

Portland Neighborhood Association Bylaws Template (Simple Version –for unincorporated associations with limited volunteer capacity)

(01/26/2015)

BYLAWS TEMPLATE	
ARTICLE I: NAME	The name of the organization shall be [insert the name of the neighborhood association] (association).
ARTICLE II PURPOSE	The purposes for which this Association is organized are: <ol style="list-style-type: none"> a) To consider and act on issues that affect the livability and quality of the neighborhood; b) To provide an open process by which all potential members may involve themselves in the affairs of the neighborhood; c) For such other purposes as are approved by the board or membership.
ARTICLE III: BOUNDARIES	The boundaries of the Neighborhood Association shall be defined as: <ul style="list-style-type: none"> o [Describe in accurate detail the boundaries of the neighborhood association.]
ARTICLE IV. MEMBERSHIP	<p>Section 1 Eligibility: All residents, property owners, and individuals who hold a business license located within the boundaries as defined by these bylaws are eligible to be a member of the association.</p> <p>Section 2 Consent. An eligible person shall become a member of the association by providing written consent during a meeting of the membership.</p> <p>Section 3 Dues or Fees. Dues or fees shall not be required.</p> <p>Section 4 Voting. Each member shall be entitled to one vote for election of board directors and bylaw amendments.</p>
ARTICLE V: BOARD OF DIRECTORS	<p>Section 1: Number and Composition of Board Members: The number of directors may vary between a minimum of three and a maximum of [insert number].</p> <p>Section 2: Eligibility for Board Service: Only members shall be qualified to hold an elected or appointed position.</p> <p>Section 3: Terms of Office: The term of office for directors shall be one year.</p> <p>Section 4: Removal: Any elected or appointed director may be removed, with or without cause, by a majority vote of the members at a membership meeting called by the board of directors for that purpose.</p> <p>Section 5: Board Vacancies: Vacancies on the board shall be filled by a vote of the directors currently serving on the board. A member appointed to fill a vacancy shall serve until the next election.</p>
ARTICLE VI: OFFICER	<p>Section 1: Titles and Eligibility: The officer of this association must be a member of the board and shall be the secretary.</p> <p>Section 2: Terms of Office: The secretary shall serve a one year term and may be reelected for two additional terms.</p> <p>Section 3: Duties of the Secretary: The secretary shall assign all organizational duties and activities to current board members.</p>
ARTICLE VII: MEETINGS	<p>Section 1: Membership Meetings Membership meetings will be held at least 1 time a year at a day and time set by the board. Notice of membership meetings to members and to the public</p>

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must be at least 7 days in advance of the meeting. A quorum for a membership meeting constitutes attendance by [insert a number] members.
Section 2: Board Meetings
a. The board shall meet at least [insert number] times a year. Public notice of meetings of the board must be at least 7 days in advance.
b. <u>Emergency Board Meetings</u> : When there is insufficient time address timely business within the notice requirements of a regular meeting, an emergency meeting may be called. Notice of an emergency meeting to all interested parties may not be less than 24 hours in advance. Only items on the announced agenda may be decided at an emergency meeting.
c. <u>Quorum</u> : A quorum for a board meeting shall be a majority of the number of Board members in office immediately before the meeting begins.
Section 3: Deliberation and Decision Making
The board shall make all decisions by consensus.
ARTICLE VIII: ELECTIONS
Section 1: Annual Election. Members shall elect the directors at a membership meeting by secret paper ballot. Candidates receiving a majority of votes are elected to the board.
Section 2: Election of Officers. Directors shall meet after the annual election and elect the secretary.
ARTICLE IX: GRIEVANCE PROCESS
Section 1: Other forms of conflict resolution are encouraged: All parties are encouraged to resolve disagreements and disputes through one-on-one dialogue, discussions with board members and general members, and/or formal mediation whenever possible.
Section 2: Eligibility to Grieve: A person or group harmed as a result of a decision of this association may file a formal grievance if they believe the action taken by the association violated a provision of these bylaws or the ONI Standards.
Section 3: Filing a Grievance: Grievances must be submitted, in writing, to the secretary, within 45 business days of the alleged violation. A grievance must state the action being grieved, the provision which was allegedly violated, how the grievant was harmed, and identify a remedy.
Section 4: Initial Review and Response: The board will review the proposed grievance, determine its findings, and render a decision on the grievance. The board shall notify the grievant of the board's decision, in writing, within 60 calendar days of the receipt of the grievance.
ARTICLE X: CONFLICT OF INTEREST
To protect the integrity of the association's decision-making processes, Directors will disclose to the board any interest they have in a transaction or decision of the board that may result in a financial benefit or gain to them and/or their business, family members and/or significant other, employer, and/or close associates, and other nonprofit organizations with which they are affiliated. The director will not be present for or participate in any board discussion of or vote on the transaction or decision.
ARTICLE XI: NON-DISCRIMINATION
The association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of its policies, recommendations or actions.
ARTICLE XII: ONI STANDARDS
The association, in all its activities, shall comply with the requirements of the Office of Neighborhood Involvement Standards for neighborhood associations.
ARTICLE XIII: AMENDMENT OF BYLAWS
a. All amendments to these bylaws must be proposed in writing and announced in the published agenda of a membership meeting.
b. Adoption and amendment of these bylaws require a two-thirds (2/3) vote by the members present at a general meeting.
Adoption:
<u>Date Adopted:</u> [insert date on which the members or board approved the bylaws amendments]

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Previous Revisions: [list the dates earlier bylaws amendments revisions were adopted]

Signature of Secretary: