

**BYLAWS  
OF  
TECH TERRACE-U.N.I.T. NEIGHBORHOOD ASSOCIATION, INC.  
A Texas Non-Profit Corporation**

**Article I. Name**

Section 1. The name of this organization, incorporated under the laws of the State of Texas, and acting as a Texas Non-Profit Corporation, shall be known as My Tech Terrace-U.N.I.T. Neighborhood Association, Inc. (Hereinafter “TTUNA”).

Section 2. The period of duration of the TTUNA is perpetual.

Section 3. The geographic area of the TTUNA neighborhood is the area bounded by University Avenue, Nineteenth Street, Indiana Avenue and Thirty-Fourth Street.

**Article II. Purpose**

Section 1. The purpose of this Association shall be to create a sense of unity and community among the residents of the area, to provide a means of communication of information among them, to protect and preserve the integrity of the community, to provide a means of action in the best interests of the entire community and to develop and maintain a sense of pride in the community.

Section 2. The TTUNA seeks to reflect the diversity of the neighborhood in its membership, and welcomes all neighborhood residents without regard to age, ethnicity, gender, sexual orientation, income level, marital status, physical limitation, religion, or political persuasion.

**Article III. Membership**

Section 1. Anyone over the age of 18 years and living in or owning residential or commercial property or a business within the geographic area of the TTUNA neighborhood, upon proof of such residence or ownership and payment of prescribed dues, shall be a voting member of the TTUNA.

Section 2. Each person who owns commercial or residential property or a business within the geographic area of the TTUNA neighborhood is entitled to one vote. Each person who resides within the geographic area of the TTUNA neighborhood is entitled to one vote. No individual can have more than one vote. Each residential property is limited to one vote, regardless of the number of residents. Each commercial property is limited to one vote, regardless of the number of owners, tenants, etc. Each business is limited to one vote, regardless of the number of locations, owners or employees. For purposes of this Section, “property” is defined as a parcel of land with a separate and distinct postal identification number. Also for purposed of this section, a main house and a registered apartment are treated as two separate and distinct properties.

Section 3. Proof of residence can be established by: a utility bill, a lease agreement, a valid state identification card or any method deemed acceptable by the Board of Directors.

Section 4. Property ownership can be established by: a mortgage statement, a deed record, listing with the Lubbock Central Appraisal District or any method deemed acceptable by the Board of Directors.

Section 5. Dues shall be in an amount as determined from time to time by resolution of the Board of Directors and shall be payable yearly on the date designated by the Board of Directors.

#### **Article IV. Officers**

Section 1. The Officers of the TTUNA shall be elected by a majority vote of the general membership in attendance at the annual meeting of the general membership and shall consist of a President, a Vice-President, a Treasurer, and a Secretary. All Officers shall also be voting members of the Board of Directors. To be qualified to serve as an Officer, a person must be a voting member of the general membership of the TTUNA and reside within the geographic area of the TTUNA neighborhood.

Section 2. The Officers shall hold office for a term of one (1) year and, thereafter, until their successors are chosen and qualify in their stead. Any Officer may be removed at any time by the affirmative vote of a majority of the general membership in attendance at a regularly scheduled or duly called special meeting of the general membership. If the office of any Officer becomes vacant for any reason, the vacancy shall be filled by a majority vote of the Board of Directors.

Section 3. There shall be a President whose power and duties shall be limited to: (a) setting the time and location of any general meeting of the Association; (b) setting the agenda, and schedule for discussion on each agenda item, for any general meeting of the Association; (c) setting the time and location of any Board of Directors meeting of the Association; (d) carrying out any direction given to him/her by a majority of the members of the Board of Directors; and, (e) presiding over any meeting of the Board of Directors.

Section 4. There shall be a Vice-President whose power and duties shall be limited to assisting the President and temporarily taking the position of President in the event that the President is unable to serve.

Section 5. There shall be a Secretary whose duties shall be those customarily adhering to that office, including, but not limited to: (a) providing notice of the time and location for any general meeting of the Association to its members; (b) providing notice of the time and location for any Board of Directors meeting of the Association to its members (c) recording the occurrences and discussions during any general or Executive meeting of the Association; (d) posting the minutes of any general or Executive meeting of the

Association on the Association's website; and, (e) serving as a member of the Communications Committee.

