



## Neighborhood Association SAMPLE Bylaws

There are certain requirements that bylaws must meet in order for a neighborhood association to be recognized by the City of Bloomington. This sample meets those requirements and can be edited to meet the neighborhood's needs.

*The text under **red section headers** requires a decision from the neighborhood association or the general principle is required by the City for recognition.*

*The text under **blue section headers** may be edited, altered or removed by your association. These sections are for consideration but are not a requirement for recognition.*

For more information on neighborhood associations, bylaws or the recognition process, contact

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# SAMPLE: [Name] Neighborhood Association Bylaws

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## NAME

*This section is required for City recognition*

- The name of the Association is the [Name] Neighborhood Association (abbreviation here).
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## PURPOSE

*This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.*

The Neighborhood Association is organized to:

- Build community by working together on issues of common concern in the neighborhood.
  - Enhance the livability of the neighborhood and Bloomington by establishing and maintaining an open line of communication among the neighborhood, government agencies, and other neighborhoods.
  - Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
  - Perform such other objectives as are approved by Leadership or membership.
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## NEIGHBORHOOD BOUNDARIES

*Neighborhood Associations seeking recognition may define the boundaries to be included in their organization. The HAND Department will work with the neighborhood and the City ITS Department to develop an official map of the neighborhood association, based upon these boundaries.*

- The boundaries of the [Name] Neighborhood Association are as follows: (indicate east, west, north, and south boundaries)
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## MEMBERSHIP

*All of these requirements are required for City recognition. Additional non-conflicting requirements may be made.*

- Membership in the Association is open to all neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within a neighborhood. Residents are defined as anyone who lives in the boundaries of the city.
  - Membership in the Association is strictly voluntary. No neighbor will be required to participate.
  - Membership fees, when established by the bylaws of a neighborhood organization, shall be voluntary and shall not bar any neighbor from Association membership.
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## **VOTING & QUORUM**

*All of these requirements are required for City recognition. Additional non-conflicting requirements may be made. Associations may choose whether or not non-paying members will be allowed voting privileges.*

### Voting

- A Voting Member shall be an 18 year old Neighbor in attendance at an association meeting.
- Each member will be entitled to one vote.

### Leadership Quorum

- A quorum consists of \_\_\_\_\_ or more Leadership members (must be a fixed number or number that can be calculated from a clear formula).

### Membership Quorum

- The majority of members present at the meeting, there is no minimum quorum.
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## **LEADERSHIP**

*Neighborhood Associations are required to provide procedures for election and removal of leadership. Leadership is a broad term and may be met with a multitude of organizational options (for example an executive board or steering committee). Below is designed with a steering committee and executive offices. You are not required to keep this leadership structure but must have a leadership section of your bylaws. You are required to describe how leadership will be nominated, leadership's terms, and removal of a leadership member.*

### Steering Committee

- Members of [Name] Neighborhood Association will form a Steering Committee of no fewer than \_\_\_\_\_ (insert number) members.
- All members of the Steering Committee must be xxx Neighborhood resident (owning or renting), property or business owner within the neighborhood boundaries.
- In the case of a Steering Committee vacancy, the remaining members of the Steering Committee are authorized to recruit and replace the committee member.

### Executive Officers

- The officers of the association including Chair or Co-Chairs, Treasurer, and/or Secretary will be appointed by the Steering Committee Members and will be members of the Steering Committee.

### Nomination

- Election of Leadership shall be held at the annual neighborhood meeting on the same day

as the nominations.

- All members of the neighborhood will be notified of the annual meeting.
- The term of office shall begin at the close of the Annual Meeting or upon appointment.
- In the case of a Steering Committee vacancy occurring during the term of any Officer can be filled by appointment by the remaining members of the Steering Committee.

#### Term

- The Leadership of the Association shall serve for a term of one (1) year or until successors are elected.

#### Removal

- Any Leadership member can be removed from office by a two-thirds majority vote of the Voting Members present at a meeting.
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### **COMMITTEES**

*This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.*

- Leadership shall have the power to appoint committees.
  - Committees will be formed on the basis of the neighborhood interest and volunteer action.
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### **MEETINGS**

*Neighborhood Associations are required to hold an annual meeting with notice to all addresses within the geographic boundaries. Regular and Special Meetings may be edited.*

#### Regular and Special

- Steering committee meetings will be held as needed.
- Special meetings of the members may be called at any time by the Executive Officers.
- Members will be notified of special meetings and the annual meeting.

#### Annual Meeting of Membership

- An annual meeting shall be held during the month of \_\_\_\_\_ at a time and place designated by the Leadership.
  - The first priority item of business at the annual meeting is the annual election of the steering committee.
  - A copy of the annual meeting minutes and bylaws (if amended) will be forwarded to the City of Bloomington HAND Department.
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### **AMENDMENT OF BYLAWS**

*Neighborhood Associations are required to provide changes or amendments to bylaws to the HAND Department.*

- These bylaws may be amended by a majority vote by the neighbors present at the annual meeting, general neighborhood meeting, or a meeting called for that purpose.

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## **NON-DISCRIMINATION**

*Neighborhood Associations seeking recognition are required to include a non-discrimination clause in their bylaws.*

- The [Name] Neighborhood Association shall not discriminate against any person or group on the basis of race, color, religion, gender identity, sexual orientation, marital status, age, disability, citizenship, national origin, ancestry, income, or political affiliation.
- Neighborhood residents, regardless of property ownership status, are welcome to participate in Association meetings and activities.