



Working In Neighborhoods

Neighborhood News

Neighborhood Leaders:

July 16, 2009

TIP: ESTABLISHING BYLAWS

The question is whether you should establish bylaws or not? What are bylaws? Bylaws tell you who should do what and how. They establish the structure of your neighborhood association “in black and white” and provide consistent, ongoing guidelines through changing leadership over time. Bylaws should be firm enough to give your neighborhood association guidance when a question arises, but flexible enough so your hands are not tied. Bylaws can and should be amended if there are problems living with them.

Your neighborhood association’s bylaws should be designed and written exclusively for your group. Another neighborhood association’s bylaws may look good, but their situation may very well be different than yours. The following points may assist you in creating a guideline for your association’s bylaws. You may even want to review them with a lawyer.

<ol style="list-style-type: none"> 1. Name of Organization 2. Boundaries [<i>try to name specific streets or natural boundaries</i>] 3. Purpose [<i>can be as general or as specific as the neighborhood wants</i>] 4. Membership <ol style="list-style-type: none"> a. Who is a member? b. Will each person have a vote, or each household? c. Privileges and responsibilities of membership, if any? 5. Dues* <ol style="list-style-type: none"> a. How much? [<i>you can specify no dues</i>] b. When payable? [<i>annually, bi-annually, etc.</i>] c. Per household or person? 6. Fiscal Year* [<i>beginning date and ending date</i>] 7. Meetings <ol style="list-style-type: none"> a. Annual meeting date b. Dates or frequency of general membership meetings c. Notice of meetings 	<ol style="list-style-type: none"> 8. Board of Directors <ol style="list-style-type: none"> a. Number [<i>can be flexible</i>] b. Date and manner of election c. Term of office d. Filling vacancies e. Removal of directors f. Meetings and quorum 9. Officers <ol style="list-style-type: none"> a. Number of positions b. Duties c. Term of office d. Manner of election 10. Standing Committees* <ol style="list-style-type: none"> a. Manner of creation b. Duties c. Composition 11. Parliamentary Authority* [<i>usually Robert’s Rules of Order</i>] <ol style="list-style-type: none"> a. Amendments to Bylaws b. Amended at regular, annual or board meetings c. Size of majority needed to amend d. Notice of bylaw changes needed
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**Optional items*



LEARN MORE AT WORKING IN NEIGHBORHOODS UNIVERSITY (WIN U)

Registration continues for the WIN U classes. The next scheduled class is **Saturday, July 18 from 9 to 10:30 a.m.**; we will be offering “*Where Can I Get Volunteers?*” informational training, sponsored by Volunteer Central. For a complete schedule of our available Leadership Development and Training classes offered by the City, please visit www.cityoftulsa.org and look under the Community Programs tab and follow the Neighborhood Services link.

All classes are free. Classes are conducted at the Centennial (Central) Park Recreation Center located at 1028 E. 6th Street. You may register at neighborhoods@cityoftulsa.org or by calling 596-1292.

CITYWIDE BLOCK PARTY DAY 2009

Every year the City of Tulsa has a citywide Block Party Day. These block parties provide a good way to get together and meet your neighbors. Block parties can vary from elaborate celebrations complete with children's activities to small picnics. The Department of Working in Neighborhoods can arrange for visits from the Tulsa Fire Department and the Tulsa Police Department, and provide barricades to block off your streets during the party.

This year, the Citywide Block Party is scheduled for **Saturday, September 19, 2009**. You can [register your block party online here](#).