

BYLAWS FOR THE GOVERNANCE OF THE CASTNER HEIGHTS NEIGHBORHOOD ASSOCIATION (CHNA)



January 18, 2025 Revision

ARTICLE I. PURPOSE

- A. The Castner Heights Neighborhood Association (CHNA) is established as a formal organization to represent the interests of residents of the Castner Heights Subdivision, as described in Article II. CHNA is intended to be a forum where residents can address issues of concern for the neighborhood and surrounding areas, and communicate those concerns to elected officials, government agencies, businesses, and other community stakeholders within the City of El Paso, County of El Paso, and the State of Texas.
- B. CHNA is sanctioned by the El Paso Mayor's office and participates with City Neighborhood Services and the El Paso Neighborhood Coalition. CHNA activities shall include, but not be limited to: playing an active role in cooperative planning of the area development, neighborhood maintenance/improvements, fundraising, and educational programs as deemed necessary by the general membership and elected officers of the CHNA.

ARTICLE II. LOCATION

- A. CHNA is located in the City of El Paso, El Paso County, Texas.
- B. The CHNA area of representation encompasses the Castner Heights subdivision, roughly bounded by Gateway North, Diana Drive, Dyer Street, and Hondo Pass Drive.

ARTICLE III. MEMBERSHIP

- A. The membership of CHNA shall be open to all residents, business owners or owner's representatives, non-profit organizations' representatives, and property owners or tenants who reside, own, or occupy property or maintain a business within the boundary of CHNA.

Membership Types:	Regular	Business	Honorary
Who:	Any resident	Any commercial establishment	Any individual or organization to whom membership is extended (and/or withdrawn) by unanimous BOD vote for significant support of CHNA
Boundaries:	Within CHNA	Northeast El Paso	BOD Discretion
Dues: (Membership runs one year from date of activation or renewal)	Yes – set annually, as reflected on the Membership Application	Yes – set annually, as reflected on the Membership Application	None
Meetings: May attend & participate	Yes	Yes	Yes
Voting: Membership Roster determines eligibility	Yes	No	No

- B.** The CHNA shall conduct an annual enrollment of members during which membership dues may be assessed. The amount of dues and frequency of required payment shall be determined by the CHNA Board of Directors with the approval of the CHNA membership present and voting. New membership and renewals will be available at any time. Membership cards shall be issued upon payment of dues and may be required during any ballot or other voting procedure conducted by CHNA. Members shall receive a receipt for payment of the current required membership dues.
- C.** A minimum of fifteen (15) members are required to be a recognized neighborhood association. The membership shall not be limited by race, creed, color, sex, age, heritage, national origin, or income. CHNA shall use its best faith good efforts to have its membership evenly distributed throughout its boundaries.

ARTICLE IV. OFFICERS

- A.** The officers of the CHNA shall consist of a: President, Vice President, Secretary, Treasurer, Membership Officer, and Member at Large. CHNA officers will comprise the Board of Directors and shall be elected by majority vote of the regular membership in attendance at the annual membership meeting. Officers shall serve a term of one (1) year to begin in January, at the close of the Annual Meeting, and end with the election of their successors. An officer of CHNA may not serve concurrently as an officer of another recognized neighborhood association.
- B. The President** shall call and preside at all meetings, shall act for and in behalf of the membership of the Association, shall appoint any special committees necessary for the operation of Association business, and shall act as official spokesperson for the Association. The President shall appoint regular members to fill the unexpired term of office vacancies. The President shall make a report to the general membership at the Annual Meeting and file such report with the Secretary. The President shall be responsible to file all necessary reports to the City, in compliance with the Neighborhood Association Recognition Ordinance of the City of El Paso.
- C. The Vice President** shall, in the absence of the President, assume all of the duties of that office. The Vice President shall succeed to the Presidency in the event of death, disability, removal from office, or resignation of the President until a successor shall be elected.
- D. The Secretary** shall keep a permanent record of all formal meetings, all legal documents, and legal transactions of the Association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of all documents pertaining to CHNA membership.
- E. The Treasurer** shall collect all monies due to CHNA, keep and disperse all financial receipts, pay bills approved by the Board of Directors, and keep a permanent record of all financial business of the Association. An up-to-date financial report shall be submitted at each meeting.

- F. The Membership Officer** shall oversee the annual membership drive and maintain a current roster of members to facilitate reconciliation of voting and balloting for the CHNA. The Membership Officer is responsible for determining a quorum (as described in Article VI, paragraph A) is present at General Membership meetings. The Membership Officer has the authority to accept dues as part of member recruiting or renewal. The Membership Officer shall also be responsible for publicity and notifications to the general membership for all scheduled CHNA meetings. The Membership Officer may coordinate with the Member at Large to help disseminate information for other CHNA events and meetings for which attendance and participation by the membership, or neighborhood at large, is desired.
- G. The Member at Large** will serve as a general membership representative in the management of the CHNA. The Member at Large may serve as Chairperson for various Ad Hoc committees created to serve the interests of the Association. The Member at Large shall be charged with recruiting and managing area coordinators/block captains to assist with disseminating information and fulfilling the recruitment goals of the CHNA.
- H.** No report or other action of any CHNA officer shall be considered as the act of the CHNA unless and until it has been approved by the Board of Directors. Prior to establishing a position on a matter, especially one that is the subject of a pending City Council agenda item, the Board will attempt to impartially provide the facts to the members and get membership feedback at a general membership meeting or special membership meeting. The Board may have to resort to telephonic, email, or other survey tools when there is insufficient time to have a membership meeting. In extreme cases, the Board may only have time to conduct a Board meeting. When the Board presents its official position to the City, it will identify how the decision was reached, and the vote for and against the position.

