



Neighborhood Association

SUCCESS GUIDE

AN ORGANIZER'S TOOLKIT

PREPARED BY

THE BLOOMINGTON REVIVALISTS

The Neighborhood Association Toolkit

Prepared by:

Bloomington Revivalists Executive Committee

Noah Tang, President

Joseph McDonnell, Secretary

Azadiam Verove, Treasurer

Zach Carlson, Education Officer

Frankie Pelusi, Social Officer

Nolan Owens, Public Relations Officer

Brian Keith, At-Large Member

Bloomington Revivalists Neighborhood Liaison Committee

Pamala Eaton, Co-Chair

Ruthie Cobb, Co-Chair

Noah Tang, Executive Committee Liaison

Janine Toth

Kevin Eater

Eric Hansen

Katherine McCarthy

Note:

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Introduction

Who are the Bloomington Revivalists?

The Bloomington Revivalists are a 501(c)(3) non-profit and a Local Conversation of the Strong Towns movement. Strong Towns is a national organization seeking to help American cities become more resilient economically, ecologically, and through repaired social fabric. Mainly as a media advocacy and education organization, Strong Towns has cultivated its mission through fighting for walkable neighborhoods, ending parking mandates, and empowering locals to do what they can through the Strong Towns Approach:

1. Humbly observe where people in the community struggle.
2. Ask the question: What is the next smallest thing we can do right now to address that struggle?
3. Do that thing. Do it right now.
4. Repeat.

This mantra of “small bets” is really within the hands of regular people like you and me. We do not have to wait around for other people to make changes.



As a Local Conversation of Strong Towns, the Bloomington Revivalists strive to implement Strong Towns ideas here in our city. We are a dues-paying membership-based group with democratically elected leadership. Our goal is to improve our city through bottom-up solutions. Most of our work is done through “Priority Campaigns,” actions that have been voted on by our members for our organization to focus on each year. These include

advocating for pedestrian safety at city council, drafting a downtown building use survey, and crosswalk art to beautify the public realm.

In addition to our priority campaigns, the Bloomington Revivalists have made a consistent effort to support neighborhood associations. We fundamentally see our city as a city of neighborhoods. The best way to conduct revitalization is through citizen-led and empowering projects. Therefore, we have made it a long-term objective to help establish and maintain neighborhood associations.

One of the first actions of the Neighborhood Liaison Committee was to publish this booklet to help local organizers create neighborhood associations. However, we will not stop there. We will be available to help local organizers plan community projects like trash pickups, provide space on our website for neighborhood associations, and help with organizational training if needed. More information on how we plan to support neighborhood associations can be found in the appendix.

Follow us on social media, join our Facebook group, subscribe to our monthly newsletter, and please join the Bloomington Revivalists as a member today! Importantly, you do not have to be a member of the Revivalists to join your local neighborhood association.

	Amount
One-time membership fee (due upon joining the organization)	\$10
Annual dues without service hours	\$20
Annual dues with at least 5 service hours	\$10
Annual dues with at least 10 service hours	\$0

Cheers,

Noah Tang

President

Bloomington Revivalists



What is a Neighborhood Association?

A Neighborhood Association is a group of community members who organize, share ideas, and cooperate to improve their neighborhood. Membership is voluntary and open to all stakeholders, including neighbors, businesses, and other organizations within a neighborhood. The voluntary and open nature of a neighborhood association differentiates them from homeowners associations, which are associated with individual subdivisions and typically compulsory. By forming a neighborhood association, members work toward common goals. With a unified voice, they respond to community concerns, preserve and improve their neighborhood, plan and hold social events and interface with local government and organizations.

Why Start a Neighborhood Association?

Starting a neighborhood association can foster a stronger sense of community, enhance safety, and improve the overall quality of life. By uniting residents, these associations provide a platform for addressing common concerns, such as security, property maintenance, and local beautification projects. They also create opportunities for social interactions through events and gatherings, which can build lasting relationships and a supportive network. Additionally, a neighborhood association can serve as a collective voice when advocating for resources and services from local government, ensuring that the needs and interests of the community are effectively represented.





Structuring a Neighborhood Association

Neighborhood associations are a place-based organization, meaning that the relationships are based on proximity and a shared location. When defining your neighborhood association, it is important to read this chapter.

Boundaries and Membership

The neighborhood boundaries will determine who is invited to be a member of the association. Boundaries might be roads or residences within a certain distance of a neighborhood landmark or community facility.

