

# Berkeley Place Association Bylaws

## **Article I – Berkeley Place Association General Information**

The name of the organization is the Berkeley Place Association (hereinafter referred to as the Association or BPA). It is incorporated as a 501(c) (4) not for profit organization. The mailing address shall be the post office box: P.O. Box 11447, Fort Worth, TX 76110. The Board may designate another location at its discretion. The email contact is [president@berkeleyplace.org](mailto:president@berkeleyplace.org).

## **ARTICLE II – Purpose**

The purpose of the Association is to promote neighborhood unity, civic spirit, and good will among area residents; to protect and promote the interests of residents; to promote the improvements of public facilities and services; and to interact with government agencies and other civic public organizations for the advocacy and general welfare of the residents of Berkeley Place.

## **ARTICLE III – Boundaries**

Precise boundaries are as follows:

To the North: Park Place East and West of Forest Park Boulevard.

To the East: Stanley Avenue and Warner Road where Stanley Avenue ends.

To the West: Park Place

To the South: Ward Parkway and the southern cul-de-sac of Warner Road.

## **ARTICLE IV – Membership**

Households comprised of one or more adults over the age 18 within the Berkeley neighborhood, which have paid dues, shall have membership for that fiscal year. When the Association is holding an official vote, each household only has one vote regardless of the number of members residing in that household.

## **ARTICLE V – Dues**

**Section 1.** Annual dues are collected on the following basis:

- A.** Collection of dues begins January 1, the start of the Associations' fiscal year. Dues can be paid at any time during the fiscal year. Any dues paid in a fiscal year are applied to that fiscal year only and do not carry over into the next fiscal year regardless of when those dues were paid.
- B.** Annual dues are set as a matter of policy by the Executive Committee with the approval of the membership.
- C.** Membership dues are voluntary but non-refundable.
- D.** Members who have paid their dues are considered "in good standing" and are eligible to vote for that fiscal year. Members may not vote in that fiscal year until they have paid dues.

## **ARTICLE VI – Sources of Revenue & Budget**

**Section 1.** Fiscal Year – The fiscal year for the Association begins January 1 and ends December 31.

**Section 2.** Revenue from Dues – The Association receives revenue from membership dues.

**Section 3.** Revenue from Fundraising - BPA may engage in fundraising activities related to its purposes.

**Section 4.** Other Sources of Revenue - The Executive Committee may accept on behalf of the Association any ad revenue, contributions, gift bequests or devices, for the general purpose of the Association.

**Section 5.** Budget - The President shall collaborate with the Vice President and Executive Committee to prepare an annual budget for the Association. The budget will cover the fiscal year, January 1 through December 31. The budget will show estimates of the revenues from all sources for the fiscal year and show proposed expenditures of various types for the uses of the revenue. The budget for the upcoming fiscal year, shall be presented to the membership at the 3<sup>rd</sup> quarter meeting and voted on at the 4<sup>th</sup> quarter regular membership meeting.

## **ARTICLE VII – Policies**

**Section 1.** The BPA shall be a nonpartisan organization and shall not support candidates for public office.

**Section 2.** The Association may take positions on issues with approval from the membership. All action to promote an approved BPA position must be authorized by the Executive Committee before the President or the President’s representative may so act. Once the Executive committee has deemed an issue appropriate and important for an Association position, the membership shall have an opportunity to present viewpoints and then cast a vote supporting their positions at a general or special meeting. When a meeting of the membership cannot be held to provide for a vote on a BPA position, the Executive Committee may, upon a 2/3rd vote, authorize the President to present the position and the approval of the Executive Committee to the appropriate public or private body.

**Section 3.** Elected officials representing the BPA area may be allowed to make presentations at regularly scheduled or special called meetings.

**Section 4.** The Association shall never be operated for the primary purpose of profit and no part of its earnings or membership fees shall be used to the benefit of officers, appointees, or other private persons except for reimbursement for budgeted purposes of the association.

**Section 5.** Donations consistent with the purposes of the BPA may be considered and approved by the Executive Committee. All donors should be informed that the BPA is a non-charitable organization and that donations are not tax deductible.

**Section 6.** The BPA’s monthly newsletter shall not accept advertisements that endorse political candidates or religious entities.

## **ARTICLE VIII – Meetings**

**Section 1.** Regular meetings of the BPA shall be held quarterly on a day designated by the President and Executive Committee.

**Section 2.** Special meetings may be called by the President or the Executive Committee. Written notification of the special meetings shall be provided to all members at least five (5) days in advance and communicated to the members by a combination of email on the Berkeley Buzz, signs, flyers, Poobah or BPA website.

