



## Department of Neighborhood Resources

**Search**☒ This Section ☐ Site[Home](#)[Neighborhoods](#)[Event  
Calendar](#)[City Teams](#)[792-CITY](#)[Property  
Complaints](#)[Back to Basics](#)[Youth  
Programs](#)[Graffiti  
Removal](#)[Links](#)[Contact Us](#)

### Putting Neighborhoods in Touch with City Resources

The Department of Neighborhood Resources (DNR) is dedicated to helping both individuals and neighborhoods to strengthen our community.



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[DNR Helping Increase  
Community Pride  
General Sign Code  
Information  
Graffiti Prevention &  
Removal  
NPO Common Exterior  
Property Violations  
Signs in the Public Right of  
Way](#)



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[E-Services](#) | [Business](#) | [Jobs](#) | [Visitors](#) | [Mayor & Council](#)  
[InfoGuide to City Services](#) | [Search](#) | [Site Map](#) | [Departments](#) |  
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**Department of  
Neighborhood  
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[www.cityoftucson.org/dnr/](http://www.cityoftucson.org/dnr/)

*City of Tucson*



**Department of  
Neighborhood  
Resources**

*Helping Increase  
Community Pride and  
Civic Engagement*



The core functions of the Department of Neighborhood Resources include:

- **Promoting civic engagement**

Provide the tools for citizens to establish neighborhood associations. Foster communication with neighbors and the City of Tucson.

- **Increasing community pride**

The Code Enforcement Division can assist with improving a neighborhood's appearance by consistently enforcing the City of Tucson codes.



## Assistance to Neighborhoods

- **Registration**

The Department of Neighborhood Resources can aid citizens in forming a neighborhood association in their area. Registered neighborhoods are eligible for the following services through DNR:

- **Mailing Services**

Active registered neighborhood associations may use the Department of Neighborhood Resources mailing services to distribute information to their residents. Postcards or newsletters help residents communicate with each other about activities and concerns.

- **Meeting Space**

The Department of Neighborhood Resources can arrange meeting space for registered neighborhood associations.

**For more information regarding registering a neighborhood, call 791-4605.**

- **Cleanups**

Registered association members can request roll off containers free of charge in order to have an area-wide cleanup of their neighborhood.

### Other programs administered by DNR:

- **Youth Enrichment and Employment**

These are youth oriented neighborhood-based programs selected by a Council Member.

- **Back to Basics**

City funded projects that help revitalize and stabilize neighborhoods. These projects are reviewed and approved through the Mayor or the Council Office.

For more information regarding these programs contact your Council Office. For ongoing project status, call 791-4605 or visit the DNR website at: [www.cityoftucson.org/dnr/](http://www.cityoftucson.org/dnr/)

## Code Enforcement

The Department of Neighborhood Resources is responsible for investigating code complaints that affect the health, safety and welfare of its residents by enforcing the Tucson City Codes including:

### Neighborhood Preservation Ordinance

This ordinance includes enforcement of violations on private property for:

- General maintenance of buildings and structures on residential properties.
- Junk, debris and refuse
- Junked motor vehicles
- Tall weeds and grass
- Graffiti
- Dilapidated buildings and structures
- Vacant and unsecured buildings and structures



### Zoning Violations under the Land Use Code

Enforcement authority under this code includes illegal use of a property such as:

- Illegal businesses on a residential property.
- Illegal exterior storage.
- A business operating without a certificate of occupancy.
- Construction work occurring on private property without a permit.

### Sign Code

Enforcement authority includes:

- Illegal signs displayed on public sidewalks or property
- Illegal temporary signs displayed on buildings or property
- Illegal banners and portable signs
- DNR has the authority to remove any sign in the public right-of-way.

### Peddlers Ordinance

Enforcement authority is to ensure that peddlers have a proper license and are following the peddler code.

### Enforcement:

If a violation is verified, the inspector will issue a Notice of Violation to the owner and occupant to make corrections. If the owner or occupant fails to comply, the inspector may issue a citation. Fines can range from \$250 to a maximum fine of \$2,500 per violation.

