**SAMPLE VOLUNTARY NEIGHBORHOOD ASSOCIATION BYLAWS**

**(LEADERSHIP TEAM MODEL)**

**BYLAWS**

*Approved by membership vote on \_\_\_\_\_\_\_\_\_\_\_\_\_*

**ARTICLE I. NAME AND PURPOSE**

The name of the Association shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and shall also be known as \_\_\_\_\_\_\_\_\_ (initials).

The Association is organized and shall be operated exclusively for the charitable purpose of improving and beautifying the neighborhood, educating members in the prevention of residential crime and vandalism, improving neighborhood and community relationships, and promoting a better community through group action.

**ARTICLE II. BOUNDARIES**

The boundaries of the area included in the Association shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARTICLE III. MEMBERSHIP**

**Section 1. Membership Composition.** Membership is open to any and all residents, property owners, renters, and business owners interested in the purposes and goals of the Association.  Each membership, within the prescribed boundaries, is limited to one vote.

**Section 2. Voting Membership.** Only persons who have paid the annual dues in full may vote on Association business. Each adult living in the residence must pay dues in order to vote. Each address may have no more than 2 paid dues paying members. Voting members must be at least 18 years of age or older.

**Section 3. Member in Good Standing.** All persons who have requested to join the Association, adhered to the Association's regulations and have paid their dues in full will be considered members in good standing.

# ARTICLE IV. DUES

# Section 1. Why Collect Dues. All members will be asked to pay dues annually. Dues are voluntary, however, only members in good

# standing may vote on Association business. Dues are collected for the sole purpose of carrying out the mission of the Association.

**Section 2. Amount of Dues.** Dues will be kept low so as to encourage as many members as possible. The amount of the dues will be determined annually and announced at the annual meeting to be held in \_\_\_\_\_\_\_\_\_\_\_. The Leadership Team will make a recommendation to the membership at the annual meeting as to the amount of the yearly dues followed by a vote of the membership.

**Section 3. Payment of Dues.** Annual dues are to be paid within 60 days of the annual meeting. New members will be asked to pay for the full year in which they join, regardless of when they join.

**Section 4. Other Monetary Donations to the Organization.** Periodically, members may be asked to donate to other projects proposed and voted on by the Association. These are voluntary payments and are not considered dues.

**Section 5. Who Pays Dues.** Dues are collected from all members who are 18 years of age or older. Each adult resident may pay dues and therefore be able to vote on Association business. Each address may have no more than two dues-paying members. Dues are to be remitted to the Treasurer.

**ARTICLE V. MEETINGS**

**Section 1. Time and Place of Meetings.** The Association will meet regularly at a time and place that is convenient to the

largest number of members. Meeting dates and times should be consistent and moved or rescheduled only as a last resort. When circumstances allow, members shall be notified at least 3 days in advance of all cancelled meetings.

**Section 2. Notice of Meetings**. Notice of regular meetings shall be posted, stating the place, day, hour, and subject of the meeting. This notice shall be delivered not less than three (3) days before the date of the meeting. The message may be delivered by electronic messaging, phone message, written notice delivered to the home or a notice mailed to each home address. Yard signs posted around the neighborhood may also be a means of notice. It is up to the Leadership Team to decide the most appropriate type of communication for the Neighborhood.

**Section 3. Special Meetings.** Special Meetings of the membership may be called by the Leadership Team with a 3-day notice.

**Section 4. Committee Meetings.** The Leadership Team and/or other committees of the Association may meet at other times to conduct the business of the Association.

**Section 5. Annual Meeting.** The Association will hold an annual meeting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of each year. The Leadership Team members and the Treasurer will be elected at that meeting. The amount of annual dues will be voted on at that meeting. Anyone is allowed to attend this meeting but only members in good standing (see Article III) are allowed to vote at this meeting. The annual budget will be voted on at the annual meeting and the Audit Committee (see Article VII, Section 4) will make their report.

**Section 6. Nominations.** Nominations will be accepted from the floor at the Annual meeting.

**ARTICLE VI. LEADERSHIP TEAM**

**Section 1. General Powers/Budgeting.** The affairs of the Association shall be generally managed by its Leadership Team. However, approval of any expenditure over $200.00 shall require the approval of the members at a regular or special meeting, unless the members have approved an annual budget, at which time the Leadership Team may spend up to the amount approved by the Members as outlined in the budget.