You can take a look at a neighborhood map or take a stroll to identify boundaries for the neighborhood association. Before determining boundaries be sure that you are respecting other recognized neighborhood boundaries.

Although it will be necessary to establish initial neighborhood boundaries to hold the first neighborhood meeting, these boundaries should be flexible. If members disagree with the boundaries, give them the opportunity to define what they see as the neighborhood boundaries and see if the group can reach a consensus.

Membership should be as inclusive as possible, and be open to all who live or have a stake within the neighborhood boundaries.



Founders' Grove Neighborhood Association's logo is also a map of its boundaries.

Mission Statement

Mission statements are used to guide organizational actions. Rather than focusing on specific goals of the organization, the mission statement is a broad overarching statement that describes an organization's purpose. The general statement must be specific enough to guide actions without being so restrictive that it unnecessarily stifles neighborhood goals or activities.

Although the mission statement should be developed in consultation with other members (as the association grows), it is important to think about why you are starting the association during the beginning stages.

Most mission statements will focus on the conditions of the neighborhood—however, a commitment to the larger community is also important. A neighborhood is only as good as the community it belongs to, and this will help ensure the interests of the whole are also considered.

Example: Dimmitt's Grove Neighborhood Association (1987)

Help Neighbors Meet Each Other

Protect Each Other Through Neighborhood Watch Help Residents and Others Learn About its History

Improve the Physical Appearance of the Neighborhood

Preserve What Makes it Beautiful

Structure Options

Structure matters! The structure of an organization has a large impact on the effectiveness of the organization. Structure determines how decisions are made, how power is distributed, and how members interact within the organization.

When deciding on an organizational structure be sure that it will provide enough guidance and support to make your association effective. You can also start out as an unincorporated non-profit and work your way to being a 501(c)(3).

Unincorporated Non-profit Organization	Incorporated Non-profit Organization	Tax Exempt 501(c)(3) Non-profit Organization ¹
An unincorporated organization is the least restrictive structure option for a neighborhood association. These organizations are not required to install officers or hold regular meetings unless the organization's members want to. However, liability for organizational actions rests with the members personally, donations to the association are not tax deductible, and the association is not eligible to apply for grants.	Incorporating your neighborhood association creates a legal entity separate from the individual members. The organization can sign contracts and own real estate, among other things. An incorporated non-profit organization must have a board of directors and write and observe Bylaws. In Illinois, "members" are not required, however, for an effective neighborhood association voting members are a must. To incorporate your organization you must file Articles of Incorporation with the Illinois Secretary of State. Incorporated organizations are required to fill out an annual report, however there is no fee associated with this report if it is submitted on time.	Articles of incorporation do not make an organization a nonprofit organization. Nonprofit status is given by the Internal Revenue Service. Applying for and maintaining nonprofit status requires a great deal of paperwork and record keeping. The benefits of being a 501(c)(3) include the ability to accept tax deductible donations, avoid paying income tax in qualifying circumstances, and qualifying for additional grant opportunities. Organizations seeking to become a 501(c)(3) are encouraged to seek professional assistance.

¹ It is important to state that if achieving 501(c)(3) status, to stay above the fray of partisan politics. Any IRS certification for non-profits can be and have been revoked with fines if organizations pursue partisan activities like campaigning for a political candidate, spending a significant amount of time lobbying to pass or prevent legislation, and such. It is best practice anyway to be as inclusive as possible. In fact, several neighborhood associations have held candidate informational forums, as voter education without endorsement are sanctioned activities. Please check with the IRS regarding these regulations.

Leadership Positions

As you are working to establish the neighborhood association it will be necessary to appoint a short-term leader. Later, when the association is more formalized and member participation has increased it will be necessary to elect a permanent leader. This way, the leader will be one that represents the whole association, not just the initial group.

The association will need to choose permanent leaders that are elected to official terms. Your bylaws should describe all the positions, election procedures, how often they are elected, and the major responsibilities expected from each position. The positions created typically make up the neighborhood association board members. Officers and Board members dedicate more time to the association than other members. Show them they are appreciated, and rotate them out to avoid burnout. The following positions are the minimum number needed for the governing board of your association:

| President

The president is responsible for the overall leadership of the association and has many responsibilities relating to meetings, committee and chair appointment, organizational maintenance, and public image. These typically include:

