

**Royal Oaks Civic Association Bylaws  
Houston, Texas 77043**

**BYLAWS  
September 2003**

**Article I. Membership**

Section 1. Homeowners eligible for membership in this organization are bona fide members of the Royal Oaks Civic Association. Annual dues or special assessments levied in accordance with the Constitution, Bylaws or Deed Restrictions<sup>1</sup> must be paid when due for a member to remain in good standing.

Section 2. Delinquent members can be reinstated as members in good standing by payment of all dues and assessments in arrears plus current dues and assessments.

Section 3. No one shall participate in the affairs of this organization except bona fide members in good standing.

Section 4. Up-to-date lists of members in good standing, delinquent members, and eligible homeowners shall be maintained at all times.

Section 5. Regular meetings of this organization shall be held at least twice annually, at a time designated by the Executive Committee.

Section 6. Emergency meetings of the membership may be called by the President, Vice President, or ten percent of members in good standing, upon seven days notice to the members. The President, or in his absence, the Vice President, shall call such a special meeting.

Section 7. At any general meeting of the organization, 25 households present and in good standing shall constitute a quorum.

Section 8. Written notice of all forthcoming meetings shall be distributed to all occupants in Royal Oaks Addition at least fourteen days in advance of such meeting.

Section 9. The private property of members of the Association shall not become subject to the payment of debts incurred by the Association. The Deed Restrictions<sup>1</sup> provide a method for the Association to recover assessments or other fees but do not allow Foreclosure of Property by the Association.

Section 10. All general meetings of this organization shall be public unless otherwise decreed by the Executive Committee. However, privileges such as offering motions, resolutions, voting, debating and participation in the affairs of the organization shall be limited to members in good standing.

Section 11. The Architectural Control Committee (ACC) shall be bound by the Deed Restriction Document<sup>1</sup> and the procedures as outlined in the ACC Guidelines and shall act accordingly. The ACC Guidelines shall ensure that due process is followed and shall ensure that effected property owners are given full knowledge of said processes. All actions of the Architectural Control Committee are subject to review by the Executive Committee and may be appealed by all Property Owners to the ACC or Executive Committee.

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Section 12. The approved and certified Royal Oaks Deed Restriction document shall be the governing document when conflict exists between it and other Association documents.

Section 13. No resident or member of the Association shall consult with the attorney of the Association without prior knowledge and approval of the President or the Executive Committee.

**Article II. Dues and Assessments**

Section 1. The dues shall be payable to the Treasurer each calendar year. Dues are payable and due on March 1st of each calendar year, prior to the first vote, and shall be considered delinquent 30 days thereafter.

Section 2. Special assessments may be levied by a simple majority of all the property owners in Royal Oaks Sections 1, 2, 3, 4, and 6.

**Article III. Officers**

Section 1. Officers of this organization shall be duly elected members in good standing who are willing to serve.

Section 2. Should a vacancy occur in any office, except for impeachment, a successor to such office shall be elected for the unexpired term by the Executive Committee at the next regular meeting of the Committee.

Section 3. The President shall preside at all meetings of this organization, preserve order, enforce the Articles of Incorporation, Constitution, Bylaws, and Deed Restrictions<sup>1</sup> and exercise supervision of it's affairs generally. He or she may, but shall not be required to vote, except in cases of a tie vote at elections of officers and members of the Executive Committee, in which case he must vote.

Section 4. The Vice President shall assist the President in the discharge of his duties. He shall preside at all meetings of this organization and it's Executive Committee in the absence of the President, with the power and authority vested in the office of President.

Section 5. The Secretary shall keep a full, true and correct record of all proceedings of this organization, receive all communications, conduct all correspondence and have charge of all records.

Section 6. The Treasurer shall receive dues and assessments from members. He or she shall receive all other money due to the organization. All money shall be deposited in the bank designated by the Executive Committee and shall be withdrawn upon the signatures of the President and Treasurer, or in the absence of the President, the Vice President. All money and records shall be returned to the Executive Committee upon vacating office for any reason.

