

# NEIGHBORHOOD ORGANIZATIONAL HANDBOOK



Arlington, Texas



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# INTRODUCTION

Strong Neighborhoods are important to the growth and vitality of the City of Arlington, and so providing resources and assistance to Arlington neighborhoods is a primary goal of the Mayor, City Council, and City staff who serve the citizens. Building strong neighborhoods is an effort that involves residents and city government working together to create strong, unique, and collaborative neighborhoods that exemplify the “American Dream City” motto and where residents love to live, learn, work, and play.

The Neighborhood Organizational Handbook has been designed to function as an informational resource for citizens that are interested in organizing their neighborhood. The information is presented in a sequential format to provide quick and easy access. Readers should feel free to utilize the document as a reference and contact staff with any questions or comments regarding this document or the Neighborhood Engagement Program.

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## TYPES OF ASSOCIATIONS

Each neighborhood organization is unique and has varying issues, interests and purposes.

Homeowners' Association	A homeowners' association is typically formed by a subdivision developer for the maintenance of common property and to preserve the homeowners' investment. New HOAs can only be formed with 100% approval of the property owners within the proposed HOA boundary and are unlikely to be formed after a neighborhood is developed.
Neighborhood Association	A neighborhood association is a voluntary group of individuals and organizations (whether homeowners, renters, businesses, churches, etc.) who form a group for the sole purpose of maintaining and improving a neighborhood.
Community Watch Group	A Community Watch is formed with the assistance of the Arlington Police Department Crime Prevention Unit and is primarily involved with neighborhood crime issues. It seeks active participation of citizens in addressing vandalism, speeding, cut through traffic, garage burglaries, etc.

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## 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 neighborhood 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

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#### THE CITIZEN'S ROLE

The role of the citizen in the health and vitality of a community cannot be overstated. All citizens bear the responsibility of a collective quality of life. Active participation in your neighborhood is the best way to ensure that the quality of life you expect is realized.

Your involvement can be as small as voting on a regular basis to as large as being elected to serve in a public capacity. Neither of these two examples is better than the other. Both are equally important. The most important thing is that you as a citizen participate in the process.

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#### GOVERNMENT'S ROLE

The Government's responsibility in relation to neighborhoods is primarily to maintain or improve an area's quality of life. Government also ensures that the common good is protected and that the decisions that affect the public are carried out in an orderly and efficient manner.

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#### ROLE OF COMMUNITY ORGANIZATIONS

Community organizations can be important resources to neighborhoods. These organizations may include the chamber of commerce, school district, social service agencies, civic and fraternal organizations, clubs and religious organizations. Community organizations are potential partners that have a vested interest in seeing your community become strong, just as you do. These organizations have a wealth of resources: human (professional or volunteer), fiscal (funds or in-kind services) or physical (buildings or products), that could be tapped to assist your organization reach its goals.

# I. HOW TO ORGANIZE

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## 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 Arlington 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.

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, synagogues, at the schools, at shopping centers, and in stores. Most people would love an opportunity to talk about the issues they see in their neighborhood.  
  
Ask them if they are interested in getting involved. What are some of the issues they see in the area that a new neighborhood association could address?
  
- ✓ **Consider conducting an assessment:** A formal assessment of your neighborhood can help you decide what issues need attention. These assessments can be conducted or planned at your first meeting. Your group will want to decide whether a door-to-door survey or a more extensive process should be utilized. Some questions to be addressed in your assessment may include:
  - ❖ Do neighbors know each other and communicate regularly?
  - ❖ Are the streets and/or alleys littered? Are they adequately lit?
  - ❖ What transportation challenges exist, such as dangerous intersections, speeding traffic or heavily congested areas?
  - ❖ Are there any abandoned structures or vacant lots in the area?
  - ❖ What are the needs of the small business owners in your area?
  - ❖ Is there an ongoing issue with land use or zoning?
  - ❖ Often crisis discussions are the most common cause for organizing because a crisis presents a direct threat to the neighborhood. Utilize this potential response to get people involved quickly.
  
- ✓ **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 Arlington's Office of Strategic Initiatives can assist you in this endeavor.

One square mile is generally accepted as good average size for a newly forming neighborhood association. However, this is a guideline and should not be held as a requirement.

