

Barton Hills Neighborhood Association Bylaws

2025 REVISION – Adopted xxx

I. NAME

The name of this organization shall be the Barton Hills Neighborhood Association, hereafter referred to as the Association, a self-declared 501(c)(4) non-profit organization incorporated in the state of Texas. [Revised 2018]

II. PURPOSE

The purpose of the Association is to seek to improve the quality of life in the neighborhood in matters such as land use, traffic control, environmental protection, public services, consumer protection, the protection and enhancement of Barton Creek, and other issues of neighborhood concern. [Revised 1995]

III. OBJECTIVES

The objectives of the Association are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish Standing and ad Hoc Committees to investigate and recommend to the Association on all matters of neighborhood concern [Revised 2025].

IV. MEMBERSHIP

1. Eligibility

- a. Membership in the Association shall be open to all adult (age 18 or above) residents or owners of the property beginning at the corner of Barton Springs Road and Azie Morton Road; thence southerly on Azie Morton Road to Rabb Road; continuing along Rabb Road which changes to Rae Dell to Barton Skyway; thence easterly along Barton Skyway to South Lamar Blvd; thence in a southerly direction on South Lamar Boulevard, past Westrock drive approximately 500 feet; thence in a westerly direction to the center line of Barton Creek; thence following the center line of Barton Creek to Barton Springs Road; thence along Barton Springs Road to the place of the beginning. [Revised 2018]

- b. Membership in the Association shall be issued based on residency or property ownership and payment of annual dues for each member. Each non-resident property owner shall be limited to one membership. [Revised 2018]

2. Dues

Annual dues shall be established by the Executive Committee and presented to the membership for approval. An eligible person may establish membership by paying dues at any time during the calendar year. This fee shall remain applicable to those seeking membership throughout the year. [Revised 2018]

3. Honorary Membership

Honorary membership may be awarded to persons who have performed services that tend to further the purpose of the Association. The election of honorary members shall be by majority vote of the quorum. Honorary members shall have no vote [Revised 2025].

4. Membership Conduct Standards

Members should be expected to maintain civil discourse during meetings and association activities—both in person and online—refrain from disruptive behavior that prevents the association from functioning effectively, avoid actions that conflict with the association's stated purposes and objectives, and avoid engaging in unethical behavior or conflicts of interest. [Revised 2025]

5. Membership Removal Process

If warranted, a member may be removed according to the following process. This process will consist of three steps: a personal intervention, a formal discussion, and a formal vote to remove membership. [Revised 2025]

- a. Personal Intervention—The President or a member nominated by the Executive Committee will discuss the concerning behavior as an opportunity for the member to correct the issue. Written documentation of this discussion will be recorded and given to the member. [Revised 2025]

- b. Formal Review—The Executive Committee will review documented incidents and

formally meet with each member to discuss concerns. A written notice of potential membership termination will be given. [Revised 2025]

c. Membership Vote—A special meeting may be called with proper notice. The evidence will be presented, and a vote will be taken. A two-thirds majority is required for the removal of membership. [Revised 2025]

V. VOTING

1. Members of the Association present at any meeting shall be entitled to vote. [Revised 2018]
2. A quorum shall be necessary for the transaction of Association business. A quorum shall be constituted by the attendance at the meeting of at least five percent of the total membership of the Association. [Revised 2004]
3. The Vice President will determine the required number of members to achieve a quorum. [Revised 2018]
4. An affirmative vote of more than fifty (50) percent of members present at the regular or special called meeting when the vote is taken shall be binding on the Association. [Revised 2004]
5. The privilege of introducing motions and voting shall be limited to members who are current in their dues and who have joined the Association by paying dues at least ten days before any regularly scheduled or special called meeting. Renewing members in good standing as of December 31 who pay their dues for the following year at or before the first General Meeting of the year are eligible to vote at that meeting. [Revised 2018]

VI. OFFICERS

1. The officers of the Association shall be elected from the active membership. They shall be President, Vice President, Recording Secretary, Member Communications, Treasurer, Community Projects Coordinator, and Delegate to the Austin Neighborhood Council. These seven elected officers shall comprise the Executive Committee. [Revised 2025]

2. Officers shall be elected for one-year terms at the last quarterly meeting of the year and assume office at the beginning of the following year. The officers shall not serve more than three consecutive terms in the same elective office.
[Revised 2018]
3. Nomination of officers shall be the responsibility of a three-member Nominating Committee appointed by the President from the active membership before the last quarterly meeting of the year. Nominations may also arise from the floor at the meeting. [Revised 2004]
4. Duties of Officers:
 - a. The President shall preside at all Association and Executive Committee meetings and shall prepare and submit an agenda for these meetings in advance. This officer shall be an ex officio member of all Standing and Special Committees. [Revised 2018]
 - b. The Vice President shall fulfill the duties of the President in his absence, chair the Membership Committee, and serve as Parliamentarian of the Association. This officer shall maintain the current subscription list to the electronic mail service and shall serve as a network administrator for the electronic mail service. [Revised 2018]
 - c. The Community Projects Coordinator (CPC) shall organize and plan major Community projects, such as the Fourth of July Parade. The CPC is expected to exercise initiative and creativity in fulfilling the duties of this office. Given the scope of the work, they are expected to lead a group of Community volunteers to promote the development and growth of community partnerships with businesses, organizations, individuals, and other stakeholders consistent with the purposes and objectives of the Association, as specified in Articles II and III.. Specific responsibilities include newsletter advertising or sponsorships, business sponsorship of other BHNA activities, and development and growth of special stakeholder and community-based partnerships, subject to the approval of the Executive Committee. [Revised 2025]