Section 6. There shall be a Treasurer whose duties shall be those customarily adhering to that office, including, but not limited to: (a) have charge and custody of, and be responsible for, all funds and securities of the TTUNA; (b) receiving and giving receipts for monies due and payable to the TTUNA and deposit all such monies in the name of the TTUNA in such banks as shall be selected by the Board of Directors; (c ) presenting a financial report at the annual meeting; and, (d) serving as a chair of the Finance Committee.

Section 7. The President, Vice-President, Secretary and Treasurer may be elected to no more than two consecutive terms.

### **Article V. Board of Directors**

Section 1. The Board of Directors ensure that the voice of the Association is being accurately represented, oversee the general workings of the Association, delegate any issues facing the Association to the committees, standing and ad hoc, and approve financial decisions in excess of \$2,500.

Section 2. The Board of Directors shall be comprised of the following:

- A. The Officers of the TTUNA;
- B. A Northwest Director At-Large. This Director must be a member of TTUNA and reside North of 26<sup>th</sup> Street and West of Elgin.
- C. A Northeast Director At-Large. This Director must be a member of TTUNA and reside North of 26<sup>th</sup> Street and East of Elgin.
- D. A Southwest Director At-Large. This Director must be a member of TTUNA and reside South of 26<sup>th</sup> Street and West of Elgin.
- E. A Southeast Director At-Large. This Director must be a member of TTUNA and reside South of 26<sup>th</sup> Street and East of Elgin.
- F. Student Director At-Large. This Director must be a member of TTUNA and a college student at the time of his/her election.
- G. The Chairs of each Standing and Ad-Hoc Committee.

Section 3. The Northwest Director, Northeast Director, Southwest Director, Southeast Director and Student shall be elected by a majority vote of the general membership in attendance who reside within their respective geographical area of representation at the annual meeting of the general membership, for a term of one year, and may be elected to no more than two consecutive terms.

Section 4. The President may call meetings of the Board of Directors at his/her discretion.

Section 5. Any Director may be removed at any time by the affirmative vote of a majority of the general membership in attendance at a regularly scheduled or duly called special meeting of the general membership. If the office of any Director becomes vacant for any reason, the vacancy shall be filled by a majority vote of Board of Directors.

Section 6. To be qualified to serve as a Director, a person must be a voting member of the general membership of the TTUNA. Directors shall actively participate in the operation of the TTUNA by attending Board of Director meetings and general membership meetings and fulfilling duties and assignments as conferred by a majority of the Board of Directors or the general membership.

Section 7. The Directors, including officers, shall be elected by a majority vote of the general membership in attendance at the annual meeting of the general membership. At the meeting, the Nominating Committee shall present a recommended slate of candidates for each spot. Additional nominations may be taken from the floor, provided those nominated have agreed to be put forward.

Section 8. No later than thirty (30) days prior to the annual meeting of the general membership, the Board of Directors shall appoint a Nominating Committee. The President shall not be eligible for appointment to the Nominating Committee.

Section 9. Any three Directors on the Board of Directors may call a meeting of the Board of Directors. The Directors calling the special meeting shall provide notice to each of the other Directors of the purpose of the special meeting, and a place and time shall be set by a simple majority within one week of such notice.

Section 10. A majority of the Directors shall be sufficient constitute a quorum for the transaction of business.

Section 11. Any Directors may present to the Board another Director's vote in the form of a written and signed proxy prior to any meeting.

Section 12. No Directors, including the Officers, may represent to outside entities an official position of the TTUNA regarding matters reasonably likely to be of significant interest to a majority of the general membership of the TTUNA, without first presenting the proposed official position to the general membership at a meeting of the general membership and receiving the approval of a majority of the general membership. Directors may serve as an advocate for the TTUNA and its statement of purpose without approval.

Section 13. Pursuing funding opportunities shall require the approval of a majority of the Finance Committee. Use of the Name and/or Logo of the TTUNA shall require approval of a majority of the Communications Committee, the Board of Directors, or the general membership.