**Section 3.** Ten members in good standing present at a meeting shall constitute a quorum for voting purposes.

**Section 4.** The Executive Committee shall meet quarterly, at a minimum, in advance of regular BPA meetings.

**Section 5.** Speakers are by invitation only at the quarterly meetings.

## **ARTICLE IX – Executive Committee**

**Section 1.** The four (4) elected officers and the immediate Past President shall constitute the Executive Committee of the Association.

**Section 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.

**Section 3.** The Executive Committee each year shall appoint a three (3)-person audit committee composed of members in good standing including at least one Executive officer. Members of the audit committee are selected from members who do not have access to or authorization to the Association checking or saving accounts. The Treasurer will provide all financial materials required by the audit committee. The function of the committee shall be to audit the financial transactions of the Association to confirm compliance with the approved Association budget and generally accepted accounting practices. The committee should have the audit completed before January 31 of the new fiscal year.

## **ARTICLE X – Officers and Elections**

**Section 1.** The officers of the BPA shall be the President, Vice President, the immediate Past President, Secretary, Treasurer, and appointed chairman, as needed.

**Section 2.** Officers will serve in their elected office for two years. Upon completion of their term, they must wait two years before being slated into the same position. They may, however, be slated for another position. Officers appointed to fill the remainder of a vacated positions, however, may be slated for the same position at the close of the vacancy term.

**Section 3.** Any member in good standing with the BPA is eligible for election to office.

**Section 4.** Officers shall be elected at the 4th quarter meeting by a simple majority vote of members in good standing present with required quorum.

**Section 5.** Only one person in a BPA household may hold office at a time. Family members residing in the same household may not hold office or be on the executive committee concurrently.

**Section 6.** The Executive Committee shall present a slate of nominees with only one name per office vacancy 30 days prior to voting. Officers shall be elected by ballot at the regular 4<sup>th</sup> quarter membership meeting. Nominees from the floor shall be accepted at the election. No votes shall be cast by proxy. Elections shall be by plurality vote. However, if there is but one (1) nominee for an office, election for that office may be by voice vote. Officers elected at this meeting will start in their official capacity in January.

**Section 7.** Vacancies in office shall be handled as follows:

- A. In the event the President is unable to complete his/her term, the Vice President shall become the President for the unexpired portion of the term.
- B. Vacancies in offices other than the President shall be filled for the unexpired term by the Executive Committee.
- C. Unexplained absences as determined by the Executive Committee from three (3) consecutive meetings shall constitute a vacancy of office.

**Section 8.** Upon retirement from office, each officer shall deliver to his/her successor all papers, records, and other property belonging to the Association.

**Section 9.** The Executive Committee shall have the authority to remove any officer, by majority vote, from their elected position for negligence, misconduct, or the abandonment of their regular duties.

## **ARTICLE XI – Duties of Officers**

**Section 1.** The President shall be the principal officer of the Association and shall:

- A.** Establish the agenda and preside at all meetings of the Association.
- B.** Be the sole spokesperson for BPA, except that the Executive Committee may designate another member to serve in this capacity as necessary.
- C.** Appoint committee members and chairmen with the approval of the Executive Committee.
- D.** Sign, with the Secretary or any other proper officer of the BPA authorized by the Executive Committee, all contracts and other legal documents.
- E.** Serve or appoint another member of the Association in good standing as the Association's representative to the Fort Worth League of Neighborhood Associations.
- F.** Be empowered to vote in meetings of the general membership and the Executive Board only when necessary to break a tie vote.

**Section 2.** The Vice President 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 Executive Committee. 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.** Perform all such duties as requested by the President or Executive Committee.

**Section 3.** The Secretary shall:

- A.** Keep minutes of the proceedings of all meetings of the Association.
- B.** Preserve in file all records of value to the Association.
- C.** Sign, with the President, all contracts and legal documents.
- D.** Conduct the correspondence of the Association.
- E.** Perform such other duties as requested by the President or Executive Committee.

**Section 4.** The Treasurer shall:

- A.** Have charge of all the funds of the BPA and their deposit in a financial institution in BPA's name as approved by the Executive Committee.
- B.** Pay all bills and distribute funds as authorized by the Executive Committee.
- C.** Present financial status report at each meeting.
- D.** Maintain, in conjunction with the membership chair, a current roster indicating the name, address and telephone number of each member.
- E.** Keep itemized and complete records of all receipts and expenditures in a permanent file.
- F.** Show the President bank reports on a monthly basis.
- G.** Require approval signature of the President on checks for payment of invoices over \$100.
- H.** Educate Board members and members involved in authorized purchasing on use of Tax Exempt forms.
- I.** Maintain tax exempt status for the Association.
- J.** Perform such other duties as requested by the President or Executive Committee.
- K.** Organize and provide materials necessary to audit committee for yearly audit at close of fiscal year.