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.

✓ **Identify the “assets” of your neighborhood:**

- ❖ What is the history of your area or neighborhood association? Try to build on the successes of the past. Also try to focus on the strengths of your neighborhood as you define them.
  
- ❖ Who are the “natural” neighborhood leaders? They are the people that usually know what is going on or have been in the neighborhood for many years. “Natural” leaders are outspoken, concerned, or articulate about neighborhood problems. Generally, this group will include clergy members, bankers, PTA members, business people or people who have never been in leadership positions yet are highly respected. Be sure to get their names, addresses and telephone numbers as a future resource.
  
- ❖ What institutions and business groups exist in your neighborhood? What similar problems concern the businesses as well as residents of your area? Businesses can provide a valuable resource when attempting to get a new organization up and running.



## II. 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. 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 residents 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?
  - What are some of the common problems in your neighborhood that you think a neighborhood association can help solve?
  - If there is a major issue or a crisis, explain the situation to the attendees.
  - What are the issues involved? How might they affect the health or livability of your neighborhood? What are some strategies your neighborhood can use to address the problem as identified?
  - What other things do residents want the neighborhood association to accomplish?
  - 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.
- ✓ **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. Decide at the planning meeting who will draft and reproduce 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 association with your 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 members of the planning committee. This will provide a staging area for discussion by all the citizens in attendance. Be careful not to appear as "lecturing" to the attendees. This will turn them off from the entire process.
- ✓ **Location.** Finding a place to hold the meeting. Try to estimate the number of people you expect at your first general meeting and then look for a meeting space to accommodate that number. It is important to keep the meeting place as neutral as possible for all the attendees expected. Possible sites include:
- Schools, both public and private
  - Churches, synagogues, temples, or mosques
  - Community colleges or local universities
  - Private homes
  - Community and recreation centers
  - City Hall
  - Hospitals
  - 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.
- Make sure to share invitations to your meetings on NextDoor, Facebook, or your association's website.
  - Encourage people to invite their neighbors, who then invite their neighbors and so on.

## 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.

- ✓ Publicize the meeting. Use flyers, newspaper announcements, or feature articles 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.
- ✓ Contact elected officials. Invite your elected officials, neighborhood engagement program staff and Community Watch organizers to the meeting to explain what services are available to organized neighborhoods and to share suggestions for working together successfully.
- ✓ Arrange for outside speakers if necessary. Local speakers are readily available to come to your neighborhood association upon request. They could be active members from other neighborhood groups or staff members from the City of Arlington or other community agencies.
- ✓ Establish minutes for all meetings. 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.
- ✓ Set up the next meeting: Don't let people leave one meeting without knowing about the next meeting. Decide:
  - When will it be held?
  - Where?
  - How will it be advertised?

### What to Avoid:

- ❖ Avoid spending too much time during general meetings attempting to solve organizational problems. Instead, consider setting up committees to discuss and offer solutions to the larger group.
- ❖ Discourage participants from becoming cliquish and excluding others from participating, making decisions, and getting things done. Instead, include newcomers from the beginning, tap into other people's skills, and delegate authority.
- ❖ Avoid non-democratic leadership and decision making. Remember that people only participate when they feel supported, valued, and part of a worthwhile cause.

# III. 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.

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## 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.

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### GENERAL BOARD REPRESENTATION

- ❖ **Chairperson or President** - Responsible for the overall leadership of the board. Sets the agenda and facilitates all meetings.
- ❖ **Vice Chairperson 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.

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### AUXILLARY 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 Community Watch sections of the Arlington Police Department. It is also the responsibility of this position to act as a liaison between the block captains of the active Community Watch groups in the neighborhood and the Board of the association.
- ❖ **Publicity Chair and/or Newsletter Editor** - 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.

- ❖ **Land Use Chair** - The land use chair position exists to keep the association informed on any land use and zoning matters that may potentially affect the neighborhood. All information gathered by the person in this position should be shared with the entire membership to ensure neighborhood involvement in land use cases.

## 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.
- ❖ Recognize and celebrate successes at every possible occasion.

Every organization will experience growing pains throughout its existence. 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

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?

Assistance is available through the City's Neighborhood Engagement Program. A meeting can be scheduled at any time by contacting (817)-459-6566 or [neighborhoods@arlingtontx.gov](mailto:neighborhoods@arlingtontx.gov). City staff is here to help you realize your group's neighborhood goals.

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

## BYLAWS

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 way you must function as well as the roles and responsibilities of your 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 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.

## IV. ORGANIZATIONAL OPTIONS

### 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:

1. 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 payed for (\$25) online at [SOSDirect](https://www.sos.state.tx.us/corp/forms/503_boc.pdf).

Website: [https://www.sos.state.tx.us/corp/forms/503\\_boc.pdf](https://www.sos.state.tx.us/corp/forms/503_boc.pdf)

Forms: [https://www.sos.state.tx.us/corp/forms\\_boc.shtml](https://www.sos.state.tx.us/corp/forms_boc.shtml)

The assumed name certificate application is affective 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/small-businesses-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](http://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](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.

- I. 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.
- II. 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.

## BOARD LIABILITY ISSUES

Once you begin your board membership recruiting efforts, you will undoubtedly be confronted with potential board members who fear being liable for board actions. Many board members have questions about the possibility of becoming personally financially liable because of board service.

In most cases, the board cannot be held liable for the corporation's debts. However, it is very important that the organization "incorporate" to receive this protection for its individual board members. If you seek this protection, you must complete the process as defined earlier in this document.

In general, board members of nonprofit corporations are not liable for the corporation's debts. For example, if the corporation had a large printing job done by a printer and then was unable to pay the bill, the printer would not be able to collect from individual board members because the debt is with the corporation. To be able to collect from individual board members, the printer would have to prove either that an individual board member had guaranteed or co-signed on the amount or that the board had been grossly negligent. It is generally very difficult to prove gross negligence if the board produces evidence that they met regularly, considered financial decisions carefully, and used careful regard in making decisions on behalf of the association considering the information available to them at the time.

Many non-profits put a provision in the bylaws indemnifying board members in the event they are sued because of board service. These indemnifications are promises that the corporation will repay the board members for costs of defending themselves in lawsuits and/or for costs of judgements against board members. For this reason, larger organizations carry directors' and officers' liability insurance (often referred to as D&O). If your organization is interested in D&O Insurance, please contact an experienced insurance agent for more information and steps on how to obtain D&O (Most local insurance companies can assist with this request).

# V. 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.

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### TYPES OF BANK ACCOUNTS

- ❖ **Checking.** Any accounts open to potential individual customers are open to neighborhood associations. The least expensive usually have minimum deposit requirements. Your association should obtain pre-numbered checks.
- ❖ **Savings.** If your group will be making a limited number of withdrawals, you might be better off with a savings account rather than a checking account. The best arrangement is often a savings account with checking privileges. These usually require a minimum account balance.

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

- ❖ The frequency of withdrawing funds.
- ❖ The amount of money your association is able to deposit. Do you have enough to keep a minimum balance in your account or pay services fees, if any?

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### 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.

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## BOOKKEEPING

Regardless of the amount of money your organization has, it is important that you keep track of whatever money does come into or go out from your organization. It is a good idea to have an accountant or bookkeeper help you set up a set of books from the start. Then let someone who feels comfortable with numbers and figures take on bookkeeping responsibilities. The sooner your system is set up, the easier it is to keep accurate financial records.

The following system is recommended to help keep your group's records accurate. This is a double entry system. The system provides a record of all money received and where it came from, and all the money paid out and the purpose for which it was utilized.

### ***1. Cash Receipts and Cash Disbursements***

All money coming into or going out from the organization should be recorded daily (or whenever you have something to record). These transactions are recorded in a format called a journal.

### **Cash Receipts Journal**

Record the total amount of money (cash or checks) the day it is received and the source of each amount, i.e., contributions, grants, sale of advertising, etc.

### **Cash Disbursements Journal**

Record each disbursement from each bank account. Disbursements made by check should be recorded with the check number, date of check, the payee (who the check is made out to), amount of the check, and the purpose of the disbursement. For savings accounts without preprinted checks, record the date of withdrawal, amount and purpose (use) of the funds. Photocopy the withdrawal slip and file with cash receipts journal to create a record of who withdrew the money.

