

# BYLAWS

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## Neighborhood Improvement Association

### Article I: Name and Boundaries

#### Section 1: Name

This organization shall be known as the \_\_\_\_\_ Neighborhood Improvement Association ( \_\_\_\_\_ NIA).

#### Section 2: Boundaries

The boundaries for the \_\_\_\_\_ NIA shall include the areas within the geographic boundaries depicted in Attachment "A". These boundaries and certification of the \_\_\_\_\_ NIA shall be determined in accordance with Topeka City Code 2.105.050.

### Article II: Purpose

The Association has as its purposes the following:

- 1) To participate in identifying needs and in defining objectives and expressing preferences about activities proposed in the city's five year consolidated plan and the annual consolidated action plan.
- 2) To act as a vehicle through which individual and group concerns regarding housing and neighborhood development program performance are channeled to the Department of Neighborhood Relations (DNR) of the City of Topeka.
- 3) To participate in the development of neighborhood improvement revitalization plans.
- 4) To otherwise participate in programs related to community betterment.
- 5) To elect representatives to sit on and participate in the citizen advisory council.
- 6) To participate directly with the staff of DNR on those DNR programs benefiting the NIA or its members which are funded or sponsored by federal, state or city funds.
- 7) \_\_\_\_\_

## **Article III: Members**

### **Section 1: Eligibility**

All those 18 years of age or older who have a definable interest, as set forth in Topeka City Code section 2.105.050, in the \_\_\_\_\_ NIA are entitled to vote at any of its meetings. In addition to general members, “associate” members will also be recognized but will not have voting privileges.

### **Section 2: Votes**

No member shall have more than one vote. Persons with an interest in the \_\_\_\_\_ NIA who do not meet requirements listed in Topeka City Code section 2.105.050 will not be entitled to vote until such time that the requirements in Topeka City Code section 2.105.050 are fulfilled.

### **Section 3: Non-Discrimination**

The \_\_\_\_\_ NIA will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

### **Section 4: Dues**

No dues of any kind shall be assessed of any member.

## **Article IV: Officers & CAC Representatives**

### **Section 1: Officers**

There shall be three officers for the \_\_\_\_\_ NIA: a President, a Vice President, and a Secretary/Treasurer. These officers shall perform the duties prescribed by the parliamentary authority as determined in Article VII. Officers must be elected from members of the \_\_\_\_\_ NIA. Should an officer move from the NIA area or otherwise be determined not eligible for membership, he or she must be replaced within 60 days of the disqualifying event. The officers shall be referred to generally as the Executive Committee. In addition, they shall perform the following duties:

#### **a. President**

The President shall preside at all meetings of the \_\_\_\_\_ NIA and of its Executive Committee. The President shall prepare a tentative agenda.

The President may represent the \_\_\_\_\_ NIA to committees and commissions of the City of Topeka, Shawnee County, and state of Kansas, and shall perform other duties normally expected of a presiding officer.

**b. Vice-President**

The Vice-President shall preside at meetings of the \_\_\_\_\_ NIA and its Executive Committee in the absence of the President, and shall perform any other duties normally assigned to the President when the President has so requested because of the President's unavailability.

**c. Secretary/Treasurer**

The Secretary/Treasurer shall be responsible for the minutes of meetings of the \_\_\_\_\_ NIA and of its Executive Committee. The Secretary/Treasurer shall also be responsible for the safekeeping of all the official papers of \_\_\_\_\_ NIA and for any fiscal functions that may be necessary. The Secretary/Treasurer shall comply with all statutory provisions of open meetings laws.

**Section 2: Nominations**

The Executive Committee may appoint a Nominating Committee that will submit a list of candidates for each office at least 60 days prior to the April general membership meeting. However, nominations will be accepted from the floor at the Annual Meeting. Candidates for officers shall have attended at least one general meeting of the NIA within the prior 12 months.

**Section 3: Election**

In accordance with the Topeka Municipal Code 2.105.050, the officers shall be elected by ballot of the general membership at the April Annual Meeting for a term of one year or until their successors are elected. No member may serve in the same capacity for more than two consecutive years or multiple officers for more than five consecutive years. If there is only one nominee for an office, the membership may agree to dispense with the ballot vote. A majority vote is required for election. If there are more than two candidates for an office and no one receives the required majority on two successive ballots, only the two candidates with the greatest number of votes are eligible for election on the third ballot. A tie on the third ballot will be broken by lot. Names, addresses, and telephone numbers of all officers must be submitted to HND within 30 days of election to office.

