

A. Name - The name of this Association is Tanglewood Neighborhood Association.

B. Purpose of the Association - The purpose of this association shall be:

1. To promote better communication and neighborhood unity among the residents of the area hereinafter set forth.
2. To protect and promote the best interest of the residents of the area.
3. To promote and strive for the improvement and betterment of all public facilities and services within said area.
4. To promote and encourage a better community and civic spirit and to foster good will and friendship between and among all the residents of said area.
5. To cooperate with county and city officials and with other civic and public organizations for the general welfare of the residents.

C. Area - The area to be covered and encompassed by the activities of this Association shall be that area included within the following boundaries shown on the map. Please refer to the map located on www.tanglewood-neighbors.org for details. All of the mentioned area is in the City of Fort Worth, Tarrant County, Texas.

D. Policies

1. The Association shall be non-commercial, non-partisan, and non-sectarian.
2. The name of the Association or the names of any member(s) in their official capacities shall not be used without the consent of the Executive Committee. Under no conditions may they be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to the promotion of the Purposes of the Association.
3. **The Association shall not directly endorse any political candidate or party. "Paid Political Advertising" may be accepted for the newsletter, which shall be open to all candidates.**
4. The Executive Committee shall approve all disbursements, contracts, and agreements.
5. The Association shall not make loans or donations to individuals or for-profit organizations. Loans and donations to not-for-profit organizations must be submitted in writing to the Executive Committee for consideration.

E. Membership

1. Membership shall be open to all residents within the Association boundaries.
2. Association members will be eligible to serve as Officers. Anyone may serve on committees.
3. Executive Committee meetings will be open to the Association members.
4. Dues will be set by the Executive Committee with the approval of the membership. Collection begins January 1, the start of the fiscal year.
5. Dues should be submitted to the Treasurer.
6. Additional contributions may be given at anytime.

F. Voting - All adult (over 18 years of age) members of the Association shall be entitled to vote at the general meeting.

G. Rules of Procedure - **Meetings and elections will be conducted according to Robert's Rules of Order.**

H. Meetings

1. Regular Meetings - The General Membership shall have quarterly meetings normally held on the second Monday of the month with the election of Officers held at the December meeting. The time for the meeting will be 7:00pm.
2. Special Meetings - Special Meetings of the General Membership may be called by the Officers or by petition containing the signatures of twenty-five (25) adult members of the Tanglewood Neighborhood Association. Notice of such meeting shall be made in writing at least five (5) days prior to the proposed meeting date.
3. Official Notice of all regular meetings shall be given in writing to households with at least seventy-two (72) hours notice of the meeting date. **"In writing" shall consist of any or all of these methods: newsletter, letter, Website, e-mail, or signage.**
4. A quorum shall consist of those members of the Tanglewood Neighborhood Association who appear at a meeting, which has been properly called.
5. Votes may be made only in person.

I. Executive Committee

1. The five (5) elected Officers and the immediate Past President shall constitute the Executive Committee of the Association.
2. The Executive Committee shall supervise the affairs of the Association in accordance with its stated purposes and policies; transact any business between meetings of the Association and report thereon at the next meeting; and make recommendations to the general membership on matters before the Association.

J. Officers - The Officers of the Association shall be five (5) members: President, Vice-President (President-Elect), Secretary, Treasurer, and Communications Director.

1. The President shall:

- a. Serve as Chairperson of the Executive Committee and shall be the chief executive of the Association.

- b. Be charged with the duty of supervising all functions, subject to the approval of the Officers.
 - c. Be Ex-officio member of all committees.
 - d. Be empowered to vote in meetings of the general membership and the Executive Committee only when necessary to break a tie vote.
2. The Vice President (President-Elect) shall:
- a. Act as special assistant to the President and represent the President whenever so designated.
 - b. Be empowered to sign any documents as authorized by the Officers. This may be done in the event of an emergency **during the absence of the President or due to the President's inability or refusal to act.**
 - c. Attend all League of Neighborhood Meetings and report to the President.
 - d. Perform other functions as the President may assign from time to time.
 - e. Succeed the outgoing President in January.
3. The Secretary shall:
- a. Conduct the correspondence of the Association.
 - b. Issue notices of and keep minutes of all General Membership and Executive Committee meetings of the Association.
 - c. Keep the official roll of committees.
 - d. Keep copies of the minutes of each of the committee meetings.
 - e. Be custodian of the records and discharge such other duties as may be assigned to him/her by the President.
4. The Treasurer shall:
- a. Be responsible for the annual membership drive.
 - b. Collect all membership dues and shall have the care and custody of all funds and property of the Association. He/She shall deposit all funds in the name of the Association in such bank(s) as may be designated by the Executive Committee.
 - c. Disburse funds only upon the order of the Officers or the President.
 - d. Present an annual budget of the Association for approval at the first general membership meeting following election of Officers.
 - e. Render special reports whenever requested by the President.
 - f. Keep official roll of the General Membership.
5. The Communications Director shall:
- a. Be responsible for the editorial policy and content of all communications with members, subject to the approval of the Executive Committee.
 - b. Be responsible for the timely quarterly production of the Tanglewood Neighborhood Association Newsletter.
 - c. Be responsible for Web content, working with a Webmaster as needed on the Website and other online resources.
 - d. Coordinate block captains or recruit a block captain coordinator.
 - e. Within 30 days after retirement from office, each Officer shall deliver to his/her successor, all papers, records, and other property belonging to the Association.

K. Election of Officers

- a. Nominating committee shall consist of two (2) current Officers and at least two (2) at-large members from the Association.
- b. The slate of Officers will be presented for approval at the December general meeting.
- c. The new Officers will take office in January 1 of the following year.
- d. Term of Office - Each Officer will serve a one-year term, but Officers are eligible for re-election.

I. Removal of Officers - An Officer may be removed from office by a two-third (2/3) vote of the remaining Officers, if the Officer:

1. No longer lives in the area specified in Article C.
2. Acts contrary to the Association Bylaws, Purposes, Policies, or interests.
3. Fails to attend two (2) consecutive meetings (Executive Committee or General Membership) without an acceptable excuse given to the Executive Committee.

M. Vacancies

1. In the event the President is unable to complete his/her term, the Vice-President (President-Elect) shall become the President for the unexpired portion of the term.
2. Vacancies in offices other than the President shall be filled by the Executive Committee for the unexpired term.

N. Committees - Committees shall be designated and committee chairs appointed and removed by the President, as deemed necessary.

O. Expenditures - Expenditures will be made by check requiring the signature of the Treasurer. All expenditures over Two Hundred Dollars (\$200) will require the signature of the Treasurer and the President of the Association.

P. Dissolution - The Tanglewood Neighborhood Association can be dissolved by a two-third (2/3) vote of the General Membership present at a meeting called for that purpose. The surplus assets, if any, at that time shall be distributed to a local charity chosen by a vote of the General Membership. The effective date of the dissolution shall be thirty (30) days after the date of action by the membership.

P. Amendments - The Bylaws of this Association may be amended or revised by a majority vote of the members present at a general meeting provided that a thirty (30) day notice of any such meeting contains a summary of the proposed amendment(s).

Adopted by a majority vote of the membership at the regularly scheduled meeting held on the 12th day of December, 2011.