



NEIGHBORHOOD ORGANIZATIONAL HANDBOOK

A helpful guide to creating and maintaining a neighborhood association.



FORWARD

Neighborhood Services was created to implement Round Rock City Council's goal of repair and upgrade of neighborhood infrastructure (streets, sidewalks, utilities, fences and streetscapes) along with Council's vision of fostering a sense of community within a neighborhood.

The City of Round Rock values the livability of its residential neighborhoods. The City is committed to preserving its neighborhoods; to enhancing a sense of community; to providing a safe, secure environment for all residents and to fostering an active partnership between city government and its neighborhoods through the support of neighborhood associations.

CITY STRATEGIC PLAN 2015 - 2020 - 2030

Vision 2030 Guiding Principles

Principle G: Choice of Great Neighborhoods

Active home-owner associations and organizations for socializing and sharing responsibility for the neighborhood.

Goals 2020

Goal 6: Sustainable Neighborhoods - Old and New

Increase number and effectiveness of homeowner associations.

Working with residents for neighborhood revitalization and safety.

Need someone to help with a neighborhood issue?

Email: neighborhoods@roundrocktexas.gov

General phone number: 512-671-2734

Your neighborhood coordinators are;

Katy Price, 512-671-2778

kprice@roundrocktexas.gov

Greg Carr, 512-218-3291

gcarr@roundrocktexas.gov

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BEFORE YOU GET STARTED

We will provide a lot of reasons to start a neighborhood association later in this guide. We will talk about the mechanics of forming and running an association. We want to start with a variety of different things that should demonstrate the practical benefits to forming an association. The most important aspect of having a neighborhood association is how it is going to benefit the neighbors and bring everyone closer together.

Activities are going to be the things that bring neighbors together and keep a neighborhood association active. We all live busy lives and neighborhood associations that just have meetings are quickly going to be given lower priority than other pursuits in our lives.

Neighborhood Activities / Project Ideas

- Block Party
- Neighborhood Movie
- Work Project
- National Night Out
- Halloween Costume Festival
- Beautification project
- Neighborhood Garage Sale
- Neighborhood Watch
- Car Show
- Little Free Libraries/pantries
- Clean-up Project
- Neighborhood Festivals
- Community Garden
- Dog Poop Dispensers
- Neighbors Helping Neighbors
- Placing American Flags for Holidays
- BBQs/Potlucks
- Coat/Clothing/Food Drives



IDEAS FOR SUSTAINING YOUR NEIGHBORHOOD

Meetings are about keeping residents informed and active. Some facilities charge a fee for events, reach out to the City of Round Rock Neighborhood Services Coordinator to help find a location for your event that may not charge.

Meeting Topics

- CPR Training
- City Arborist to inform about tree care
- Crime Awareness/Prevention
- Garage Organizer
- Handyman to teach simple home repairs
- Mayor/City Council Representative
- Traffic Safety
- Auto mechanic to teach how to replace wipers or change a flat tire.
- Local non-profits



Policy, Priority, Goal Setting

Event Planning

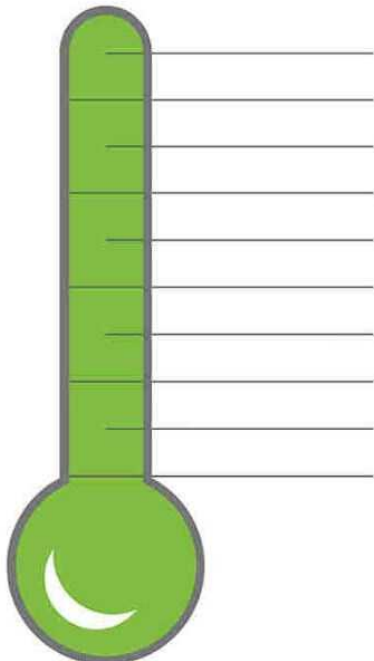


Project Planning

Volunteer Recruitment



Fundraising Goals



Fundraising

- Bake sales
- Car show
- Chili or BBQ Cook off
- Donations
- Dues
- Neighborhood Cookbook
- Neighborhood T-Shirt
- Neighborhood Garage Sale
- Pancake Breakfast
- Raffles
- Spaghetti Dinner
- Restaurant Giving Night
- Silent Auctions

INTRODUCTION

The Neighborhood Services Division was established in an effort to improve the quality of life in the City of Round Rock by promoting and facilitating citizen communication, participation and involvement in local governance. Neighborhood Services promotes the organization and registration of neighborhood associations that will work cooperatively with the City of Round Rock to help create a better community by addressing community needs and issues and by promoting neighborhood integrity and pride. Neighborhood associations play a vital role in representing the interests of residents and enhancing the local community. A well-organized association can have a significant impact on the quality of life in a neighborhood. The residents of Round Rock have demonstrated a great willingness to dedicate time and energy to make a difference in the community. This manual was designed to help residents focus their efforts and organize their neighborhoods for action. The City believes that increasing citizen participation benefits the whole community by creating a positive environment of shared responsibility and collaboration. According to Koschmann and Laster, associations are critical to cities. They protect values at both economical and social levels, invigorate and support the relationships between residents and local officials, and raise the condition of life and the community.

Types of neighborhood organizations

HOMEOWNERS ASSOCIATIONS

A homeowner association, HOA, is a private association often formed by a developer while developing a residential subdivision. Any person who wants to buy a residence within a homeowner's association must become a member, and therefore must obey the governing documents including Articles of Incorporation, CC&Rs (Covenants, Conditions and Restrictions) and By-Laws, which may limit the owner's choices.

NEIGHBORHOOD ASSOCIATIONS

A neighborhood association is a group of residents or property owners who advocate for or organize activities within a neighborhood. An association may have elected leaders and voluntary dues.



BLOCK WATCH GROUP

A Community Watch is formed with the assistance of the Police Department and is primarily involved with neighborhood crime issues. It seeks active participation of citizens in addressing vandalism, speeding, garage burglaries, etc. Block watch can be started under an HOA or non HOA community.

BENEFITS TO ORGANIZING NEIGHBORHOODS

Through neighborhood organizing, residents get to know each other better while working to improving their community. Some of the benefits of having an organized association include:

- Facilitating achievement of common neighborhoods goals
- Providing the neighborhood with a common voice and an effective means of communicating with government officials and other instrumental groups
- Empowering neighborhoods to have input in events happening in their areas
- Members taking part in the decision making that affects their neighborhoods
- Taking an organized approach towards preservation and improvements in their neighborhood
- Planning and holding social activities for the neighborhood
- Organizing neighborhood improvement projects



WHY ORGANIZE YOUR NEIGHBORHOOD

Before you ask your neighbors to organize, you have to be able to explain to them the benefits and value of forming a neighborhood group. Organizing is mostly about developing relationships with each other, the city government, and other neighborhoods. When deciding whether or not to organize as a neighborhood, ask yourself and others the following questions:

- Do you know how to get in touch with neighbors in case of an emergency?
- Would you like to address some problems in your neighborhood that need to be corrected, such as crime or unkempt properties?
- If your children needed to reach someone nearby for help when you're not home, would they know who to call?
- In the case of a neighborhood emergency, such as a fire or crime spree, would neighbors know how to get in touch with you?
- Could your neighborhood be friendlier?
- Would you enjoy more planned activities in your neighborhood for children and adults?
- We believe that organized neighborhoods are not only a happier place to live, but a safer one also. And we're not the only ones who think so. Do you feel that organized neighborhoods are safer?