- **Meetings:** The president oversees the scheduling, coordination, and facilitation of meetings—including developing the agenda. They keep the meeting focused and on schedule, mediate arguments between members as they arise, and bring issues to a vote when necessary. The president clarifies group decisions, delegates tasks and objectives, and follows up on decisions made at meetings.
- **Committee and Chair appointment:** The president is responsible for appointment of leadership for special committees, carefully selecting them according to their talents and capabilities.
- **Organizational maintenance:** The president is responsible for knowing the association bylaws and procedures and ensuring that they are followed by all members. They ensure that the organization is on track to achieving the organizational mission by working with the board and other committees on planning and implementing neighborhood activities. The president is responsible for timely communication of information intended for the association and must meet with their successor to transfer records, files, etc.
- **Public Image:** The president represents the neighborhood association, both officially when requested at community or local

government functions, and unofficially, as a good example of a responsible member of the community and neighborhood.

| Vice President

The vice president assists the president. They serve in an advisory capacity to the president, and also conduct meetings and duties of the president in their absence. The vice president should have strong leadership skills and possess the same knowledge of the association as the president.

| Secretary

Responsibilities include:

- Notification of all meetings to the officers, affiliated organizations, and other interested persons
- Preparing any official organization correspondence at the president's request
- Reporting at the meeting on correspondence sent and received by the organization since the last meeting.
- Keeping a record of the business proceedings of the organization
- Keeping an accurate, up-to-date list of the officers and members
- Be able to provide copies or reference others to the association's bylaws and other procedural rules
- Writing the minutes of the meetings, and if requested assisting with meeting agendas

| Treasurer

The treasurer is responsible for the association's funds. Someone should be selected that will take the duties of the position very seriously since the fiscal condition of the association is crucial to the future well being of the group. Typical duties of Treasurers are:

- Pay all of the association's expenses in a timely and accurate manner
- Collect and deposit all funds received by the association
- Maintain a financial accounting system that is adequate and thorough for the association

Other Board Roles

Neighborhood association boards should have more than just the officer roles mentioned above and may include the following if there is capacity:

| **Committee Chairs**

This job can be held at the same time as any other officer position, as this role is to take charge of a committee. They chair the committee meetings, draft reports to the board, and ensure the committee is accomplishing its goals.

| **Social Officer**

Perhaps one of the most important roles on the board is to facilitate social events to allow neighbors to know each other. This could be a sole person or the role of a committee.

| **PR Officer**

This officer works with the rest of the board to publicize anything related to the neighborhood association via email, social media, website, and much more.

| **City Liaison**

The designated board member who engages with city officials over local issues and makes sure the association's members are informed of government projects. This could also be an ex officio position offered to the local council person or county board member.

| **At-Large Members**

This is a catch-all role for anyone not assigned a specific officer position, but is important in helping carry out projects and administrative tasks through manpower.

Committees

Neighborhood associations serve many purposes and work to achieve many goals. Committees make that work easier. A committee is a group of people, from the larger association, who are appointed to work on a specific task.

Committees can be standing, meaning that they are always working on a task or towards a goal. Membership, Welcoming, Beautification, and Grievance committees are all examples of committees that would be standing.

Other committees may only need to be temporarily formed. If the association is participating in a one-time event, or dealing with a one-time problem, a temporary committee that is dissolved when the task is completed is more appropriate. Temporary committees may turn into standing committees and standing committees may at some point need to be dissolved.

Whatever the purpose of the committee it is important to find the right person to lead the committee and the right members to be on the committee. Members who are passionate, knowledgeable, or who have connections that would be helpful in addressing the purpose of the committee should be strongly considered.

Recognize your assets! Conduct a survey to identify the particular skills of residents that might be hidden assets.

Committee meetings should be held just like regular neighborhood association meetings, with an agenda prepared ahead of time by the chair of the committee or by someone appointed by them. It is very important that everyone's voice is heard, but make sure to keep conversation on topic, and do not be paralyzed by indecision. Each committee meeting should have a list of action items that are assigned to people to complete before the next meeting.

Volunteers who join these committees will keep returning if the committee actually completes tasks, their voices are heard and taken into account, and there is a path to leadership through this committee work. Use these committees to foster new leaders who can help run the neighborhood association.

