**Bylaws**

The following is a template bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations, e. g., names and numbers of officers should be determined by the needs of the individual organizations.

**BYLAWS**

**BYLAWS OF ASSOCIATION**

**ARTICLE I. NAME AND BOUNDARIES**

1. The name of the association shall be .
2. The association shall encompass the areas bounded on the

North by

East by

West by

South by

**ARTICLE II. PURPOSE – We believe that neighborhood associations are a valuable resource promoting healthy communities and are to be established, maintained, and enhanced. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will**

1. Facilitate communication among residents, local officials, and elected officers in our community
2. Advocates and work to improve the quality-of-life in our neighborhood
3. Create community networks through meetings, training, and activities.
4. Build consensus on important common issues and act in accordance with membership guidance

While the \_\_\_\_\_\_\_\_\_ may take positions on issues that may directly impact its residents, it is not our purpose to endorse candidates running for any political office or take positions on statewide initiatives.

The \_\_\_\_\_\_\_\_\_\_\_ may, by a majority vote of either the general membership or Board of Directors, sponsor forums for local candidates for the City of San Jose, School District, County of Santa Clara elected officials, and/or City/County initiatives.

**ARTICLE III. MEMBERSHIP**

1. The membership of this association shall be residents, property owners or businesses within the neighborhood.
2. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
3. Dues will be determined by the \_\_\_\_\_\_\_\_\_ Board of Directors with changes not more frequent that yearly.
4. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

**ARTICLE IV. OFFICERS**

Two suggested options for the election of officers are: 1. The voting members of the neighborhood association shall nominate and elect the officers of the association, or 2. The voting members of the neighborhood association shall elect a Board of Directors who will then appoint officers of the neighborhood association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President (or Chairperson), a Vice President (or Vice Chairperson), a Secretary (or Secretary/Treasurer), a Treasurer and an Historian, if deemed appropriate. The officers of the association will comprise the Board of Directors.

1. The President (or Chairperson) 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 the association business and shall act as official spokesperson for the association. The President/Chair is the only person eligible to speak on the record regarding its activities. Shall approve all official communicatios.
2. The Vice President (or Vice Chairperson) shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
3. The Secretary shall keep a permanent record of all formal meetings and 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 same and submit a copy of these minutes to the membership upon request or by other routine distribution. All official communications will originate with the Secretary and have President/Chair approval prior to release.
4. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
5. Board Members At-Large – The \_\_\_\_\_\_ membership may elect up to \_\_\_ At-Large Board Members who shall have full voting privileges.
6. Youth Board Members – Up to two may be elected by the membership at a Genera Meeting provided that they are a junior or senior at a high school within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ boundaries. Youth Board Members shall have full voting privileges.
7. The Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in these bylaws. Every effort will be made to ensure that neighborhood advocates serve specific blocks or streets within the association boundaries.
8. Any officer can be removed from office by a 2/3rds majority vote of the dues paying membership (if applicable) after a special meeting has been requested at least ten (10) working days in advance. Notice must be provided to all residents for meetings involving the recall of officers.

Board Member responsibilities are to

* Remain in good standing – current on membership dues
* Attend at least 80% of the General and Board Meetings during a rolling 12-month period after election
* Prepare for all meetings by reading the Agenda/Agenda Packet
* Contribute to Board discussions in a responsible and constructive manner
* Accept opportunities to lead or participate in sponsored activities

Board Member Prohibitions

* Avoid conflicts of interest – a Board Member may participate in discussions of matters where he/she has a personal interest AFTER disclosing the interest, but may not vote on any matter having a personal interest.
* Volunteer participation ONLY – Board Members may receive reimbursement for expenses authorized by the Board, but may not take personal compensation for participation
* May not use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name or logo in any communication unless formally authorized by the Board

**ARTICLE V. COMMITTEES**

1. The President (or Chairperson) shall have the power to appoint committees as necessary to implement the purposes of the charter.
2. The President (or Chairperson) shall be an ex-officio member of all committees.

**ARTICLE VI. MEETINGS**

An annual meeting shall be held during the month of December at a time and place designated by the President/Chairperson.

1. Not less than \_\_\_\_\_ percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
2. The Voting Members present shall constitute a quorum.
3. At least 10 working days’ notice shall be provided in advance of any association meeting. Responsible effort will be made by the Secretary to notify all interested parties and members of the Association of upcoming meetings either by phone, e-mail, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.
4. All meetings shall be public and open to any interested persons.

**ARTICLE VII. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS**

1. A Nominating Committee consisting of at least 3 Board Members or Members in good standing should be appointed by the President/Chair in November. This Committee will poll the serving Board Members regarding their willingness to serve in the next year and canvas the membership to encourage them to submit their name and the office sought. The Committee will Report a slate of candidate for each office to the General Assembly at the December Meeting.
2. Nominations of officers may be made from the floor at the December Meeting in addition to the slate presented from a Nominating Committee..
3. Election of officers shall be held at the December General Meeting and the term of office begins at the conclusion of the election,
4. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within days of the installation.
5. Any vacancies occurring during the year of any Officer or member of the advocates shall be filled by appointment by the association advocates.
6. Any officer may be removed from office for cause by a majority vote of the voting members.

**ARTICLE VIII. FISCAL RESPONSIBILITY**

1. Unplanned expenditure of funds of the association may not be made without the signatures of at least one Officer and the Treasurer.
2. Planned expenditures – those projects/tasks approved in advance by the Board of Directors – may be disbursed with only the Treasurer’s signature with the submission of a check request..
3. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood Advocates appointed by the President/Chairperson prior to a new Treasurer’s taking office.

**ARTICLE IX. AMENDMENT OF BYLAWS**

1. These bylaws may be amended by a majority vote at a General Meeting.
2. Proposed amendments shall be sent to all members at least 10 working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

**ARTICLE X. GENERAL**

1. 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.
2. If any part of these 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.
3. No officer, representative, spokesperson or member shall have any financial liability of the association.

**ARTICLE XI. DISSOLUTION OF ASSETS**

Upon the dissolution of this organization, assets remaining after payment of remaining obligations shall be donated to a local charitable organization with a 501(c)3 designation as determined by the Board of Directors.

**DATE ADOPTED:**

**SIGNATURE/TITLE**

**SIGNATURE/TITLE**