

BARRETT STATION CIVIC LEAGUE BYLAWS

ARTICLE I - PURPOSE

We, the residents of Barrett Station (herein referred to as "Barrett" or "Community") declare ourselves organized for the purpose of providing civic leadership and citizenship training to build better relationships within the community. Among our objectives is to strengthen our residents in knowledge and understanding of political, social and religious concerns. Further, our goal is to emphasize and manifest community pride through programs that promote education of our citizens, beautification of our neighborhood and preservation of our community's heritage and history.

ARTICLE II - NAME & DEFINITIONS

A. This organization shall be known as the Barrett Station Civic League (herein referred to as the "BSCL" or "the League"). And, for all intents and purposes herein, the term "body" (capitalized or not) shall mean the entire membership of the BSCL or League, including all members of the Executive Committee.

B. "Member" or "Membership" shall be defined as a person who is current in payment of his/her annual BSCL dues.

ARTICLE III - OFFICERS

A. The officers of the Civic League shall be: President, Vice President, Editor/Administrator, Secretary, Treasurer, Parliamentarian and Committee Chairman (Optional). Each of the aforementioned positions shall make up the "Executive Committee".

B. Temporary or adhoc committees may be formed from time to time at the discretion of the Executive Committee for the purpose of overseeing projects that may include, for example, fund-raising activities, community-wide beautification and/or cleanup efforts, political awareness campaigns or consciousness-raising efforts as related to social issues affecting the community.

ARTICLE IV - GENERAL QUALIFICATION OF OFFICERS

A. In addition to any other relative qualifications as stated above, candidates for any office should have the ability to hold the office with efficiency and must be a resident of said community for the relative periods stated herein for each position.

B. Additionally, candidates must:

- i) be a registered voter and at least 25 years old.
- ii) submit a candidate information sheet.

ARTICLE V - DUTIES OF OFFICERS

A. It shall be the duty of the President to:

- i) preside at all meetings;
- ii) enforce the due observance of these By-laws;
- iii) decide of all questions of order;
- iv) offer for consideration all motions regularly made;
- v) apportion duties which the League or Executive Committee may deem necessary from time to time; and
- vi) chair the Executive Committee or any temporary committee(s) as an ex-officio member of all committees, except an election committee.

B. President's Qualifications: in order to hold this office a person must;

- i) be a bona fide resident of the Community for at least five (5) years;
- ii) have at least two (3) years of experience in a leadership role with a similar organization or experience gained professionally;
- iii) have knowledge of, clearly established rapport with and/or ties to -- and a proven track record -- with the local politicians, social clubs and religious organizations in the immediate area;
- iv) have no criminal record; and
- v) be a model citizen in the Community.

C. It shall be the duty of the Vice President to:

- i) preside at all meetings in the President's absence;
- ii) help enforce the due observance of these By-laws;
- iii) decide of all questions of order in the President's absence;
- iv) offer for consideration all motions regularly made in the President's absence;
- v) in the absence of the President, chair the Executive Committee or any temporary committee(s) as an ex-officio member of all committees, except an election committee; and
- vi) apportion duties which the BSCL or Executive Committee may deem necessary in the absence of the President.

D. Vice President's Qualifications: in order to hold this office a person should;

- i) be a bona fide resident of the Community for at least five (5) years;
- ii) have at least two (2) years of experience in a leadership role with a similar organization or experience gained professionally;
- iii) have knowledge of, clearly established rapport with and/or ties to -- and a proven track record with -- the local politicians, social clubs and religious organizations in the immediate area;
- iv) have no criminal record; and
- v) be a model citizen in the Community.

E. It shall be the duty of the Editor/Administrator to:

- i) assist the President and Vice President with administration and maintenance of the League Bylaws, records and organization of League sponsored community functions;
- ii) coordinate news items for submittal to media;
- iii) help enforce the due observance of these By-laws;

F. Editor/Administrator's Qualifications: in order to hold this office a person must:

- i) have proven knowledge and rapport in communicating with the media, (newspapers, radio, etc.), local churches, local government, other civic organizations and neighborhood clubs;

ii) be proficient in the use of computers and have the necessary skills in researching information as needed from time to time by the BSCL;

iii) be or have been a bona fide resident of the Community for at least two (2) years;

iv) prepare the Monthly Agenda as relayed by the President/Vice President;

v) have at least two (2) years of experience in a leadership role with a similar organization or experience gained professionally;

vi) have no criminal record; and

vii) be a model citizen in the Community.