- d. The Recording Secretary shall keep an accurate record of all business of the Association, including regularly scheduled and special called meetings of the Association and the Executive Committee. This officer shall also be responsible for accumulating and maintaining the central permanent file of such records. [Revised 1995]
- e. The Corresponding Secretary shall be responsible for communication within and outside the Association, including notice of all meetings to area residents and members. They shall assemble, edit, and distribute the quarterly newsletter and other member communications. They may also create content and layout, or delegate to the webmaster and other volunteers as needed. This notice is to be in the form of a quarterly newsletter to members, the content of which is consistent with the purposes of the Association as stipulated in Article II of these Bylaws and is subject to the approval of the Executive Committee. Notice to area residents may be in the form of an announcement on the BHNA listserv and Nextdoor (or other similar social media) and signs posted at the most obvious locations throughout the neighborhood. [Revised 2025]
- f. The Treasurer shall be responsible for the collection and disbursement of Association monies, keeping an accurate record of all receipts and expenditures, and approving all payments drawn on the accounts of the Association. The Treasurer will also maintain a roster of paid Association members. This officer shall also prepare quarterly financial reports to be presented at each general meeting and be responsible for filing all tax returns and periodic reports required by the IRS. [Revised 2025]
- g. The Delegate to the Austin Neighborhood Council and the South Central Coalition shall attend all meetings thereof or arrange for a substitute representative and shall regularly, either through the quarterly newsletter or at the next regularly scheduled meeting of the Association, or both, report any significant activities or actions taken by the Council. [Revised 2025]

5. Removal from Office

Any officer may be removed from office for cause at any meeting by a majority vote of the members present, provided that notice has been furnished to the membership at least two weeks before said meeting. [Revised 2004]

6. Replacement of Officers

When necessary, the Executive Committee may fill vacant offices for the unexpired portion of the term or as directed in Robert's Rules of Order.

7. Resignation by Officers

Elected officers are requested to give the President a timely written notice of resignation. [Revised 1995]

8. Non-Executive Functions

The Executive Committee is allowed, through a majority vote, to define and delegate specific roles and functions to named individuals. This allows for defining particular, permanent roles such as Webmasters and List-Serve Moderators. [Revised 2025]

VII. MEETING AND ORGANIZATION

1. Meetings of the Association's general membership shall be held quarterly beginning in January or February. The Executive Committee shall set the specific time, place, and agenda of each meeting. [Revised 2004]

2. The Executive Committee may call special meetings if it determines that they are justified as a means of disseminating information and discussing issues of neighborhood concern before the next regularly scheduled meeting.

3. The Association's fiscal year shall be from January 1 to December 31. [Revised 1995]

4. The Association may publish a quarterly newsletter and maintain an electronic mail service. The newsletter is distributed quarterly to Association members at the Executive Committee's discretion, and may be distributed to all neighborhood residents. Subscription to the electronic mail service shall be voluntary and limited

to Association members. The Executive Committee may adopt protocols necessary to administer the orderly use of the electronic mail service. [Revised 2004]

VIII. COMMITTEES

1. The Executive Committee shall transact all business necessary to further the purpose and objectives of the Association, as specified in Articles II and III, in the intervals between regular quarterly meetings and other business which the membership may propose. A majority of the Executive Committee shall constitute a quorum for business conduct. [Revised 1995]
2. The President shall appoint standing and Special Committees, and their reports and recommendations will be submitted to the Executive Committee for review and approval before publication in the newsletter or presentation at any meetings. [Revised 1995]

IX. PARLIAMENTARY AUTHORITY

When consistent with these Bylaws, Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a two-thirds vote of the quorum present. [Revised 2025]

X. PROHIBITIONS

1. The Association shall not endorse any candidate for political office, and discussions shall not extend to matters outside the purpose of the Association as set out in Article II.
2. The Membership roster and the subscription list to the electronic mail service shall be confidential. They may not be released to non-members without the permission of the Executive Committee after careful review of requests made therefor. [Revised 2001]
3. No member may act as spokesperson or represent the Association without the permission of the Executive Committee or a majority of the quorum at a duly called regular or special meeting.
4. Except for Executive Committee votes, all Association business requiring a vote by the membership must be conducted in person at a duly called meeting. Electronic

voting by the general membership or other committees is not permitted. [Revised 2025]

XI. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present, provided that the amendment(s) have been submitted in writing to the membership before the vote. [Revised 2004]

XII. DISSOLUTION

Upon the dissolution of the Barton Hills Neighborhood Association, no class of member shall have any right, nor shall receive any assets of the Association. The assets of the Association are permanently dedicated to a tax-exempt purpose. In the event of dissolution, the Association's assets, after payment of debts, will be distributed to an organization that itself is tax-exempt under the provisions of Section 501(c) of the Internal Revenue Code. [Revised 2018]