

**AUSTIN NEIGHBORHOODS COUNCIL, INC.**

**BYLAWS**

**ARTICLE I - NAME**

The name of the corporation is AUSTIN NEIGHBORHOODS COUNCIL, INC., a Texas Non-Profit Corporation. "ANC" shall mean Austin Neighborhoods Council, Inc.

**ARTICLE II - PURPOSES**

A. To act as a coordinating body for the efforts of Austin area neighborhood groups, which shall remain as Autonomous groups;

B. To encourage and assist in the formation of new neighborhood groups;

C. To act as a clearinghouse for information and to give guidance in all matters of concern and well being to individual neighborhoods and/or the City of Austin;

D. To research those plans, resolutions, ordinances, and legislation which affect neighborhoods in the Austin area and to make specific recommendations.

E. To make a positive contribution to Austin through the betterment of our neighborhoods and the promotion of civic awareness;

F. To provide to its members information, education and awareness through forums, seminars, etc., on those subjects relating to neighborhood concerns;

G. To encourage and endorse individuals who are responsive to the needs of the neighborhoods; and

H. In general, to transact any and all lawful business for which corporations may be incorporated under the Texas Non-Profit Corporation Act, provided such transactions shall be in conformance with and in furtherance of the above mentioned purposes.

**ARTICLE III - MEMBERSHIP**

A. Membership Defined - Regular Memberships have voting rights at general membership meetings. Associate and Honorary Memberships carry speaking rights, but not voting rights. Coalitions comprised of more than one neighborhood group or association and which form a larger umbrella organization are not eligible for Regular Membership. Similarly, neighborhood "contact teams" or "planning teams" are not eligible for Regular membership. Neighborhood Coalitions, neighborhood contact teams, planning teams and/or "umbrella organizations" may apply for Associate Membership.

B. Membership Criteria - Membership shall be granted to all neighborhood groups in the Austin area which meet the following criteria: "Neighborhood Group" shall mean a Neighborhood Association or a Homeowners Association or a Civic Association duly formed with stated boundaries to represent the

community of residents who live within those boundaries with bylaws requiring residency or property ownership within its stated boundaries, and operate In accordance with the ANC Mission Statement and Initiatives.

C. Membership applications may be rejected when a neighborhood group fails to meet the criteria for membership or whose activities are contrary to the corporation.

1. Regular Membership

- a. A defined boundary;
- b. A minimum of 20 members or 10% of the households in the defined boundary;
- c. More than one volunteer officer or leader elected by a democratic process;
- d. Shall have made meaningful attempts to notify neighborhood residents upon formation of the group;
- e. Pays annual dues. Regular membership dues shall be determined by the regular membership upon the recommendation of the Executive Committee. Dues are assessed on a calendar year basis and are payable on or before the January regular meeting or at the time of first joining. Dues are not prorated for a partial year.
- f. Submission of names, e-mail addresses, and telephone numbers of the President and ANC Representative from the neighborhood organization. These individuals will be the voting delegates for the member neighborhood organization and shall be entitled to act in all respects on behalf of the regular membership group.
- g. Neighborhood organizations meeting the above criteria, but which are unable to pay membership dues, may request a reduction in dues or a waiver by the Executive Committee. The Executive Committee may grant exemption or reduction of dues by a 2/3 vote.

2. Associate Membership

- a. A defined boundary;
- b. More than one volunteer officer or leader elected by a democratic process;
- c. Shall have made meaningful attempts to notify neighborhood residents upon formation of the group;
- d. Submission of names, e-mail addresses and telephone numbers of the officers or other principals of the organization applying for Associate membership and a designation of the ANC spokesperson for the organization;
- e. Pays annual dues in an amount prescribed by the Executive Committee. Neighborhoods meeting the above criteria, but which are unable to pay membership dues, may request a reduction in

K. Committees - The Executive Committee shall appoint committees as deemed appropriate to carry out the purposes of the corporation.

#### **ARTICLE V - EXECUTIVE COMMITTEE MEMBERS**

A. Officers - The officers of the corporation shall be the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, and the Communications Coordinator. The offices of President and Secretary may not be held simultaneously by the same person.