WHO IS MY NEIGHBOR



The City of Round Rock **Who is My Neighbor** program was established to help neighbors get to know each other.

The City provides refrigerator magnets that you can write the names and contact information down for your neighbors.

The idea is for you to reach out to the neighbors that you do not know and get to know them.

The best place to get to know your neighbors is at a neighborhood event like a block party, movie night, or other neighborhood event.



HOW TO ORGANIZE

GETTING STARTED

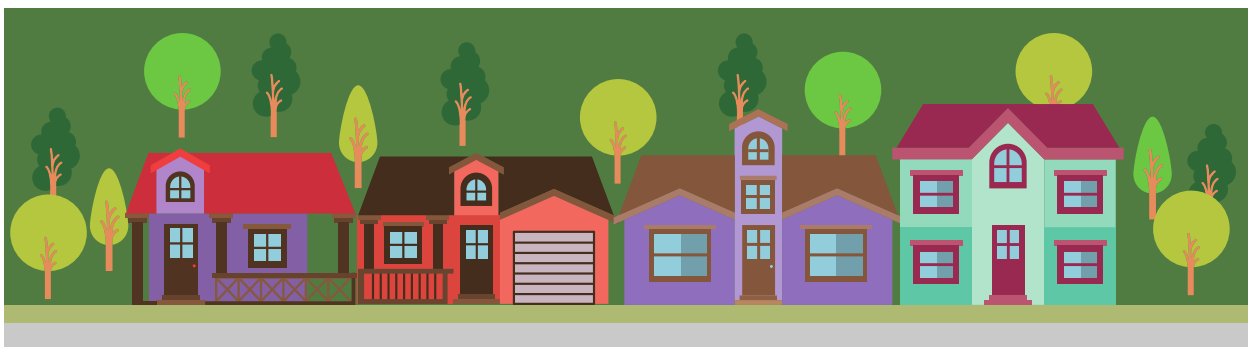
The first step in getting involved in your neighborhood is to find out what is going on in your area. The City of Round Rock is committed to fostering better informed and more organized neighborhoods. Active citizen participation in municipal government will help continue the City's long-standing commitment to the highest quality of life possible. You are not alone. The city is here to help

If you are organizing a new area or resurrecting an existing neighborhood organization, try to apply the following suggestions

- **ESTABLISH A PURPOSE:** What do you want to accomplish by creating a Neighborhood Association? What is important to you and your neighbors?
- **TALK TO YOUR NEIGHBORS.** Talk to people about your concerns. Find people on your block, in churches, at the schools. Most people would love an opportunity to talk about the issues they see in their neighborhood.
- **DEFINE YOUR NEIGHBORHOOD BOUNDARIES.** Where does your neighborhood end and adjacent areas of town begin? What are the major streets, highways, parks, or railroads that define the boundaries of your neighborhood? What are the boundaries of nearby neighborhood associations? It is important to prevent overlapping boundaries when you define your area. The City of Round Rock's Neighborhood Services can assist you in this endeavor.

Become familiar with the elements that make up your neighborhood. Look around your neighborhood and talk to people. Determine the assets your community has, as well as needs that exist. Think about projects that will utilize these assets while addressing needs. Create a potential list of things you can do and an estimate of people who will be willing to help.

Churches and businesses are often located within the neighborhood association boundaries. A church or business in the association boundary increases their willingness to become involved.



Establishing Neighborhood Connections

NEIGHBORHOOD GROUP MEETINGS

Organize small groups together around similar issues to discuss common concerns. Assemble a core group of people who will be the organizing committee. Even a single person can start the process by contacting Neighborhood Services. Also, talk about how to get other people involved. Once you have a small group, set a date to meet. This is the beginning of your neighborhood association.

HOLD AN ORGANIZING COMMITTEE MEETING

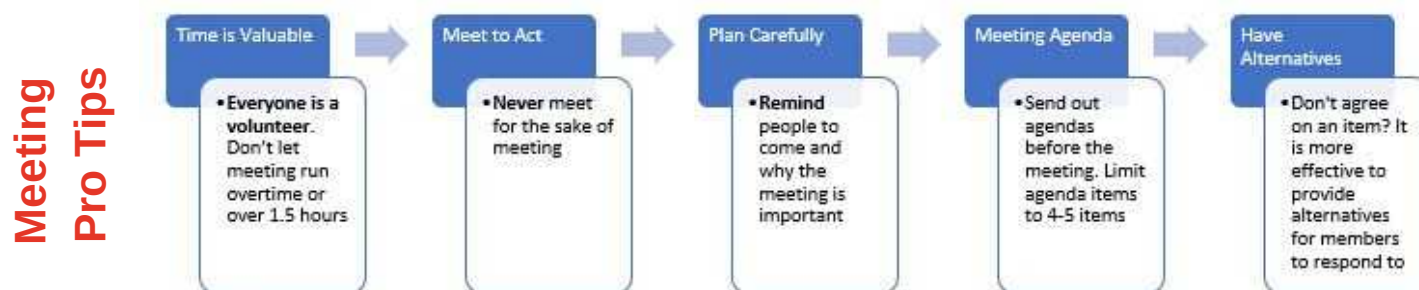
- Now that you have a core group together, plan for a first neighborhood-wide meeting.
- Plan a strategy for getting people to attend this first meeting. Many types of publicity can draw residents, including flyers, volunteers going door to door, and newsletters. To be a successful neighborhood association, you must be open to all people and their concerns. Determine how to present the issues as this group sees them.
- Discuss the need to organize a neighborhood group.
- Talk about what your group hopes to accomplish.



PLAN THE FIRST MEETING

The outline below may assist you in planning your first neighborhood-wide meeting. Encourage the organizing committee to take on tasks and make responsibilities clear to the person(s) responsible. At the end of your meeting, review who has been assigned each job. When you hold that first meeting, it is important that it be well organized and run smoothly. A well-run meeting is key to the beginning of a successful neighborhood association.

- Why do you need to organize a neighborhood association?
- Explain the difference between an HOA and a Neighborhood Association
- What are some of the common problems in your neighborhood that you think a neighborhood association can help solve?
- What other things do residents want the neighborhood association to accomplish (like group or special events)?
- Encourage active participation from all newcomers and seek out other opinions.
- Have something tangible to discuss. A project or issue will provide a focus from which to harness the attendees' energy and enthusiasm. Long term and short term goals with prioritization.
- Bylaws committee discussion.



DRAFT AN AGENDA

The most important aspect of running a meeting is having a solid, well planned agenda. An agenda is a listing of the topics and the order in which they are to be discussed by the group. Use the planning meeting to help draft the agenda. Remember to collect the names and addresses of those in attendance. Set a date for your next meeting. Your agenda should include the following items:

- Introductions of all people present. It may also benefit the group for everyone to identify their address and how long they have lived in the neighborhood.
- The purpose of the meeting. It's important that you explain why you are interested in forming a neighborhood association to the attendees.
- Areas of concern or importance to the neighborhood. This will provide a staging area for discussion by all the neighbors in attendance.
- Have a group discussion of neighborhood issues and special events that would be of interest to the group.
- Be careful not to appear as "lecturing" to the attendees. This will turn them off from the entire process.



