



# Bylaws

Planning Office



**NEIGHBORHOOD  
ACADEMY**

---

# Where are we?

## Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- Bylaws
- Running Meetings
- Financial Administration & Compliance

# Topics to Cover:

- What are bylaws?
- Why do we want them?
- How do we get them?



# Topics to Cover:

- What are bylaws?
- Why do we want them?
- How do we get them?

## Course Summary

### BYLAWS



#### Purpose:

- Define the mission and objectives of the neighborhood association.
- Establish the organization's purpose and scope.

#### Membership:

- Define membership criteria and categories (e.g. residents, property owners, etc.).
- Outline membership rights and responsibilities.
- Establish procedures for membership applications and renewals.

#### Meetings:

- Format and frequency of meetings (e.g. annual, regular, special).
- Establish or define procedures for notice, quorum, and voting.
- Outline the roles and responsibilities of meeting participants (e.g. chair, secretary, etc.).

#### Officers:

- Define the roles and responsibilities of officers (e.g. president, treasurer, etc.).
- Establish procedures for officer elections, appointments, and removals.

#### Committees:

- Define the purpose and scope of committees.
- Establish procedures for committee formation, membership, and operations.

#### Finances:

- Define requirements for financial management and reporting.
- Establish procedures for budgeting, auditing, and financial transparency.

#### Amendments:

- Define the procedures for amending the bylaws.
- Establish the requirements for notice, voting, and approval.

#### Miscellaneous:

- Define the rules for conflict of interest, confidentiality, and indemnification.

# What are bylaws?



# Bylaws

## List of Definitions:

- Governance
- Management
- Operations



# Bylaws

## Components

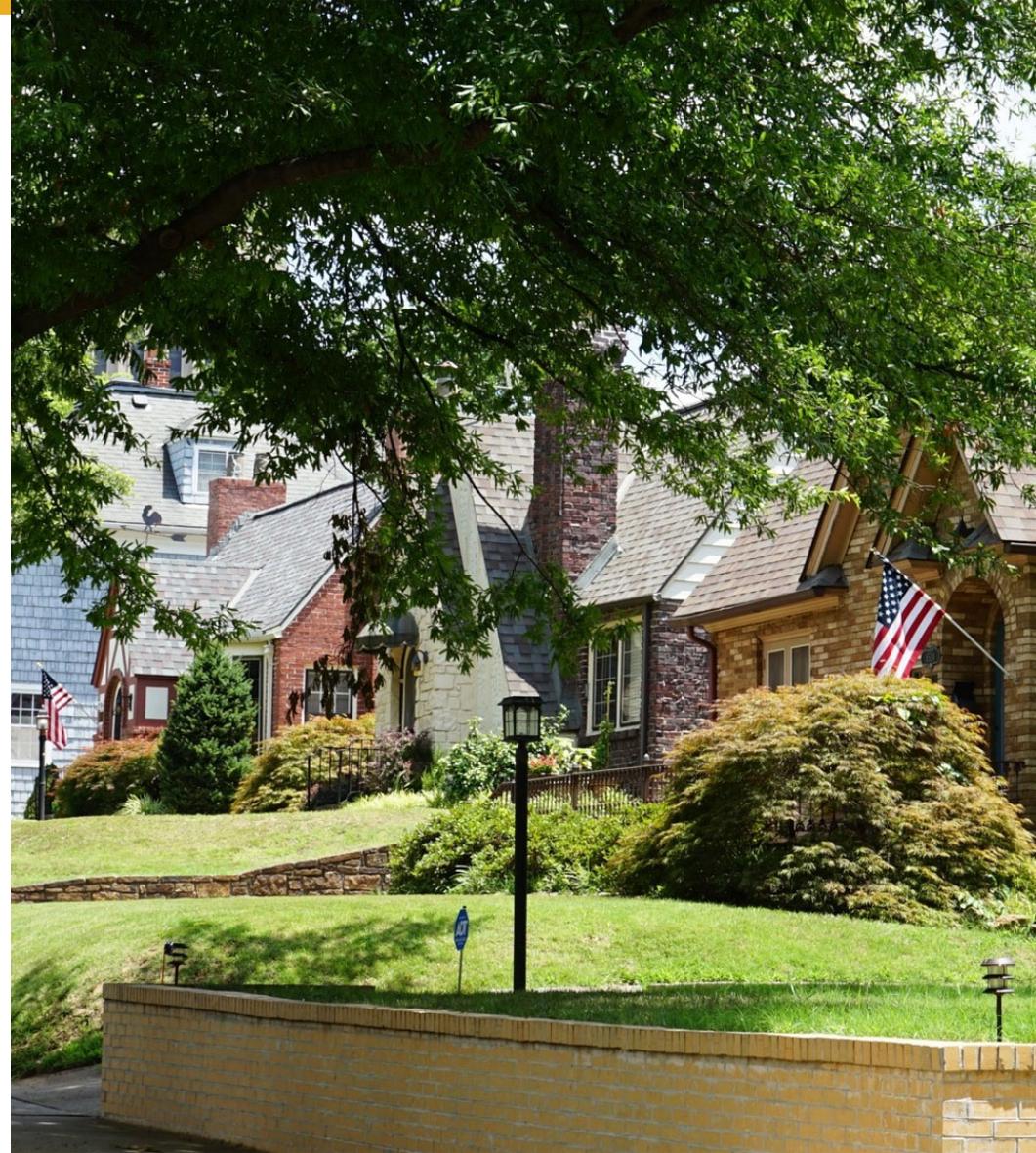
- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Bylaws

## Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Bylaws

## Components

- Membership
- **Rights & Responsibilities**
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Storytime





# Bylaws

## Components

- Membership
- Rights & Responsibilities
- **Officers & Roles**
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Bylaws Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- **Meetings & Notices**
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Storytime





# Bylaws

## Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- **Finances & Financial Management**
- Conflict of Interests Policies
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Bylaws

## Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- **Conflict of Interests Policies**
- Amendment & Revision Procedures
- Committees Roles & Responsibilities



# Storytime





# Bylaws

## Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- **Amendment & Revision Procedures**
- Committees Roles & Responsibilities



# Bylaws

## Components

- Membership
- Rights & Responsibilities
- Officers & Roles
- Meetings & Notices
- Finances & Financial Management
- Conflict of Interests Policies
- Amendment & Revision Procedures
- **Committees Roles & Responsibilities**



# How do we get bylaws?



# Bylaws

## Obtain by:

- Drafting
- Implementing



# Bylaws

## Implement by:

- Vote of Members
- Approved by Board of Directors
- Amend by Formal Process



**What about  
tax exempt status?**



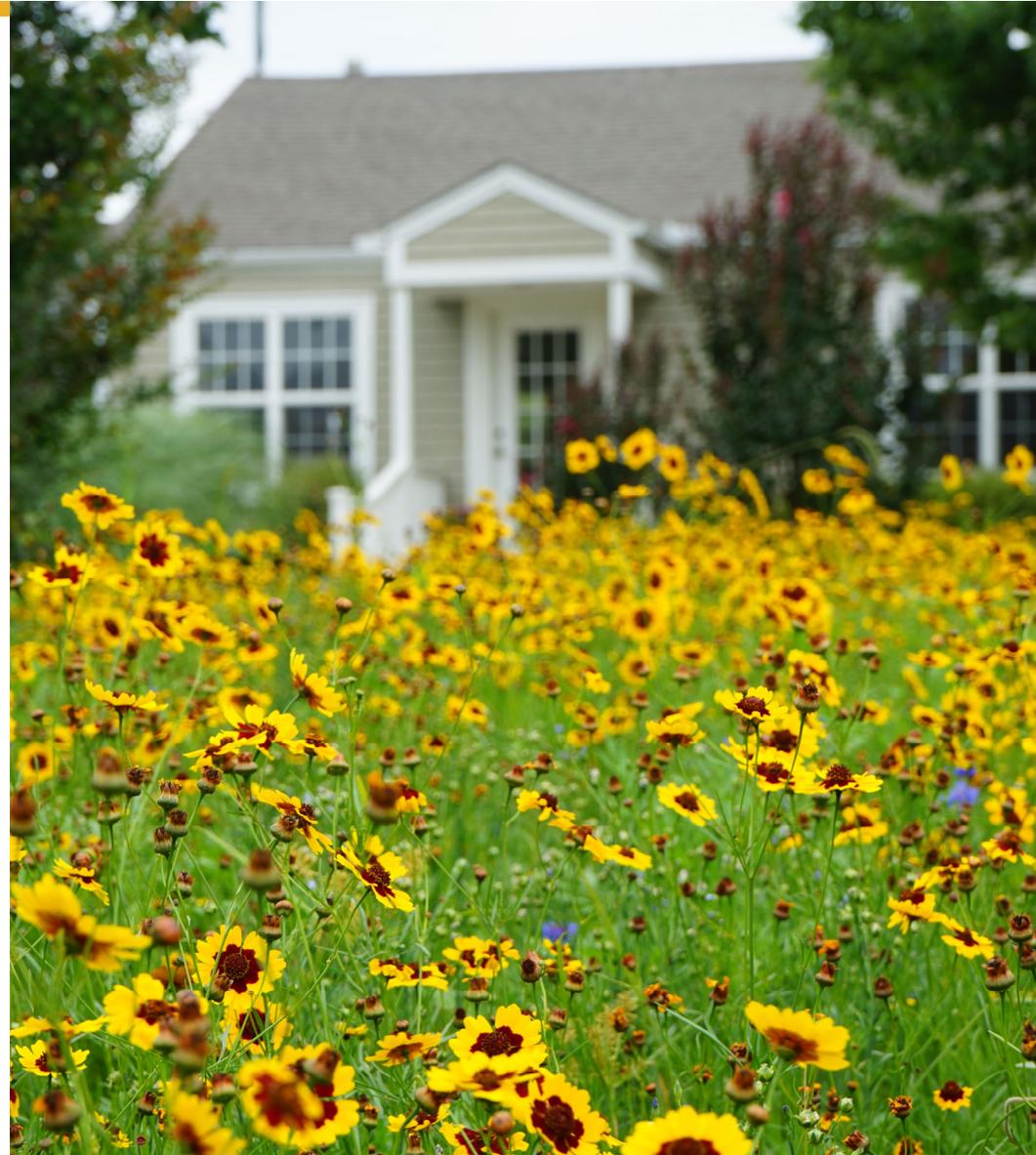
# DISCLAIMER



# Bylaws

## Tax Exemption Requirement:

- Bylaws



# What's next?



---

# What's next?

## Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- Running Meetings
- Financial Administration & Compliance

# Questions?



**THANK YOU**