#### **B. Responsibilities**

1. President - To administer the daily operation of the corporation as required; to call special and regular Executive Committee and membership meetings when necessary; to execute the policies of the corporation as established by Article II; to appoint committees and individuals to represent the corporation at other organizations and forums, as needed; to appoint a parliamentarian; to sign checks drawn upon the treasury; and to approve all public statements made in the name of the corporation including serving as spokesperson of the corporation to the media and press, unless so delegated to another member of the Executive Committee.

2. First, Second, and Third Vice-Presidents - to assist the President as directed; ~~in succession, to assume the position of president in case of permanent absence of the President caused by moving, death, or other circumstances~~; to maintain membership records; to plan general meeting programs in conjunction with the Executive Committee; and to fulfill other responsibilities as directed by the President.

3. Secretary - to record the minutes of each meeting; and other responsibilities as directed by the President. This position may be served by two individuals acting as co-secretaries.

4. Treasurer - to maintain the financial records of the corporation; to draw checks as directed and to sign them; to present monthly financial reports; and to propose an annual budget. The financial records of the corporation shall be open at all times to any officer of any Regular Membership group in good standing.

5. Communications Coordinator - to produce and coordinate the corporation's communications, the content of which shall be consistent with the purposes of the corporation and shall be subject to the approval of the President; and to maintain the website of the corporation. This position may be fulfilled by two individuals acting as co-communications coordinators.

6. Immediate Past President - to serve as advisor or consultant to the Executive Committee or regular members.

7. Sector Representatives - to serve as advisors for member associations within the boundaries of the ANC Sector to which he/she has been elected to serve. A Sector Representative shall encourage continued membership and recruit new member associations within that sector. A Sector Representative must be from a Regular Membership group in good standing that is located within the boundaries of the ANC Sector in which the Sector Representative has been elected to serve.

8. Parliamentarian - to serve as advisor to the President and/or presiding officer at all meetings

regarding compliance with Article VIII. Any determination by the Parliamentarian regarding interpretation and/or application of Article VIII shall be final.

C. Vacancies - Shall be filled by appointment by the President ~~(except the President, which shall be filled by the First Vice-President).~~ (except the President which shall be appointed by the Executive Committee from the General Membership and ratified at the next General Membership Meeting by a majority vote of those present and voting).

D. Terms of Office - Each Executive Committee member shall serve for a term of one year, and shall be eligible for no more than three (3) consecutive elected terms in the same position (except the Secretary, Treasurer, Sector Representatives and the Communications Coordinator who may serve for a total of five consecutive years).

E. Assumption of Office - Each officer shall assume office at the close of the annual meeting and shall hold office for one year.

F. Attendance - Executive Committee members shall attend the monthly general ANC meetings and the monthly Executive Committee meetings. With prior approval of the President, an Executive Committee member may attend a meeting by telephonic means and/or audio/video. An Executive Committee member may be excused from a general ANC meeting or an Executive Committee meeting by approval from the president.

- Each Executive Committee member must attend at least two-thirds (2/3) of the above meetings held during the member's current term of office. Excused meetings do not count in any way in the computation of the two-thirds attendance requirement. Any Executive Committee member whose current term has been at least three months, but has not attended the required two-thirds of the meetings during his/her current term of office is subject to removal from his/her position.
- The President (or other officer ~~in line of succession~~, depending upon the offender) shall send written notice to the individual to correct the deficiencies. If deficiencies are not corrected, the Executive Committee member may be removed by a 2/3 vote of the Executive Committee.
- Thereafter, a replacement shall be appointed by the President and that person shall serve until the next general ANC election. Further, any Executive Committee member so removed due to unexcused absences shall not be eligible for election to any ANC position for a period of one year from the date of his/her removal.

#### **ARTICLE VI -DIGITAL SOCIAL MEDIA**

**Digital Social Media ownership shall be ascribed to the President, a Vice President, and the Communications Coordinator. Anything posted on Social Media or other ANC digital platforms shall follow ANC's Visual Media Guidelines.**

#### **ARTICLE VII - MEETINGS**

A. Regular Meetings - Shall be held monthly from January through October (except for special called meetings by the President) at a time and location designated by the Executive Committee and publicized on the ANC website. A quorum will be established at 10% of regular members.

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