**Section 4: Citizen Advisory Council (CAC)**

The eligible voting members shall elect a representative and an alternate to the CAC at its Annual Meeting in April in accordance with the Topeka Municipal Code 2.105.050.

## **Section 5: Vacancies**

A vacancy in any of these offices shall be filled by a majority vote of the general membership at the next meeting following the existence of the vacancy.

# **Article V: Meetings**

## **Section 1: Regular Meetings**

Regular meetings shall be held monthly at a time and location designated by the Executive Committee, and as published in the \_\_\_\_\_ NIA newsletter. Notice of meetings shall be published in the \_\_\_\_\_ NIA Newsletter and may include a tentative agenda of the meeting. HND shall be provided with a listing of the times, dates and location for monthly meetings in January each year. Any member of the public may attend such meetings, though only general or “associate” members of the \_\_\_\_\_ NIA may be recognized to address the membership unless the member of the public has contacted the Executive Committee in advance of the meeting to be placed on the agenda or unless a motion to suspend this bylaw is adopted by a two-thirds vote of those general members present.

## **Section 2: Annual Meeting**

The regular meeting in April is designated as the Annual Meeting, at which election of officers, Citizen Advisory Council (CAC) members are held, reports of officers are received, and such other business as may properly come before the Annual Meeting is transacted. Newly elected officers take office at the adjournment of the Annual Meeting. CAC representatives become active at the next CAC meeting.

## **Section 3: Special Meetings**

A special meeting of the general membership may be called by a two-thirds vote of the members of the Executive Committee to transact urgent business. Notice of such meeting shall be given at least one week prior to the meeting in the same manner as notice of regular meetings and shall include time, place, and the nature of the business to be transacted. No other business is in order at a special meeting.

## **Section 4: Emergency Meetings**

In the case of an actual emergency, the President or Vice President is authorized to call a meeting with at least a 24 hours' notice. The minutes of the meeting must describe the emergency and indicate why the meeting could not be delayed. A good-faith effort must be made to notify the public at large, especially those who have a special interest in the issue at hand. Only emergency issues may be acted upon at an emergency meeting.

## **Article VI: Committees**

### **Section 1: Committees in General**

For all committees, the Chair shall be appointed by the President and the other general members shall be selected by the Executive Committee. No one who is not a member of the \_\_\_\_\_ NIA shall serve as voting members on the Association's committees. All committees are empowered to establish sub-committees to assist them in their work. Members of such sub-committees need not be general members of the \_\_\_\_\_ NIA.

### **Section 2: Nominating Committee**

120 days prior to the April Annual Meeting, the Executive Committee shall select a Nominating Committee. No one may serve more than two consecutive years on this committee. The President will appoint the chair. The committee will publish calls for nominations in the newsletter and provide a telephone number where members may submit names. The committee will present a slate of nominees for officers and for board membership at the April Annual Meeting. The committee shall secure from all such nominees an indication of their willingness to serve as an officer of the Association.

### **Section 3: Ad hoc committees**

Such other committees as may be deemed necessary by the Executive Committee for the proper conduct of the business of the Association may be established as ad-hoc committees. In each case, the President shall name the Chair and the Executive Committee shall appoint the other members.

### **Section 4: The President**

The President shall be an ex-officio member of all committees except the Nominating Committee.

## **Article VII: Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with Kansas's law, these bylaws, and any special rules the NIA may adopt.

## **Article VIII: Amendment**

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and to HND at least 30 business days prior to the meeting at which action on the proposed amendment is to be taken and notice of the proposed amendment is included in the call to the meeting.

## **Article IX: Applicable Laws**

The \_\_\_\_\_ NIA will abide by and follow any and all federal, state of Kansas and City of Topeka laws, Codes, regulations, ordinances and financial accounting standards.

## **Article X: Dissolution**

If the \_\_\_\_\_ NIA is dissolved for any reason whatever, any physical or fiscal assets of the \_\_\_\_\_ NIA will be distributed in accordance with the \_\_\_\_\_ NIA Articles of Incorporation if applicable.

### **CERTIFICATE OF SECRETARY**

\_\_\_\_\_ **NEIGHBORHOOD IMPROVEMENT ASSOCIATION**

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of \_\_\_\_\_ Neighborhood Improvement Association; and

(2) That the foregoing bylaws, comprising of 6 pages, constitute the bylaws of said corporation, as duly adopted at the general membership meeting of the \_\_\_\_\_ NIA duly held on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF, I have hereunto subscribed by name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
, Secretary