LOCATION

- Reach out to Neighborhood Service to help find a venue
- Schools, both public and private
- Churches, synagogues, temples, or mosques
- Community colleges or local universities
- Private homes
- Community and recreation centers
- City Hall
- Rec Center
- Non-profit centers



PUBLICIZE YOUR MEETING

The best-planned meeting can be successful only if you have people in attendance. The way to get people to attend your meeting is to publicize. Just remember to include all pertinent information in your publicity. Remember to answer the questions of what, where, when and why. If possible, include a phone number and email address for people who have questions about the meeting or are interested in future meetings but cannot make the first meeting.

- Give at least two weeks of notice.
- Make sure to share invitations to your meetings on social media like NextDoor and Facebook, or your association's website.
- Encourage people to invite their neighbors, who then invite their neighbors and so on.
- The City can help with printing of flyers, mailing postcards and placing neighborhood signs.
- Food or door prizes always helps with attendance.

STAGING YOUR FIRST NEIGHBORHOOD MEETING

The original planning meeting was only a stepping stone to this meeting. Now is the time for your dreams and hard work to become reality. The first meeting will be one of the most important meetings for your new group. It helps explain to neighbors why you are organizing, what events or activities the neighborhood wants, and helps solicit other volunteers to help.

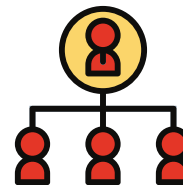
- **Publicize the meeting.** Use flyers or postcards (which the city will help with) to draw attention to the problem and the reason for the meeting. If possible, organize a group of volunteers to walk door-to-door to meet residents and invite them to the meeting. Personal invitation is the most effective way to guarantee attendance, but it is the most time consuming. Leaders from other neighborhood associations can help answer questions and concerns from neighbors.
- **Contact elected officials.** Invite your elected officials, neighborhood services staff and Block Watch organizers to the meeting to explain what services are available to organized neighborhoods and to share suggestions for working together successfully.
- **Establish minutes for all meetings.** Minutes are a written record of the meeting. Minutes should contain a record of what was done at the meeting, not what was said by the members. Decide who among your group will take the minutes. A copy of the minutes of all meetings should be kept. Generally, the organization's secretary should handle this task. (see next chapter for position descriptions)
- A summary of the first meeting could be later used as a handout or as the basis of a neighborhood newsletter. Take every effort to show that each attendee's input was heard and recorded.
- There should be a sign in area where attendees can be greeted, sign in so you know who was at the meeting, get a name tag, and register for a door prize if you have one.
- **Set up the next meeting:** Don't let people leave one meeting without knowing about the next meeting. Decide: When it will be held? Where? How it will be advertised?



What the first meeting might feature

- Introductions. Introduce those that organized the meeting. Go around the room and let everyone introduce themselves, where they live, what they would like to see done.
- Why we are having the meeting. It's a neighborhood association, not an HOA.
- Differences between HOA's and Neighborhood Associations.
- Discuss neighborhood concerns and issues.
- Discuss what types of neighborhood events the neighborhood would like.
- Ask for volunteers for committees. There are many different committees that you could start. Event/social committee, Bylaw committee (which is important committee to start with), Safety committee are just some you could start with.

DEVELOPING STRUCTURE



Electing your leaders

Once an initial core group in your neighborhood has been identified, the group should elect a short-term leader. Try to postpone electing a permanent leader until you have established a large membership. This will prevent the appearance that the group is “cliquish.”

As your neighborhood association builds membership, the newly organized membership will need to choose permanent leaders that are elected to official terms. The more inclusive the group is at this stage, the stronger your group will be over the long-term.

Neighborhood Association Board Positions

Elections should be held annually for your neighborhood association to select a Board of Directors. These officers will handle the business of the neighborhood association throughout the upcoming year.

It is important that there are enough members on the board of your organization that can carry out the duties and responsibilities that will be required of the committee.

General Board Representation

- **Chairperson or President** - Responsible for the overall leadership of the board. Sets the agenda and facilitates all meetings.
- **Vice Chairman or Vice President** - Assists the chairperson. In the absence of the chairperson, the vice chairperson conducts the meetings and exercises all of the usual duties of the chairperson.
- **Secretary** - Records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and public.
- **Treasurer** - Responsible for the funds of the neighborhood association. Most boards only require an occasional status report from the Treasurer.

TIP

HOW TO FIND PEOPLE FOR YOUR BOARD

- Recruit from existing volunteer pool
- Take recommendations from current board members
- Ask people in the neighborhood
- People who attend meetings
- People who work on special projects (party's, cleanups, etc.)
- People with special skills like photographers, graphic design for flyers or website

Auxiliary positions and chairs

Each neighborhood association is different and will need unique committees to address issues in the neighborhood. Some of the more common positions are as follows:

- **Crime Prevention/Public Safety Chair** - This job usually involves working with the Crime Prevention and Block Watch sections of the Round Rock Police Department. It is also the responsibility of this position to act as a liaison between the block captains of the active Block Watch groups in the neighborhood and the Board of the association.
- **Publicity and/or Communications Chair** - A newsletter can keep residents informed about issues in the neighborhood. This person has overall responsibility for overseeing production and distribution of the association's newsletter.
- **Events Chair** - The events chair would be responsible for coordinating neighborhood events, such as cleanups, July 4 parade and Easter egg hunts. The possibilities for types of events are endless.



DIRECTION AND PURPOSE

Reviewing your organization's purpose and focus on a regular basis will help the organization remain strong and effective in the neighborhood. The following are items to keep in mind when evaluating the progress of your organization.

- Regularly review and assess the purpose of the neighborhood association and its priorities.
- Develop realistic plans and activities for the entire group.
- Make every attempt to ensure that the leadership or Board is representative of the entire neighborhood.
- Continuously maintain ongoing communication with all the residents of your neighborhood, whether or not they are official members. With enough positive communication, you will eventually attract many of these residents to your group.
- Foster actions and events that enhance interaction between residents. This should be an ongoing goal of the organization.
- Attempt to solve problems before they become crises. Deal with crises as they arise in a prompt and efficient manner. Be sure to seek assistance from Neighborhood Services if needed.

Recognize and celebrate successes at every possible occasion. Every organization will experience growing pains throughout its existence. Promote your victories and events on social media.

- Do not get discouraged if your association is struggling. It is important to have an organized process for resolving issues, but your group should not spend all its time and energy on organizational problems. Build credibility and success one issue at a time, and the overall participation will grow.

Developing a work plan for neighborhood projects

Work plans allow you to establish the upcoming goals for the group. Meeting goals, planning events, recruiting volunteers, and strengthening the organization will be easier if the neighborhood association takes some time to outline goals and objectives and plans for accomplishing them.

You should also make a work plan for individual projects to help everyone stay focused and on target. Here are some questions to answer in developing a work plan:

- What is the purpose of this project? If this is an annual work plan, review the purpose of the organization, then define goals for the year.
- What resources will be required to accomplish this project?
- What resources are available to help the neighborhood association meet these goals?

Has any other neighborhood association tried this activity?

- Can they be contacted for help?
- What are the tasks involved for the project?
- Who will do the tasks?
- How much time will be needed?
- Does the association have the funds?
- Can you raise the needed money?
- When can the resources be secured?