## **II. General Ledger**

Associations with many different sources of receipts or many different categories for disbursements, particularly those that receive foundation grants that restrict the use of the grant money, may need to set up a General Ledger. The General Ledger is essential for an organization that wants to use the accrual basis of accounting which records amounts owed to the organization (receivables) and amounts owed by the organization (payables). If you think your association needs a General Ledger or has significant payables or receivables, you may choose to seek assistance from a trained accountant to set up your system.

The *Treasurer* or another designated person should prepare a written financial report for each board meeting. The report should present the results of each month's activity. At a minimum, the report should include the following elements:

- ❖ Cash available at the beginning of each month
- ❖ Total receipts during each month (with breakdown by source)
- ❖ Total disbursement during each month (with breakdown by type – i.e. postage, supplies, printing).
- ❖ Cash available at the end of the month

As the organization gets larger, you may choose to use a more standard format for financial reports, such as the Balance Sheet and Statements of Support, Revenue and Expenses. You may also want to compare the funds received and disbursed to the budget adopted by your board. Even in a very small organization, it is essential that the bank reconciliation should be available to prove that the amount of cash reported on the financial statement at each month end agrees to the reconciled bank statement. Reconciliation involves adjusting the bank balance for outstanding checks and deposits. If no one in the organization is familiar with bank reconciliation, ask an accountant or bookkeeper to teach the treasurer a simple reconciliation method.

# VI. MEMBERSHIP

## BUILDING A MEMBERSHIP

Neighborhood groups may initially attract members through well-publicized meetings on issues that concern projects that involve many people. If your group is in the public eye, it will certainly boost membership. Be innovative in publicity efforts.

Finding new members is crucial to keep neighborhood associations active. While many people appreciate what the group is doing for their neighborhood, they may not attend meetings or even come in direct contact with your neighborhood association.

Neighborhood associations sometimes inadvertently restrict their numbers by having membership forms and signup sheets only at meetings. To maximize your membership potential, the group should keep the neighborhood association at the forefront of the citizens' minds. Undertake a membership drive that directly reaches every household within your boundaries at least annually.

### Actions to Take to Build Your Association's Membership

- 1.) 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.
- 2.) 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.
- 3.) 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, and place volunteers in touch with persons responsible for activities for which they might be interested. Include any Community Watch groups.
- 4.) 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.

## KEEPING NEW MEMBERS

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.

# VII. 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.

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## NEWSLETTER

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.

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## WEBSITE

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.

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## 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.

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## 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:

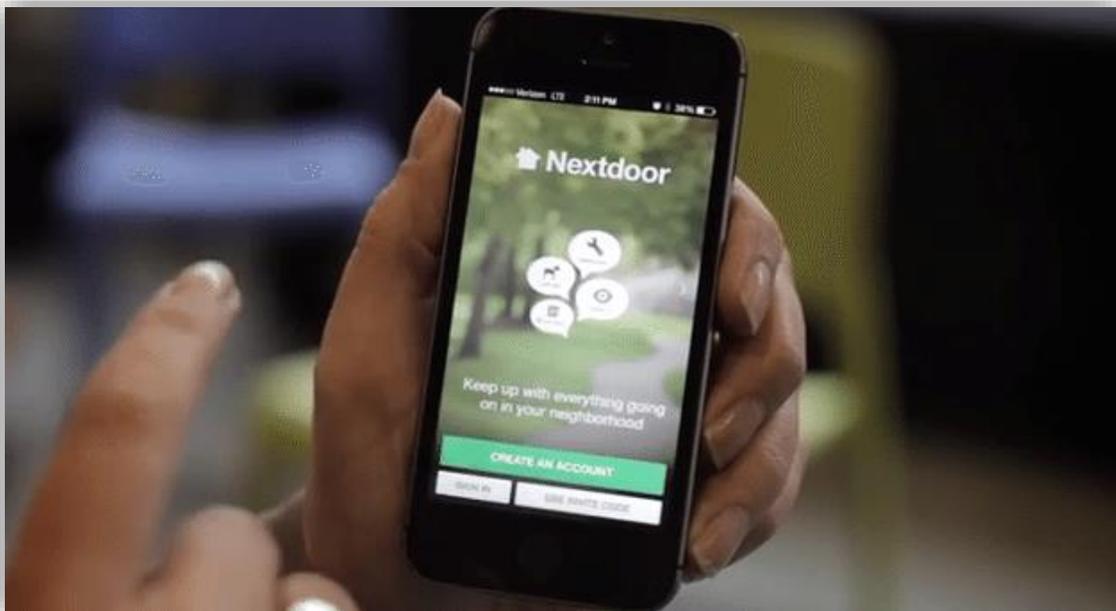
- ❖ Local Businesses
- ❖ Libraries
- ❖ Supermarkets and Stores
- ❖ Local Restaurants
- ❖ Waiting Rooms in Dentist/Doctor's offices
- ❖ Coffee Shop

