

# CONSTITUTION AND BYLAWS

## CRESTWOOD CIVIC CLUB

(As Amended in April 1979, April 1981, October 2006, April 2008 and October 2008)

**PREAMBLE:** The undersigned residents of Houston, Harris County, Texas, being cognizant of the necessity for united and cooperative effort among the people of our immediate community in order to enforce the rights and privileges common to us all do hereby organize and establish "The Crestwood Civic Club", a nonprofit association, in accordance with the provisions hereinafter set out:

- I. **Purpose:** The purpose of this association is to furnish a medium whereby the residents of single family dwellings in the area delineated on the attached map may effectively join together for the enforcement of their rights and privileges as property owners and citizens so as to ensure a decent, respectable, healthful and attractive community in which to live.
- II. **Membership:** This association shall be open to all adult residents in single family dwellings in the area delineated on the attached map. The right to membership shall be suspended when a member is a non-resident of the designated areas, or when he or she is delinquent in the payment of the dues provided for herein, or in the payment of any assessments properly levied at a duly constituted meeting of this association.
- III. **Government:** This association shall be governed by a Board of Directors consisting of at least seven (7) but no more than nine (9) members. The officers of the association shall be members of the association and shall consist of a president, vice-president, a secretary, a treasurer, and such other officers as may from time to time be elected and determined by the Board of Directors. (The president shall appoint a committee to nominate a slate of directors for election and present the same to the regular meeting of the association in April of each year.) Directors shall be elected (at the regular meeting of the association in April of each year) for a term of two years (four in even years and three in odd years), but the association may remove the entire Board by a two-thirds (2/3) vote at any duly constituted meeting of the association called for that purpose. At any such meeting a new Board may be selected by majority vote. The officers shall serve at the pleasure of the Board of Directors.
- IV. **Meetings (of the association):** The regular meeting of the association shall be held twice a year on the first Tuesday in April and the third Tuesday in October of each year. The president may, in case of an emergency and to be determined by the Board, call a meeting of the full membership of the association. It shall be the duty of the president to call a meeting of the membership of the association upon written request of fifteen (15) or more members in good standing, which request

shall state the object of the called meeting. Notice of any called meeting shall be mailed to each member not less than three (3) weekdays before such meeting.

- V. **Meetings of Directors and Officers**: Meetings of the Board of Directors and officers of this organization may be held at such times and places within Harris County, Texas as may from time to time be designated by the Board.
- VI. **Dues and Assessments**: In addition to such special assessments as are from time to time voted by a majority of members at a duly constituted meeting of the association, the members shall pay to the treasurer as required by the Board of Directors annual dues not to exceed sixty dollars (\$60.00) per household per year, or twenty dollars (\$20.00) if the head of household is a senior citizen.
- VII. **Duties of Officers**: The officers of the association shall have such authorities and duties as shall be designated and determined by the Board of Directors.
- VIII. **Quorum**: A quorum of any meeting of the Board of Directors shall consist of a majority of its members. A quorum of any meeting of the association shall likewise consist of fifteen percent (15%) of its members in good standing. Meetings of the Board of Directors shall be conducted in accordance with such rules as the Board shall from time to time prescribe. Meetings of the association shall be conducted in accordance with Robert's Rules of Order, Revised. The Directors shall provide for proper procedures for due notice of all meetings.
- IX. **Amendments**: These Bylaws may be amended from time to time by resolutions approved by a two-thirds (2/3) majority vote of members present at each of two consecutive duly constituted meetings of the association.
- X. **Architectural Control Committee**: The Board of Directors shall elect five (5) persons to serve on the Crestwood – Glencove Architectural Committee. Members of the Committee shall be elected by the Board as soon after the regular April meeting of the association as possible; three (3) members will be elected in even numbered years and two (2) members will be elected in odd numbered years.
- XI. **Construction, Alteration, etc. of Buildings**: No building shall be constructed, altered, placed or allowed to stand on any lot in any of the five (5) subdivisions comprising the Crestwood-Glencove area until the construction plans and specifications and the location of the proposed structure on the lot have been approved by the Architectural Control Committee as to quality of materials, compliance with the deed restrictions to which the lot is subject and harmony with the existing structures on the lot and other lots in the subdivision.

If the Architectural Control Committee fails to approve or disapprove any plan or design within thirty (30) days after the plan or design is submitted to it, the Committee shall be deemed to have approved the plan or design.