Are enough members or volunteers available

- to complete the project?

Does the project qualify for the Neighborhood Matching Grant Program?



Assistance is available through the City's Neighborhood Services Program. A meeting can be scheduled at any time by contacting (512)-671-2734 or neighborhoods@roundrocktexas.gov. City staff is here to help you realize your group's neighborhood goals.

Organize

- Define planning area
- Develop planning schedule with key dates
- Identify and meet with key stakeholders
- Begin to identify key community concerns, goals, and values
- Coordinate inter-agency project team
- Create a Neighborhood Snapshot (data gathering and analysis)

Learn

- Dive deeper in quantitative and qualitative data
- Identify measures and trends affecting neighborhoods
- Identify challenges and opportunities
- Develop a shared community-driven neighborhood vision and set of guiding principles

Create

- Brainstorm solutions and strategies with the neighborhood
- Develop scenarios that address key neighborhood concerns
- Test preliminary policies, projects, and strategies (viability, feasibility, desirability)

Finalize

- Synthesize solutions that have consensus and potential to achieve desired outcomes
- Vet and finalize key implementation elements of the plan

Implement

- Neighborhood Plan serves as basis for action
- Conduct the necessary regulatory processes for proposed plans
- Coordinate programs and budgets for implementations of plan elements

The importance of a work program cannot be understated. Be realistic in setting goals and before you know it your efforts will be rewarded!

FORMAL STRUCTURE

Bylaws - Bylaws need to be adopted before selecting the board, part of the formation of your neighborhood association

Your organization should consider creating bylaws as a part of how it does business. Bylaws establish the “rules” governing the internal affairs of an organization. They are the constitution for your organization that establishes the legal requirements for the group. Bylaws govern the the neighborhood association must function as well as the roles and responsibilities of the officers. They are important to the maintenance of order and credibility in the organization. Bylaws are also an integral part of the process for obtaining tax-exempt status by the federal government. They can be of great benefit to new organizations by helping members clearly define and understand the purpose, procedures, and role of their neighborhood association. You can find a sample of organizational bylaws in Appendix B of this handbook. Bylaws are required if you want to be considered for any city neighborhood grant program.

Bylaws should also be reviewed periodically. This will help orient new members to the purpose and processes of the organization. Reviewing bylaws on a regular basis will ensure that your rules continue to meet the group’s needs.

Remember, bylaws are the governing set of rules for your neighborhood association. It is, therefore, important that you think about the needs of your group and then tailor your bylaws to meet your needs. Be as specific as possible yet allow for flexibility within your organization. Your bylaws will be a part of your neighborhood association for a long time.

The Association's business name

Filing for an assumed business name



To do business as an association in the State of Texas, the least you must do (legally) is to file and receive an assumed business name. Basically, an assumed business name lets the public know with whom they are doing business. Unlike a corporation, an assumed business name does not provide liability protection to the people in the organization or business.

To get a business name, you must do the following:

Complete form No. 503 for an Assumed Name Certificate, which can be found online in PDF format at the link below. Once completed, applications can be filed and paid for (\$25) online at SOSDirect.

Website: https://www.sos.state.tx.us/corp/forms/503_boc.pdf

Forms: https://www.sos.state.tx.us/corp/forms_boc.shtml

The assumed name certificate application is effective for a term not to exceed 10 years from the day it was filed. It may be renewed within 6 months of expiration of original document. It is important to keep an address of the authorized representative or principal officer current with the Texas Secretary of State office.

Tax Identification Number

Neighborhood associations should have a federal tax identification number. The number acts as a Social Security number for organizations. The number can be used to open bank accounts, file IRS tax forms, apply for tax exempt status, etc. Organizations do not need to be incorporated to receive a tax identification number.

You will need to file a SS-4 for an Employer Identification Number (EIN), which is a Federal tax ID number used to identify a business entity. Conveniently, this application process can be done online by visiting the IRS tax identification page at <https://www.irs.gov/businesses/smallbusinesses-self-employed/employer-id-numbers>.

You should receive your tax ID number in six to eight weeks. If you need to use the number before you receive it in the mail (for bank accounts or non-profit status), simply state that you have applied for it, but have not received it yet.

IRS contact information:

Phone: 1-800-829-4933 Website: www.IRS.gov



Incorporation

Incorporation is optional to all organizations and may be beneficial to your neighborhood association. When a non-profit organization incorporates, it helps define the group and the organization is deemed trustworthy. Incorporation also protects the personal liability of group members. In Texas, non-profit incorporation costs \$25 to file and there is no renewal fee. If you decide to incorporate, You can visit the Secretary of State Corporation Office at https://www.sos.state.tx.us/corp/forms_boc.shtml. You will be sent a copy of the law pertaining to nonprofit organizations which includes a sample copy of articles of incorporation that can be used as a model.

1. You can find the forms for nonprofit incorporation here. Neighborhood associations are eligible to be considered as not-for-profit corporations.
2. Fill out and return the application with the necessary fee that is appropriate for the type of status you have chosen for your corporation. Similar to the Application for Assumed Business Name, You may file and process payment for your application online through SOSDirect.
3. Renewal: A corporation must file an annual fee and report statement. These are due once every four years after the date you incorporated. Renewal forms will be sent to registered agent. Make sure that your address is kept current with the State of Texas.

Tax Exempt Status

After the neighborhood organization is incorporated by the State of Texas, you may choose to receive Tax Exempt Status from the federal government. The federal government gives tax exempt status upon application to the Internal Revenue Service. This status permits large contributors to your group to deduct contributions from their income tax. Tax-exempt status is almost mandatory if your group plans to apply for foundation monies or solicit large donations.

1. Obtain not-for-profit corporation status with the State of Texas. As outlined previously, a neighborhood association may choose to become a corporation by writing Articles of Incorporation and applying to the State for status as a nonprofit corporation. However, being a nonprofit corporation does not automatically mean you are also tax-exempt. To receive a tax-exempt status, you must continue the process as outlined below.

2 . File an application with the Internal Revenue Service using the IRS online application and following the steps outlined on the Application Process page located at <https://www.irs.gov/charities-non-profits/application-process> . The form that your group will file and the status you receive depends on how your bylaws are written. If you are organized as an educational or charitable organization, you may be eligible for a 501(c)(3) status. If you are organized as a “civic league,” you may receive a 501(c)(4). Consult with an attorney before you make your final decision as to which organization form best meets your needs.

It is most advantageous to secure the 501(c)(3) status. Having a 501(c)(3) allows individuals or corporations to claim tax-deductible charitable contribution for any donation of money or goods to your neighborhood association. Your group should keep in mind that most foundations will only make grants to organizations with 501(c)(3) tax-exempt status. If your organization is determined by the IRS to be exempt under 501(c)(4), donors will not be able to claim their contributions as tax-deductible charitable gifts. Most foundations do not make grants to 501(c)(4) organizations.

Before filing the IRS form (1023 for 501(c)(3) status or 1024 for 501(c)(4) status), check with an attorney or CPA for help in determining under which status you qualify. The attorney will also be able to assist your group in filling out the forms for such a qualification.

HINT

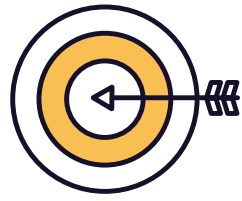
DO WE NEED ALL THE LEGAL MUMBO JUMBO?

