

CRESTWOOD ASSOCIATION  
BY-LAWS  
A Non-Profit Corporation  
Founded November 1980

ARTICLE I  
Offices

The principal office of the Corporation in the State of Texas will be located in the City of Fort Worth, Crestwood Addition, Tarrant County, Texas.

Registered Office and Registered Agent

The Corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent, whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The address of the registered office may be changed from time to time by the Board of Directors. The registered agent for service will be the President of the Corporation and the President's address will be registered with the Secretary of the State each year.

ARTICLE II  
Seal

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words "Corporate Seal of the Crestwood Association."

ARTICLE III  
Executive Board

The terms "board," "executive board," and "board of directors," are used interchangeably and are defined as that group of persons to whom the management of the affairs of the corporation has been entrusted. The initial directors hold office until the first annual election of the block representatives. Subject to that limitation, the number of directors is designated by the By-Laws, but in no event may the number of members of the board be fewer than three.

ARTICLE IV  
Dissolution

All liabilities and obligations of the corporation must be paid, satisfied, and discharged. Assets held by the corporation under conditions of return must be returned in accordance with such conditions on dissolution of the corporation. The remaining assets may be distributed to such societies, organizations, or non-profit corporations engaged in activities substantially similar to those of the corporation.

ARTICLE V  
Name

This organization shall be known as the Crestwood Association.

ARTICLE VI  
Object

The object of this Association shall be to promote better neighborhood unity among the residents of Crestwood Addition, to improve and actively promote vigilance against crime, and to cooperate with City and County officials for the maintenance of the area for the general welfare of the residents of Crestwood.

ARTICLE VII  
Membership Eligibility

All residents of single family homes in the Crestwood Addition shall be eligible for membership in the Association.



ARTICLE VIII  
Dues and Finance

Section 1. The charter dues shall be \$12.00 and the **annual dues shall be \$12.00**. The annual dues shall be payable by January 31<sup>st</sup> for the following year.

Section 2. The annual dues entitle two adults for each household to vote. Additional adult residents may vote by paying the annual dues.

Section 3. Dues shall be paid to the Block Representatives.

Section 4. The fiscal year of the Association shall be from February first of one year through January thirty-first of the following year.

Section 5. Itemized expenses of the officers or committee chairpersons shall be filed with the Treasurer by January thirty-first.

ARTICLE IX  
General Meetings

Section 1. There shall be one meeting a year of the general membership. The time and place of this meeting shall be determined by the Executive Board and notice shall be given to the members no less than one week in advance of the meeting.

Section 2. Special general meetings may be called by the Executive Board. Notice of these meetings must be given to the members a week in advance of the meeting.

Section 3. A majority of those members attending shall constitute a quorum.

ARTICLE X  
Officers and Their Election

Section 1. The officers of this Association shall be President, Vice-President, Secretary, Treasurer and Membership Secretary. All officers shall attend the regular meetings of the Association and present a written report to the Secretary. Only active members may hold office. **An Officer shall not serve more than two consecutive terms and shall be re-elected by the members to serve a second term**

Section 2. The Nominating Committee, consisting of five members, not more than three of whom may be members of the Executive Board, shall be elected by the Executive Board. The first nominee elected shall be Chairperson of the Nominating Committee. The immediate past Chairperson of the Nominating Committee shall be an ex-officio member of the Nominating Committee. This committee shall present a list of nominees at the February meeting.

Section 3. The officers shall be elected at the General Meeting of the Association in February of each year.

Section 4. The election of officers shall be determined by a show of hands unless there is a nomination from the floor; then, it shall be by ballot. A majority vote of the members present shall constitute an election.

Section 5. In the event of a vacancy in any office, except the President, the vacancy shall be filled by appointment of the Executive Board. Such appointees shall serve until the next regular election.