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## 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



# VIII. MUNICIPAL RESOURCES

The City of Arlington was incorporated on April 19, 1884. On January 17, 1920, the City Charter was adopted by the City Council. In 1949, the City adopted the City-Manager form of government, which authorizes the City Council to function as the City's legislative body. City Council meetings are held at City Hall on select Tuesdays in the Council Chamber.

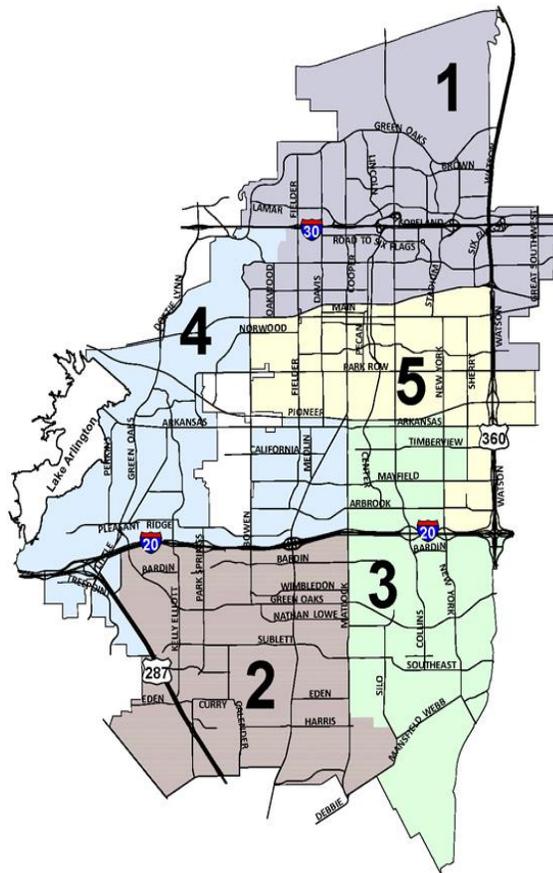
The Council-Manager form of municipal government, the most common form in the United States today, is a system that combines the strong political leadership of elected officials with the strong managerial experience of a City Manager.

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## MAYOR AND CITY COUNCIL

As representatives of the people, the Mayor and City Council formulate policy through legislative action, including adoption of ordinances, resolutions and budgets. In this capacity, the City Council is the law-making body of the municipality. In addition, the Council determines the goals and objectives of the City and develops policies to be used to attain these goals.

- Mayor Jeff Williams
- District 1 – Helen Moise
- District 2 – Sheri Capehart
- District 3 – Marvin Sutton
- District 4 – Andrew Piel
- District 5 – Dr. Ignacio Nuñez
- District 6 – Robert Shepard
- District 7 – Victoria Farrar-Myers
- District 8 – Dr. Barbara Odom-Wesley



*District Map.* The Mayor and City Council Representatives from Districts 6, 7, and 8 are elected at-large and represent the entire City of Arlington.

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## CITY MANAGER'S OFFICE

The Arlington City Council appoints the city manager, who acts as the chief executive officer of the government. The city manager and three deputy/assistant managers carry out policy and administer city programs. All other officials and department heads are hired by and accountable to the city manager.

The City Manager and Deputy City Managers share direct supervision of the city.

City Manager	Trey Yelverton
Deputy City Manager	Jim Parajon
Deputy City Manager	Gilbert Perales
Assistant City Manager	Jennifer Wichmann

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## CITY SECRETARY

The City Secretary is the custodian of all City Ordinances and Resolutions. Copies and certified copies of these documents may be obtained in this office for a nominal charge. An online copy of all adopted City Ordinances is also available online here: <http://www.arlington-tx.gov/citysecretary/code-ordinances/>.