**Article IV. Executive Committee**

Section 1. The members of the Executive Committee shall consist of the duly elected officers, one Representative from each section of Royal Oaks Addition as outlined in the subdivision plats, and the immediate Past President, provided this is not the same person currently serving as President. If the immediate Past President is currently serving as President, the Past President from the

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administration preceding the current President's first term shall be a member of the Executive Committee. No Executive Committee member can hold two positions at the same time.

Section 2. The Representative from each section shall be elected in the same manner and at the same time as the officers of the Association.

Section 3. The Executive Committee shall meet at least quarterly, at such time and place as determined by the President, or on written notice of a majority of the Executive Committee.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum, two of whom must be duly elected officers.

Section 5. Subject to any resolution adopted by the general membership, the Executive Committee shall be the governing body of the organization with full rights and authority to determine policy, outline, plan, determine and carry into execution all business, activities, and policies; enter into and execute necessary agreements, together with the instruments or contracts in connection therewith, in the name of the organization, through the President, or Vice President in the absence of the President, and constitute representatives of the organization. Written minutes and records of all proceedings of the Executive Committee shall be kept by the Secretary of this organization and same shall be open to the inspection of members in good standing at all reasonable times.

Section 6. The Executive Committee shall report at general meetings any actions taken by the Committee in the name of the Association since the last general meeting.

Section 7. Immediately upon election of new officers, an Auditing Committee shall be appointed by the new Executive Committee to consist of three members in good standing to audit the books and records of the organization and report to the Executive Committee within 30 days. Results of the audit will be presented at the next general meeting by the Auditing Committee.

Section 8. Expenditures in excess of two hundred dollars must be approved by a majority vote of the Executive Committee.

Section 9. The Executive Committee shall not authorize expenditures in excess of \$3,000.00 per project, or the total amount on deposit in the treasury, whichever shall be the lesser amount, without the approval of the general membership.

Section 10. All vacancies of Section Representatives shall be filled immediately by the Executive Committee from the section vacated, such office to be held until the next general election.

**Article V. Elections**

Section 1. A general election of Area Representatives and members of the Executive Committee shall be held during the month of March of each year. Changes in voting procedures will take effect in the next applicable meeting.

Section 2. Nominations shall be made from the floor and election shall be by confidential written ballot by members in good standing. Voting from the floor will be allowed when there are no contested positions.

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Section 3. Voting ballots shall be counted by appointed representatives and the results reported by the President.

Section 4. The President shall declare the results of the ballot by declaring the member receiving a plurality vote elected for each office.

Section 5. Officers elected at the general election meeting shall assume office at the end of said meeting.

**Article VI. Impeachment**

Section 1. Any officer may be impeached for malfeasance of office or for actions contrary to the interest of the organization.

Section 2. To impeach an officer it shall be necessary to file a written complaint against such officer with the Executive Committee, over the signature of the complainant, by delivery of such complaint to the Secretary or President. Upon receipt of same, the Executive Committee shall meet within ten days to consider the complaint. The Executive Committee shall submit the complaint together with its recommendation at the next membership meeting. A majority vote of present members in good standing shall be required to impeach.

**Footnote:**

1. Deed Restriction(s) as used in this document refer to the "AMENDED AND CONSOLIDATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR ROYAL OAKS SUBDIVISION" dated December 1998, as filed with the Harris County Clerk.

**Revisions:**

1993 - Amendments to the following sections approved in General Meeting 09-Nov-1993.

Article I, Section 7.

Article III, Section 6.

Article IV, Section 5, 8.

1996 - Amendments to the following sections approved in General Meeting 22-Oct-1996.

Article II, Section 1.

Article IV, Section 1.

2000 - Amendments to the following sections approved in General Meeting 28-Mar-2000.

Article I, Section 1, 2, 9, 11, 12.

Article II, Section 1, 2.

Article III, Section 3.

Article IV, Section 8.

Article V, Section 1, 2.

Footnote 1.

2000 - Amendments to the following sections approved in General Meeting 27-Jun-2000.

Article I, Section 6, 8.

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2002 - Amendments to the following sections approved in General Meeting 09-Jul-2002.  
Article I, Section 13.  
Article IV, Section 9.

2003 - Consolidated document approved in General Meeting 16-Sept-2003.