**To report a violation, contact the City Info Hotline at 792-CITY (792-2489)**





Department of Neighborhood Resources  
Neighborhoods

Search

GO

☒ This Section ☐ Site

[Home](#)

[Neighborhoods](#)

[Event  
Calendar](#)

[City Teams](#)

[792-CITY](#)

[Property  
Complaints](#)

[Back to Basics](#)

[Youth  
Programs](#)

[Graffiti  
Removal](#)

[Links](#)

[Contact Us](#)

## **Neighborhood Related Links**

- [Neighborhood Associations and Maps](#)
- [Newsletters](#)
- [Calendar of Neighborhood Events](#)
- [City Teams](#)
- [792-CITY](#)

## **Services to Neighborhoods**

- [Registration](#)
- [Mailings](#)
- [Meeting Facilities](#)
- [Clean-ups](#)
- [Home and Condo Owners Associations Listserv](#)
- [Neighborhood Association Listserv](#)
- [Neighborhood Leadership Mailings](#)
- [Workshops & Workshop Registration](#)

## **Registration Packet**

- [City of Tucson Department of Neighborhood Resources](#)

## [Mission Statement](#)

- [How to register to become a neighborhood association](#)
- [Registration guidelines \(Mayor and Council policy 1992\)](#)
- [Application](#)
- [Sample by-laws](#)
- [Services to registered neighborhood associations](#)
- [Responsibilities of registered neighborhood associations](#)
- [Officer's Information Release Form](#)
- [DNR Mailing Policy](#)
- [Guidelines for status changes](#)
- [Tucson Police Department Procedures for the 1997 Neighborhood Preservation Act](#)
- [Legal Opinion: DNR Support for Registered Neighborhood Associations](#)
- [Legal Opinion: Political Activities - Neighborhood Association Meeting Notices](#)

[E-Services](#) | [Business](#) | [Jobs](#) | [Visitors](#) | [Mayor & Council](#)  
[InfoGuide to City Services](#) | [Search](#) | [Site Map](#) | [Departments](#) |  
[Español](#) | [Contact Us](#) | [City Calendar](#) | [Tucson 12](#) | [Privacy & Policies](#)

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Department of Neighborhood Resources  
Neighborhood Association  
Newsletters

Search

GO

☒ This Section
 ☐ Site

[Home](#)
[Neighborhoods](#)
[Event  
Calendar](#)
[City Teams](#)
[792-CITY](#)
[Property  
Complaints](#)
[Back to Basics](#)
[Youth  
Programs](#)
[Graffiti  
Removal](#)
[Links](#)
[Contact Us](#)

Newsletters are updated weekly. Click on the neighborhood link below to view a newsletter.

*(Note: the links below open files in .pdf format, which requires Adobe Acrobat Reader in order to be viewed. If you don't have this software installed on your computer, you can obtain it for free by [clicking here](#).)*

[A-Mountain Community](#)
[Adelanto](#)
[Alvernon Heights](#)
[Amphi](#)
[Armory Park](#)
[Arroyo Chico](#)
[Avondale](#)
[Balboa Heights](#)
[Barrio Anita](#)
[Barrio Blue Moon](#)
[Barrio Centro](#)
[Barrio Hollywood](#)
[Barrio Kroeger](#)
[Barrio San Antonio](#)
[Barrio Santa Rosa](#)
[Barrio Viejo \(Historico\)](#)
[Bear Canyon](#)
[Blenman-Elm](#)
[Bravo Park Lane](#)
[Brichta](#)
[Broadmoor-Broadway](#)
[Mesquite Ranch](#)
[Midvale Park](#)
[Miles](#)
[Millville](#)
[Miracle Manor](#)
[Miramonte](#)
[Mitman](#)
[Mortimore](#)
[Mountain First Avenue](#)
[Mountain View](#)
[Myers](#)
[Naylor](#)
[North Dodge](#)
[North University](#)
[Northwest](#)
[Oak Flower](#)
[Old Fort Lowell](#)
[Palo Verde](#)
[Panorama Estates](#)
[Parkway Terrace](#)
[Peter Howell](#)