Possible Committees

Your neighborhood association should at least have one or two committees to actually accomplish work. Here's a possible list:

| Membership & Welcoming Committee

This committee, which should be chaired by the secretary, is in charge of keeping track of members of the neighborhood association and welcoming new neighbors. This can be achieved by watching real estate transactions and talking with landlords to find when new people move in. Each family should be greeted with a welcome basket created by the committee that contains information on the neighborhood association, details about local businesses, and fun places to go. This committee should keep a digital membership roll with a list of possible skills and connections of residents in the neighborhood to aid in future projects.

| Fundraising Committee

The committee, which should be chaired by the treasurer, is in charge of raising money for the neighborhood association so it can accomplish its goals. Garage sales, bake sales, and other ideas will be needed to make this happen. Once the association is granted 501(c)(3) status, the committee can even apply for grants.

| Community Planning Committee

This committee will help draft, update, and implement the neighborhood master plan in conjunction with other groups such as the McLean County Regional Planning Commission, the Bloomington Revivalists, and the city. It is important to have a long term plan of the neighborhood, as Strong Towns puts it:

- No neighborhood can be exempt from change.
- No neighborhood should experience sudden, radical change.



The DGNA worked diligently with other stakeholders to develop this 106 page neighborhood plan in 2016. It quantifies strengths, weaknesses, issues, and areas of opportunities for future guided development.

| Mutual Aid Committee

This committee should work to help out neighbors in need. Perhaps by attending to lawns and shoveling snow for the disabled or elderly, providing meals to neighbors who are sick, or by helping out around the house. This committee certainly will build goodwill among neighbors and grow your association.

| Beautification Committee

This committee should work diligently to keep the neighborhood clean and an attractive place to be. Working to schedule regular trash pickups, plant trees and planter boxes, making signs for the neighborhood, planning murals, and much much more. Members of the beautification committee can and should work with outside organizations and businesses to accomplish these goals. This committee should be a must for any neighborhood association wanting to make a noticeable difference.

| Social Committee

This committee will work to plan the social events for the association. Try to have more informal events on a monthly basis and a couple bigger events each year. It can work with the fundraising committee too.

| Grievance Committee

This committee is to work out difficulties/disputes between neighbors in an equitable and fair way.

| History Committee

This committee will work to record the history of the neighborhood, its houses, and famous people for future generations to understand and enjoy. They can share old photos, conduct interviews of elderly neighbors, research house histories, and put up historical markers.



The DGNA History Committee has created over twenty local history markers for properties in the neighborhood.

Bylaws

Bylaws are the guidelines that neighborhood associations follow to maintain consistency as members and leaders change. Bylaws address issues such as organizational purpose, membership boundaries, board of directors, and standing committees—among other things

Bylaws should reflect the grassroots and democratic nature of neighborhood associations. They should outline democratic processes for decision making that are open and transparent. Good bylaws can help avoid the perception of arbitrary decision making—which can lessen the legitimacy of the association.

Bylaws should be firm enough to give your neighborhood association guidance as issues arise, but should be flexible so that your hands are not tied. Bylaws will need to be amended over time—a process that should be addressed in your bylaws.

It is important that bylaws outline grievance procedures. Conflict is inevitable when individuals are working

together as a group, and having a process for resolving disagreements and differences helps ensure quick and uniform treatment of grievances.

The following outline identifies information that should be included in a neighborhood association's bylaws. While it is important that certain information be included, the bylaws should be tailored to meet your association's situation. Sample bylaws and grievance procedures can be found in most of the guides listed in the appendix.

Points to include in Bylaws:

1. Name of Neighborhood Association
2. Boundaries [street names or natural boundaries]
3. Purpose [Mission Statement]
4. Membership
 - a. Who is membership open to
 - b. Is voting per person or per household
 - c. Privileges and responsibilities of membership, if any.
5. Dues
 - a. Will dues be required, if so how much
 - b. When are dues paid
 - c. Are dues paid per household, or per person
6. Meetings
 - a. Annual meeting date
 - b. Dates or frequency of general membership meetings
 - c. Notice of meetings
 - d. Define quorum [how many people will it take for an action to pass, % of voting members]
7. Board of Directors
 - a. Define the powers of the Board
 - b. Number [can be flexible]
 - c. Date and manner of election
 - d. Term of office
 - e. Filling vacancies
 - f. Removal of directors
8. Board meetings
 - a. When will the board meet
 - b. What constitutes a quorum of the board
 - c. Can the board take action without a meeting
9. Officers
 - a. Number of positions
 - b. Duties
 - c. Term of office
 - d. Manner of election
10. Committees
 - a. Manner of creation
 - b. Duties
 - c. Composition
 - d. Standing committees
11. Records and Reports
 - a. What records will be kept permanently and who will keep them
 - b. How will the association keep track of members
12. Contracts, checks, deposits, funds
 - a. Who can sign contracts
 - b. Who can write checks, how are they approved
 - c. Who can deposit funds and where will they be deposited
13. Amending bylaws
 - a. When will they be reviewed
 - b. Who can change them
 - c. How will changes be communicated
 - d. Size of majority needed to amend
14. Grievance processes
 - a. Eligibility to Grieve
 - b. Processing the Grievance
 - c. Final Resolution

Bank Accounts and Financial Information

Any neighborhood association is going to eventually handle money and having a management system in place will help ensure that funds are properly handled and accounted for.