You can contact the City Secretary's Office by phone at 817-459-6186 or mail at:

City Secretary's Office  
MS 01-0110  
P.O. Box 90231  
Arlington, TX 76004-0231

Or visit their office located in the City Hall at:

City Secretary's Office  
101 W. Abram Street, 3rd floor  
Arlington, TX 76010

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## OFFICE OF STRATEGIC INITIATIVES

The Office of Strategic Initiatives implements pilot programs, uses multi-faceted community engagement, and relies on data-driven approaches to plan for the future of Arlington today. The Office of Strategic Initiatives administers Neighborhood Engagement Programs including:

- ❖ NextDoor Communication Efforts
- ❖ Neighborhood Leadership Network Registration
- ❖ Neighborhood Block Party Trailer
- ❖ Neighborhood Matching Grant
- ❖ Neighborhood Plans
- ❖ Arlington Home Improvement Incentive Program
- ❖ All other general inquiries regarding neighborhood projects & concerns.

For more information please visit the Neighborhood Programs page at <http://www.arlington-tx.gov/osi/neighborhoods/> or email [neighborhoods@arlingtontx.gov](mailto:neighborhoods@arlingtontx.gov)

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## POLICE DEPARTMENT

The Police Department is very important resource for all Neighborhood Groups, especially for groups categorized as Neighborhood Watch Groups. Community Watch Groups were developed to encourage citizen involvement and deter crime by early detection. Citizens volunteer to become extra eyes for the police department, reporting crime and suspicious behavior.

If you are interested in starting a Neighborhood Watch Group you will need to contact the Police Department and complete their Neighborhood Watch Group Application which can be found [here](#).

You can contact the Police Department any time for emergency or non-emergency related inquiries by dialing 9-1-1.

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## CODE COMPLIANCE SERVICES & ACTION CENTER

The Action Center is a resource available to all citizens to communicate all complaints, compliments, comments and suggestions for improving the quality of life in your neighborhood – your city. Life-safety issues are typically inspected the same day. Non-life-safety complaints are inspected within two to three business days.

You can contact the Action center by phone or Online Request:

Phone: 817-459-6777

Online Request: [https://iframe.publicstuff.com/#?client\\_id=1000074](https://iframe.publicstuff.com/#?client_id=1000074)

Access the Action Center any time by downloading the Ask Arlington App to your iPhone or Android device!

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## CONNECT WITH THE CITY OF ARLINGTON



[www.ArlingtonTX.gov](http://www.ArlingtonTX.gov)

[www.arlington-tx.gov/osi/neighborhoods/](http://www.arlington-tx.gov/osi/neighborhoods/)

[www.arlington-tx.gov/contact/directory](http://www.arlington-tx.gov/contact/directory)

[www.arlington-tx.gov/departments/social-media/](http://www.arlington-tx.gov/departments/social-media/)



<https://www.facebook.com/CityofArlington>



<https://twitter.com/cityofarlington>



<http://www.youtube.com/cityofarlington>

# APPENDIX A

## SAMPLE MEETING AGENDA

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### SAMPLE AGENDA

**Location:** \_\_\_\_\_

**Time:** \_\_\_\_\_

#### **ITEM**

- I. Call Meeting to Order
- II. Introduction of Organizers and Guest Speakers
- III. Discussion and Possible Action on the Problem(s) of...
- IV. Discussion and Possible Action on Forming a Neighborhood Association
- V. Other Neighborhood Concerns
- VI. Adjourn

