

BYLAWS, are a necessary element in an organization's structure and stability. They guide the organization and provide its leadership with a framework to guide its members.

NEIGHBORHOOD ASSOCIATION INITIAL BYLAWS

**Note: This is a sample. Bylaws can be amended and changed as needed.*

ARTICLE I – ASSOCIATION INFORMATION

Association Name: _____

Ward : 1 2 3 4 5 6

Ward Councilman/Councilwoman: _____

ARTICLE II – BOUNDARIES (BY STREET NAME)

North: _____

South: _____

East: _____

West: _____

ARTICLE III – OFFICERS

President/Chair Contact Name: _____

Mailing Address: _____ Las Vegas, NV Zip _____

Phone #: _____ Email: _____

Vice President/Vice-Chair Contact Name: _____

Mailing Address: _____ Las Vegas, NV Zip _____

Phone #: _____ Email: _____

Secretary Contact Name: _____

Mailing Address: _____ Las Vegas, NV Zip _____

Phone #: _____ Email: _____

Treasurer Name: (Optional) _____

Mailing Address: _____ Las Vegas, NV Zip _____

Phone #: _____ Email: _____



NEIGHBORHOOD ASSOCIATION INITIAL BYLAWS

NEIGHBORHOOD ASSOCIATION INITIAL BYLAWS (CONTINUED)

ARTICLE IV – DEFINITIONS

President/Chair - The President/Chair shall prepare the agenda and preside at all meetings of the association and membership; shall appoint members of committees not elected, with a majority approval of the association, except for members of any Grievance Committee. The President also acts as the official spokesperson of the association unless the members choose to elect one.

Vice-President - The Vice-President shall assist the President; in the President's absence shall function as "Acting" President. The Vice-President will also function as "Acting" chairperson of any committee that is lacking a chairperson.

Secretary - The Secretary shall keep summary minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; shall make records available for inspection for any proper purpose at any reasonable time. The Secretary shall submit minutes and or agendas to a Community Program Technician with the city of Las Vegas Office of Community Services on a monthly, bi-monthly, quarterly, or semi-annual basis.

Treasurer (Optional) - The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive safe keep and disburse funds, but such disbursement shall require the signature of one other association member. If no checking account is opened, this position may not be filled.

Elections - All four executive officers shall maintain office for one year. Nominations for each office shall be made at the general meeting every year. An election meeting will be held at 30 days after the first general meeting.

ARTICLE V – ASSOCIATION COMMITMENT

Neighborhood associations registered with the city of Las Vegas agree to commit to a two-year term.

Within their two-year term neighborhood associations agree to hold regular association meetings on a monthly, bi-monthly, quarterly or semi-annual basis.

Neighborhood associations agree to maintain communication with the city of Las Vegas by submitting meeting agendas and sign-in sheets on a monthly, bi-monthly, quarterly or semi-annual basis.

By agreeing to the two-year term and submitting meeting agendas and sign-in sheets, neighborhood associations will be considered to be in good standing and continue to be eligible to apply for city grants and programs.

Neighborhood associations that do not submit agendas or sign-in sheets over a span of 6 months will be considered inactive. Associations can cancel their commitment at any time for any reason by submitting a 30 day notice to a community program technician. Please call 702-229-2555.

Neighborhood associations are responsible for the distribution of educational materials, conducting informational meetings, coordinating neighborhood cleanups and reporting violations as necessary.

ARTICLE VI – MEMBERSHIP

Qualifications - Association Membership shall be open to all residents, businesses owners, business licensees and nonprofit organizations located within the boundaries defined in Article II.

Voting - All members shall be 16 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each nonprofit will cast one vote. Businesses may have two voting members per location within the boundaries defined in Article II.

ARTICLE VII - MEETINGS

General Meetings - Associations can choose to have general meetings on a monthly, bi-monthly, quarterly, or semi-annual basis. Associations, at minimum, must hold (2) two general association meetings on a semi-annual basis.

If associations wish to have a Community Program Technician attend a general meeting, associations will need submit notice (2) two weeks in advance via e-mail or by phone.

ARTICLE VIII - AMENDMENTS

Bylaws may be amended at any regular meeting providing that the proposed items have been circulated to all association members at least 7 days prior to the general meeting at which they are to be considered and that two-thirds (2/3) of those members in attendance approve the amendment.

If you have questions or would like to learn more about neighborhood services, please contact us at 229-2555.