

Name Neighborhood Association
Fiscal Year Ended Month Year
Neighborhood Alliance Guidelines

By-Laws
A good rule in writing by-laws is to keep them as simple as possible. Smaller neighborhood groups operate with a few officers who meet with the entire membership monthly or bi-monthly, as desired, and make decisions at each meeting.
An effective set of Neighborhood Association by-laws should include:
Boundaries
Official Name of Association
Purpose of the Organization
Membership Rights and Qualifications
Election and Voting Procedures
Officer titles, terms and responsibilities
How to amend by-laws
Dues: How much, how and when are they collected and by whom?
Brief financial responsibilities: Monies are to be deposited in a bank account, how many signatures required on each check, who has access to the account, where records are kept, the amount that can be spent by board without membership approval.
You will not "file" your by-laws anywhere, but you should have an up-to-date copy of them at every meeting in case procedural questions come up.
In the very rare circumstance that your association would be called into court, your by-laws would probably be the most important document you have. Once passed, make sure your association follows the by-laws.
Incorporation
Neighborhood Associations are considered a statewide non-profit organization and as such should be incorporated.

Bank Accounts

Apply for an Employers Identification Number (EIN) also known as a Federal Identification Number. This number identifies your corporation and enables you to open a bank account. An individual's social security number should not be used to open the neighborhood association's bank account.

The association treasurer will be responsible for balancing the checking account and for giving the financial report at each meeting.

Keep bank records for seven (7) years in a safe, transportable box. It will be easier to transfer the records when you elect your new treasurer if all records are kept in an easily movable plastic filing bin.

The person who writes the check should not be the person who signs the check. This creates a double set of eyes on each transaction and keeps everyone honest.

Strategic Planning

Strategic planning is a way to set up short term and long term goals for your association. It is important to get as many people's opinions as possible to get a good feel for your future needs. Strategic planning should answer questions such as: 1) What is the purpose or mission of this neighborhood? Why does it exist? 2) What vision does the neighborhood have about what it might become in the future? Include social, safety and beautification subcategories..

New Leadership

New officers, including officers of the Executive Committee, Leadership Committee or Board of Directors need to make sure the following things are done:

Contact Neighborhood Alliance, Inc. at (405) 528-6322 and let the Alliance know the names of the new officers. This is a vital step for our records and will insure your association will be getting all the up-to-date information you need to be successful.

Call a meeting of the new leadership to read and review the by-laws of the organization. Prepare any changes that the new committee would like to make and put it on the agenda for a membership vote at the next meeting.

Change signature card information at the bank. Failure to do so can delay association business.

Change officer information on the Articles of Incorporation at the Secretary of State's Office, if applicable.

Audit the financial account. Insure the officers are aware of how the organization's money can and cannot be used. This should be done even if you trust the former treasurer with your life. It helps the leadership know what money is coming in, going out and how the organization's money is being used. It will also help the leadership understand when money is needed and for what events.

Oversee that all records are turned over to the new or appropriate officers.

Meet and choose goals or a project for the Association to accomplish for the year.

Contact Neighborhood Alliance at (405) 528-6322 and schedule a new officers orientation training. This can be done on a weekday evening and is scheduled on an as-needed basis.

Office Roles & Block Captains

Neighborhood and Homeowners Associations should be well organized, small, non-profit organizations run by an elected board of directors. Most neighborhood residents are willing to serve their association, but need more information on how to be an effective leader. The bylaws of a Neighborhood Association should state the officers needed to run the association. The association should then create job descriptions for each position and define the responsibilities and the association's expectations for each position.

This job description should be provided to each candidate for a position prior to an election of officers so that the candidate is aware of what will be expected of them prior to being elected.

An association can provide for any number and type of officers it wishes in its bylaws. Typical officer positions include: President, Vice President, Treasurer and Secretary.

It is the duty of all officers to deliver all files and records of the association to their successor when new officers are elected.

Block Captains are the backbone of a successful association. They act as the association's liaison for their immediate neighbors. Block Captains have several responsibilities that include gathering information for the neighborhood director, reporting the to the president of the NA any block information needing attention, etc.

Legend

Neighborhood Alliance recommendations

NA operations with recommendations for improvement in red