

SPRING OAKS CIVIC ASSOCIATION

BY-LAWS (AS AMMENDED 9-6-95)

ARTICLE I - NAME

THE NAME OF THE ORGANIZATION SHALL BE THE SPRING OAKS CIVIC ASSOCIATION.

ARTICLE II - BOUNDARIES

THE SPRING OAKS CIVIC ASSOCIATION IS THAT CERTAIN ADDITION OF THE CITY OF HOUSTON, HARRIS COUNTY, TEXAS, KNOWN AS SPRING OAKS, ACCORDING TO THE PLAT THEREOF, DULY RECORDED IN THE OFFICE OF THE COUNTY CLERK OF HARRIS COUNTY, TEXAS, UNDER FILE NUMBER 1028459.

ARTICLE III - MEMBERSHIP

MEMBERSHIP IN THIS ORGANIZATION SHALL BE OPEN TO ALL INDIVIDUALS OVER 18 YEARS OF AGE WHO RESIDE IN AND OWN OR RENT THEIR HOME WHITHIN THE BOUNDARIES DESCRIBED IN ARTICLE II, CONTINGENT UPON PAYMENT OF DUES, AS SET FORTH IN ARTICLE IX.

ARTICLE IV - OFFICERS

THE OFFICERS OF THE ORGANIZATION SHALL BE A PRESIDENT, VICE PRESIDENT, A SECRETARY, AN ASSISTANT SECRETARY, A TREASURER, AND A PROJECT COORDINATOR.

SECTION 1. THE PRESIDENT SHALL PRESIDE OVER GENERAL MEETINGS AND ANY EXECUTIVE COMMITTEE (BOARD) 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 OFFICER SHALL ASSIST THE PRESIDENT AND SHALL PERFORM VARIOUS DUTIES AND SERVE ON COMMITTEES AS ASSIGNED BY THE PRESIDENT.

SECTION 3. THE SECRETARY SHALL KEEP AN ACCURATE RECORD OF PROCEEDINGS OF ALL GENERAL MEETINGS, ATTEND TO CORRESPONDENCE, ACT AS CUSTODIAN OF CURRENT RECORDS, AND FILE AND MAINTAIN UP-TO-DATE MEMBERSHIP LISTS AND ATTENDANCE RECORDS.

SECTION 4. THE ASSISTANT SECRETARY SHALL REVIEW AND ATTEND TO ALL INCOMING AND OUTGOING CORRESPONDENCE OF THE ORGANIZATION. THE ASSISTANT SECRETARY ASSUMES THE DUTIES OF THE SECRETARY IN HIS ABSENCE.

SECTION 5. THE TREASURER SHALL KEEP AN UP-TO-DATE RECORD OF ALL FINANCIAL TRANSACTIONS, RECEIVE ALL MONEY, AND DEPOSIT FUNDS IN THE BANK. THIS OFFICER SHALL DISBURSE MONEY AS AUTHORIZED BY THE MEMBERSHIP. THE TREASURER SHALL PRESENT A REPORT OF FINANCES AT EACH GENERAL MEETING OF THE ORGANIZATION.

SECTION 6. THE PROJECT COORDINATOR SHALL COORDINATE AND MANDATE ALL PROJECTS APPROVED BY THE BOARD. THIS OFFICER SHALL ALSO OVERSEE ALL COMPLAINTS MADE TO THE BOARD BY ANY MEMBER OF THIS ORGANIZATION.

SECTION 7. ALL OFFICERS OF THE ORGANIZATION SHALL BE ELECTED ANNUALLY AT THE REGULAR MAY MEETING BY A QUORUM OF MEMBERS OF THE ORGANIZATION. OFFICERS SHALL BE INSTALLED IN THE MAY MEETING AND SHALL HOLD OFFICE FOR ONE (1) YEAR.

SECTION 8. ALL OFFICERS SHALL BE ELECTED BY A QUORUM OF THE ORGANIZATION.

