



October 2013
Revision

BYLAWS FOR
BENTLEY VILLAGE-WATERCHASE
NEIGHBORHOOD ASSOCIATION

MISSION STATEMENT: The association's mission is to preserve and improve the physical, social and economic health of the Bentley Village-Waterchase Estates neighborhood and to enhance the quality of life and property values for its residents.

ARTICLE I - NAME & LOCATION

- A. Name - The name of this organization shall be the Bentley Village-Waterchase Neighborhood Association (BV-WNA) and its principal place of business shall be the residence of the current Association President.
- B. Bentley Village-Waterchase Neighborhood Association shall be defined by the area bordered on the west by Randol Mill Road and on the south by John T. White Road. It is also to include all properties on and to the south of Racquet Club Drive and all properties on Hasten Court, Waterchase Drive, Waterchase Circle, and Claycourt Circle.

ARTICLE II - PURPOSE

The purpose of the Association shall be to:

- A. Serve the residents and businesses of the area development as a nonprofit organization.
- B. Monitor federal, state and local events which affect the welfare, development and lifestyle of the residents in the area.
- C. Report these events to members.
- D. Appoint action groups where warranted to improve welfare, development and lifestyles of the residents.
- E. Welcome and furnish appropriate information to new residents of the area and advise members of new residents.

ARTICLE III - MEMBERSHIP

A. Each Resident Household of the Bentley Village and Waterchase Estates neighborhood in Fort Worth, Texas, is eligible for membership in BV–WNA. Voluntary dues are levied by the Association for the fiscal year, defined for the period of October 1 through September 30, and for the same period October through September each year hereafter.

B. A Resident Household shall constitute all household members of a residency unit, either by deed ownership or by lease agreement. Resident of home has first refusal to membership.

C. The following addresses shall be granted honorary membership for as long as use of property is allowed by the resident for BV–WNA entrance sign locations:

850 Hunters Glen Trail
728 Hunters Glen Trail

D. Each member shall have the right to be nominated for any office of the Association which shall constitute The Board.

E. Members may attend all meetings or events scheduled by the Board. Non-members are allowed one visit to any meeting of the Association.

ARTICLE IV - DUES

Member dues shall become payable on October 1 of each year at the rate set by the Board and approved by a majority of members present at the January membership meeting of the same year. Prorating of rates for new residents with less than one year's occupancy is permitted. No refund or prorating shall be allowed for residents of over one year occupancy.

ARTICLE V - MEETINGS AND VOTE

A. Membership Meetings. The Board shall schedule all meetings of the general membership as deemed necessary with a mandatory two meetings per year. One mandatory meeting shall be in January for presentation and approval of the annual budget and one meeting in October for election of officers. The Board will determine the place and time of all general membership meetings.

B. Meeting Notice: Notice of any membership meeting shall be sent to all members through normal channels in a timely manner prior to the meeting and also posted through signage at each neighborhood entryway prior to the meeting.

C. Board Meetings: Meetings of the Board Members shall be scheduled by the current Board at least quarterly. Special unscheduled meetings may be called by the President or any two of the Board Members on 24-hour notification. All Board members shall be notified of special meetings.

D. Quorum: A quorum (or majority) of the elected Board Members shall be required at meetings to conduct the business of the Association.

E. In the event of a failure of the Board Members to conduct business of the Association through failure to constitute a quorum through two (2) successive quarterly meetings, termination proceedings of the Association may be instituted by the General Membership.

F. Voting: For voting purposes on Association matters, open to the membership exclusively, each member household (address) shall be allowed one vote. A quorum of members is not required to constitute a valid election.

ARTICLE VI - BOARD MEMBERS

A. The Board Members shall be the governing body and administer all functions of the Association.

B. The Board shall consist of six (6) Board Members, who shall be members of this Association duly elected by the general membership except the office of "Immediate Past President" who by definition would assume this position unless unable or unwilling in which case the newly elected Board may appoint any former BV–WNA president to this position.

C. Board Members shall serve a term of one year. Each Board Member of the Association shall hold office until his successor shall be elected and shall qualify. Board Members shall be eligible for re-election for three (3) succeeding years. After serving three succeeding years, a Board Member must be off the Board for a period of one year before being re-elected.

D. Election of the Board Members shall be by nomination from the floor at the general membership meeting during the month of October. A quorum of members present is not required to constitute a valid election.

E. In the event of a vacancy of any office of The Board by resignation or other means, it shall be the obligation of the existing Board Members to appoint a qualified member to the unexpired term by a majority vote.

F. If any Board Member fails to attend three (3) consecutive meetings, the Board Members may remove said Member from his elected position by a majority vote and appoint a qualified Member to fill the unexpired term.

G. Any Board Member or appointed committee member who may be in a position to financially profit either directly or indirectly from any matter affecting Bentley Village and/or Waterchase Estates, shall immediately disclose this possible conflict to the membership and recuse himself or herself from any vote involving this matter.

ARTICLE VII - DUTIES OF THE BOARD MEMBERS

A. President

The President shall preside at all meetings of the Board and general membership. The President shall assume primary responsibility for all activities of the Association, including other Board Members and shall have access to all records.

B. Vice-President

In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President. The Vice-President shall have the primary responsibility for social activities and external contacts with area businesses, developers and government bodies.

C. Treasurer

The Treasurer shall have responsibility for collection and disbursement of all funds of the Association. The Treasurer shall maintain the books in an orderly manner with receipts and transmit a satisfactory audit report at the close of each fiscal year. The Treasurer shall present a yearly budget first approved by the Board which is then presented to the Membership at the January membership meeting for approval by a majority of those members present at said meeting.

The Treasurer is allowed to disburse only those funds approved in the aforementioned budget and any additional funds approved by the Board and/or the Membership according to Article IX paragraph F. All disbursement funds must be by check bearing the signatures of any two authorized Board Members.

D. Secretary

Excluding those financial records maintained by the Treasurer, it shall be the responsibility of the Secretary to maintain all other records of the Association in an orderly form. The Secretary shall also be responsible to record and maintain minutes of all meetings of the membership and the Board Members.

E. Recruiter

The Recruiter shall be responsible to welcome, furnish information and recruit new residents to the Association. The Recruiter is also responsible to organize solicitation of yearly membership renewals. The recruiter shall also furnish a "new member packet" to all new members with all necessary information concerning the BV-WNA organization and activities.

The recruiter shall be responsible for contacting all visitors to any meeting of the general membership for the purpose of recruitment and explanation of visitor policies.

F. Immediate Past President

The Past President shall be a voting board member serving as an advisor to the current Board and shall preside over meetings in the absence of the President and Vice President. Any previous President of BV-WNA is eligible to be on the board in an advisory capacity (See Article VI-B)

G. The Newsletter/Communications Editor

The Board shall appoint the newsletter/communications editor and shall be responsible for its content. The newsletter/communications editor is not a voting board member position.

H. The Webmaster

The Board shall appoint the webmaster and shall be responsible for its administration. The webmaster is not a voting board member position.

ARTICLE VIII - COMMITTEES

A. The Board shall appoint committees for any special purpose it considers in the interest of the Association, such as social committees, etc. Any funds required by these committees must be approved in advance by the Board Members.

B. The Board shall insure the continuance of the Bentley Village Addition Architectural Control Committee. The Chairman of said committee shall appoint members as he or she shall deem necessary. This committee shall act independently to maintain construction standards specified by the deed restrictions of of all sections of Bentley Village Addition.

ARTICLE IX - FINANCIAL MATTERS

A. Prior to January, the Board shall prepare a proposed budget for the current fiscal year. The proposed budget shall be presented to the general membership for consideration and approval at the January Membership Meeting.

B. As previously stated, member dues shall be assessed and shall constitute either a portion or the entire income of the Association.

C. In the event the Association is terminated, all assets of the Association shall be equally apportioned among its current members.

D. No member shall be permitted to draw a salary. No expenses shall be reimbursed to a member, without receipt documentation.

E. Additional income to the Association may be derived under the direction of the Board Members through special fund-raising drives or events.

F. Expenditure limits in excess of the approved budget shall be as follows: Expenditures less than \$100.00 may be authorized by any Board Member. Expenditures of \$100.00 to \$500.00 may be authorized by a majority vote of the Board. Expenditures in excess of \$500.00 must be approved by a majority of the members present at a scheduled meeting.

ARTICLE X - TERMINATION OF ASSOCIATION

A. The Board Members may propose to terminate the Association to the General Membership.

B. By written petition, the Association may be terminated by 70% of its members. Petitions may be circulated by either the Board or by a Member.

ARTICLE XI - AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed at any meeting of members by the affirmative vote of a majority of the membership present. Votes of members present at such meeting as well as any absentee votes received will be accepted and tallied. Notice of such meeting, containing a copy of all alterations, amendments or exclusions as well as provisions for absentee voting, must be made available to the Membership at least two weeks prior to such meeting.