ARTICLE XI  
Duties of Officers

Section 1. The PRESIDENT shall be the Chief Executive of the Association subject to the directives of the Executive Board. The President shall provide a written agenda and preside over all meetings; appoint all Chairpersons of Standing Committees and Special Committees; shall be an ex-officio member of every committee except the Nominating Committee; and shall co-sign all checks of the Association.

Section 2. The VICE-PRESIDENT shall assume the duties of the President in the absence of the President. The Vice-President shall present an Annual Report to the General Meeting on the interim activities of the Executive Board and shall submit all reports to the President with copies to the Secretary. Pursuant to Article XIII, the Vice-President shall facilitate the process of selecting and replacing Block Representatives as required. The Vice-President shall annually seek volunteers from the residents for Executive Board positions.

Section 3. The SECRETARY shall conduct the correspondence of the Association; shall keep in permanent form minutes of all meetings of the Association and read same at meetings for approval.

Section 4. The TREASURER shall collect all dues and other money due the Association and pay out same as directed by the Executive Board. The Treasurer shall deposit all Association general revenue funds and donations to the Crestwood Legal Fund in such bank approved by the Executive Board. The treasurer shall present a financial report at each meeting of the Association. The Treasurer shall maintain a complete list of all paid members. All expenditures shall be made by check requiring the signature of the Treasurer and President of the Association.

Section 5. The MEMBERSHIP SECRETARY shall receive all dues from the Block Representatives; shall maintain an active roster of residents by streets, indicating the paid members of the Association, including their

Secretary shall act as Election Judge at the General Meetings and shall determine voting eligibility.

ARTICLE XII  
Committees

There shall be Standing and Auxiliary Committees for the Association as set forth below. Chairpersons of Standing and Auxiliary Committees shall have voting rights as members of the Executive Board.

Committee Chairpersons shall attend all regular meetings of the Association and provide a written report to the Secretary, or in the event of inability to attend a regular meeting, shall submit a written report to the President prior to the scheduled meeting.

Other committees whose duties are not otherwise provided for herein may be appointed by the President with the approval of the Executive Board as shall from time to time be deemed necessary to carry on the work of the Association. These shall be known as Special Committees.

Section 1. The SECURITY COMMITTEE shall investigate and recommend ways to increase security and reduce crime; shall contact the Police Department and report information on criminal activity to the Executive Board, the Newsletter and/or the Telephone Committee.

Section 2. The CITY HALL COMMITTEE shall investigate civic projects and problems of the community; shall monitor the City Council, the County Commissioners and other City departments for activities affecting Crestwood; shall report these activities to the Executive Board along with recommended action.

Section 3. The NEWSLETTER COMMITTEE shall prepare and publish with direction and approval of the Executive Board a newsletter reporting activities of the Association, to be distributed to the members by the Block Representatives. The publication dates of the Newsletters shall be determined by the Executive Board.

Section 4. The SOCIAL COMMITTEE shall organize social events for the Association as determined by the Executive Board.

Section 5. The TELEPHONE COMMITTEE shall contact the members of the Executive Board regarding meetings; shall assist in relaying information through the Block Representatives to the members; and shall make other contacts as determined by the Board.

Section 6. The FINANCE COMMITTEE shall examine the books of the Association and Crestwood Crime Patrol Treasurers each year and present a report to the Executive Board at the end of the fiscal year. This report will confirm that the records have been maintained by accepted accounting principles and procedures

Section 7. The RULES, PROCEDURES AND BY-LAWS COMMITTEE shall assist in any points of Parliamentary Law when called upon. Roberts' Rules of Order, Revised, shall be the parliamentary authority, if not covered by these by-laws.

Section 8. The ZONING AND TRAFFIC COMMITTEE shall monitor activities of the Zoning Board, the Board of Adjustment and the Planning Commission for cases affecting Crestwood; shall monitor traffic safety in Crestwood; shall report their activities to the Executive Board along with recommended action.

Section 9. The ARCHIVES COMMITTEE shall be responsible for the storage of all documents of the Crestwood Association and maintain a complete inventory of these documents. It shall be responsible for retrieving any missing documents at the end of each year and keep the records of all activities of the Association (including awards and recognitions) in an orderly and safe manner.