Opening a bank account for the association is often necessary. Check with several banks or credit unions to get the best deal. When choosing a financial institution, be mindful of how often you will withdraw money and minimum balance requirements—as well as fees.

Money coming into or out of the organization should be recorded. Cash receipt and cash disbursement journals are one way to do this. A cash receipt journal records information about money the association receives including the total amount, the date it was received, and the source (e.g. contribution, grants, sale of advertising, etc.). A cash disbursement journal records money that the association pays out along with transaction information such as amount, check number, date, payee, and the purpose.

Reports should be generated and presented at meetings as determined by the association. These reports help ensure transparency and accountability. Cash available at the beginning and the end of the period, total of funds received (broken down by source), and total disbursements (with breakdown by type) should be included in the report.



Getting Started

Identifying a Core Group

Ask several interested neighborhood inhabitants (this includes schools and other organizations) to serve on a steering committee to organize the neighborhood association. The key is to get a strong core group that is made up of individuals who are consistently willing to devote time each month. Set realistic goals that stand a good chance of success. The only way to maintain interest is through energetic participation and ongoing communication. It also takes positive reinforcement, acknowledgment and a constant sense of accomplishment.

Host a meeting in someone's home or another comfortable setting, and begin by addressing a few basic questions:

- Why do you think we should organize?
- What are the issues that need to be addressed?
- What resources are available in the neighborhood?

Next, consider boundaries and create a working name for your group. Once the committee has addressed these questions, it is time to prepare for the first general membership meeting.

The first general membership meeting is the time to announce the formation of your neighborhood association and identify and discuss neighborhood issues.

Neighborhood Meetings

Regular meetings keep members informed of current and future issues, projects, and group accomplishments. They also recognize members and committees who contribute significantly.

The way meetings are run affects member involvement. If meetings start late or are dominated by a few, members may stop attending. Well-run meetings where opinions are respected encourage participation in other activities.

Choose a centrally located, familiar place for meetings to set a friendly mood. Arrange chairs in a semi- or full circle to encourage participation and avoid barriers like tables unless necessary.

Set realistic attendance expectations and create an inclusive atmosphere. Building relationships between members is crucial for effective action. Welcome attendees, have leaders introduce themselves, and collect contact information and involvement preferences.

Provide enough agenda copies so members can familiarize themselves with discussion topics. Start meetings on time with less important items first and ensure someone records the meeting. Rotate this task if there's no secretary.

End meetings with a plan of action, ask committees to report back, and summarize decisions. Schedule the next meeting before members leave. If there's little to discuss, invite a guest speaker, organize a tour, or have a potluck to maintain regular contact.

Building Membership

For optimal effectiveness neighborhood associations should place a high value on trying to obtain widespread participation in the association. A membership committee is one way to maintain a constant focus on reaching out for new members. The following are membership building strategies. Use your conditions to determine what strategies you use.

Designate block captains to welcome new residents, to serve as a sounding board for specific problems or issues on the block, and that can pass out fliers and newsletters about neighborhood news, events, and issues.

Conduct a neighborhood walk-through. Organize a group of at least four to six people to cover a specific region of your neighborhood. Assign pairs to go door-to-door and introduce the association and its goals. Ask them to attend the next meeting to discuss neighborhood issues and voice their concerns—and to bring some of their neighbors.

Community gatherings or other events are also a great way to recruit new members. Sponsor a booth at a community festival or event. This is a great opportunity to talk to people in your area. Have membership sign-up sheets available. You can also have information packets about the association to hand out at events.

Maintain current membership records. Keep a file with members' names, addresses, phone numbers, family member names, occupations, special talents, areas of interest, etc.

Have Fun! Have a party and invite the whole neighborhood, use the opportunity to discuss with non-members what the association does—and to sign up new members.