**Section 5.** Appointed Chairperson:

- A.** Serve as chairs of standing committees as appointed by the President.
- B.** Provide advice and assistance in carrying out BPA activities.
- C.** Perform other duties as requested by the President or Executive Committee.

## **ARTICLE XII – Duties of Street Representatives**

**Section 1.** This position is recruited by outgoing street rep and appointed by the President or Executive Committee. If position is left vacant or outgoing rep fails to recruit a successor, the President or Executive Committee may appoint an alternate volunteer.

**Section 2.** Monthly duties include:

- A. Attend quarterly BPA meetings and pass information to neighbors as necessary.
- B. Deliver BPA *Poobah* newsletter.
- C. Welcome new neighbors and provide information to association and newsletter.
- D. Collect dues from neighbors.
- E. Wrap and unwrap street poles on their street in December.
- F. Help make and distribute “holiday baskets” in December.
- G. Help coordinate a block party for their street.
- H. Raise awareness of neighborhood events and civic matters pertaining to the BPA.

## **ARTICLE XIII – Duties of Committee Chairpersons**

**Section 1.** Berkeley Group Email Chairperson

- A. Shall coordinate and keep record of members who are currently signed up.
- B. Ensure that only BPA members or individuals approved by the Executive Committee are authorized to access the group email.
- C. Shall have authority to warn or remove a BPA member who abuses the group email guidelines.

**Section 2.** City Hall Chairperson

- A. Shall attend City Hall meetings and report back pertinent information at BPA meetings.
- B. Shall remind or advise the President and/or Executive Committee on matters that concern or have potential to affect BPA homeowners’ interests.
- C. Will investigate as requested by the Executive Board areas of concern that are governed by City policy or law.

**Section 3.** League of Neighborhoods

- A. Shall attend League of Neighborhood meetings regularly and report items of interest at monthly BPA meetings.

**Section 4.** Membership Chairperson

- A. Shall maintain computer database of current members and directory information.
- B. Will publish a new neighborhood directory every two years in November.
- C. Will publish a list of changes to membership between directories.

**Section 5.** *Poobah* Ads

- A. Shall solicit and maintain advertisers for BPA *Poobah* newsletter.
- B. Will invoice advertisers and submit monies in timely fashion to the BPA Treasurer.

**Section 6.** *Poobah* Editor

- A. Shall coordinate and collect information for monthly newsletter.
- B. Will prepare a document ready for publication each month.
- C. Will send and coordinate publication with printer and arrange delivery or pickup of newsletters.
- D. Is responsible for editing content of newsletter, reminding contributors of deadlines, and alerting President or Executive Committee of any issues requiring Board consideration before printing.
- E. Shall distribute newsletters to street reps within 48 hours of receipt from printer.
- F. Will arrange distribution with another volunteer or Executive Committee if this cannot be accomplished in timely fashion.
- G. Shall coordinate with BPA Treasurer on any invoices.

**Section 7.** Lily B. Clayton Liaison

- A. Shall keep BPA informed of any school events or concerns.
- B. Will act as liaison between school and BPA to ensure neighborhood awareness or support.

**Section 8.** Social Chair

- A. Shall assemble a team for each event.
- B. Shall coordinate with the President or Executive Committee regarding budget, materials, date, time and publicity for each event.
- C. Shall publicize events through the *Poobah*, Berkeley Place email group, web site and/or flyers and street signs.

**Section 9.** Web Master

- A. Shall maintain the BPA website – keeping information current and posting recent issues of the neighborhood *Poobah* newsletter.
- B. Shall submit for payment any invoices required for website registration.
- C. Shall give unlimited and unrestricted access to the BPA website including but not limited to username, passwords and ownership to the Executive Committee.

**ARTICLE XIV – Parliamentary Authority**

The rules contained in the edition of Robert’s Rules of Order, Newly Revised, shall govern proceedings of the Association.

**ARTICLE XV – Amendments**

These bylaws may be amended by a two-thirds (2/3) affirmative vote of the members present and voting at a regular meeting, provided that notice of such an amendment has been given to the membership at a previous regular meeting. A full text of such an amendment shall be published in the *Poobah*, on the website and on the Berkeley Place email group at least ten (10) days prior to the date the amendment will be considered.

**ARTICLE XVI – Dissolution**

Berkeley Place Association may be dissolved in the same manner as the procedures outlined in ARTICLE XV - Amendments, provided that the disbursement of all monies and properties be acted upon prior to dissolution, and in accordance with the requirements of the Texas Non-Profit Corporation Act then in existence or other applicable law.

**ADOPTED** by a majority vote of the membership at the regular scheduled meeting held on November 15<sup>th</sup>, 2022.

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**President**  
**Amy Allibon**

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**Vice-President**  
**Ross Douglass**