Section 10. The CRESTWOOD CRIME PATROL shall be considered an auxiliary committee of the Crestwood Association. It shall operate a citizen-volunteer organization to enhance neighborhood security by maintaining a visible presence in the neighborhood and in cooperation with law enforcement programs such as Code Blue: Citizens on Patrol. Members of the Crestwood Crime Patrol shall select the Chairperson of the committee, also known as Patrol Captain, each January. This committee shall maintain its Rules of Procedure and Qualifications for Membership, and the Chairperson shall submit a copy to the Association President and Secretary in March each year. Subsequent to \$2,000.00 in start-up funds provided by the Association in 1988, the Patrol shall be supported by donations. The Crestwood Crime Patrol shall maintain its own treasury.

Section 11. The LEGAL CONTINGENCY COMMITTEE shall be considered an auxiliary committee of the Crestwood Association. It shall propose to the Board any expenditure from the Crestwood Legal Fund to defray the costs of legal representation. Such Legal Fund is maintained separately from the general revenue of the Association and is supported by donations. This committee shall be activated if the Executive Board deems it necessary to obtain legal counsel on matters relating to the Association. It shall consist of a Chairperson and two other members, at least one of whom must be a current member of the Executive Board. The President shall appoint the Chairperson and members with the approval of the Executive Board.

ARTICLE XIII  
Block Representatives

Section 1. The BLOCK REPRESENTATIVES shall be selected by the member residents of each block every year.

Section 2. An Alternate Representative, selected by the block members, may attend meetings and act on the Executive Board in the absence of the Block Representative.

Section 3. Block Representatives shall collect annual dues in each block, shall maintain an accurate list of the residents of his/her block, and shall transmit the dues and a current block membership list to the membership secretary.

Section 4. Block Representatives shall establish communication systems for their blocks and shall work with the Telephone Committee in relaying information to members.

Section 5. The Block Representatives, or their Alternates, shall attend all meetings of the Association. If a block is not represented at meetings for a period not to exceed three (3) consecutive scheduled meetings, the Executive Board shall appoint a new Block Representative.

ARTICLE XIV  
Executive Board

Section 1. The EXECUTIVE BOARD shall be composed of all elected officers, the Block Representatives and the Chairpersons of the Committees.

Section 2. The Executive Board shall serve as the policy making body of the Crestwood Association; shall conduct the business of the Association on a regular basis, and shall have the duty to review all matters pertaining to the Association including the works of all Committees.

Section 3. All officers and committee chairpersons shall submit year-end reports to the Vice-President two weeks prior to the General Meeting. The Vice-President shall submit a written report of the year's activities, present this report at the General Meeting and submit a copy of the report to the Secretary.

Section 4. The Executive Board shall meet regularly at a time and place to be determined by the Board, except for a summer recess as determined appropriate by the current Board. Voting rights are reserved for the members of the Executive Board, although all meetings shall be open to the general membership.

Section 5. Special meetings of the Board may be called by the President, or, upon a request to the President, by three Board Members. Notice shall be given to the Board members not less than two days prior to said meeting.

Section 6. A majority of the total number of voting members of the Executive Board shall constitute a quorum.

ARTICLE XV  
Amendments and Revisions

These by-laws may be amended or revised by a 2/3 majority vote of Executive Board members present at any regular meeting provided that a summary of such proposed changes has been made available to the general membership one month in advance.

ARTICLE XVI  
Standing Rules

Section 1. The Chairperson of each Committee shall serve on the same committee the following year in an advisory capacity.

Section 2. Greeting cards shall be sent to Executive Board members or their families on appropriate occasions.

Revised and adopted 10/3/81  
Amended 6/5/82, 11/1/83, 11/13/84, 1/16/89, 10/16/89, 7/6/93, 1/1/97  
Revised 01/16/01

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