Neighborhood Projects

One of the best ways to attract attention and form group unity is to focus on an important issue in your neighborhood. Neighbors do not attend meetings or become interested in your association unless you are doing worthwhile projects for their benefit or for the benefit of the neighborhood.

Focus on issues that the majority of the neighborhood can rally around. Members, and potential members, will be more interested in the project if it addresses a concern or interest that they have. Ensuring that neighborhood projects are beneficial for the majority of the neighborhood will help projects gain the participation necessary to be effective.

In developing your organization's projects, focus on a specific issue that will demonstrate action and results. Get the whole community behind the project by promoting the issue as much as possible. This will provide lots of participation for you to establish a large membership base. If you are successful in achieving your goals or affecting change on a single issue, it demonstrates that your organization is an effective group.

Identify who else is concerned with the issue. Talk with them, form an alliance, share information, and work together.

Once a few projects have been completed, members typically become disinterested. This is the biggest challenge for any neighborhood association. In general, members will participate if there are:

- Business and social events in which to participate
- Issues of importance to discuss
- Clear and visible accomplishments
- Organized, competent leaders
- Events to recognize participants

Work Plans

Making work plans for each project will help members stay focused and on target. Meeting goals, planning events, recruiting volunteers, and strengthening the organization will be easier when time is taken to prepare an outline of expectations and objectives, and then make a plan for meeting those goals.

Some helpful questions to ask when preparing a work plan are:

- What is the purpose for doing this project?
- Have other neighborhood associations attempted this activity? Can they be contacted for help?
- What tasks are involved with this project?
- Who will do the tasks?
- How much time is needed?
- What resources are needed to accomplish this project?
- Will this cost money? Does the association have the funds? If not, how will money be raised?

Set clear timelines and responsibilities: Many internal conflicts occur because leadership is not clear in summing up discussions, identifying who is responsible for follow-up work and deciding a timeline for action.

Act quickly and decisively: 'Strike while the iron is hot' is an important reminder in times of crisis. This is when other people are most likely to get involved and give their time.

Celebrate Accomplishments! Too often we forget to celebrate accomplishments or even notify people of the results of our work. Even small victories can encourage people to attend neighborhood functions and give their time more freely.



Example Projects

| Neighborhood Clean-up

This event requires some trash grabbers, five gallon buckets, bags, and gloves to do well. Organize the neighborhood members in groups of no less than two people each and assign them a section of street. Have a base camp where people bring their trash bags to and to check in and out. Using a map or a list of streets to ensure full coverage of the neighborhood. The Bloomington Revivalists will help neighborhood organizers with supplies to conduct this event. Usually this can be organized a month in advance, and the budget is negligible because the Revivalists already have all materials. Feel free to bring refreshments.



Budget: \$ or free

Timeline: week to a month

| Community Garden, tree, & flower planting

To organize a community garden, tree planting, and flower planting for a neighborhood association, start by forming a planning committee to oversee the projects. Secure a suitable location for the community garden and ensure it has access to water. For flower planting, select areas that can be easily maintained and opt for native flowers to enhance local biodiversity. Engage volunteers by promoting the events through community meetings, social media, and fliers. Provide necessary tools and materials, and organize a schedule for planting and ongoing maintenance. Ensure to celebrate the completion of each project to build community spirit and encourage future participation.



For more information and resources on tree planting you can contact the Ecology Action Center - see Appendix for more details about EAC's West Bloomington Free Tree Program.

Budget: \$-\$\$ (may need fundraising)

Timeline: one to three months

| Murals or neighborhood art project

To organize a murals or neighborhood art project for a neighborhood association, start by forming a committee to plan and oversee the initiative. Identify suitable locations for the artwork, such as community walls or public spaces, and obtain necessary permissions from property owners and local authorities. Engage local artists and community members by hosting design workshops and gathering input on themes that reflect the neighborhood's identity. Secure funding through grants, donations, or fundraising events. Promote the project through social media, newsletters, and community meetings to garner support and volunteers. Once designs are finalized, schedule painting days, providing all necessary materials and ensuring a safe, inclusive environment. Celebrate the completion of the murals or art installations with a community unveiling event to foster pride and cohesion among residents.