SECTION 9. A VACANCY IN AN OFFICE SHALL BE FILLED BY A SPECIAL ELECTION. OFFICERS ELECTED TO FILL VACANCIES SHALL ASSUME OFFICE AT THE FIRST GENERAL MEETING FOLLOWING THE SPECIAL ELECTION AND SHALL HOLD OFFICE UNTIL THE NEXT REGULAR INSTALLATION OF OFFICERS.

SECTION 10. ANY OFFICER, WHO FAILS TO MEET THE OBLIGATIONS AND RESPONSIBILITIES OF HIS OFFICE MAY BE REMOVED FROM OFFICE BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE MEMBERSHIP.

#### ARTICLE V - EXECUTIVE COMMITTEE

SECTION 1. THE EXECUTIVE COMMITTEE OF THE ORGANIZATION SHALL BE COMPRISED OF THE OFFICERS OF THE ORGANIZATION AND THE IMMEDIATE PAST PRESIDENT.

SECTION 2. THE PRESIDENT OF THE ORGANIZATION SHALL BE THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE.

SECTION 3. THE FUNCTION OF THE EXECUTIVE COMMITTEE SHALL BE TO SET POLICIES, TO EVALUATE PROJECTS, AND TO ACT ON BEHALF OF THE ORGANIZATION BETWEEN MEETINGS.

SECTION 4. THE EXECUTIVE COMMITTEE SHALL MEET AT A DATE PRIOR TO THE GENERAL MEETING OF THE ORGANIZATION; SPECIAL MEETING MAY BE CALLED BY THE PRESIDENT OR BY THREE (3) MEMBERS OF THE EXECUTIVE COMMITTEE.

## ARTICLE VI - MEETINGS

THE GENERAL MEETINGS OF THE ORGANIZATION SHALL BE HELD THREE TIMES EACH YEAR, IN THE MONTHS OF FEBRUARY, MAY, AND SEPTEMBER. MEETINGS TO BE ON THE SECOND TUESDAY, AT A TIME AND PLACE DESIGNATED BY THE EXECUTIVE COMMITTEE

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.

SECTION 2. TEN (10) MEMBERS SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AT A GENERAL MEETING.

## ARTICLE VII - STANDING COMMITTEES

THE STANDING COMMITTEES OF THE ORGANIZATION SHALL BE NOMINATING, FUNDRAISING, MEMBERSHIP, PUBLICITY, BY-LAWS, BUDGET, AND DEED RESTRICTION ENFORCEMENT.

SECTION 1. ALL STANDING COMMITTEE CHAIRPERSONS SHALL BE APPOINTED BY THE PRESIDENT OR THE VICE-PRESIDENT IN HIS ABSENCE. THE COMMITTEE CHAIRPERSON SHALL, IN TURN APPOINT AT LEAST TWO ADDITIONAL MEMBERS.

## ARTICLE VIII - SPECIAL COMMITTEES

SPECIAL COMMITTEES SHALL BE ESTABLISHED AS THE NEED ARISES. CHAIRPERSONS OF THESE COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT, OR THE VICE-PRESIDENT IN HIS ABSENCE. COMMITTEE MEMBERS SHALL BE APPOINTED BY THE COMMITTEE CHAIRPERSON.

## ARTICLE IX - DUES

ANNUAL DUES SHALL BE PAYABLE IN FEBRUARY OF EACH CALENDAR YEAR.

SECTION 1. DUES SHALL BE \$20.00 FOR A FAMILY MEMBERSHIP. NO EXEMPTION FOR THOSE OVER 65.

## ARTICLE X - PROCEDURE

"ROBERT'S RULES OF ORDER" SHALL BE AUTHORIZED FOR PROCEDURE IN ALL POINTS OF ORDER NOT COVERED BY THESE BY-LAWS.

## ARTICLE XI - AMENDMENTS

THESE BY-LAWS MAY BE AMENDED AT ANY REGULAR MEETING OF THE ORGANIZATION, PROVIDED THAT AMENDMENTS HAVE BEEN SUBMITTED IN WRITING AT THE PREVIOUS REGULAR MEETING OR NEWSLETTER. THE ADOPTION OF THE AMENDMENT SHALL REQUIRE A TWO-THIRDS(2/3) VOTE IN THE AFFIRMATIVE OF THE MEMBERS PRESENT.