**Section 2. Composition.** The Leadership Team shall consist of 4-10 persons elected by the membership and one additional person specifically voted in to be Treasurer. These people will make up the Leadership Team also known as the Executive Committee.

**Section 3. Elections.** These positions shall be elected by a majority vote at the annual meeting. If the positions are not elected at the annual meeting the current team members and Treasurer hold office until an election can be held. All Leadership Team members must be members in good standing and are expected to remain current on their dues throughout their term.

**Section 4. Duties.** The members of the Leadership Team will not have titles, except for the one who was voted in to be the Treasurer. Members will divide up the tasks to be done equally and each will perform their tasks. Tasks can be divided among the group at any time during the year and as infrequently or frequently as members need. All duties normally performed by a President, Vice President, and a Secretary will be divided up and performed by the Leadership Team.

**Section 5. Duties of the Treasurer.** The Treasurer shall be elected to a 2 year term by the general membership. The Treasurer shall be responsible for all funds of the Association. He/She shall receive and issue receipts for monies due and payable to the Association from any source and deposit all monies in the name of the Association in the financial institution selected by the Leadership Team. The Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled membership meeting and Leadership Team meetings. The Treasurer is responsible for assuring all bank statements and other Association records are kept neatly filed and safe. The Treasurer is responsible for assuring all residents are aware of the amount of the annual dues. The Treasurer is accountable for all expenditures of the Association and must keep good records, including receipts, to back up every transaction. Each check of the Association shall be signed by two signatures. Treasurer shall prepare the check for signatures, and two other officers will sign the checks. This position shall perform all the duties incident to the office of Treasurer, and such other duties as from time to time may be assigned to him/her by the Leadership Team.

**Section 6. Terms.** In order to maintain continuity and to assure all officers do not leave the Leadership Team at the same time, the first year of elections the terms will be staggered as such: ½ of the members of the Leadership Team will serve a 1 year term and the other 1/2 will have a 2 year term. The treasurer is elected to serve a 2 year term. After elections the members of the Leadership Team will decide who has 1 or 2 year terms and assure the members are notified of their tenures, which could be decided by drawing names from a hat. In subsequent years all officers are elected to a 2 year term. The year terms for all offices shall be from the first day of the month immediately following the annual meeting or at the end of the meeting when elections took place, whichever is the later, until new officer are elected to replace them.

**Section 7. Term Limits.** Officers can be elected to their office for 3 consecutive terms. After that, they must sit out for 1 term

before running for the Leadership Team or Treasurer again.

**Section 8. Removal.** Any Leadership Team member elected by the membership may be removed by a petition signed by a minimum of 40% of the Association members or a two-thirds vote of the members of the Leadership Team, whenever, in their judgement, the best interests of the Association would be served thereby. If a member of the Leadership Team is absent for 3 consecutive Leadership Team meetings then the Leadership Team has the right to vote for the absent Leadership Team member to be removed.

**Section 9. Vacancies.** A vacancy in the Leadership Team because of death, resignation, removal, or otherwise, may be filled by a vote of the Leadership Team for the remaining portion of the term. All qualification of a Leadership Team member must still be recognized.

**Section 10. Regular Meetings.** Leadership Team members may meet outside of regular Association meeting times. The Leadership Team should hold regularly scheduled meetings.

**Section 11. Special Meetings.** Special meetings of the Leadership Team may be called by the Leadership Team or at the request of any two Leadership Team members. Depending on the emergency, notice may be as short as 48 hours. Notice may be given by electronic messaging, phone message, written notice, signage placed at entrances to the neighborhoods, written notice mailed to each member of the association or any combination of the above. The best form of communication should be voted on by the Leadership Team at one of the first meetings and should be adhered to as much as possible to show continuity.

**Section 12. Location of Meetings.** All meetings shall be held within a reasonable traveling distance of the neighborhood.

**Section 13. Notice.** Notice of any meeting besides “special” meetings shall be given at least 7-days prior notice by electronic messaging, phone message, written notice delivered personally or signage placed at the entrances to the neighborhood or written notice mailed to each committee member at his/her home address, or any combination of the above. The best mode of communication should be voted on by the Leadership Team at one of the very first meetings.

**Section 14. Electronic Attendance.** Leadership Team meetings may use electronic methods to be part of a meeting in real time (i.e. video chat or conference call). Present in real time electronically would be considered the same as present in person.