Budget: \$\$-\$\$\$\$ (can look for grants)

Timeline: three to six months

| School supply drive

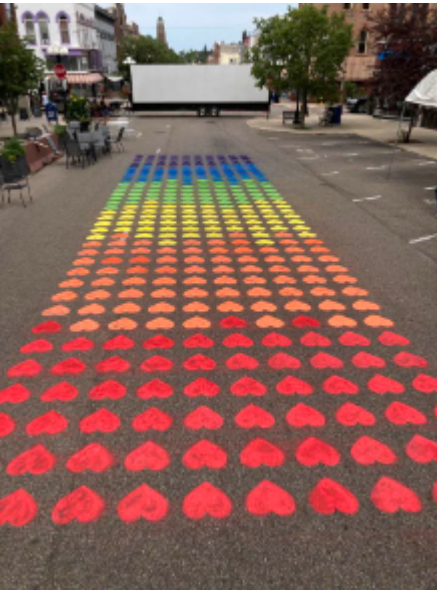
To organize a back-to-school party and school supply drive for a neighborhood association, start by forming a small team to plan and coordinate the event. Secure a suitable venue, such as a local park or community center, and choose a date well in advance of the new school year. Promote the event through community newsletters, social media, and fliers. Solicit donations for school supplies from local businesses and residents, and set up collection points. Plan fun activities for the party, like games, face painting, and a raffle, and consider providing refreshments. Distribute the collected school supplies to children in need during the event, and make it a festive, inclusive occasion to foster community spirit and support students as they prepare for the new school year.

Budget: \$-\$\$ (through donations)

Timeline: two to three months

| Street improvements

Street improvements can be either DIY or city-completed. Make sure to get permission from the city's Traffic Engineering and Public Works before doing this project. Advocating for speed bumps, chicanes, and day-lighting intersections will require a concerted campaign to work with elected officials and city staff.



In the meantime, numerous cities have adopted “tactical urbanism” techniques to try these new ideas. Placing planters, temporary markers, and signs can make the streets more interesting and safer for pedestrians. This will have to be done by a committee in conjunction with the city.

Budget: \$\$-\$\$\$\$ (can look for grants)

Timeline: two months to one year

| Park improvements

Fostering a better park for your neighborhood with DIY projects like a community woodworking project like creating park benches or adding a gazebo will not be a one-meeting-and-done task. You'll have to develop a budget, work with the city park's department, fundraise, and gather people who have the skills and time to do this. However, it is really rewarding!



Budget: \$\$-\$\$\$\$ (can look for grants)

Timeline: three months to six months

| Candidate forum

This event will require a semi-public or public space, perhaps in place of a regular neighborhood meeting. Leadership of the neighborhood association should invite all candidates for a particular office running in the next election and give them time to make a pitch to residents. Come with questions prepared in advance perhaps from the month's prior meeting or via online form. Candidates should also engage in dialogue with each other and residents at this meeting.

Make sure this event is published on social media, through press releases, and other means. Remember, 501(c)(3) organizations CANNOT make political endorsements, but they can educate the public about choices for political office.

Budget: minimal

Timeline: one to two months



| Skill exchange

This is a widely flexible project your neighborhood association can complete, in fact, this can be a monthly or quarterly event where a neighbor shares a specialized skill they have with others. Budgets and planning vary from none to marginal depending on the skill being taught. Some examples we have seen are sewing, gardening, composting, woodworking, historic home repair, painting, or even yoga. This is a great way to add variety and new life to your neighborhood association!

Budget: \$ or free

Timeline: one week to three months



| Potluck or meal sharing

This is another flexible project that has the ability to bring so many people together. Monthly or potlucks at various members' homes is a surefire way to grow goodwill and relationships in the neighborhood. This will require a sign up sheet, members should label food with possible allergens, and ideally make something special or important to them.



Meal sharing is just the potluck without sitting down and breaking bread. Perhaps the mutual aid committee works to supply meals to a family whose breadwinner is in the hospital. Funds for this project could either come from the members themselves or from the general fund.

Budget: \$ or free

Timeline: one month or less

| Crime watch program

This program has been historically the backbone of neighborhood associations in the past, but you should proceed with trepidation in the future. A well-run crime watch program should have no trappings of vigilantism. Perhaps the best way to go about this is to ensure neighbors know each other, and have their eyes out on the street to naturally deter crime. Crime reports can also be run through the police department and shared at neighborhood meetings. A good crime watch program should mostly look for root causes of the criminal activity and work as a community to address the problems.