Broadway Northeast  
[Broadway Pantano East](#)  
[Cabrini](#)  
[Campbell-Grant Northeast](#)  
Campus Farm  
[Catalina Vista](#)  
[Cherry Avenue](#)  
Civano Neighbors  
[Colonia Del Valle](#)  
Corbett  
[Country Glenn](#)  
[Desert Aire/Loma Linda](#)  
Desert Palms Park  
[Dietz](#)  
[Dodge Flower](#)  
[Doolen-Fruitvale](#)  
[Duffy](#)  
[Dunbar Spring](#)  
Eastside  
El Conquistador  
El Cortez  
El G.H.E.K.O.  
El Montevideo  
El Presidio  
El Rio Acres  
[Elvira](#)  
[Enchanted Hills](#)  
Fairgrounds  
[Feldman's](#)  
[Flowing Wells](#)  
[Garden District](#)  
[Glenn Heights](#)  
[Groves Lincoln Park](#)  
Harlan Heights  
Harrison East-South  
[Hedrick Acres](#)  
[Highland Vista Cinco Via](#)  
Houghton  
[Iron Horse](#)  
Ironwood Ridge  
[Jefferson Park](#)

Pie Allen  
[Poets Square](#)  
Prince Tucson  
[Pueblo Gardens](#)  
Rancho Buena  
Rancho Perdido Estates  
[Richland Heights East](#)  
Richland Heights West  
Rillito  
[Rincon Heights](#)  
[Rita Ranch](#)  
[Roberts](#)  
[Rosemont East](#)  
[Rosemont West](#)  
Saguaro Miraflores  
[Sam Hughes](#)  
[Samos](#)  
San Carlos  
[San Clemente](#)  
San Gabriel  
San Ignacio Yaqui  
Santa Cruz Southwest  
[Santa Rita Park](#)  
Sewell  
Silverbell Terrace  
[Silvercroft](#)  
Sombras Del Cerro  
[South Harrison](#)  
[South Park](#) *Bilingual*  
St. Cyril's  
Starr Pass  
Stella Mann  
Sunnyside  
[Sunset Villa](#)  
Terra Del Sol  
[Thunderbird Heights/Wilmot](#)  
[Desert Estates](#)  
Toumey Park  
[Tucson Park West #1](#)  
[Udall Park](#)  
[Vista Del Monte](#)

[Julia Keen](#)  
[Keeling Bilingual](#)  
[Kino Weed & Seed Coalition](#)  
[La Madera](#)  
[Lakeside Park](#)  
Las Vistas *Bilingual*  
[Limberlost](#)  
[Menlo Park](#)

Wakefield  
[West University](#)  
[Western Hills II](#)  
Westside Development  
[Wilshire Heights](#)  
29th Street Coalition

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## Department of Neighborhood Resources Neighborhood Assistance

**Search****GO**☒ This Section ☐ Site[Home](#)[Neighborhoods](#)[Event](#)[Calendar](#)[City Teams](#)[792-CITY](#)[Property  
Complaints](#)[Back to Basics](#)[Youth  
Programs](#)[Graffiti  
Removal](#)[Links](#)[Contact Us](#)

### WHY FORM A NEIGHBORHOOD ASSOCIATION?

Neighborhood associations are typically formed for the benefit of the residents; to help them know one another better, to establish positive relationships, increase communication and work on issues of concern together.

One of the most important reasons that neighborhoods become registered is that it affords them legal standing in certain procedures. In 1997, the Arizona Legislature passed legislation that gives neighborhoods new rights in certain criminal cases. The Neighborhood Protection Act (NPA) allows cities to register neighborhoods interested in victims' rights notification. Once registered, a neighborhood is entitled to know about certain parts of the legal proceedings in specific kinds of cases. Registered neighborhoods have the right to:

- Be notified of certain court proceedings as they relate to the alleged crime
- Be present at any court proceeding at which a defendant has the right to be present
- Be present at and make a statement during the disposition hearing for a juvenile and the sentencing hearing for an adult
- Be heard through a written statement
- Enjoy privacy (i.e. not having to testify in court concerning your home address, phone number, etc.)

- Have a release or other decisions reconsidered if the neighborhood association is not given notice

The types of cases that registered neighborhoods are contacted about are enticement of persons for purposes of prostitution, receiving the earnings of a prostitute, keeping or residing in a house of prostitution, pandering, possession, use, or sale of marijuana, dangerous drugs, or narcotics, use of building for sale or manufacture of dangerous or narcotic drugs, conducting a chop shop and graffiti.

In the City of Tucson, registered neighborhoods also get notification of pending issues such as liquor license applications in their area and are informed of planning, transportation or other municipal issues that may affect them.