# APPENDIX B

## SAMPLE BYLAWS

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ARTICLE I	PURPOSE
Section 1	NAME OF ORGANIZATION: the name of the organization shall be SOME Neighborhood Association (SNA).
Section 2	<p>PURPOSE OF SNA: The purposes for which SNA is organized are:</p> <ul style="list-style-type: none"><li>a) To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies and other neighborhoods.</li><li>b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.</li><li>c) To do and perform all the activities related to said purposes, to have and enjoy all the powers granted and engage in any lawful activity for which corporations may be organized under the law.</li><li>d) To be organized exclusively for educational, scientific and charitable purposes.</li></ul> <p>Notwithstanding any statement of purposes or powers aforesaid, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purpose.</p>
ARTICLE II	MEMBERSHIP
Section 1	MEMBERSHIP QUALIFICATIONS: Membership in SNA shall be open to any person who lives and/or owns any real property within the recognized boundaries of SNA.
Section 2	MEMBERSHIP VOTING: All residents and property owners located within SNA boundaries shall have one vote each to be cast during attendance at any general or special meeting. One representative from each government agency and non-profit organization located within SNA boundaries shall have the same privilege as the residents listed above.
ARTICLE III	DUES
	The charging of dues or membership fees shall not be made; however, voluntary contributions will be accepted. Activities to raise funds for SNA use may be held if appropriate.
ARTICLE IV	MEMBERSHIP MEETINGS
Section 1	GENERAL MEMBERSHIP MEETINGS: There shall be at least two general membership meetings yearly. The meetings shall be convened in the Fall and Spring and upon any day decided upon by majority vote of the board of directors. Notification for all general meetings shall require seven (7) days advance written or telephone notice to all active members of SNA and public notice. "Active member" is defined as one who has attended at least one of the last two general or special meetings of the membership.
Section 2	SPECIAL MEMBERSHIP MEETINGS: Special meetings of the membership may be called by the chairperson or the board of directors as deemed necessary. Notification

and purpose(s) of the special meeting shall require seven (7) days advance written or telephone notice to all active members of SNA and public notice.

Section 3 AGENDA: Subject to the approval of the board of directors, the chairperson shall prepare the agenda for general and special meetings of the membership. Any person may add an item to the agenda by submitting the item in writing to the board of directors at least (7) days in advance of the membership meeting. Any number of SNA may make a motion to add an item to the board, general or special agendas at those respective meetings. Adoption of that motion requires a second and majority vote.

Section 4 QUORUM: A quorum for any general or special meeting of SNA shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions of SNA shall be made by a majority vote of those members present at any meeting.

Section 5 PARTICIPATION: Any general, special board or committee meeting is open to any person and all who wish to be heard. However, only those eligible for membership are entitled to vote. All actions or recommendations of the general or special meetings shall be communicated to all affected parties, including minority reports.

Section 6 PROCEDURES: The SNA shall follow Robert's Rules of Order in all areas not covered by the bylaws.

## ARTICLE V

### BOARD OF DIRECTORS

Section 1 NUMBER OF BOARD MEMBERS: The board of directors shall determine the exact number of board positions annually. There shall be at least   ?   and no more than   ?   board members.

Section 2 TERMS OF OFFICE: Each director shall hold office for a term of one (1) year for which he/she is elected or appointed and until his/her successor shall have been elected or appointed to take office. (The season in which a position is open for election will be indicated in parentheses following that position's duty description.)

Section 3 ELIGIBILITY FOR BOARD SERVICE: Only persons eligible for SNA membership shall be qualified to hold an elected or appointed position.

Section 4 DUTIES OF BOARD MEMBERS: The board shall manage the affairs of SNA in the interim between general meetings. The board shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendations on behalf of SNA; and shall strictly comply with these bylaws.

Section 5 ELECTION OF BOARD MEMBERS: Board members shall be elected annually by a vote of the membership at its annual meeting. The names of all candidates for the board shall be placed in nomination. Secret written ballots shall be used for voting for board members. Election requires a majority vote of the membership present.

Section 6 BOARD VACANCIES: The board may fill any vacancy on the board or a committee by majority vote of the board in cases involving absences by a board or committee member from three (3) consecutive meetings. A member appointed to fill a

vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.

Section 7 DUTIES OF BOARD OFFICERS

a) CHAIRPERSON (ELECTED IN THE SPRING):

The chairperson shall prepare the agenda and preside at all meetings of the board and membership; shall appoint members of committees not elected, with a majority approval of the board, except for members of the Grievance Committee.

b) VICE CHAIRPERSON (ELECTED IN THE FALL)

The first alternate shall assist the chairperson; in the chairperson's absence shall function as chairperson; shall serve as a member of the area board of directors representing SNA.

c) SECRETARY (ELECTED IN THE SPRING)

The secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of SNA; shall make records of SNA available for inspection for any proper purpose at any reasonable time.

d) TREASURER (ELECTED IN THE FALL)

The treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe-keep and disburse SNA funds, but such disbursement shall require the signature of one other board member, preferably the chairperson.

e) BOARD MEMBERS-AT-LARGE & COMMITTEE CHAIRPERSONS

Chairpersons of committees shall inform the board and SNA of all activities of their respective committees.

