

**WOODSHIRE CIVIC CLUB
CONSTITUTION AND BYLAWS**

APRIL 17, 2015

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ARTICLE I

Name

This Club shall be called the WOODSHIRE CIVIC CLUB, of Houston, Texas.

ARTICLE II

Purpose

The purpose of this Club shall be to bring together at regular intervals residents of the Woodshire subdivision, City of Houston, Texas, and for civic betterment of the following nature:

- A. To maintain the residential character of the community which this association represents, and to safeguard the individual and collective property investments of the residents from encroachment by business or undesirable elements or conditions, through the enforcement of deed restrictions and other appropriate remedies.
- B. To encourage improvements in the appearance of our homes and properties;
- C. To promote social and recreational activities for adults and children; AND
- D. To take concerted action on all matters which will in any way affect the welfare of this community, and to cooperate with other civic clubs in a common effort to build a better City for the citizens of Houston, Texas.

ARTICLE III

Membership

All resident and non-resident property owners of the Woodshire subdivision shall be eligible to become members upon payment of dues as set by the Board of Directors from time to time.

ARTICLE IV

Section 1 - Officers

The officers of the Club shall be a president, vice-president, recording secretary, corresponding secretary, and treasurer.

Section 2 - Term of Office and Method of Election

The officers shall be elected by plurality vote at the annual meeting each year to serve for one year beginning in March of each year.

Section 3 - President

The president shall preside at all meetings. He shall have the authority to call special meetings of the Club or the Board of Directors. The president shall sign all written contracts and obligations of the Club after same has been adopted at a regular meeting of the members or the Board of Directors and he shall perform such other duties as the Board of Directors may prescribe.

Section 4 - Vice-President

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The vice-president shall be the president-elect, and shall have and exercise the power and duties of the president in case the president is absent, or for any reason is unable to act or perform the duties of the president, including the signing of all written contracts and obligations of the Club. He shall be the chairman of the program committee.

Section 5 - Recording Secretary

The recording secretary shall keep minutes of the meetings of the Board of Directors and the Club. He shall be chairman of the membership committee.

Section 6 - Corresponding Secretary

The corresponding secretary shall be responsible for assembling, editing, and publishing the Newsletter and conducting the correspondence of the Club as required.

Section 7 - Treasurer

The treasurer shall keep the books and records of all money received by the Club from any source, and of all disbursements. All disbursements above the sum of \$2000.00 shall be made only as authorized by the membership of the Woodshire Civic Club, except that the officers may, at their discretion, authorize the payment of money to prosecute violators of deed restrictions in an amount not to exceed \$5,000.00. The treasurer shall keep a current list of membership in the Club. All checks of the Club shall bear the signature of any one of the following officers: treasurer, president, or vice-president.

An annual audit of the books and records of the Club shall be made by a three member committee. The Committee shall consist of the president and two officer nominees. The treasurer shall present a financial report which has been audited as set out herein at the annual business meeting of each year.

The treasurer shall be chairman of the Security Committee.

ARTICLE V

Section 1 - Board of Directors

There shall be a Board of Directors consisting of the officers of the Club and the chairman of the standing committees. The immediate past president shall be an ex-officio advisor to the Board. The Board of Directors shall meet at least twice a year at a time designated by the president.

Section 2 - Duties

The Board of Directors shall have the power to:

- A. Make and alter rules for its own government which are not inconsistent with these bylaws;
- B. Fill any vacancy that may occur in the membership of the Board until the next annual election of officers by the Club;
- C. Fix and provide for the payment of or reimbursement to any officer or member of the Club of any sums expended for the benefit of the Club; and
- D. Nominate candidates to serve as officers of the club.
- E. Perform other duties as established by these bylaws or as directed by the membership.

ARTICLE VI

Section 1 - Meetings

There shall be a business meeting in March of each year, the date and time of which is to be designated by the president. In addition, there shall be 3 additional meetings held throughout the year. All meetings must occur on the 3rd Wednesday of any of the following months: January, March, May, July, September, or November of each year, the time to be designated by the president. Special meetings can be held at such convenient place and hour as the Board of Directors or president shall designate. If the special meeting is for the purpose of modifying, altering, repealing or amending these bylaws, it may be called by twenty percent of the members making written application therefore to the corresponding secretary. The corresponding secretary shall give at least seven days' notice of the time and place of all meetings and the purpose of the meeting if it is a special meeting.

Section 2 – Nominations

The Board of Directors shall report their nominations in the Newsletter immediately preceding the annual meeting. Nominations for positions can also be made from the floor at the annual business meeting.

Section 3 - Election

All elections shall be by voice vote or hand count of those present at the meeting at which election is held. Candidate receiving the largest number of votes for a position shall be elected to such position.

Section 4 - Quorum

At any meeting, ten households containing a member shall constitute a quorum, but a smaller number may, from a lack of a quorum adjourn the meeting to a future day and hour. Written notice of such adjournment shall be given by the corresponding secretary. At any meeting all members shall be entitled to take part and vote in person. Each household containing a member shall be entitled to one vote on all questions. All voting shall be by voice, unless the president requests or a demand is made for a written ballot by any member.

ARTICLE VII

Section 1 - Program Committee

The program committee, chaired by the vice-president, shall consist of two members appointed by the committee chair. The committee shall plan, arrange, and organize the program for the June, September, and December meetings and notify the corresponding secretary of the plans at least four weeks before the date of the meeting.

Section 2 - Membership Committee

The membership committee, chaired by the recording secretary, shall consist of the block captains from each of the following blocks as appointed by the Board of Directors.

UNIT BLOCKS

4000 Glenshire, 4100 Glenshire, 4000 Newshire and Lakeland, 4000 Levonshire , 4100 Levonshire , 4000 Martinshire , 4100 Martinshire, 4000 Leeshire , 4100 Leeshire, 4000 Mischire , 4100 Mischire, 4100 Breakwood, All of Fordshire, All of Bassoon

The committee shall conduct membership drives annually to see that all residents of Woodshire know the benefits of membership in the Civic Club and have an opportunity to join. The block captains shall also provide liaison with individual members through personal and telephone contact.

Section 3 - Deed Restriction Committee

The deed restrictions committee shall consist of six members elected to three-year terms with two positions to be filled each year. The committee shall elect a chairman from its members each year. This committee shall observe the conditions of the neighborhood, investigate possible deed restriction violations, and advise the Board of Directors of actions which the board should take to correct violations. The committee shall also review plans for remodeling and rebuilding to assure compliance with the deed restrictions.

Section 4 - Security Committee

This security committee, chaired by the treasurer, shall consist of two members appointed by the board of directors; this committee shall advise the Board of Matters affecting the safety, security and well-being of the neighborhood, its members, their homes, and personal property. Committee members with the help of the block captains shall implement such security programs as directed by the Board.

Section 5 - Ad Hoc Committees

There shall be appointed from time to time by the president, or in his absence by the vice-president, with the advice and consent of the Board of Directors, such committees as needed. The number of members of each committee shall be established by the president. The president, or in his absence the vice-president, shall be an ex-officio member of these committees.

ARTICLE VIII

Section 1 - Procedure

Roberts Rules of Order shall be authority for procedure in conducting all meetings connected with this organization.

Section 2 - Order of Business

The following shall be the order of business for the annual March business meeting:

- A. Introduction of visitors
- B. Reading minutes of preceding meetings
- C. Reports of committees
- D. Old business
- E. New business
- F. General business

ARTICLE IX

Amendment

These bylaws may be revised, changed or amended at any regular or special meeting of the membership by a two-thirds vote of the households containing a member, who are present.