regard to gender, race, religion, or any other factor.

3. Membership dues shall be established annually by the board and approved by a majority vote at the final general membership meeting of the fiscal year. Annual dues are payable July 1 and shall cover the fiscal year that runs from July 1 through June 30 of the following 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 amount.
- C) New resident households seeking membership between January 1 and June 30 shall be assessed half of the annual dues amount.

4. Members of the association whose dues are paid and current, are considered “members in good standing.”

5. Each member in good standing household, is entitled to participate in SJRNA membership meetings where they have the right to make motions, participate in discussion, and vote on association business. When voting on business at general membership meetings, there may only be one vote per household for any agenda item.

6. Any household or person who does not live in the Savoy of Josey Ranch or Savoy II subdivision is welcome to join SJRNA as an associate member. Associate members are not allowed to vote in SJRNA meetings or to be elected to the SJRNA board. An associate membership is for the purpose of community participation including serving as a volunteer at SJRNA activities. Associate membership is subject to reduced annual dues as established by the board and approved at a general membership meeting.

7. SJRNA values the privacy of all members in the collection, storage, and use of Personally Identifiable Information (“PII”), including but not limited to, names, addresses, email addresses, and phone numbers. PII will be disseminated only to 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 membership meetings shall be conducted not less than three (3) times a year. All meetings will include a budget and expenditures report, committee reports, general items of association business, and they may include a special information or educational presentation.

2. During the final membership meeting of the fiscal year, the meeting will include the report of the nominating committee and approval vote of the coming year’s budget.

3. Minutes of all general membership meetings shall be kept on file permanently by the association secretary, and they shall be available for review upon request by any active association member.

4. Special meetings may be called by the President, a majority of the Board, or three (3) % of the total dues paying households, for the purpose stated in the meeting notice.

5. The entire membership shall be notified seven (7) days prior to any regular business or special meeting of the SJRNA.

6. A quorum will exist when three (3) % of the dues paying households are present.

7. General membership meetings of the association shall always be “in-person,” unless extraordinary circumstances exist that do not allow group meetings. Under such extraordinary conditions, use of video technology (such as Webex, Zoom, or other systems) is authorized. Should a technology meeting occur, all meeting notifications, quorum requirements and general procedures remain in effect.

8. The SJRNA Board shall conduct meetings as frequently as needed to carry out association leadership planning and organization.

- A. Quorum for a Board meeting is majority of the existing board members.
- B. Minutes of all Board meetings shall be kept on file permanently.
- C. In an emergency or urgent situation, a majority of the Board officers (president, vice president, secretary and treasurer) may meet in person or electronically (using phone, video or email) to resolve the immediate, urgent, situation or issue.
- D. Any urgent or emergency resolution shall be in effect until the next regular Board meeting. At the next board meeting, any emergency resolution must be on the meeting agenda for permanent approval using SJRNA procedures.
- E. Technology use for Board meetings. Any association board meeting may use voice and/or video technology for all or a part of said meeting. Board member participation via technology, as a single member or as the group, is authorized. All meeting notifications, quorum requirements and general procedures remain in effect.

ARTICLE V – LEADERSHIP

1. Eligibility. Only SJRNA members in good standing are eligible to serve in elected or appointed positions.

2. Board of Directors.

- A. Association leadership shall be called “The Board of Directors” or the “Board.”
- B. The SJRNA Board of Directors shall consist of four elected officers: President, Vice President, Secretary, Treasurer; and three appointed standing committee chairs (Beautification, Communications, and Community Outreach).
- C. Only one person from a household may be an officer at one time.
- D. Term Limits.
 - (i.) Board officers shall serve no more than four (4) consecutive one-year terms in the same position. Should an officer term-out after four years, they shall be considered eligible to serve in the original position again after either two years on the Board in another position, or one year off the Board.
 - (ii.) Standing Committee Chairs are not subject to term limits.

3. Board Elections.

- A. An annual election shall be held at least ten (10) days prior to the end of the fiscal year, June 30th.
- B. Officers shall be elected by a majority vote at the June general membership meeting. Appointed committee chairs shall be announced at the next general membership meeting.
- C. The President shall appoint a nominating committee sixty (60) days prior to the general membership election meeting.
 - (i.) 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. A list of the nominating committee members shall be published forty-five (45) days prior to the general membership, election meeting.

(ii.) The nominating committee shall identify an eligible person for each elected position and publish to the members its slate of nominees at least seven (7) days prior to the election meeting.

D. Only persons who have consented to serve if appointed or elected shall be considered for appointment or election to an office.

E. The proposed slate of officers shall be placed in nomination at the annual election meeting. After the proposed slate's nomination, the floor shall be opened for any other nominations. No nomination will be accepted without the agreement of the nominee.

