

**BYLAWS OF
TECH TERRACE U.N.I.T. NEIGHBORHOOD ASSOCIATION, INC.
A Texas Non-Profit Corporation**

Article I. Name

Section 1. The name of this organization, incorporated under the laws of the State of Texas and acting as a Texas Non-Profit Corporation, shall be known as My Tech Terrace U.N.I.T. Neighborhood Association, Inc. (hereinafter referred to as “UNIT” or “Association”).

Section 2. The period of duration of the UNIT is perpetual.

Section 3. The geographic area of the UNIT neighborhood is the area bounded by University Avenue, Nineteenth Street, Indiana Avenue and Thirty-Fourth Street.

Article II. Purpose

Section 1. The purpose of this Association shall be to create a sense of unity and community among the residents of the area, to provide a means of communication of information among them, to protect and preserve the single-family nature of the community, to provide a means of action in the best interests of the entire community, and to develop and maintain a sense of pride in the community.

Section 2. The UNIT seeks to reflect the diversity of the neighborhood in its membership, and welcomes all neighborhood residents without regard to age, ethnicity, gender, sexual orientation, income level, marital status, physical limitation, religion, or political persuasion.

Article III. Membership

Section 1. The following shall be members of the UNIT:

- A. Resident Homeowner: Any person over the age of 18 years living in and owning residential property within the UNIT neighborhood.
- B. Non-Resident Homeowner: Any person over the age of 18 years owning property within the geographical area of the UNIT neighborhood.
- C. Resident Tenant: Any person over the age of 18 years residing within the UNIT neighborhood, but not owning property wherein they reside.
- D. Business Representative: Any person over the age of 18 years who owns a business that has a significant portion of its business operations within the UNIT neighborhood.

Section 2. In order to provide fair and equitable representation within the UNIT neighborhood, the following limitations are placed upon different classifications of members:

- A. Resident Homeowners, Non-Resident Homeowners and Resident Tenants are entitled to one vote; however, no parcel of property shall have more than two votes. For purposes of this section, a parcel of property is property with a separate and distinct identification number assigned to it by the Lubbock Central Appraisal District; however, a main house and its registered apartment shall be treated as two separate and distinct properties.
- B. A Business that has a significant portion of its business operations within the UNIT neighborhood is entitled to appoint only one person as its representative; therefore, each business is entitled to only one vote.
- C. No individual can have more than one vote, by proxy or otherwise, regardless of the number of properties owned within the UNIT neighborhood.

Section 3. Proof of residence can be established by: a utility bill, a lease agreement, a valid state identification card or any method deemed acceptable by the Board of Directors.

Section 4. Property ownership can be established by: a mortgage statement, a deed record, listing with the Lubbock Central Appraisal District or any method deemed acceptable by the Board of Directors.

Article IV. Officers

Section 1. The Officers of the UNIT shall be elected by a majority vote of the general membership in attendance at the annual meeting of the general membership and shall consist of a President, a Vice-President, a Treasurer and a Secretary. All Officers shall also be voting members of the Board of Directors. To be qualified to serve as an Officer, a person must be a voting member of the general membership of the UNIT and reside within the geographic area of the UNIT neighborhood.

Section 2. The Officers shall hold office for a term of one (1) year. Any Officer may be removed at any time by the affirmative vote of a majority of the general membership in attendance at a regularly scheduled or duly called special meeting of the general membership. If the office of any Officer becomes vacant for any reason, the vacancy shall be filled by a majority vote of the Board of Directors.

Section 3. There shall be a President whose power and duties shall be to: (a) set the time and location of any general meeting of the Association; (b) set the agenda, and schedule for discussion on each agenda item, for any general meeting of the Association; (c) set the time and location of any Board of Directors meeting of the Association; (d) carry out any direction given by a majority of the members of the Board of Directors; and (e) preside over any meeting of the Board of Directors. The President, or such designee, may represent the association as it applies to the purpose as defined in bylaws.

Section 4. There shall be a Vice-President whose power and duties shall be to: a) assist the President; b) temporarily take the position of President if the President is unable to serve; and c) serve as a member of the Finance Committee.