G. It shall be the duty of the Secretary to:

i) record minutes of the monthly meetings;

ii) assist all officers with production of programs, agendas, announcements and other items as requested from time to time;

iii) prepare membership cards and keep and maintain accurate records of all existing and new members of the BSCL;

iv) see that all correspondence is written and distributed to its rightful place(s); and

v) assist the Treasurer in keeping an accurate account of all receipts, and of all expenditures of the BSCL and related committees.

H. Secretary's Qualifications: in order to hold this office a person should:

i) be a resident of the Community for at least one (1) year;

ii) have at least two (2) years of experience in a secretarial or administrative role with a similar organization or experience gained professionally;

iii) preferable, have knowledge of, clearly established rapport with and/or ties to -- and a proven track record with -- the local politicians, social clubs and religious organizations in the immediate area;

iv) have no criminal record; and

v) be a model citizen in the Community.

I. It shall be the duty of the Treasurer to:

- i) work with the President, Secretary and other members of the League in keeping a record of all finances of the League, including receipts and expenditures;
- ii) be prepared to report the state of the treasury at all regularly scheduled meetings of the body and at Executive Committee meetings; and
- iii) oversee and keep records of all deposits in the name of the BSCL.

J. Withdrawals by the Treasurer shall be authorized only by order of the President through the Secretary. All checks shall be signed by 2 out of 3 Executive Committee members, i.e., the President, Secretary or Treasurer.

K. Treasurer's Qualifications: in order to hold this office a person should:

- i) be a resident of the Community for at least one (1) year;
- ii) have at least two (2) years of experience in an accounting/banking position with a similar organization or experience gained professionally;
- iii) have no criminal record; and
- iv) be a model citizen in the Community.

L. All funds of the BSCL shall be deposited from time to time in such banking institution(s) designated by the BSCL.

M. Parliamentarian's Qualifications: in order to hold this office a person should:

- i) be or become familiar with Robert's Rules of Order;
- ii) be a resident of the Community for at least six (6) months;
- iii) have no criminal record; and
- iv) be a model citizen in the Community.

N. It shall be the duties of the Parliamentarian to:

- i) provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language; and
- ii) ensure that all members of the League are made aware of Robert's Rules of Order, a

widely accepted publication on the parliamentary procedures utilized by civic organizations and other clubs like the BSCL.

O. Committee Chairman's Qualifications: in order to hold this office a person should:

- i) be a resident of the Community for at least one (1) year;
- ii) have at least two (1) year of relative experience in a similar role or experience gained professionally;
- iii) have no criminal record; and
- iv) be a model citizen in the Community.

P. It shall be the duties of the Chairman of all standing committees to:

- i) direct the committee in the performance of its specific duties and to make periodic reports to the body.
- ii) oversee and ensure that all records and proceeds, if applicable, of committee activities are submitted to the Secretary and Treasurer.

ARTICLE VI - STANDING and AD HOC COMMITTEES

A. A Standing and/or Ad hoc Committee may consist of periodical and/or seasonal projects that involve: Voter Education/Election, Fund raising Disaster Road and Transportation Budget and Business Membership, Committee Beautification Flood and Drainage, etc.

B. Education committee members should attend school board meetings each 3rd Monday of the Month.

ARTICLE VII - APPOINTMENT OF COMMITTEE MEMBERS

A. The Committee Chairman or the President, with the approval of the League, shall appoint committee members.

B. The duties of temporary committees shall terminate at the completion of its assignment.

ARTICLE VIII - TERM, ELECTION & REMOVAL OF OFFICERS

A. After January 1st of every other year, the President, Vice President, Secretary, Treasurer, Parliamentarian shall be elected by popular vote of the BSCL members for a term of two 2 years, or as necessary, as relative to Article IX, below.

B. The office of Editor/Administrator and optional position of Committee Chairman are appointed by the President. With regard to all positions stated above, if only one candidate applies, he/she shall be elected by acclamation.

C. Each officer shall serve no more than three (3) successive terms.

D. An officer may be removed from office with or without cause by a vote of 2/3rds of the entire BSCL membership at any regular meeting or at any special meeting called for that purpose. Any vacancy occurring may be filled by a majority vote of the remaining officers and members present.

ARTICLE IX - OFFICER'S ATTENDANCE AT MEETINGS

Any officer or representative of the civic league who misses three (3) consecutive meetings shall be relieved of duties. The valid reason being ill or job related duties.

ARTICLE X - MEMBERSHIP

A. Membership in the BSCL is voluntary and shall be open to all residents and owners of property in Barrett Station, Texas and Crosby, Texas. Any such individual, club or organization may become a member of the Barrett Station Civic League by paying the required amount of dues to the Treasurer.

B. Membership dues shall be \$12 per year for individuals (\$5 per year for individuals 65 years and older) and \$25 per year for organizations, corporations and clubs. An annual membership card shall be issued to all members.

C. Any paid individual member, corporation or club member may participate in the election of officers; *except*, members shall have no voting power in financial and corporate affairs which are managed *solely* by the Executive Committee under the authority of the League's Board of Directors. A corporation, club or organization member is allowed no more than two votes.

D. The President is required to hold one meeting a month. The meeting shall be on the 4th Tuesday of each month. A call to meeting shall be called by the President or any two-

(2) officers of said organization. The regular meeting of the League shall be at 7:00 p.m. at the designated Community Center located at 808 1/2 Magnolia.

ARTICLE XI - POLITICAL ACTIVITY & ENDORSEMENT

Any political activity in the community endorsed by the Civic League must have the approval of the body.

ARTICLE XII - AVOIDING CONFLICTS

The league shall avoid personal conflicts, or interference with the affairs of other organizations, lawfully and rightfully existing in the community unless that said organization violates the best interest of the community.

ARTICLE XIII - FINANCE

A. When any officer or member is authorized by the League to pursue League business and use their funds, they shall be reimbursed by the League when proper receipts and/or goods are presented.

B. To make donations for public welfare or for charitable, scientific or educational purposes and in time of war to make donations in aid of war activities.

ARTICLE XIV - DIRECTOR OF CORPORATION

A. The Board of Directors of the Barrett Station Civic League shall consist of 3 people who shall have exclusive power in managing the affairs of the Barrett Station Civic League.

B. The Directors constituting the board of directors shall be named in the Articles of Incorporation and shall hold office until the first annual election of directors, at which time position I shall be election for 3 years, position II for 2 years and position III for 1 year and, thereafter, all positions shall be elected for 3 years.

ARTICLE XV - MISCELLANEOUS

A. No Compensation of Officers: Officers shall not receive any salary for their services or compensation as such, provided that nothing contained herein shall be construed to preclude any such person from serving the BSCL in any other capacity or receiving compensation therefor.

B. Resignation of Officer(s): any officer may resign at any time, which resignation(s) shall be made in writing and made effective at the time specified therein, or if no time is specified, at the time such resignation is received by the President or Secretary.

C. All officers shall promptly turn over to their qualified successors any property of the League that may be in their possession upon vacating their offices.

D. These Bylaws are to be used, specifically, by the BSCL in its day-to-day operations.

E. Amendments to Articles of Incorporation or Bylaws: these Bylaws and the Articles of Incorporation may be altered, amended or repealed by the affirmative vote of 2/3rds of the Board of Directors at any regular meeting or any special meeting if notice of the proposed amendment be contained in the notice of such meeting.

F. Suspension of Bylaws: a bylaw or rule of order, may be suspended in case of emergency by a majority of 2/3rds of the Board of Directors.

Adopted this 22nd day of December 2011 by resolution of the Board of Directors.