

# APP A: Sample Bylaws

Articles of Organization of [State name of Neighborhood Association].

## **Article I. Name.**

The name of this organization shall be the [Name of Neighborhood Association].

## **Article II. Area of Operation.**

This neighborhood organization shall limit its activities to the area within these boundaries: [describe boundaries]

## **Article III. Purpose.**

The general purpose shall be to

\_\_\_\_\_ [State whatever purpose that is agreed upon, see some examples below.]

- Make the area a better community in which to live and raise a family
- Encourage the residential character of the neighborhood and quality of life through compatible land use and housing preservation.
- Achieve better facilities and services to meet the needs of the residents of the area.
- Maintain a pleasing aesthetic character for the neighborhood.
- Develop local leadership and resources effectively to deal with neighborhood issues.
- Promote an increased awareness of the benefits and problems of living in the neighborhood.
- Inform the residents of the neighborhood of events concerning this area.
- Meet community needs so that all who live in the area will feel a part of the community.
- Provide a vehicle through which group unity may be directed when needed.

## **Article IV. Membership**

Membership is open to anyone interested in the organization. Special efforts will be made to see that all segments of the community are included in the membership of the group. Each adult member (19 years or above) with dues current will be allowed to vote [or state whatever membership policy is agreed upon].

## **Article V. Dues**

Annual dues will be \$2 per regular membership. Senior citizen memberships will be \$1. Dues shall be paid on or before the date of each annual meeting [or whatever is agreed upon].

## **Article VI. Meetings**

The annual meeting of the organization will be held during the month of \_\_\_\_\_. Special general meetings can be called by a quorum of the Board. The membership shall be notified at least two weeks before scheduled meetings and when possible before special meetings. Procedures at general meetings shall follow "Robert's Rules of Order" [or whatever is agreed upon].

## **Article VII. Board**

Functions of this organization shall be administered by a twelve (12) member board which the general membership will elect. Board members will be elected for a three-year tenure. Four (4) board members will be elected annually (except the first election at which four three-year members, four two-year members and four one year members are elected). Members may be reelected. The Board will meet once a month or as often as necessary. The Board meetings will be open to the public. As much as possible, the Board shall represent all areas of the neighborhood. The Board will select among themselves the presiding officers of the Board. If a vacancy occurs, a replacement shall be appointed by the Board to fill out the remainder of the term. The Board shall appoint committees as needed. Chairs of the committees can attend Board meetings. Any issues involving financial resources or capital improvements shall be brought before a meeting of the general membership. [Or state whatever definition is agreed upon.]

## **Article VIII. Amendments**

These Bylaws may be amended, altered, or repealed. A majority of members present may adopt New Bylaws at either an annual meeting or a special meeting called for that purpose. [Or state whatever wording is agreed upon.]