F. 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.

G. The Board of Directors shall assume their official duties July 1.

4. Vacancies. Should a vacancy occur in any office, it shall be filled for the unexpired term by a majority vote of the remaining members of the Board of Directors.

5. 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.

6. Officer Duties.

A. The President shall:

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

B. The Vice President shall:

- (i.) Temporarily assume the duties of the President in his/her absence.
- (ii.) Organize and conduct an annual membership drive.
- (iii.) Ensure neighborhood membership information is updated and current.

C. The Secretary shall:

- (i.) Keep minutes of all meetings of the membership and of the Board.
- (ii.) Have responsibility for all official correspondence of the Association.
- (iii.) Be responsible for filing officers with the City of Carrollton.
- (iv.) Interpret Robert's Rules of Order if questions of parliamentary procedure arise during meetings.

D. The Treasurer shall:

- (i.) Be responsible for all receipts and moneys of the Association.
- (ii.) Ensure compliance with all applicable fiscal bylaws.
- (iii.) File all necessary tax documents.
- (iv.) Present a proposed annual budget to the membership no later than August of each year.
- (v.) Present a written financial report in each newsletter and at each general and board meeting or distribute one in advance.

E. The Beautification Chair shall:

- (i.) Manage improvements of the neighborhood appearance through long and short-range plans, as approved by the Board.
 - (ii.) Establish a landscape maintenance contract with approval of the Board.
 - (iii.) Maintain the contract with approved vendors and ensure performance follows the contract terms.
 - (iv.) Form sub-committees as needed.
- F. The Communications Chair shall:
- (i.) Distribute meeting and events notifications.
 - (ii.) Manage association social media accounts.
 - (iii.) Maintain the SJRNA website and email servers.
 - (iv.) Manage password access.
 - (v.) Maintain online file storage.
 - (vi.) Form sub-committees as needed.
- G. The Community Outreach Chair shall:
- (i.) Coordinate welcome of new neighbors to the neighborhood.
 - (ii.) Coordinate community activities and events such as National Night Out, holiday events, and service projects as approved by the board.
 - (iii.) Liaise with City of Carrollton as appropriate.
 - (iv.) Form sub-committees as needed.
- H. Other Appointed Positions:
- (i.) Other non-voting Board positions may be created and filled by appointment with a two-thirds (2/3) vote of the Board.
 - (ii.) All appointed positions expire at the end of each fiscal year.

ARTICLE VI – BUDGET & FINANCE

1. The association's annual operating budget shall be presented and approved by a majority vote at the last general membership meeting of the fiscal year.
2. Budget.
 - A. Each officer shall submit budget projections to the Treasurer on a date approved by the Board, prior to April 30.
 - B. The Board will finalize a proposed annual budget to be presented at a general membership meeting for membership approval at the final meeting of the fiscal year. The budget must be approved by a majority of members at the meeting. Once approved, the proposal becomes the operating budget.
 - C. 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. Once approved, a non-budgeted item shall be added to the existing budget creating an amended operating budget.
3. Banking Procedures.
 - A. SJRNA shall maintain all association funds in a commercial bank that has been approved by the Board.
 - B. Other bank accounts, at the same commercial bank, may be created by the Board should a need exist for separate accounting.

- C. SJRNA banking protocols allow for use of a standard check book, account debit card(s), and electronic banking (including statements and remote deposits) for each approved account.
- D. Three members of the Board shall be authorized signers for all SJRNA bank accounts: the Treasurer, the President, and one additional board member approved by the Board. At the start of each fiscal year, after elections, the Board shall review and update, if needed, authorized bank signatures.
- E. All checks will be signed by the Treasurer, subject to certain exceptions or restrictions:
 - (i.) If the Treasurer is unavailable, checks may be signed by the one of the other authorized signers.
 - (ii.) Secondary approval in writing by the Secretary or President is required for checks in excess of one thousand dollars (\$1,000) for budgeted items and \$500 for unbudgeted items. The threshold for secondary approval 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.
 - (iii.) The secondary approver must be a member of a different household from the Treasurer.
 - (iv.) Any check written to the Treasurer should be signed by the one of the other authorized signers. If it is an online payment, then the President must approve in writing.
- F. A minimum balance of one thousand dollars (\$1,000) should be maintained at all times.
- G. An emergency situation may be declared with a two-thirds (2/3) vote of the Board to temporarily use this emergency fund.

4. Taxes

- A. The Treasurer shall ensure that all necessary tax statements are filed in accordance with the law, including, but not limited to:
 - IRS Form 1120-H (U.S. Income Tax Return for Homeowners Associations) due no later than October 15 of each year.
 - 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.

5. Annual Internal Audit

- A. At the conclusion of each fiscal year, the president shall appoint, with approval of the board, an internal audit committee consisting of three members.
- B. The outgoing Treasurer shall provide all financial records, and the Secretary shall provide all minutes to the internal audit committee.
- C. The internal 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 of member households present 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.