Section 5. There shall be a Secretary whose duties shall be to: (a) provide notice of the time and location for any general meeting of the Association to its members; (b) provide notice of the time and location for any Board of Directors meeting of the Association to its members; (c) record the occurrences and discussions during any general or Board of Directors meeting of the Association; (d) post the minutes of any general or Board of Directors meeting of the Association on the Association's website; and (e) serve as a member of the Communications Committee. Duties of Secretary may also include those customarily adhering to that office and not listed herein.

Section 6. There shall be a Treasurer whose duties shall be to: (a) have charge and custody of, and be responsible for, all funds and securities of the UNIT; (b) receive and give receipts for monies due and payable to the UNIT and deposit all such monies in the name of the UNIT in such banks as shall be selected by the Board of Directors; (c) present a financial report at the annual meeting; and, (d) serve as a chair of the Finance Committee. Duties of Treasurer may also include those customarily adhering to that office and not listed herein.

Section 7. The President, Vice-President, Secretary and Treasurer may be elected to no more than four consecutive terms.

Article V. Board of Directors

Section 1. The Board of Directors ensure that the voice of the Association is being accurately represented, oversee the general workings of the Association, delegate any issues facing the Association to the committees, standing and ad hoc, and approve financial decisions in excess of \$2,500.

Section 2. The Board of Directors shall be comprised of the following:

- A. The Officers of the UNIT;
- B. A Past-President of the UNIT (UNIT residence not required, non-voting member if residing outside of UNIT geographical area);
- C. A Northwest Representative At-Large (Director must be a member of UNIT and reside North of 26th Street and West of Elgin);
- D. A Northeast Representative At-Large (Director must be a member of UNIT and reside North of 26th Street and East of Elgin);
- E. A Southwest Representative At-Large (Director must be a member of UNIT and reside South of 26th Street and West of Elgin);
- F. A Southeast Representative At-Large (Director must be a member of UNIT and reside South of 26th Street and East of Elgin); and
- G. The Chairs of each Standing and Ad-Hoc Committee.

Section 3. The Northwest Representative, Northeast Representative, Southwest Representative and Southeast Representative shall be elected by a majority vote of the general membership in attendance who reside within their respective geographical area of representation at the annual meeting of the general membership, for a term of one year. Such Representatives may be elected to no more than four consecutive terms.

Section 4. Board of Directors may be called upon to attend meeting(s) requested at the discretion of the President.

Section 5. Any Member of the Board of Directors may be removed at any time by the affirmative vote of a majority of the general membership in attendance at a regularly scheduled or duly called special meeting of the general membership. If the office of any Director becomes vacant for any reason, the vacancy shall be filled by a majority vote of Board of Directors.

Section 6. To be qualified to serve as a Representative, person must be a voting member of the general membership of the UNIT. Representative shall actively participate in the operation of the UNIT by attending Board of Directors meetings and general membership meetings and fulfilling duties and assignments as conferred by a majority of the Board of Directors or the general membership.

Section 7. The Representatives and Officers shall be elected by a majority vote of the general membership in attendance at the annual meeting of the general membership. At the meeting, the Nominating Committee shall present a recommended slate of candidates for each position. Additional nominations may be taken from the floor, provided those nominated have agreed to be put forward.

Section 8. No later than thirty (30) days prior to the annual meeting of the general membership, the Board of Directors shall appoint a Nominating Committee. The President shall not be eligible for appointment to the Nominating Committee.

Section 9. Any three (3) Members on the Board of Directors may call a meeting of the Board of Directors. The Directors calling the special meeting shall provide notice to each of the other Directors regarding purpose of the special meeting, and a place and time shall be set by a simple majority within one week of such notice.

Section 10. A majority of the Directors shall be sufficient to constitute a quorum for the transaction of business.

Section 11. No Members on the Board of Directors may represent to outside entities an official position of the UNIT regarding matters reasonably likely to be of significant interest to a majority of the general membership of the UNIT without first presenting the proposed official position to the general membership at a meeting of the general membership and receiving the approval of a majority of the general membership.

Section 12. Pursuing funding opportunities shall require the approval of a majority of the Finance Committee. Use of the name and/or logo of the UNIT shall require approval of a majority of the Communications Committee, the Board of Directors, or the general membership.