**Section 15. Quorum.** There must be at least 50% of the members of the Leadership Team present to conduct any business at the Leadership Team meetings. (See Article 4, Section 5 for further information)

**Section 16. Additional Committees.** The Leadership Team may appoint additional committees to help with workload of the RPNA. The Committee Chairs will be appointed by the Leadership Team and/or their designee. The Committee Chair is responsible for recruiting their own committee members. Committee members do not have to reside in or own a business or property within the boundaries of the neighborhood.

**Section 17. Compensation.** The Leadership Team, Committee Members and/or General Members shall not receive any payment for their services, may not sell their services to the neighborhood, or in any way exchange monetary services with the association.

**ARTICLES VII. COMMITTEES**

**Section 1. Committee Chairs.** Leadership Team assigns the Committee Chairs as needed

**Section 2. Committee Members.** Committee Chairs are responsible for assigning members to their respective committees.

**Section 3. Standing Committee and Ad Hoc (as needed) Committees.** Both Standing and Ad Hoc Committees may be utilized to address neighborhood business.

**Section 4. Audit Committee.** One of the Ad Hoc Committees will be an Audit Committee.

a.) This committee will be made up of 2-4 members at large. These committee members will be selected by the Leadership Team and voted on by the members at a regularly scheduled or special meeting.

b.) Audit Committee will review all the checks, bank statements, check signatures, receipts, deposits, etc. for the entire fiscal year.

c.) Audit Committee will make a report of their findings at the Annual Meeting before all members on behalf of the Treasurer.

d.) The Treasurer will still give the annual financial report at the annual meeting.

**ARTICLE VIII. VOTING**

**Section I. Majority Vote Rules.** All Association business is transacted using a voting system called Majority Vote, which means the winning candidate or resolution received at least one more vote than the next candidate or resolution on the ballot. A roll call, voice or secret ballot election may be used.

**Section 2. Must be Paid Member.** In order to vote on Association business you must be a dues paying member in good standing.

**Section 3. Use of Proxy Voting.** Proxy voting is allowed at all meetings except Leadership Team Meetings. Members in good standing may assign their vote to another member in good standing by using the form created by the Leadership Team. This signed and dated form must be turned into a member of the Leadership Team who is attending the assigned meeting at least 10 minutes prior to the beginning of the meeting. Proxies are only good for one meeting and no one person may hold more than one proxy per meeting. Proxy forms will be attached to the sign in sheet.

# ARTICLE IX. QUORUM

**Section 1. Definition of Quorum.** A quorum is the minimum number of persons required to be present before Association business can be voted on.

**Section 2. Quorum at Membership Meetings.** The Association requires that at least 50% of members who are in good standing with the Association be present at any regularly scheduled or annual meeting in order for votes to take place or business to transact.

**Section 3. Quorum at Leadership Team Meetings.** The Association requires that at least 50% of the Leadership Team members be present at a Leadership Team meeting in order to transact committee business.

**Section 4. Quorum for Other Committees.** There is no quorum responsibility for other Association Committees.

**Section 5. Diminishing Quorum for Meeting Attendance.** As long as this language is widely advertised and placed on all meeting notices advising members of the consequences of not attending, Diminishing Quorum may be used. If Quorum, as describe above, is not met, the Leadership Team can declare that meeting closed. And then immediately call a second meeting to order, at which time the number of members eligible to vote that are present in person or through proxy will constitute a voting quorum and business may transact. Diminishing quorum does not apply to Leadership Team meetings.

# **Article X. By-Law Amendments / Alterations and Rules of Assembly**

These bylaws may be altered or amended by an affirmative vote of 51% of the membership present at any regular or special membership meeting provided that written notice to amend was given at least 10 days prior to the meeting and the intent to vote on bylaws is placed on the notice. Outside of these by-laws, Roberts Rules of Order Newly Revised is the standard by which this organization transacts business.

**6.) Abandonment or Disillusionment of the Association**

If the Leadership Team and/or the Membership votes, or by abandonment agree, to dissolve the Association all records of the Association will be put on file at the Neighborhood Alliance to hold in case a new group wishes to start up the Association again. Any monies in the account may be donated to an agreed upon Charity, or, they too may be put in trust for up to two (2) years at Neighborhood Alliance to be given one a new group comes together to re-organize the Paseo Neighborhood. After 2 years if no one comes forward, the monies in trust will be rolled over into the general use coffers of the Neighborhood Alliance for use in their work with other neighborhoods.

Bylaws approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date)

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Print Name (First and Last)                           Signature of Leadership Team Member

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Print Name (First and Last)                            Signature of Leadership Team Member