Section 8 BOARD MEETINGS: The board shall meet at least fourteen (14) days prior to any general or special membership meeting and at any other time the chairperson may designate. These meetings shall be open session; however, only board members shall be entitled to vote. Directors shall be notified of board meetings in writing or by telephone in advance. A majority of board members, by signed petition, may call a board, general or special meeting.

Section 9 EMERGENCY POWERS OF THE BOARD: In such cases where the board is required to provide neighborhood response before the question is presented to the membership, the board must indicate to the questioner that this is the case. Furthermore, they shall present the action taken at a special or general meeting within 30 days, or within a reasonable time for ratification by the membership where circumstances dictate.

Section 10 TERMINATION FOR NONATTENDANCE: Board members failing to attend three consecutive board meetings shall be automatically deemed to have resigned from the board.

ARTICLE VI COMMITTEES

The board shall establish both standing and ad hoc committees, as it deems necessary. Committees shall make recommendations to the board for board actions. Committees

shall not have the power to act on behalf of the organization without specific authorization from the board.

ARTICLE VII CONFLICT OF INTEREST

Section 1 DEFINITION: A conflict of interest exists for a member or board member whenever the member or board member holds a personal financial interest which will be impacted by the action or inaction by SNA on a proposal before the membership or board. A personal financial interest shall include a financial interest held by the member or board member and/or by members of their immediate family. A personal financial interest includes an ownership interest above 5% of a business that will be impacted by the decision of SNA. Examples of personal financial interest would include: Employment by SNA; ownership of property the use or control of which is being considered by SNA; plans to purchase property the use or control of which is under discussion by SNA, etc.

Section 2 DECLARING THE CONFLICT OF INTEREST: Whenever a member or board member determines that they have a conflict of interest relating to an item under discussion, they must inform the body (membership or board) hearing the proposal that the conflict of interest exists.

Section 3 ABSTENTION FROM VOTING: Members or board members shall not vote on matters in which they have a conflict of interest.

ARTICLE VIII GRIEVANCE PROCEDURES

Section 1 ELIGIBILITY TO GRIEVE: A person or group adversely affected by a decision or policy of SNA may submit in writing a complaint to any member of the Grievance Committee.

Section 2 COMPLAINT RECEIPT: Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will, in writing, within thirty (30) days, recommend a resolution of the grievance to the board.

Section 3 FINAL RESOLUTION: The committee shall attempt to re- solve the complaint and shall submit a report of their recommendation and/or action to the complainant, board and membership. If the committee, board and petitioner cannot reach agreement, final resolution of the complaint shall be by vote of most of the membership at a general or special meeting.

ARTICLE IX PROCEDURE FOR CONSIDERATION OF PROPOSALS

Section 1 SUBMISSION OF PROPOSALS: Any person or group, inside or outside the boundaries of SNA and city agency may propose in writing items for consideration and/or recommendation to the board. The board shall decide whether proposed items will appear on the agenda of either the board, standing or special committees or general or special meetings.

Section 2 NOTIFICATION: The proponent and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) days in advance.

Section 3 ATTENDANCE: The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

Section 4 DISSEMINATION: The SNA shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

ARTICLE X BOUNDARIES

Section 1 BOUNDARIES: Boundaries of SNA shall be defined as follows: Beginning at the ... See the attached map of the association.

ARTICLE XI PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT  
SNA shall abide by all Texas statutes relative to public meetings and public records. Official action(s) taken by SNA must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by SNA to the City.

ARTICLE XII NON-DISCRIMINATION  
SNA must not discriminate against individuals or groups on the basis of race, religion, color, sex, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

ARTICLE XIII ADOPTION AND AMENDMENT OF BYLAWS  
  
All amendments to these bylaws must be proposed in writing and submitted to members at least seven (7) days before voting. Notice of proposal to amend the bylaws, specifying the date, time, and place for consideration, must be provided to all members at least (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting.