

# **Neighborhood Association Name**

## ***By-Laws***

### **Article I: Name, Boundaries, Membership, Purpose**

1. The name of the Association shall be the Name.
2. The Association boundaries are as follows: Street/Geographical boundaries.
3. Every person aged eighteen or older who resides, leases commercial premises, or owns real estate in the neighborhood is eligible for membership in the Association. Each member shall then have the privilege of attending and voting on positions of officership, when those positions become available, policy and issues at regular and specially called meetings.
4. The purpose of the Association is to facilitate communication among members, and between members and the City of Columbia; and to identify, consider and take appropriate action on matters of neighborhood concern.

### **Article II: Officers**

1. **Chair:** The Chair shall preside over regular and special meetings, and act as the Association's chief executive officer.
2. **Vice-Chair:** The Vice-Chair shall perform the duties of the Chair in the absence of the Chair, or by the Chair's request, and shall become the Chair if the membership by majority vote declares that the Chair's position is vacant.
3. **Secretary:** The Secretary shall keep the minutes of all meetings of the Association, handle correspondence, and prepare meeting notices, newspaper ads and news releases.
4. **Treasurer:** The Treasurer shall handle all funds, keep records thereof, and report the Association's finances whenever requested by the Chair at any meeting or otherwise. The Chair or Vice-Chair must approve all disbursement of all Association funds.
5. These officers constitute the Ruling Body of the Association and shall be present whenever the Association conducts a meeting.
6. Election of officers shall take place whenever needed. Otherwise, elections shall occur **insert proposed annual meeting schedule**. Vacancies may be filled by the Chair until a special election shall take place.
7. Each officer shall serve a term of one year, or until any officer wishes to resign due to hardship in performing the duties of that office, or physical relocation from the

Association's boundaries. In case of resignation, a special meeting shall be called in a timely fashion for the purpose of electing an officer or officers.

### **Article III: Meetings**

1. There shall be an annual meeting on **insert proposed time/place here** to elect officers and conduct other business. **Insert regular meeting time/place here, if desired.**
2. The Ruling Body shall present candidates for each office, and election of officers shall be decided by a show of hands, a yea or nay vote, or under special circumstances, as determined by the Ruling Body, by secret ballot. Candidates for office must be members of the Association and may be nominated by himself or herself or by another member. If for any reason a tie should occur, a coin toss shall resolve the matter.
3. Upon his or her initiative, or upon the request of at least three members, the Chair shall call a special meeting. There must be adequate notice of special meetings. Notice must be made available to all members. These meetings shall take place at any time the Chair shall see fit to contact enough members to establish a voting quorum. Special meetings shall be announced at least three days in advance of such a meeting. Announcement for such meetings will be conducted by word of mouth, telephone call, or by letter as determined by the Chair.
4. Quorums for any meeting shall consist of those members and those officers of the Ruling Body that are in attendance. A simple majority voting by a show of hands or by a yea or nay vote shall decide all matters for the Association.

### **Article IV: Amendments**

These By-Laws may be amended, repealed, or new by-laws may be adopted by the majority vote of the membership at any annual or special meeting.

### **Article V: Dues**

**Dues are not required. You may choose to assess dues, or you may choose not to assess dues.**

### **Article VI: Dissolution**

If there is no election of officers for a period of twenty-five consecutive months, the Association shall then be considered dissolved.

The By-Laws and Election of the Ruling Body are hereby adopted on this day, the \_\_\_\_ day of

\_\_\_\_, 20\_\_.

Elected Officers of the Ruling Body, elected on this day, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Chair:**

**Vice-Chair:**

**Secretary:**

**Treasurer:**

Signed and dated.

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**Chair**