On the positive side, registered neighborhoods receive assistance with mailings to their association, meeting space and clean-ups. (Click here for [Assistance to Neighborhood Associations](#) on the DNR Home Page.)

## HOW TO FORM A NEIGHBORHOOD ASSOCIATION WITH THE DEPARTMENT OF NEIGHBORHOOD RESOURCES

- Speak informally with your neighbors to decide whether there is interest or possible commitment in forming an association. If possible, get a small planning group together to discuss it.
- You will need to determine your neighborhood boundaries.(Note: Neighborhood Associations include the renters and businesses in your area as well as home owners. Home Owner Associations *are not* considered neighborhood associations. They are for members only and exclude others within your geographic boundaries.)
- Call us at 791-4605 and a staff person can assist you in setting up your first meeting .

## SERVICES TO NEIGHBORHOODS:

[Registration](#) | [Mailings](#) | [Meeting Facilities](#) | [Clean-ups](#) | [City Team](#)

[E-Services](#) | [Business](#) | [Jobs](#) | [Visitors](#) | [Mayor & Council](#)  
[InfoGuide to City Services](#) | [Search](#) | [Site Map](#) | [Departments](#) |  
[Español](#) | [Contact Us](#) | [City Calendar](#) | [Tucson 12](#) | [Privacy & Policies](#)  
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Department of Neighborhood Resources  
Code Enforcement

Search



☒ This Section ☐ Site

[Home](#)

[Neighborhoods](#)

[Event  
Calendar](#)

[City Teams](#)

[792-CITY](#)

[Property  
Complaints](#)

[Back to Basics](#)

[Youth  
Programs](#)

[Graffiti  
Removal](#)

[Links](#)

[Contact Us](#)

**Property, Housing, Zoning,  
Signs, Debris and other Code  
Violation Complaints**

**NEW Brochures**

[General Sign Code  
Information](#)

[NPO Common Exterior](#)

[Property Violations](#)

[Signs in the Public Right of  
Way](#)

If you suspect a violation of City codes, contact our Code Compliance staff at 791-5843, or submit a Property and Housing complaint by mail, fax, 791-2566, or by writing to us at 320 N. Commerce Park Loop, Tucson AZ 85745. You may also call 792-CITY to talk to a live operator.

- [Printable mail-in & fax version](#) (*pdf format*)

To report graffiti visit the [Graffiti Removal Program](#) page.

The enhanced Department of Neighborhood Resources continues its services to registered neighborhood associations: registration, mailings, meeting facility assistance, and help with obtaining tools and roll-off containers.

Neighborhood Resources is now also responsible for investigating code complaints that affect the health and safety of residents by enforcing a number of City regulations such as the Neighborhood Preservation Ordinance, Refuse Code, provisions of the Land Use code, Sign Code and the Peddlers' Ordinance. Below are some examples of code compliance issues:

**Exterior Property Issues**

Excessive residential storage  
Excessive vegetation

Junk motor vehicles  
Illegal Dumping  
Trash, debris  
Abandoned shopping carts  
Refuse and recycling container violations

**Interior Property Issues**

Criminal nuisance properties  
Lack of utilities, heating, or cooling  
Inoperable plumbing  
Pests, bees, cockroaches, rodents  
Unmaintained and unsecured pools  
Unsafe interior and living conditions  
Vacant, neglected, boarded structure

**Other**

Construction work without permits  
Excessive yard sales  
Graffiti removal  
Hazardous building modifications  
Home occupations illegal to the zone  
Mobile peddlers  
Non-conforming setbacks  
Non-permitted or illegal signs  
Zoning violations

A larger inspection team, composed of individuals who used to report to individual departments such as Development Services and Environmental Services, have joined the Neighborhood Resources' inspectors in becoming cross-trained for a more efficient response. A remediation crew will begin in August 2006 to address chronic issues that affect neighborhood quality of life.