The short answer is NO. Your neighborhood organization can be as informal or formal as fits your needs. We are just providing the information needed for those neighborhoods that want to go that route. The association needs to fit the needs and desires of those that are involved and doing the work.

Successful Boards



Types of Meetings



Business Meeting

- Initiate items or proposals
- Facilitate action of the group
- Follow an agenda
- Know parliamentary procedure

Round Table Discussion

- Help group get acquainted
- State the problem
- Stimulate and direct discussion
- Promote participation
- Encourage
- Summarize
- Bring the group to a conclusion and plan of action

Brainstorming

- Problem is stated
- Session is freewheeling
- Fast-moving succession of ideas
- No one criticizes or comments
- All ideas accepted as stated or improved upon by subsequent speaker
- Record is kept of all ideas
- Suggestions are evaluated and the grain separated from the chaff



NEIGHBORHOOD ORGANIZATION FINANCES

Monetary Assets management

Every neighborhood association accumulates money for one reason or another over time. The association needs a management system in place for dealing with these funds.



What kind of bank account should be opened and how do you go about opening an account for your organization? These are questions that should be made by the board of directors on behalf of the entire membership.

Whether your association chooses to become a corporation or if you decide to designate a person, either can open a bank account for the group. If you are a corporation and you also have nonprofit status, you may be eligible to receive free or reduced fee banking privileges at some banks. Check with several banks to get the best option for the group. If there is a bank in or near your neighborhood approach them about becoming a member of your association.



Types of Bank Accounts

CHECKING:

Any checking accounts open to individual customers are open to neighborhood associations. The least expensive usually have minimum deposit requirements. The association should obtain pre-numbered checks. The use of non-numbered checks is not an acceptable practice for neighborhood associations.

SAVINGS:

If the association will make limited withdrawals, the association might be better off with a savings account rather than a checking account. The best arrangement is often a saving account with checking privileges. These, however, usually require a minimum balance.

Tip: There are two things to consider when determining the type of bank account for neighborhood association:

- How often money will be withdrawn.
- The total amount of money.

Consider whether the association will have enough money to keep a minimum balance in the account or will have to pay service fees, if any.

Opening a Bank Account

There are certain procedures you should keep in mind when opening a bank account for your neighborhood association. The procedures are as follows:

1. Obtain a Tax Identification Number. A tax identification number is a federal number that is filed with the Internal Revenue Service (IRS). You must have this number to open an account with any bank. This enables the bank to report the earnings of your account to the IRS. If you do not have a number, get one from the IRS using the steps on page 11.
2. If the organization does not have a tax ID number yet, you could open an account temporarily with a member's personal Social Security Number. On many occasions the group's Treasurer or Secretary will use his/her Social Security Number to open an account. However, please keep in mind, that the person whose number is being used is personally responsible for paying taxes on the additional interest income reported by the bank to the IRS. The neighborhood association may want to reimburse the secretary or treasurer for this expense.
3. The Secretary of your neighborhood association along with anyone else who will be signing on the account must sign signature cards. You will then also need the Chairperson or President's signature (or another designated officer of the corporation).
4. If you are a not-for-profit corporation, you must provide a copy of the Articles of Incorporation stamped "Filed" by the State of Texas to the bank. If you are not a corporation, bring a copy of your bylaws and a copy of the minutes of your first meeting. You will also be required to identify the names and positions of people who are authorized to conduct business on behalf of the organization.
5. The bank will provide a card with wording for a resolution authorizing the bank account. The board of the incorporated neighborhood association or the general membership of an unincorporated association must adopt the resolution.
6. Not all non-profit organizations receive waivers of the bank service charge. Banks may waive or reduce service charges to organizations that provide a necessary public service. The decision to waive the charge is at the discretion of the individual bank.
7. Personal identification, such as a Texas driver's license or U. S. passport, is required to open any type of account.
8. Determine your association's type of account. If you are a nonprofit organization and are eligible for a nonprofit account, there may be no charge or a reduced fee for the service the bank is offering. However, you may not be able to choose the type of account you would like. If your association is required to pay for an account, you can choose any account you would like, depending on your association's needs.

MEMBERSHIP

Building a Membership

Recruiting new members to the group is only the beginning of neighborhood organization efforts. Another component is keeping neighbors involved in the organization's activities. For every member who is active in the association, there are probably two who would be involved if they were properly motivated or enticed. The following are ideas to keep in mind as you recruit new members.



Keeping New Members Involved and Productive

1. Help new members find a place in the association. Not everyone is a self-starter. Many will offer to help but have no idea where to begin. Develop a list of volunteer activities that includes a job description and approximate time commitment for each task. This will be a great start for your new members.
2. Always welcome new people and attempt to make them feel at ease with the group. Officers and board members should watch for new faces at each meeting and welcome them enthusiastically. Each new or potential member should be introduced to someone who lives near them or shares a similar interest. Designate an official "greeter" at every meeting.
3. Appoint people who are not part of the core group to positions of leadership. Sensitivity to this issue is central to creating a sense of belonging among group members.
4. Encourage new ideas and input in all levels of the organization. People coming into a situation for the first time are often able to see things in a new light and can offer new solutions to old problems. They just might have the answer that you have been seeking. New perspectives can assist the whole group in problem solving.
5. Every meeting should exemplify the strongest commitment to organization. Organization will endow the association with a sense of accomplishment from the outset. Create a written agenda before each meeting and stick to it.
6. Maintain current membership records. Keep a file that lists members' names, addresses, phone numbers, family member names, occupations, special talents, concerns, areas of interest, etc.
7. Enjoy yourself and have fun. The work of the neighborhood association should not be boring drudgery. Sponsor parties and celebrations to get to know your neighbors better. Have events that appeal to all, including children. This will foster a strong sense of community spirit among your neighbors.

Building your Members

**Actions to take to build
your association's
membership**



Supply members with printed materials to encourage the residents to get involved. This can be as simple as a brochure or letter from the president of the association that explains your neighborhood association and details any upcoming events or issues. Also, members should carry membership forms with them and offer both immediate and mail-in membership opportunities..

Have association members go door-to-door calling on their neighbors. This can be a week-long effort or a one-day blitz. Consider having a membership drive and then sponsoring a party for the members that volunteered. The party would then allow them to have fun and share experiences later that same day.

Be Patient

Prospective new members can also be recruited at other events or community gatherings. Sponsor a booth at a community festival or event. This is a great opportunity to talk to people in your area. Remember, have information and membership sign-up sheets at your booth. It is also a good idea to put together an informational packet to hand out at events.

Develop a block captain network as a foundation for a membership campaign as well as other activities. Block captains can pass out flyers and newsletters to prospective new members, welcome new residents, and serve as a conduit for specific problems on the block. They can place volunteers in touch with persons responsible for activities for which they might be interested. Include any Community Watch groups.



VOLUNTEER BURNOUT

It takes a special person to give time and energy without receiving monetary compensation in return. To keep some one coming to meetings time after time, there must be enticements. Neighbors remain active in their Association when they feel they they are contributing positively to the community

Tips for burnout prevention

1. Recognize people for a job well done.
2. Develop coherent operating plans.
3. Recognize different abilities.
4. Remind people that the quality of their work is what's important, not quantity.
5. Organize fun events for your members.

Commandments for motivating people

1

Challenge

Challenge them by delegating their tasks and increasing their share of the workload

2

Research

Research their talents, put them to work attacking problems within their area of comfort

3

Vary

Vary their tasks, rotate jobs, change responsibilities

4

Consult

Consult members and other volunteers on important decisions including goals, projects, events, ideas

5

Praise

Praise frequently

6

Train

Train volunteers so they feel confident at their tasks and perform to the best of their ability

7

Communicate

Communicate by way of e-mail, social media, etc. Convey news of who is doing what, next social event, etc.

8

Socialize

Socialize with outside functions, garage sales, parties where volunteers can feel they are part of the family

9

Recognize

Recognize those who put forward a special effort

KEY

The key to getting them involved - making them feel like they have an important role to play and giving them the opportunity to learn and to take responsibility.

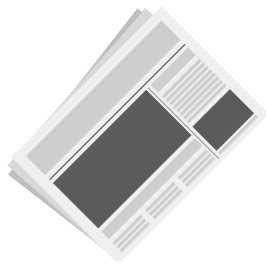
HOW TO RECRUIT

Ask them. . . it's that simple! Using a warm, friendly, enthusiastic approach works best. Keep the desperation out of your voice. Let others know they are needed, how they can be involved, the time it will take, and why you have singled them out. Asking people directly, face-to-face, works best



Communications

Communication is one of the most important functions of a neighborhood association. People are interested in what is happening in their neighborhoods and need to know about activities as well as recent accomplishments. The exchange of information between the members of your group is crucial to the long-term success of your association. Good publicity will inform your neighbors about the next scheduled meeting, a current issue, upcoming events, or the completion of a successful neighborhood improvement project.



Newsletters

A newsletter is probably one of the most common formal ways to share information. It is a great way for communicating with your neighbors. Newsletters may be published monthly, quarterly, annually, or any frequency that works for your neighborhood.

Funding for the production and mailing of newsletters may be raised from dues collected from residents, donations from local businesses, grant funds, advertising in the newsletter, and a variety of other sources. Your neighborhood could also consider distribution by hand by area residents. A block captain system often works well for distributing information.

Another excellent option is to create an electronic newsletter that can be e-mailed to residents. If there is someone within the neighborhood that has some computer expertise, an electronic newsletter can be created basically free of charge and emailed to your membership.

Websites

A website is a great place to share information about your neighborhood group, post contact information, bylaws (if any), photos, and information regarding future meetings and events. Placement of the website address in emails, flyers, and social media provides convenience for your neighbors to access and share the website with other fellow neighbors. To make sure your neighborhood groups' website is functioning optimally, it is important to follow some of the following suggestions:

- ❖ Content should be concise and informative with plenty of graphics and photos.
- ❖ Ensure that all hyperlinks are active and accurate.
- ❖ Delete or change any outdated information regularly.
- ❖ Make your most important content easy to find.



Social Media

Social media is critical to promote your neighborhood association and is a great way to reach people who currently aren't involved.



- ❖ Facebook: A Facebook page for your association can be used to promote upcoming events and start discussions for people interested in your neighborhood.
- ❖ NextDoor: A social media platform that is designed specifically for neighborhood engagement and social interaction. This platform can be used to update your neighbors on neighborhood safety (suspicious activity,

etc.), advertise and promote neighborhood meetings and events, and promote conversations among neighbors.

Flyers

Flyers are a great way to catch attention at local businesses in your neighborhood or within proximity. Flyers can also be posted at community centers, schools, local libraries, or parks. For Flyers to be effective they should be eye-catching, informative but easy to read, and well organized. Some suggested places that flyers should be placed are:

- ❖ Local Businesses
- ❖ Libraries
- ❖ Supermarkets and Stores
- ❖ Local Restaurants
- ❖ Waiting Rooms in Dentist/Doctor's offices
- ❖ Coffee Shops



Survey Tools

Conducting a neighborhood survey is a quick and easy way to determine shared interests and issues. City Staff can help neighborhoods come up with appropriate questions, or common questions used to gather baseline data about neighbors and neighborhood concerns. These websites have easy to use formats:

- ❖ SurveyMonkey.com
- ❖ Zoomerang



HINTS FOR GETTING OTHERS TO PARTICIPATE

Try using these phrases:

*I need help with... *Would you be willing to help me by doing... *Can you give me a hand with... *Will you lend me a hand with... *Would you please... *Could you help me out with... *I could really use your assistance with... *I need your assistance with... *I'm really stuck here and need your assistance... *I need your help with... *You'd really be helping me out if...

Municipal Resources



Available Resources through the City

NEIGHBORHOOD SERVICES

NEIGHBORHOOD MOVIE CHEST

The City provides a kit containing everything a neighborhood would need to host a neighborhood movie night including a screen, projector, Blu-ray player, speakers and microphone. The kit is available for neighborhoods to borrow at no cost to host their own movie night. Neighborhoods select their date, venue (HOA or City park, block party) and provide their own movie. The City can help advertise the event with social media, neighborhood signs, and a postcard mailer.



BLOCK PARTY TRAILER



The City provides a trailer containing everything a neighborhood would need to host a neighborhood block party including tables, chairs, ice chests, games and a sound system. Therefore, the trailer makes it easy to host a block party and the trailer is available for neighborhoods to borrow at no cost. Opportunities for neighbors to interact and get to know one another are becoming few and far between in today's on the go atmosphere. The block party trailer allows neighborhoods to host a fun, easy event to bring neighbors together.

CURB PAINTING KIT

The Curb Painting Program was initiated to improve safety in Round Rock neighborhoods by making sure that the Fire Department, EMS, and Police can quickly locate homes in an emergency. Neighborhood volunteers can borrow the all-inclusive kit at no cost to begin painting addresses within their neighborhood.



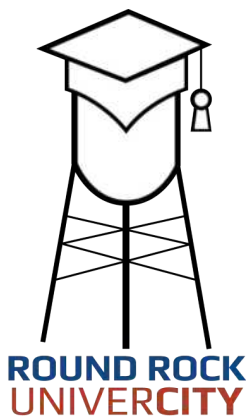
TOOL LENDING CENTER



The Tool Lending Center (TLC) allows residents the opportunity to check out tools and other implements to keep their neighborhoods beautiful and healthy. The TLC is designed to be deployed for organized projects such as neighborhood cleanups or other beautification projects where volunteers (scouts, church groups, school groups, etc.) are organized and available. For neighborhood cleanups, tools will be available for residents of that neighborhood to checkout. At this time the TLC is not available for individuals to check out tools that are not part of an organized event.

FENCE STAINING KIT

Staining and sealing a wood fence can protect the beauty and value of the home. Even if the fence is weathered and covered by gray oxidation and mold. It can be restored to its original finish and then stained and sealed making it look beautiful for years to come. The average cost to clean and stain can cost a homeowner between \$800 and \$1,000 to hire a professional.



ROUND ROCK UNIVERCITY

This 10-week program was designed to engage and educate residents on the operations of the City. UniverCity participants get to experience firsthand the work it takes to run a city department. Each City department hosts a presentation, tour or break out session each week, and provides valuable information about day to day operations of the City and future projects. Residents will receive an in-depth, behind-the-scenes look into City operations within each of its departments.

ANNUAL NEIGHBORHOOD CONFERENCE

The City hosts the annual neighborhood conference on the 3rd Saturday of April every year. This is an opportunity for neighborhood leaders to get together with other leaders to network and listen to new topics, programs and ideas. Breakfast and lunch are included at no charge to our neighborhood leaders. We also announce our neighborhood award winners.



Mark your calendars

POLICE DEPARTMENT



SMART911

Smart911 is a free service that allows individuals to create a Safety Profile for their household that can include any information they may want 9-1-1 call takers and first-responders to have in the event of an emergency. Then, if they call 9-1-1, their Safety Profile will immediately be displayed for call-takers – potentially saving critical seconds and even minutes in response to the emergency.



BLUE SANTA

Round Rock Operation Blue Santa is a non-profit organization established in 1978 by the volunteers and employees of the Round Rock Police, Fire, and Parks and Recreation Departments.



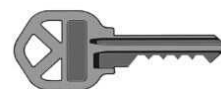
WIDE ANGLE DOOR VIEWERS

Wide angle door viewers (peep holes) are available to Round Rock citizens. These door scopes are ideal for the elderly and mobility/visually impaired individuals. From 7 feet away from the door, individuals have a 180-degree, color view outside the door, removing the difficulties of small viewing holes and peep hole and person height variations.

LOCK BOX PROGRAM

The Lock Box Program provides a coded key-box on the exterior of members' homes. Citizens eligible for this service include the elderly and those who have handicaps or limited mobility. When the police department receives an emergency call from a residence with a lock box, the dispatcher relays the lock box code and other pertinent information to an emergency responder who can gain entry to the home without causing the damage and expense associated with forced entry. For extra security, the code changes after a lock box has been accessed to open the door.

**ROUND ROCK
POLICE**



**LOCK BOX
PROGRAM**

CITIZENS POLICE ACADEMY

The Citizens Police Academy (CPA) is a free 12-week program that gives community members opportunities to experience first-hand the realities of life as a police officer in the Round Rock Police Department. The Citizens Police Academy is an example of the successes borne of the partnership between the police and the community. One of many continued efforts to develop citizen awareness and understanding of the role of law enforcement, the Round Rock Police Department offers the Citizens Police Academy for residents of all backgrounds and occupations.

TELEPHONE ASSURANCE PROGRAM

Through this program, a team of RRPD volunteers makes daily wellness calls to Round Rock seniors who are members of the program. This service is particularly helpful for homebound seniors or those without family living in the area.

TIP 411

Submit anonymous tips to the Round Rock Police Department. Residents can submit anonymous tips to the Round Rock Police Department using Tip 411.

TAKE ME HOME

Take Me Home allows for the safe return home of anyone who may not be able to communicate vital information to law enforcement officers or first responders. This kind of assistance may be required if the person is unable to speak or properly identify themselves, or if the individual becomes disoriented or acts in a manner that could be misinterpreted by first responders.



Need someone to present at a neighborhood meeting?

THE POLICE COMMUNITY AFFAIRS OFFICE IS A GOOD RESOURCE

Community Affairs Officer, 512-671-2871

Community Affairs Specialist, 512-341-3323

FIRE DEPARTMENT

The Fire Department provides emergency services to our population. Our Prevention Division works to educate citizens on personal and family safety. Our Rock Solid Safety Team works to get fire safety messages out to Round Rock children. The public can provide their contact information in our online emergency contact information system for emergency personnel to use should an emergency arise in their home or business. Additionally, neighborhoods can request fire station tours and public education events.



To schedule an event, call 512-218-5590 or <https://www.roundrocktexas.gov/departments/fire/prevention/round-rock-fire-department-event-request-form/>.

Basic Meeting Agenda Template

[Your Neighborhood Association] Agenda

[Date] [Time] [Location]

- | | |
|--------|---|
| [Time] | Call to Order |
| [Time] | Introductions |
| [Time] | Greetings from Neighborhood Association Chair/President (Optional: may include opening remarks, welcome, welcome to special guests, etc.) |
| [Time] | Approval of minutes |
| [Time] | Communications not requiring action: notices, announcements, etc. |
| [Time] | Officer reports: Treasurer, Social Chair, Land Use Chair, etc. [Name of speaker/Role] |
| [Time] | Old business: business unfinished at close of last meeting [Name of speaker, affiliation] |
| [Time] | New business: motions, actions, discussion, etc. [Name of speaker, affiliation] |
| [Time] | Programs (special speakers, etc.) [Name of speaker, affiliation] |
| [Time] | Chair/President summarizes major points & reviews actions/assignments Adjourn |

Next Meeting: [Date] [Time] [Location]

Basic Meeting Minutes Template

[Your Neighborhood Association]
[Type of meeting: General, Board, Executive, etc.]
[Draft/Approved] Minutes
[Date] [Time] [Location]

Meeting Attendees:

-
-

Introductions and approval of [Last month] meeting minutes

Meeting comes to order at [time]. (If quorum is not met, record that it was not met) List any amendments or edits.

Motion: [Name of individual] motions to approve minutes (with amendments, if any). [Name of individual] seconds. [Number of people] in favor. [Number of people] opposed. [Number of people] abstain. Motion [passes / fails].

Notices, Announcements, etc.

[Name of individual]: main points of announcement

Treasurer's Report (Name of treasurer)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Land Use Chair's Report (Name of Land Use Chair)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Other Officer Report (Name of officer)

Repeat as necessary

Title of discussion/presentation (Name of presenter, affiliation)

Include only major points of discussion or decision. If a motion is made, include the original motion, the second, and the results.

Meeting Adjournment

[Name of individual] motions to adjourn. [Name] seconds. **Meeting adjourns at [time]**

Minutes taken by [Name of record keeper, affiliation to Neighborhood Association]

Sample Articles of Incorporation

Articles of Incorporation

of

(Neighborhood Association)

We, the undersigned natural persons, at least two (2) of whom are citizens of the United States and residents of the State of Texas, and who are of the age of eighteen (18) years or more, acting as Incorporators of a corporation under the Texas Non-Profit Corporations Act, do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE I. NAME.

The Name of the Corporation is (Name of Association)

ARTICLE II. NONPROFIT CORPORATION.

The Corporation is a nonprofit corporation.

ARTICLE III. DURATION.

The period of its duration is perpetual.

ARTICLE IV. PURPOSES.

The purposes for which the Corporation is organized are to:

- (1) combat community deterioration;
- (2) lessen neighborhood tensions; and
- (3) combat juvenile delinquency and crime in the neighborhood

No part of the net earnings of the Corporation shall inure to the benefit of any Director of the Corporation, Officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes), and no Director or Officer of the Corporation, or any private individual shall be entitled to share in the distribution of any of the Corporate Assets on dissolution of the Corporation.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these Articles of Incorporation, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by

an organization under Section 501(c)3 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would then qualify under the provisions of Section 501(c)3 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE V. REGISTERED OFFICE.

The street address of its initial registered office is _____. The name of its initial registered agent at such address is _____.

ARTICLE VI. DIRECTORS.

The number of Officers constituting the initial Board of Directors is four (4), and the names and addresses of the persons who are to serve as Directors until the first Annual Meeting of the Members or until their successors are elected and qualified are:

| | Name: | Address: |
|-----------------|-------|----------|
| President: | _____ | _____ |
| Vice-President: | _____ | _____ |
| Treasurer: | _____ | _____ |
| Secretary: | _____ | _____ |

ARTICLE VII. INCORPORATORS.

The name and address of each Incorporator is (The Incorporators can be anybody, but usually are the President, Vice-President, Treasurer and Secretary):

| | Name | Address: |
|----|-------|----------|
| 1) | _____ | _____ |
| 2) | _____ | _____ |
| 3) | _____ | _____ |
| 4) | _____ | _____ |

ARTICLE VIII. MEMBERS.

The Corporation shall have members. The eligibility, rights and obligations of the members will be determined by the Bylaws.

IN WITNESS WHEREOF, for the purpose of forming this Corporation under the laws of the State of Texas, we the undersigned, constituting the Incorporators of this

Corporation, have executed these Articles of Incorporation on this the _____ day of _____.

X _____ X _____
(President or Incorporator #1) (Vice-President or Incorporator #2)

X _____ X _____
(Treasurer or Incorporator #3) (Secretary or Incorporator #1)

THE STATE OF TEXAS [±]

COUNTY OF NUECES [±]

BEFORE ME, the undersigned authority, on this the _____ day of _____, 19 ____, personally appeared _____, _____, _____, and _____, who being by me first duly sworn, declared that they are the Incorporators of the foregoing Corporation, that they signed the foregoing document as such, and that the statements contained therein are true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year written above.

My Commission Expires:

NOTARY PUBLIC, STATE OF TEXAS

(Typed/Printed Name of Notary)

Sample Neighborhood Association Bylaws

Bylaws of the

Neighborhood Association (, Inc.)

A Texas Nonprofit Corporation (Association)

Article I. Name and Purpose

Section 1.01: NAME. The NAME of this organization shall be the (Neighborhood Association), hereafter referred to as THE ASSOCIATION. It shall be a nonprofit organization incorporated under the laws of the State of Texas.

(This Article must be included in your bylaws. If you do not plan to incorporate your Association, you may delete the second sentence.)

Section 1.02: PURPOSE: The Bylaws shall govern the Corporation and its members and facilitate the fulfillment of the purposes provided in the Articles of Incorporation.

(You may add or delete any purpose that does or does not apply to your Association. Remember to keep the purpose statement in compliance with IRS rulings, as spelled out in the enclosed IRS Publication 557.)

Article II. MEMBERSHIP.

SECTION 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of, or owner of property in, the (Neighborhood) Addition, bounded by (list boundaries) , DeSoto, Texas, is eligible for Membership in the Association upon [full payment of the annual dues, and] completion of an Application for Membership form.

(Some Associations state that all residents within their particular boundaries are automatically members. This can prove difficult, however, to obtain 2/3 or other majority votes and adds to the expense of information distribution.)

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary membership in the Association, upon full payment of the Association dues, by a majority vote of the Membership at a regularly scheduled meeting. Honorary Membership entitles the person to a mailed copy of each newsletter and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

(This is Optional. Sometimes, previous residents of a neighborhood want to keep up with their ties to the neighborhood, or active Realtors want copies of the newsletters, etc. as a sales tool.)

Section 2.03: ANNUAL DUES. The amount required for annual dues shall be \$ each year, unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. Full payment of the annual dues will entitle the Resident or Property Owner to full membership privileges for one year from the date of payment.

Dues may, on occasion, be paid by donation of comparable products or services to the Association, by prior approval of the Officers of the Association.

(This is Optional. Associations often charge a small fee for membership in order to pay for printing costs, dissemination of information, neighborhood directories, or special projects. Dues usually range from \$5 - \$40/year, with \$15-\$30 being the most common. Low-income neighborhoods may consider soliciting local business support and membership in their Association.)

Section 2.04: VOTING RIGHTS. The full payment of the annual dues will entitle each person over age eighteen in the Member's household (excluding Honorary Members) to one vote apiece in all Association elections.

Section 2.05: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association Dues. A member may also be removed by a majority vote of the membership.

Section 2.06: RESIGNATION. Any Member may resign by filing a written resignation with the Secretary of the Association. Such resignation shall not relieve the resigning Member of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid. Upon resignation, however, the resigning Member will be refunded any unaccrued dues on a pro-rated basis. And/Or, when the Member moves from the neighborhood.

ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following officers:

- 1) President,
- 2) Vice-President,
- 3) Treasurer, and
- 4) Secretary.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual meeting of the full membership.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms.

(Some Associations organize with a General Membership and a Board of Directors (comprised of a Chair, Vice-Chair, Treasurer & Secretary). In this case, the Board of Directors is usually given more decision-making powers than this proposed organizational structure. You may also want to provide for Assistant Officers, especially the Treasurer and Secretary, in the event these officers are temporarily unable to attend to their duties. The term of office shall commence upon election and continue until successors are elected at the annual meeting.)

Section 3.04: DUTIES. The duties of the Officers are as follows:

- 1) The **PRESIDENT** shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association.
- 2) The **VICE-PRESIDENT** shall assist the President as the President requests, and represent the Association on appropriate occasions. The Vice-President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.
- 3) The **TREASURER** shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association.
- 4) The **SECRETARY** shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required.
- 5) The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership.
- 6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Articles of Incorporation and these Bylaws of the Association.

(If not incorporated, substitute the word Organization for the word Incorporation.)

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at the principal business office of the Association or at any other place the President or a majority of the Members may from time to time select.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the President.

(Decide how often you want to meet. Remember, there will be times when you might get too busy to meet as often as you like.)

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of _____ of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Decide what month (or season of the year) would be best for your major annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the President, by a majority of the Officers of the Association, or by five percent (5%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Monthly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

(You may want to specify the method of delivery of the notices (i.e., by mail or physical delivery).)

Section 4.06: QUORUM. The Members present at any properly announced meeting shall constitute a quorum at such meeting.

(This section is important if you want to accomplish anything, because it is difficult to get a majority of members to be present at any given meeting... you might want to specify a percentage (such as 10%) of members who must be present to ensure a quorum. Decide how often you want to meet. Remember, there will be times when you might get too busy to meet as often as you would like. Decide what month (or season of the year) would be best for your major annual meeting.)

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

Section 5.02: VOTING BY MAIL. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all members may be desired, such election may be conducted by mail or by distribution ballot in such manner as the officers of the Association shall determine advisable.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President.

(Read information in manual regarding forming committees.)

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds amounting to over One Hundred Dollars (\$100) in any month must be approved by majority vote of the Membership present at any properly-announced meeting of the Membership.

Printing of the Neighborhood Newsletter, Neighborhood Informational Notices and the Neighborhood Directory are exempted by this rule. The figure you choose to insert here will depend on the amount of your budget and your anticipated monthly expenditures.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings.

(Financial reports should be given at every scheduled meeting, especially if you charge dues. People need to know that their contributions are being well spent.)

ARTICLE VII. AMENDMENTS.

Section 8.01: PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

(You may want to specify a two-thirds majority vote of the entire membership, rather than of those present at a meeting.)

ARTICLE IX. ACCEPTANCE OF BYLAWS

Section 9.01: VOTING. Acceptance of these Bylaws shall be by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all Members at least seven days prior to the meeting.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

Section 10.01: NON-COMPLIANCE PENALTIES. Noncompliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the membership of the Association. Under no circumstance will noncompliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.

Again, you may want to specify two-thirds of the entire membership, instead of just those present.