

**Oaks of Montecito Neighborhood Association
By-Laws**

I. NAME AND PURPOSE

A. : NAME: The NAME of this organization shall be the Oaks of Montecito Neighborhood Association.

B. : PURPOSE: The mission of this Association shall be to foster and promote a high quality of living in The Oaks of Montecito Neighborhood, to assist and represent the members of this Association in all programs for beautification and improvement of the physical and natural properties in the area, to increase and maintain property values in OMNA and to generate funds to implement the Association's programs and projects.

II. MEMBERSHIP

A. ELIGIBILITY FOR MEMBERSHIP: Any current resident of, or owner of property in, the Oaks of Montecito Neighborhood is eligible for Membership in the Association.

B. HOLDING OFFICE: Membership on the Association Committee is on a voluntary basis. An eligible member may be added to or removed from the committee by a majority vote of the existing board members.

C. VOTING: There will be one vote per household. A resident does not have to be present at the General Meeting to vote. Voting may be accomplished in person, by US Mail, or verified email. All votes will be returned to the secretary and counted by an appointed committee.

D. RESIGNATION: Any member on the Association Committee may resign by filing a written resignation with the Secretary of the Association. And/Or, when a member moves from the neighborhood.

III. MEETINGS

A. ASSOCIATION COMMITTEE MEETINGS:

1. Will be scheduled by the President. Any eligible member may attend.
2. May be called by a majority of the Committee members.
3. Shall have a quorum (51%) of committee members in order to approve or vote on any agenda item or issue.

B. GENERAL NEIGHBORHOOD MEETINGS:

1. Will be held as scheduled by the Association Committee. Members will be notified by email and/or public notice, 14 days prior to the meeting. Public notice may include using the Association's website and/or the NextDoor website.

IV. ASSOCIATION COMMITTEE: THE ASSOCIATION'S COMMITTEE SHALL HAVE THE FOLLOWING OFFICERS:

A. PRESIDENT:

1. Shall be the principal executive of the Association and shall preside over all the meetings
2. Shall act in accordance with the rules of the Association to accomplish its mission.
3. Shall be empowered to call special meetings of the general membership, with the approval of a majority vote of the Association Committee members.

4. Shall be empowered to call special meetings of the Association Committee.
5. Shall direct and coordinate the activities of Committee members.
6. Shall create temporary committees when necessary.
7. Shall be an alternate signature on all financial documents.

B. VICE-PRESIDENT:

1. Shall assume the duties of the President in his/her absence, disability, resignation, or no longer able to function as the President.
2. Shall serve as a special assistant to the President
3. Shall locate volunteers from the Association membership when there is a need.

C. TREASURER:

1. Shall collect, safeguard, disburse and make monthly reports of all funds collected and disbursed in the name of the Association.
2. Shall prepare a monthly financial report to the Committee.
3. Shall sign checks in payment of Association debts.
4. Maintains copies of all receipts or invoices of debts occurred.
5. Shall maintain all financial records and documents associated with the Association for up to 5 years.
6. Files annual income tax with Internal Revenue Service.

D. SECRETARY:

1. Shall keep attendance records and minutes of all the General Membership and Committee meetings.
2. Shall maintain a current membership list and furnish such list for use, as needed.
3. Shall attend to all correspondence of the Association.
4. Shall maintain all reports and official documents.
5. Shall be the second signature, along with the President's signature on all non-financial documents.
6. Shall perform the duties of the Historian in the event of vacancy of this position.

E. HISTORIAN:

1. Shall document events, parties, activities, and improvements undertaken by the Association.

V. STANDING COMMITTEES

A. BEAUTIFICATION:

1. To promote the improvement of the Oaks of Montecito entry areas and Hickory Creek road frontage.
2. To maintain communication with the City of Denton Parks and Recreation Department in devising cooperative plans for watering, maintenance, and improvements.

B. EVENTS AND COMMUNITY COMPETITION:

1. To plan and coordinate community events such as parties, food events, garage sales.
2. To coordinate the Yard of the Month Program.

C. NEWSLETTER/WEBSITE:

1. To publish a periodic newsletter to the neighborhood.

2. To coordinate and maintain the Association website.
3. To provide hard copies to those who wish to receive the newsletter or do not have computers.

VI. RULES OF PROCEDURES

A. Roberts Rules of Order or other standard meeting format shall be used by the association.

VII. AMENDMENTS TO BY-LAWS

A. These by-laws may be amended by a majority vote of the attendees at any General Neighborhood Meeting provided that the proposed amendment(s) have been given to the membership at least thirty (30) days prior to that meeting.

VIII. RULES OF PROCEDURE FOR DISSOLUTION

A. The Oaks of Montecito Neighborhood Association can be dissolved by a two-thirds vote by the general membership at a meeting called for that purpose. The surplus funds, if any, at that time shall be distributed to the City of Denton Parks and Recreation. The effective date of dissolution shall be thirty days after the date of action by the membership.