[E-Services](#) | [Business](#) | [Jobs](#) | [Visitors](#) | [Mayor & Council](#)  
[InfoGuide to City Services](#) | [Search](#) | [Site Map](#) | [Departments](#) |  
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# **CITIZEN AND NEIGHBORHOOD SERVICES (CNS)**

## **REGISTRATION GUIDELINES**

( Mayor and Council Adopted July 6, 1992)

- I. The following are guidelines for neighborhood associations desiring registration with the Citizen and Neighborhood Services Office of the City of Tucson.
  - A. Contact persons' names and addresses are to be filed with Citizen and Neighborhood Services (CNS) PLEASE NOTE: CNS also requires an Officers' Release Form with attached agenda and minutes of the Neighborhood Association's meeting when officers were elected.
  - B. Membership list will be filed with CNS. (This can be identified by the boundaries of the neighborhood association.)
  - C. Charter, if the association has one, and Bylaws are to be submitted to CNS for review and approval. The documents are to include reference to the following:
    1. The organization must clearly involve a neighborhood with boundaries clearly defined that do not overlap the boundaries of other neighborhood associations.
    2. The purpose should be general in nature, e.g., crime prevent, neighborhood improvement, communication among neighbors, etc.
    3. The organizational structure: including officers, board members' election and replacement procedures, terms of office and duties shall be specified.
    4. Membership and meetings:
      - a) Are to be open to all residents of a neighborhood and not restricted to property owners.
      - b) Quorum requirements must be specified.
      - c) Amount of dues, if required, should be stipulated. A minimum of one annual meeting is required. The advanced notices and minutes of this meeting must be submitted to CNS.
      - d) Adequate and equal notice of all meetings must be given to all interested persons or households. Provisions should be made for emergency meetings.
      - e) Agenda may be flexible e.g., calls to the audience, amendments to the agenda, etc.

- f) Parliamentary authority should be specified, e.g., Robert's Rules of Order, appointments of Sergeant at Arms, etc. This will provide for efficiency and productive meetings.
    - g) Voting and membership rights must not be restricted to property owners.
- D. Incorporation, although not required, is advisable only if the association plans to apply for non-profit status or plans to accept donations as tax deductions.
- E. Charter and bylaws of the association must be signed by at least two (2) officers, dated and forwarded to CNS with ten (10) days following the meeting at which they were approved and adopted by the association. The minutes for the meeting at which the general membership approved bylaws or amendments need to be on file at CNS.
- F. CNS services are available to all parties within an association, i.e. services cannot be limited to officers or to certain groups or certain groups within the association.
- G. The following are exigencies that will be cause for restricting or denying services from CNS.
  - 1. Bylaws, charters, or articles or incorporation containing the following:
    - a. Property owner's rights
    - b. Deed restrictions
    - c. Covenants
    - d. Assessments from property owners
  - 2. Homeowners' Associations.
  - 3. Associations registered and filed by an individual other than a resident of the area concerned i.e., registration by a realtor or builder who is not resident of the area.
- H. Services may be provided for Addressing City related issues at the discretion of CNS staff.
- I. Conditions, actions, provisions not specifically contained herein are permissible with the approval of CNS staff.



## NEIGHBORHOOD ASSOCIATION APPLICATION

### CERTIFICATION RECERTIFICATION OR CHANGE OF BOUNDARIES

WARD(S) NO.(S) \_\_\_\_\_

REGISTRATION DATE \_\_\_\_\_

APPLICATION FOR NEIGHBORHOOD GROUPS INTERESTED IN BEING CERTIFIED AND SERVED BY THE DEPARTMENT OF NEIGHBORHOOD RESOURCES, CITY OF TUCSON.

ASSOCIATION NAME: \_\_\_\_\_

PROPOSED BOUNDARIES:    NORTH: \_\_\_\_\_  
                                     EAST: \_\_\_\_\_  
                                     WEST: \_\_\_\_\_  
                                     SOUTH: \_\_\_\_\_

(Attach a map)

=====

Per Citizen Participation Guidelines (Approved by Mayor and Council July 6, 1992, Item I.C.1) "The organization must clearly involve a 'neighborhood' with boundaries clearly stated that do not overlap the boundaries of other neighborhood associations."

**NOTE:** If the boundaries your association proposes overlap those of another DNR registered association, you must demonstrate that the overlapping territory will create a contiguous and continuous addition to your association's proposed territory and that a majority of the residents/owners of properties within that overlapping territory wish to cease membership in the older existing association and wish to become a member of your new association.