## **Article VI. Committees**

Section 1. There shall be the following Standing Committees:

- A. **Communications.** The Communications Committee will create and edit newsletters, websites, blogs, and any other form of communication it deems beneficial for the Association.
- B. **Beautification.** The Beautification Committee will plan and oversee projects that help make the Neighborhood more aesthetically pleasing. It will also oversee the Yard of the Month program.
- C. **Events.** The Events Committee will plan and host events, such as: blocks parties, home tours, festivals and any other events it deems beneficial for the Association.
- D. **Finance.** The Finance Committee will advise the Treasurer and design a fundraising strategy for the Association. Additionally, the Finance Committee will conduct the financial oversight of the funds belonging to the Association. The Finance Committee shall approve any expense surpassing \$1,000. Likewise, the Board Directors shall approve any expense surpassing \$2,500. Each year the Finance Committee will present a budget at the January general meeting for approval by the membership in attendance. All expenses incurred are to be specifically listed in the annual budget. Finance Committee can approve expenses not anticipated in the budget up to the amount of \$1000.
- E. **City Relations.** The City Relations Committee will study other similar cities/neighborhoods, propose ordinances to the City, assist members in contacting the City about problems, and work with the City on Association projects. It will also conduct any communication with the City of Lubbock on behalf of the Association.

Section 2. Any member of the TTUNA may serve on a committee by informing the Board of Directors, an Officer, or the Chairperson of the committee of such desire. Any member of TTUNA may serve on multiple committees. All members interested in serving on a committee shall be notified of the date and place of such committee meetings by mail, phone call, e-mail, or public notification. The Committee member shall actively participate in the operation of the Committee by attending Committee meetings and fulfilling duties and assignments as conferred by the Chairperson of the Committee.

Section 3. The Chairpersons of each committee shall be elected by a majority vote of the Committee at the first Committee meeting after the annual meeting of the general membership, for a term of one year, and may be elected to no more than two consecutive terms. Upon implementations of these bylaws, each Committee will form and elect a temporary Chairperson until the first permanent Chairperson of the Committee can be elected.

Section 4. The Chairpersons of the Committees may call meetings of their respective committees at their discretion so as to maximize the effectiveness of said committee.

Section 5. Any other committees may be formed with the approval of a majority of the Board of Directors, for such purpose and duration as defined by a majority of the general membership.

### **Article VII. Meetings**

Section 1. General membership meetings shall be held on the fourth Thursday of each of the following months: October, January and April.

Section 2. The annual meeting of the Association shall be the October general membership meeting.

Section 3. Meetings may also be called by the President of the Board of Directors upon request of a majority of the Board of Directors or upon the petition of fifty Members submitted to the Board of Directors.

Section 4. All persons eligible to be members shall be notified of the date and place of each meeting. Notification is to be handled by the Communications Committee.

Section 5. A quorum is necessary to conduct business of the Corporation at any general meeting. A quorum shall consist of twenty (20) Members in addition to the presiding officer.

### **Article VIII. Parliamentary Authority**

Section 1. The rules contained in the current edition of ROBERT'S RULES of ORDER shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order adopted by the Association.

Section 2. The Board of Directors shall appoint a Parliamentarian to be present at each general meeting of the Association.

### **Article IX. Amendment to the Bylaws**

Section 1. Amendments to these Bylaws shall be submitted to the President not less than thirty days before each meeting, who in turn shall call a meeting to notify every member of the Board of Directors of such proposal.

Section 2. All residents of the area shall be notified of such proposal.

Section 3. An Amendment shall be effective upon the affirming vote of two-thirds of the members voting at a regular quarterly meeting or at a special meeting called to act on such proposal.

**Article X. Dissolution**

In the event the Corporation terminates existence, any assets of the corporation shall be distributed to the City of Lubbock Parks and Recreation Department to be used at their discretion in maintaining Wagner Park or Tech Terrace Park, located within the boundaries of the My Tech Terrace - U.N.I.T. Neighborhood Association described in Article III.

These by-laws and amendments thereto are effective \_\_\_\_\_.

Signed:

\_\_\_\_\_  
\_\_\_\_\_, President

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\_\_\_\_\_, Secretary