***Article I. Purpose***

***Section 1. Name***

The name of the neighborhood association shall be [group name].

***Section 2. Area of Operation***

This neighborhood organization shall limit its activities to the area within these boundaries:

[describe boundaries]

***Section 3. Purpose***

[State whatever purpose that is agreed upon, see some examples below.]

*Make the area a better community in which to live and raise a family.*

*Encourage the residential character of the neighborhood and quality of life through compatible land use and housing preservation.*

*Achieve better facilities and services to meet the needs of area community members.*

*Develop local leadership and resources effectively to deal with neighborhood issues.*

*Inform the neighborhood of events concerning this area.*

*Meet community needs so that all who live in the area will feel a part of the community.*

*Provide a vehicle through which group unity may be directed when needed.*

***Article II. Membership***

Membership is open to anyone interested in the organization. Special efforts will be made to see that all segments of the community are included in the membership of the group. Each adult

member will be allowed to vote [or state whatever membership policy is agreed upon].

***Article III. Meetings***

***Section 1. General Membership Meetings***

Regular meetings will be held on the [day] of each month, or more or less often as deemed necessary. The membership shall be notified at least [two weeks] before scheduled meetings and when possible before special meetings. Procedures at general meetings shall follow [whatever is agreed upon].

***Section 2. Voting Methods***

[Voting methods]

***Section 3. Quorum***

At least [a simple majority] of the membership must be present to conduct official business.

***Article IV. Officers***

***Section 1. Number and Election of Positions***

The officers shall be a President, Vice President, Secretary, and Treasurer, who shall be elected in [month] of each year. The term of office shall be [one year].

***Section 2. Rights and Duties***

The duties of the President shall be [decided on duties].

The duties of the Vice President shall be [decided on duties].

The duties of the Secretary shall be [decided on duties].

The duties of the Treasurer shall be [decided on duties].

***Article V. Committees***

The membership may establish necessary committees at any meeting. The President may also establish such committees. The President shall appoint committee chairpersons.

***Article VI. Adoption and Amendment***

These Bylaws may be amended, altered, or repealed. A [majority of members] present may adopt New Bylaws at either an annual meeting or a special meeting called for that purpose. [Or state whatever wording is agreed upon.]

**Other Possible Sections or Articles:**

* Special Membership Meetings
* Agenda
* Participation
* Procedures

Material adapted from the City of College Station Neighborhood Services’ *My Neighborhood* Manual and Lincoln Urban Development Department’s *Neighborhood Association How To’s*.