ARTICLE V. COMMITTEES

- A.** The President shall appoint the chairperson of all Ad Hoc and/or special committees. Individuals appointed as Ad Hoc committee chairperson are to attend meetings of the CHNA Board of Directors; however, they will not have a like voting privilege as that of the elected officers.
- B.** No report or other action of any CHNA committee shall be considered as the act of the CHNA unless and until it has been approved by the Board of Directors and accepted by the general membership.

ARTICLE VI. MEETINGS

- A.** CHNA general membership meetings shall be held at least three times a year, unless otherwise directed by the Board of Directors, at a time and place designated by the President. All meetings shall be publicized and open to attendance by the general membership and members of the public. A minimum of ten percent (10%) of regular members (quorum), must be present to conduct business.

- B. The annual general membership meeting shall be held in January for the purpose of electing officers and receiving annual report(s).
- C. The Board of Directors shall meet upon the call of the President, or upon written request of two (2) elected officers, if the meeting concerns the conduct of the President. A minimum of two-thirds (2/3) of the officers must be present to conduct business.
- D. At least fifteen (15) calendar days' notice shall be provided in advance of any Association general membership meeting. Every effort will be made to notify all interested parties, to include the City Council District Representative and members of the Association of upcoming meetings either by direct mail, email, newspaper article, telephone, or announcement at regularly scheduled meetings. CHNA will notify the City Council District Representative promptly without delay if less than two (2) weeks advance notification was provided to its members.
- E. Special meetings of the general membership may be called by a majority of CHNA officers or thirty percent (30%) of the voting membership. The President must schedule the meeting within fifteen (15) calendar days and the Membership Officer shall give notice of any such meeting. A minimum of ten percent (10%) of regular members (quorum) must be present to conduct business.
- F. All non-election votes concerning routine business of the CHNA shall be decided by a majority of the regular membership present at any meeting, provided that a two-thirds (2/3) quorum of elected officers are present.
- G. In a time-sensitive situation, the Board of Directors may vote by phone, email, or other electronic means if authorized by the president. Members shall have at least twenty-four (24) hours, but no more than forty-eight (48) hours, to cast their votes. A two-thirds (2/3) vote of the entire Board of Directors is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the Board of Directors.

ARTICLE VII. NOMINATIONS, ELECTIONS, ANNUAL REPORTS, AND INSTALLATION OF OFFICERS

- A. Only regular members with the CHNA shall be eligible to serve as officers of the Association. The term of office for all elected CHNA officers shall be for one (1) year, as outlined in Article IV. Officers. In an extraordinary situation, a BOD position may be filled by other than a regular member with 2/3 majority vote of the quorum membership present.
- B. Nomination of officers may be accepted as a slate of candidates presented by a nominating committee and/or from the floor of the Annual Meeting.
- C. Election of Officers shall be held on the same day as Nominations and officers shall be installed immediately upon election.

- D. All documents, records, and materials pertaining to the duties of any office as outlined in the bylaws shall be transferred from outgoing to incoming officers within seven (7) calendar days of the installation.
- E. Any officer may be removed from office by a two-thirds (2/3) majority vote of the membership in attendance after a special meeting has been requested at least fifteen (15) calendar days in advance. Notification of meetings involving the recall officers shall be mailed to the Neighborhood Services Coordinator of the City of El Paso.
- F. Vacancies occurring in any elected office of the CHNA shall be filled for the unexpired term by special appointment of the President, with simple majority approval by the Board of Directors. All vacancies shall be filled within thirty (30) calendar days to facilitate the continuity of the organization.
- G. In the event of malfeasance on the part of any CHNA officer, the Board of Directors may take immediate action to institute a temporary suspension, until a special meeting on the matter can be held as outlined above.

ARTICLE VIII. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the Association may not be made without the signatures of at least two (2) of the officers; one shall be the Treasurer.
- B. Financial records and funds of the Association shall be audited at least once a year by a committee of at least two (2) regular members of the Association appointed by the Board of Directors. The audit must occur prior to a new Treasurer taking office.
- C. No CHNA member or officer shall receive, directly or indirectly, any compensation or pecuniary benefit from the CHNA, except that approved expenses may be reimbursed.
- D. No officer, representative, spokesperson, or member shall have any financial liability of the Association.

ARTICLE IX. AMENDMENT OF BYLAWS

- A. These bylaws may be amended at any regular or special meeting of the CHNA by a two-thirds (2/3) majority vote of the quorum membership in attendance.
- B. Proposed amendments shall be sent to all members at least fifteen (15) calendar days in advance of the meeting where action is to be taken or proposed. Amendments must be read at that meeting.

ARTICLE X. GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the Association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these bylaws or any special rules that the Association may adopt.
- B. If any part of the bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. In the event of dissolution of the CHNA, the incumbent Board of Directors of the CHNA shall, after satisfaction of all liabilities of the Association, dispose of the remaining assets by donating them to an agency or organization with similar purposes as those listed in Article I of these bylaws.
- D. Officers of the CHNA will respect the privacy rights of all members and will treat all personal information provided to the Association as confidential. Officers will use the information solely to conduct CHNA business.

Adopted this: 6th day of September 2025


Joe Molnar, President


Krystal Franklin, Secretary


"Holi" Holifield, Membership Officer


Ben Franklin, Vice President


Fatima Smith, Treasurer


John Muñoz, Member at Large