

*Sample Bylaws*  
**[Park Name] Resident Association**

*Association Bylaws*

**Article I: MISSION STATEMENT**

The [Park Name] Resident Association exists to serve the needs of the residents living in the park by encouraging resident participation in finding solutions that improve the conditions in the park. The principal goal of the association is to protect and give a voice to the individuals in the park.

**Article II: NON-DISCRIMINATION**

The terms and conditions of the bylaws will be applied equally to all residents without discrimination and in compliance with all federal, state, and local laws.

**Article III: MEMBERSHIP**

Section I: Admission of membership

Any person desiring membership in the association shall sign a resident association petition.

Section II: Definition of a member

Any person who is a homeowner and/or resident in the park and that has signed a resident association petition.

Section III: Acknowledgement of Membership

All completed petitions or signatures will be immediately processed and put into good membership standing. Periodically, the Secretary will audit the list to ensure all eligibility has been met; the Board shall notify the member of unacceptable status and may use it for removal of membership.

Section IV: Resignations

Any member wishing to voluntarily resign shall do so by letter to the Secretary, who will keep it on file.

**Article II: DUES**

Section I: Annual Dues

Annual dues for association members are optional and may be set by the board.

Section II: Use of Funds

The funds, if annual dues are required, shall be used for promoting the purposes of the association.

## **Article III: DUTIES OF THE OFFICERS OF THE BOARD**

### Section I: Chairperson of the Board

The Chairperson of the Board shall be the Association President who shall preside at all meetings of the board. The Secretary will take minutes of all board meetings.

### Section II: The Resident Association Board

The Board shall attempt to involve all constituencies within the park. The total number of board members shall be at least 3 and shall not exceed 11.

### Section III: Duties of the Board

- A. Act as policy making body of the association.
- B. Set goals as they relate to park concerns.
- C. Fill vacancy occurring during the term of any officer of the board by appointing another member to serve for the un-expired term, except that the vacancy in the office of the President shall be filled by the Vice-President.
- D. The Board, by two-thirds vote of the entire Board, may cause the removal and replacement of an officer for failure to fulfill his/her responsibilities or the failure to act in the best interest of the association, or experiences a conflict of interest. A two-thirds vote of the entire association membership can recall board members in a similar fashion.
- E. Vote to accept or reject proposals brought by officers, members of the association, or others.
- F. Provide leadership experience to association members to prepare potential leaders and successors for board officer positions.
- G. Get people involved in the association.

### Section IV: President

The duties shall be:

- A. Responsible to work with the board in the running of the association.
- B. Preside at all regular and special meetings of the association and the board.
- C. With other officers, make official statements of the association as authorized by the board.

### Section V: Vice-President

The duties shall be:

- A. To take over for the President in case of absence or inability to perform normal duties and succeed the presidency, should the President be removed or resign
- B. To assist the President in the performance of his/her duties.

#### Section VI: Secretary

The duties shall be:

- A. Take minutes of all board meetings.
- B. Periodically audit the membership list to ensure all eligibility has been met and notify the board of any members with unacceptable status.
- C. Collect ballots at election times for the board.
- D. Facilitate the production of newsletters.

#### Section VII: Treasurer

The duties shall be:

- A. Collect membership dues, if applicable.
- B. Report the association's financial status to the board at every meeting.
- C. Responsible for any banking matters.
- D. Facilitate fundraising efforts and present the annual budget to the board at each annual meeting.

#### Section VIII: Board Members

The duties shall be:

- A. Vote on matter of importance to the resident association.
- B. Responsible for outreach work and to recruit support from other sources when necessary.
- C. Represent neighborhood interest in board meetings.

### **Article IV: NOMINATING AND ELECTION PROCEDURES**

#### Section I: Eligibility

To be nominated for the board or an officer position, one must meet the definition of a resident association member and cannot be employed by the park, have immediate family employed by the park, or have a monetary investment interest in the park. The President of the association must reside in the park.

#### Section II: Nominations

The membership shall designate nominee(s) for board positions from among association members. The association board will actively solicit candidates by various means, including announcements in the newsletter and in meetings.

#### Section III: Procedures and Time of Election

Election of board members shall be held at a designated association meeting and subsequently, every two years. Mail ballots may be used but must be returned to the Secretary in time for tabulation at the election meeting. Ballots received after that date shall be void.

## **Article V: MEETINGS**

Section I: Membership meetings  
Meetings shall be held as needed.

Section II: Board Meetings  
The board will meet as needed

Section III: Annual Meetings  
Will be held annually from the date of the initial resident association election for the purpose of electing and revising bylaws.

## **Article VI: AMMENDMENTS**

Section I: Bylaws  
Membership will approve and amend bylaws

Section II: Majority  
Bylaws may be amended by a two-thirds majority of the membership.

Section III: Notice  
Any proposal for amendments to the bylaws must be presented in writing to the membership 30 days in advance of any voting procedures.