

**Bylaw Sample**

Feel free to edit this Word document as a template. The areas of blue text only provide guidance and should be removed or replaced before printing and signing the document.

The following is an example of bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations. This sample should be adjusted to suit the needs of each individual association. There are certain requirements that bylaws must meet in order for a neighborhood association to be recognized by the city. This sample meets those requirements.

**BYLAWS OF \_\_\_\_\_ NEIGHBORHOOD ASSOCIATION**

**ARTICLE I. STATEMENT OF PURPOSE**

[Each neighborhood association or civic association must provide a statement of organizational purpose(s). Provide a statement accurately representing the intents and objectives of your organization.]

**ARTICLE II. NEIGHBORHOOD BOUNDARY**

The neighborhood association boundary is as follows: northern edge is bounded by \_\_\_\_; eastern edge is bounded by \_\_\_\_; southern edge is bounded by \_\_\_\_; and the western edge is bounded by \_\_\_\_.

**ARTICLE III. MEMBERSHIP**

- A. The membership of this association shall consist of residents, property owners or businesses within the neighborhood who have submitted their names on/for a membership list.
- B. Membership shall be open to all residents, property owners and businesses within the boundaries of the association, as described herein.
- C. A Voting Member shall be a household or business in attendance at an association meeting and that has established membership in the association. Each household or business within the neighborhood shall be entitled to one vote.
- D. Yearly dues are to be \$\_\_\_\_\_ per voting member. [Associations are not required to have dues]
- E. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

**ARTICLE IV. OFFICERS**

The Voting Members of the neighborhood association shall nominate and elect the Officers of the 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), Vice President (or Vice Chairperson), Secretary and Treasurer. The Officers of the association will comprise the Board of Directors.

- A. 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 association business, and shall act as official spokesperson for the association.
- B. 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.
- C. 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.
- D. 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.
- E. Neighborhood Advocates (or Block Captains) shall be composed of an appropriate number of Voting Members, shall be appointed by the Board of Directors, and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose of the association. Every effort will be made to ensure that neighborhood advocates serve specific blocks or streets within the association boundaries.

**ARTICLE V. COMMITTEES**

- A. The President (or Chairperson) shall have the power to appoint committees as necessary to implement the purposes of the association.
- B. 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 \_\_\_\_\_ at a time and place designated by the President/Chairperson.

- A. Not less than 50% percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. A quorum shall be established by five (5) or more members of the Association.
- C. At least a seven (7) day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

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

- A. Nominations of Officers shall be made from the floor at the annual meeting or by a slate presented from a nominating committee.
- B. Election of Officers shall be held on the same day as the nominations.
- C. 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 14 days of the installation.
- D. Any vacancy occurring during the term of any Officer shall be filled by appointment by the Board of Directors.

- E. Any officer can be removed from office by a 2/3rds majority vote of the Voting Members after a special meeting has been requested at least fourteen (14) days in advance. Notification of meetings involving the recall of Officers shall be conveyed to the Neighborhood Services Coordinator of the City of El Paso at least seven (7) days prior to the meeting.

**ARTICLE VIII. FISCAL RESPONSIBILITY**

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the Officers and the Treasurer.
- B. 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 Association appointed by the President/Chairperson prior to a new Treasurer's taking office.

**ARTICLE IX. AMENDMENT OF BYLAWS**

- A. These bylaws may be amended by a majority vote of Voting Members.
- B. Proposed amendments shall be read at the presiding meeting after being announced at a meeting directly preceding the presiding meeting.

**ARTICLE X. GENERAL**

- A. 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.
- B. If any part of the 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.
- C. No officer, representative, spokesperson or member shall have any financial liability of the association.
- D. No officer, representative, spokesperson or member shall discriminate in employment and delivery of services in the exercise of the neighborhood association. We will not deny service to, or otherwise discriminate against, any person on the basis of race, color, religion, gender, sexual orientation, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

**DATE ADOPTED:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
SIGNATURE/TITLE