Article VI. Committees

Section 1. There may be the following Standing Committees:

- A. **Communications.** The Communications Committee will create and edit newsletters, websites, blogs, and any other form of communication it deems beneficial for the Association.
- B. **Parks and Beautification.** The Parks and Beautification Committee will plan and oversee projects that help make the neighborhood more aesthetically pleasing. The committee will advocate for improvements and maintenance of Tech Terrace Park and Wagner Park. It will also oversee the Yard of the Month program. (updated 4/18/2024)
- C. **Events.** The Events Committee will plan and host events it deems beneficial for the Association.
- D. **Finance.** The Finance Committee will advise the Treasurer and design a fundraising strategy for the Association. Additionally, the Finance Committee will conduct financial oversight of funds belonging to the Association. Each year the Finance Committee will present a budget at the January general meeting for approval by the membership in attendance. All expenses incurred are to be specifically listed in the annual budget. The Finance Committee shall approve any expense under \$2,500. Likewise, the Board of Directors shall approve any expense surpassing \$2,500.
- E. **City/University Relations.** The City/University Relations Committee will study other similar cities/neighborhoods; propose ordinances to the City of Lubbock; assist members in contacting the City/University about problems; and work with the City on Association projects. It will also conduct any communication with the City of Lubbock on behalf of the Association with approval from the membership.
- F. **Safety.** The Safety Committee will work to enhance safety and wellbeing in the neighborhood through working with the Lubbock Police Department or other appropriate entities.
- G. **Home Tour.** The Home Tour Committee will oversee the holiday home tour.

Section 2. Any member of the UNIT may serve on a committee by informing the Board of Directors, an Officer, or the Chairperson of the committee of such desire. Any member of UNIT may serve on multiple committees. All members interested in serving on a committee shall be notified of the date and place of such committee meetings by mail, phone call, e-mail, or public

notification. The Committee member shall actively participate in the operation of the Committee by attending Committee meetings and fulfilling duties and assignments as conferred by the Chairperson of the Committee.

Section 3. The Chairpersons of each committee shall be elected by a majority vote of the Committee at the first Committee meeting for a term of one year, and may be elected to no more than four consecutive terms.

Section 4. The Chairpersons of the Committees may call meetings of their respective committees at their discretion so as to maximize the effectiveness of said committee.

Section 5. Any other committees may be formed with the approval of a majority of the Board of Directors, for such purpose and duration as defined by a majority of the general membership.

Article VII. Meetings

Section 1. General membership meetings shall be held on the third Thursday of each of the following months: January, April, July and October.

Section 2. The annual meeting of the Association shall be the April general membership meeting.

Section 3. Meetings may also be called by the President of the Board of Directors upon request of a majority of the Board of Directors or by way of petition submitted to the Board of Directors by a minimum of twenty (20) members.

Section 4. All persons eligible to be members shall be notified of the date and place of each meeting. Notification is to be handled by the Communications Committee.

Section 5. A quorum is necessary to conduct business of the Corporation at any general meeting. A quorum shall consist of fifteen (15) members in addition to the presiding officer.

Article VIII. Parliamentary Authority

Section 1. The rules contained in the current edition of ROBERT'S RULES of ORDER shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order adopted by the Association.

Section 2. It is recommended that a Parliamentarian be appointed for the annual meeting.

Article IX. Amendment to the Bylaws

Section 1. Amendments to these Bylaws shall be submitted to the President not less than thirty (30) days before each meeting, who in turn shall call a meeting to notify every member of the Board of Directors of such proposal.

Section 2. All residents of the area shall be notified of such proposal.

Section 3. An Amendment shall be effective upon the affirming vote of two-thirds of the members voting at a regular quarterly meeting or at a special meeting called to act on such proposal.

Article X. Dissolution

In the event the Corporation terminates existence, any assets of the corporation shall be distributed to the City of Lubbock Parks and Recreation Department to be used at their discretion in maintaining Wagner Park or Tech Terrace Park, located within the boundaries of the My Tech Terrace U.N.I.T. Neighborhood Association described in Article I.

These bylaws and amendments thereto are effective April 21, 2022.
date

Signed:

Cyndi Pratas

President

Celeste Yoshinobu

Secretary

*4/18/2024 - Updated Parks & Beautification Definition