Please further note that certification by the DNR office will qualify your association or group for DNR limited services and resources on a first come, first served basis. Certification is not intended or designed to qualify the applicant or its officers or members for membership, grants, standing, etc., with any other organization, agency or department. Satisfaction of other entities' requirements must be done independently of or in addition to the DNR certification process.

=====

APPLICATION FILED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SIGNATURE\*: \_\_\_\_\_

BRIEF STATEMENT OF OBJECTIVES AND GOALS, CONCERNS AND INTEREST OF THE ASSOCIATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*By signing this application you affirm that you are duly authorized to speak/apply and act as contact on behalf of the applicant association/neighborhood group and affirm that you have read the attached (above-referenced) registration guidelines, that you understand them and that your association or group, intends to comply with these guidelines and to promptly develop and file By-laws consistent with those guidelines.

COMPLIANCE DATE: (DNR USE ONLY): \_\_\_\_\_

s\dnr-FY-03\forms\application for NA8-1-02

## **SAMPLE BYLAWS**

The following is an example of bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations, e. g., names and numbers of officers should be determined by the needs of the individual organizations.

### **BYLAWS**

#### **BYLAWS OF \_\_\_\_\_ ASSOCIATION**

##### **ARTICLE I. NAME AND BOUNDARIES**

- A. The name of the association shall be \_\_\_\_\_.
- B. The association shall encompass the areas bounded on the
  - North by \_\_\_\_\_
  - East by \_\_\_\_\_
  - West by \_\_\_\_\_
  - South by \_\_\_\_\_

##### **ARTICLE II. MEMBERSHIP**

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
- B. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
- C. Dues will be determined by the voting members. Yearly dues are to be \$\_\_\_\_\_ per voting member.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

### **ARTICLE III. OFFICERS**

Two suggested options for the election of officers are: 1. The voting members of the neighborhood association shall nominate and elect the officers of the association, or 2. The voting members of the neighborhood association shall elect a Board of Directors who will then appoint officers of the neighborhood association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President (or Chairperson), a Vice President (or Vice Chairperson), a Secretary (or Secretary/Treasurer), a Treasurer and an Historian, if deemed appropriate. The officers of the association will comprise the Board of Directors.

- A. The President (or Chairperson) shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as official spokesperson for the association.
- B. The Vice President (or Vice Chairperson) shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to DNR.
- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
- E. The Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in the charter. Every effort will be made to insure that neighborhood advocates serve specific blocks or streets within the association boundaries.
- F. Any officer can be removed from office by a 2/3rds majority vote of the dues paying membership (if applicable) after a special meeting has been requested at least ten (10) working days in advance. DNR requires that meetings involving the recall of officers be mailed through this office.



## **ARTICLE IV. COMMITTEES**

- A. The President (or Chairperson) shall have the power to appoint committees as necessary to implement the purposes of the charter
- B. The President (or Chairperson) shall be an ex-officio member of all committees.

## **ARTICLE V. MEETINGS**

An annual meeting shall be held during the month of \_\_\_\_\_ at a time and place designated by the President/Chairperson.

- A. Not less than \_\_\_\_ percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. The Voting Members present shall constitute a quorum.
- C. At least a \_\_\_\_ - day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

## **ARTICLE VI. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS**

- A. Nominations of officers shall be made from the floor at the annual meeting or a slate presented from a nominating committee would also be acceptable.
- B. Election of officers shall be held on the same day as the nominations.
- C. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within \_\_\_\_ days of the installation.
- D. Any vacancies occurring during the year of any Officer or member of the advocates shall be filled by appointment by the association advocates.
- E. Any officer may be removed from office for cause by a majority vote of the voting members.

## **ARTICLE VII. FISCAL RESPONSIBILITY**

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the six (6) Officers and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood Advocates appointed by the President/Chairperson prior to a new Treasurer's taking office.

## **ARTICLE VIII. AMENDMENT OF BYLAWS**

- A. These bylaws may be amended by a majority vote.
- B. Proposed amendments shall be sent to all members at least \_\_\_\_ working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

## **ARTICLE IX. GENERAL**

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of this Charter and Bylaws or any special rules that the association may adopt.
- B. If any part of the Charter and Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No officer, representative, spokesperson or member shall have any financial liability of the association.

**DATE ADOPTED:**\_\_\_\_\_

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SIGNATURE/TITLE

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