

**CAMELOT 1 NEIGHBORHOOD ASSOCIATION, INCORPORATED  
INCORPORATED APRIL 11, 1989, BY THE STATE OF TEXAS**



- REVISED AND PASSED: SEPTEMBER 26, 1991
- AMENDED: NOVEMBER 19, 1992
- AMENDED: SEPTEMBER 30, 1994
- AMENDED AND PASSED: SEPTEMBER 13, 2011, Article III – BOUNDARIES (redefined)
- UPDATE: November 13, 2012, pertaining to those previously amended and passed on 2/22/2000, Article IX - NOMINATIONS AND ELECTIONS, "no term limits for officers, but continued annual elections"
- UPDATE: November 13, 2012 pertaining to Article II – ADDRESS, "principal or mailing address may be changed"

(Text from Original retyped by 1<sup>st</sup> VP, Joe Wilgen 03/2011; Updated by Grace Neie, Secretary 11/13/2012)

## **ARTICLE I - NAME**

The name of this association is Camelot I Neighborhood Association, Incorporated. Hereafter, Camelot I Neighborhood Association shall be referred to as "the association", or as "CINA".

## **ARTICLE II - ADDRESS**

The location of the principal address and/or mailing address may be changed from time to time at the discretion of the BOARD OF DIRECTORS.

## **ARTICLE III - BOUNDARIES**

Camelot I Neighborhood Association membership boundaries shall be:

1. On the North: Walzem Road
2. On the East: Walzem Road (east) to Eisenhower Road
3. On the South: Eisenhower Road and the City of Windcrest (along north side of Eisenhower Road from Midcrown to Interstate Highway 35)
4. On the West: City of Windcrest (along the eastern boundary of Interstate Highway 35 access road from Eisenhower Road to Walzem Road).

## **ARTICLE IV - PURPOSE**

The purpose for which CINA is organized is:

1. To become actively involved in forming and implementing solutions to neighborhood problems;
2. To encourage the growth and development of the Camelot 1 neighborhood;
3. To keep members educated and informed regarding those issues and problems which affect themselves or the Camelot 1 neighborhood
4. To exercise all powers that are granted to achieve its purpose, including, but not limited to , the power to accept donations of money or property, whether real or personal, or any interest therein instituted.

In summary, the Association shall be primarily organized to serve the purposes of a civic league, as defined in Section 501(c)(4), Internal Revenue Code, in promoting the common good and general welfare of the residents of Camelot I Neighborhood Community, and thereby enhancing the common good and general welfare of the people of San Antonio as a whole.

## **ARTICLE V - POLICIES AND PRACTICES**

This Association shall be nonsectarian, nonpartisan, nonprofit, and shall seek the active participation of all persons within its geographical boundaries, without regard to race, color, creed, age, sex, national origin or disability.

The rules of parliamentary practice comprised in "Robert's Rules of Order, Newly Revised", shall govern all proceedings of CINA.

The President's signature, 1st Vice President's signature or Treasurer's signature must be affixed to all financial transactions. For transactions in excess of \$250.00, two (2) Association officers (other than the check payor) must approve the transaction.

Each officer and member of the Board of Directors shall deliver to his successor, within fifteen (15) days of retiring from office, all records, books, papers, correspondence, and other property belonging to the association.

## **ARTICLE VI - MEMBERSHIP**

Membership in this Association may be held by any resident or land owner of property in the defined boundaries set out in these Bylaws, or anyone doing business from an established address (other than a Post Office Box or Postal Delivery Box) within such area. After payment of dues, membership shall be valid from March 1st of the current year to the last day of February of the following year.

Membership shall consist of the following categories:

**CATEGORY 1 (Resident/Landowner Membership):** Any and all persons over the age of eighteen years residing in and/or owning land within the boundaries of the association, as set out herein, whether as a homeowner or as a tenant. The membership fee for this category shall be \$10.00 per household per year.

Each household holding current membership in the Association shall be entitled to one (1) vote in any matter brought before the general membership.

**CATEGORY 2 (Associate Membership):** Commercial Establishments located within or in proximity to the geographic boundaries of the association are welcome to establish Associate Membership upon recommendation by the Membership Committee and approval by the Board of Directors. The membership fee for this category shall be \$25.00 per year.

Category 2 memberships are not entitled to a vote in matters brought before the general membership.

CATEGORY 3: Honorary Membership: Honorary membership may be tendered by the Board of Directors.

There will be no membership dues for honorary members, nor will honorary members be granted voting privileges in matters brought before the general membership.

## **ARTICLE VII - OFFICERS AND DUTIES**

The officers of Camelot I Neighborhood Association shall consist of President, 1st Vice President, 2nd Vice President, Treasurer, Recording Secretary and Corresponding Secretary. Such officers shall be members of the Board of Directors.

The term of office of each officer shall be for one (1) year, from March 1st of the year elected to the last day of February of the following year.

The duties of these officers shall be:

**PRESIDENT:** The President shall be the principal officer of the Association, and shall:

1. Preside at all meetings of the Association.
2. Appoint standing and special committee chairpersons with the approval of the Board of Directors and general membership.
3. Bring to the attention of the Association all pertinent information of interest to area residents.
4. Cast the deciding vote in cases of a tie vote by the Board of Directors and in meetings of the Association in case of a tie vote by the current members.
5. Serve as ex-officio member of all committees.

**1st VICE PRESIDENT:** The 1st Vice President shall be a voting member of the Board of Directors. The incumbent shall serve in the absence of the President, be responsible for overseeing the membership function, and coordinating all committees. The 1st Vice President is an ex-officio member of all standing committees.

**2nd VICE PRESIDENT:** A voting member of the Board of Directors, the 2nd Vice president shall be responsible for overseeing the fund raising functions and coordinating programs for the Association meetings.

TREASURER: A voting member of the Board of Directors, responsible for:

1. All financial records of the Association.
2. Receiving funds for membership, and other income for the association.
3. Issuing checks for financial obligations of the Association.
4. Presenting a written financial statement of the Association at each Board of Directors meeting and Association meeting.

RECORDING SECRETARY: A voting member of the Board of Directors, the Recording Secretary shall:

1. Take and record accurate minutes of the proceedings of the Board of Directors and Association meetings.
2. Keep a roll of membership, including the name, address, telephone number and date current membership is established, of each member (family), as well as his/her class of membership.
3. Issue membership cards, as required.

CORRESPONDING SECRETARY: A voting member of the Board of Directors, the Corresponding Secretary shall be responsible for all official written correspondence for the Association.

No officer of this Association shall receive a salary or any other remuneration from the Association for any duties performed, except for reimbursement for expenses approved by the Board of Directors.

## **ARTICLE VIII - COMMITTEES**

The Board of Directors shall appoint members to serve on all permanent committees and the President shall appoint the chairperson of each permanent committee. Appointed chairpersons of permanent committees shall be approved by the general membership, shall serve for the duration of office of elected officers, and shall serve as voting members of the Board of Directors.

In addition, the President (most recent Association President no longer in office) shall be a non-voting (in this capacity) member of the Board of Directors. The Past President shall serve as an advisor to the Board of Directors.

The Association may have the following permanent (standing) committees:

BLOCK CAPTAIN COMMITTEE: This committee shall act as a liaison between the neighborhood residents and the Association officers and Board of Directors.

Block Captains shall be responsible for delivering Association newsletters and flyers to members/residents of their respective blocks and solicitation of membership during the annual drive.

CODE COMPLIANCE COMMITTEE: This committee shall periodically (through the Association newsletter) publicize articles of the city code that affects owners and occupants of residential property and vacant land.

At the direction of the Board of Directors, this committee shall conduct surveys of the community or designated locations to determine the degree of compliance with applicable articles of the city code. If the results of a survey by the Code Compliance Committee noted any violations, those persons will be notified of the violation so that they may make corrective action.

If no corrective action is taken in a reasonable amount of time, the report of violation will be forwarded to the City Code Compliance Department for action.

NEIGHBORHOD WATCH COMMITTEE: This committee will be responsible for promoting and organizing a "Crime Watch". Such activities will be in cooperation with the San Antonio Police Department.

PUBLICITY COMMITTEE: This committee will be in charge of all Association publicity for the local media and for publication of the Association Newsletter and flyers.

WELCOMING COMMITTEE: This committee shall be responsible for welcoming new residents within the community and presenting new residents with their first year membership cards.

INFRASTRUCTURE COMMITTEE: This committee shall be responsible for monitoring the subdivision "infrastructure" and taking appropriate action to report and effect repairs as necessary. Specifically, the Infrastructure Committee will assess the condition of road surfaces, street lights, drainage and sidewalks within the subdivision. When problems arise, committee members will coordinate with the appropriate department within the City of San Antonio to schedule corrective action/repairs.

COMMUNITY AFFAIRS COMMITTEE: This committee shall:

1. Act as liaison between the Association and governmental bodies, educational institutions and area business. Governmental bodies includes all officials at the City, County, and State levels; educational

institutions include Camelot Elementary School, Ed White Middle School, Roosevelt High School, their respective school boards and Northeast Independent School District. Area business include businesses within and in proximity to Association boundaries.

2. Raise funds to benefit the work of the Association
3. Promote activities which are beneficial to the schools, businesses and neighborhood community.

ENVIRONMENTAL COMMITTEE: This committee shall:

1. Be responsible for insuring appropriate maintenance of the neighborhood through recommending and coordinating a continual program of street maintenance and area clean-ups.
2. Conduct a program to recognize those residents to the neighborhood who maintain their yards in a model manner so as to promote "quality of life" and general improvement in the appearance of the Camelot I community.

ZONING AND LAND USE COMMITTEE: This committee shall be responsible for developing zoning and land use strategies; for submitting those plans for approval by the Board of Directors and membership; and for negotiating approved strategies with developers or landowners of properties located within the Association's boundaries or in near proximity thereto.

In addition to permanent (standing) committees, the President may form special committees as the requirement arises. The President shall also appoint and discharge the members of these special committees. The chairperson of a special committee shall not be a member of the Board of Directors in this capacity.

## **ARTICLE IX - NOMINATIONS AND ELECTIONS**

Officers of Camelot I Neighborhood Association, Incorporated, shall be elected for the forthcoming year by members present at the First Quarterly Meeting. Elections shall be by a simple majority vote.

The President shall appoint a Nominating Committee not later than the first day of November for the purpose of presenting a slate of one or more nominees for each office. The Nominating Committee shall obtain (in writing) each candidate's concurrence to the nomination before presenting the slate at the First Quarterly meeting. Nominations may also be made from the floor at the First Quarterly meeting, with the nominee's concurrence, before the vote is taken.

Vacancies in office shall be handled as follows:

1. In the event of death, resignation, or incapacity of the President, the 1st Vice President shall become the President for the unexpired portion of the term of office.

2. Vacancies in offices other than the President shall be filled for the unexpired term by a person selected by the Board of Directors.

3. Unexplained absences from three consecutive meetings of the Board of Directors shall constitute a vacancy of the office.

There are no Term limits for Camelot I Neighborhood Assoc. officers; however, elections will be held every February.

## **ARTICLE X - MEETINGS**

Regular general meetings of the Neighborhood Association will be held quarterly. The First Quarterly Meeting will be held in January or February; the Second Quarterly Meeting will be held in April, May, or June; the Third Quarterly Meeting will be held in July, August, or September; and the Fourth Quarterly Meeting will be held in October, November, or December. The Association Newsletter, Camelot Communique, will be used to notify residents of the time, date and place of the meetings.

Special meetings may be called by the President with notice of the meeting given to Association members at least 48 hours prior to the scheduled meeting. Association flyers may be used for notification.

The Board of Directors shall meet during the second or third week of each month, with special meetings held at the call of the President.

Block captains shall meet at least semi-annually at the call of the President. The Board of Directors will attend these meetings.

At all general and special meetings of the Association membership, the members present shall constitute a quorum for the purpose of conducting business and voting on any matters at hand.

Only those members present will be allowed to vote; there will be no "proxy" or "absentee" votes allowed.

A simple majority vote of those present will determine the outcome of any voting matter.

At meetings of the Board of Directors, a majority of the board members must be present to conduct Association business.



## **ARTICLE XI - EMBLEM**

The official emblem of Camelot I Neighborhood Association shall be a part of the official letterhead stationary used for Association correspondence. It will also be used on membership cards and on any official logos or patches as dictated by the Board of Directors.

Any other uses must be approved by the Board of Directors.

## **ARTICLE XII - DISSOLUTION**

Upon dissolution of the Association, any assets remaining thereafter shall be conveyed to such organization or organizations as shall be selected by a majority vote of the members of the Board of Directors entitled to vote in respect thereof; provided, however, that such organization or organizations shall be exempt under Section 501 of the Internal Revenue Code of 1954 (non-profit organization).

## **ARTICLE XIII - AMENDMENTS**

These bylaws may be amended by resolution of the Board of Directors.

Such resolution shall be presented to the general membership at a regularly scheduled meeting, and amendments may be adopted by a majority of membership present at the next regularly scheduled meeting thereafter.