Budget: free

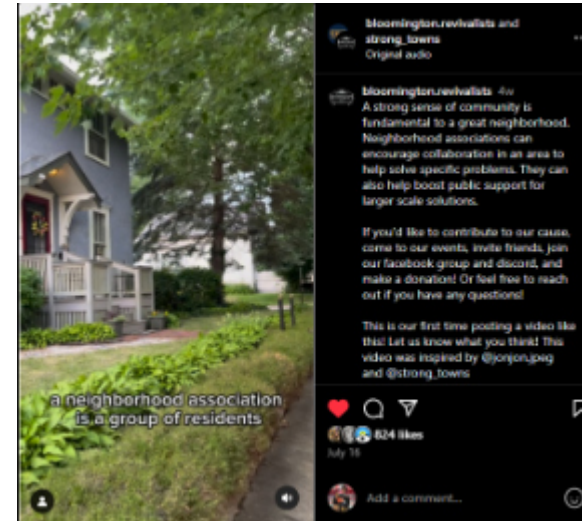
Timeline: one meeting to set up and then ongoing

| Neighborhood scrapbook video

Getting a group of people together to document histories or a slice-of-life for the neighborhood is a great way to increase social media presence and build a common culture. Introduce new people to neighborhood staples, the association, and important figures. This could be as simple as a vertical video format edited for YouTube, Instagram, or TikTok, or it could have more sophisticated equipment for a longer video. It all relies on skills and time from people interested.

Budget: \$-\$\$

Timeline: one day to one month



| Block party or festival

This is usually a keystone event for neighborhood associations, but they don't all have to be expensive or extravagant. If closing a street, make sure to apply at the City of Bloomington website at least two weeks before the event for permission. Have the social committee handle the planning of this event: where should it be? Will there be music? Where to rent a stage or sound system? Are we paying the performers? Can we have a food truck? There are many online resources you can access to plan a block party. Make sure to publicize it, let your neighbors know about it!

Budget: \$-\$\$\$\$ (can be a fundraiser)

Timeline: three months to six months



| Tool lending libraries

There is a wonderful tool library at the West Bloomington Revitalization Project. However, if your neighborhood is not on the west side, you may like to organize a smaller, more informal one instead. Ideally identify a shed or another shared structure in a centralized location, ask for donations of tools, fundraise, and create a cataloging system to check out tools and for returning them. The most informal tool lending library can just live on a spreadsheet in the cloud and tools can be exchanged among neighbors at neighborhood meetings or among themselves at other times. This will build a culture of sharing and trust for all those involved.



Budget: \$-\$\$\$\$ (can fundraise or catalog existing tools)

Timeline: six months to start and an ongoing commitment

| Home tours

Live in a historic neighborhood? Host annual home tours to show off! Gather an itinerary of interested households, set a date, create a program, and publicize the event to local newspapers and the Old House Society.

Budget: \$-\$\$

Timeline: three to six months



| Holiday celebration

Thanksgiving? Christmas? Fourth of July? Adjust the block party or cook-off to add a theme! Carve pumpkins for Halloween, carol for Christmas, or watch the parade for Labor Day.

Budget: \$-\$\$

Timeline: one day to several months depending on complexity



| Neighborhood t-shirts, flags, signs, etc.

This is more of an internal project, not an event, but it is important to foster a coherent identity that fits the neighborhood. Perhaps turn it into a competition for a logo that can also be put on a flag. Print these off and sell them as merchandise to support your organization.

Budget: \$-\$\$\$

Timeline: three to six months



| Neighborhood newsletter & website

This should be an ongoing project, and is very important for all other projects and events that the neighborhood association should complete. To make it easier on you, rely on templates and pre-built websites to minimize work required. A designated officer or committee should update this at least three times a year. Block captains can also distribute the newsletter.

Budget: \$-\$\$ (yearly hosting fees, can have advertisement revenue)

Timeline: one month to get setup and ongoing commitment

| Yard of the month award

A panel of judges or the beautification committee should go around and award the “Yard of the Month” with some type of prize (voucher, money, plaque, etc) to incentivize yard upkeep in the neighborhood.



Budget: \$ or free

Timeline: one weekend a month

| Neighborhood cook-off, picnic, or potluck

Similar to the block party, but without the need to close down streets. For these events, organize a dish or dishes for people to enter their recipes. Dimmitt's Grove has an annual chili cook-off, where entrants win an apron. Use your best judgment on the to be entered and how it should be judged, by secret ballot? By committee? By both? Ensure there are eating utensils and proper plates, bowls, and cups. Publicize this event like you would any other.



Budget: \$ or free

Timeline: one to three months

| Neighborhood entrance signs

This project is a longer term one that will require a significant budget and planning. At the main entrances of the association, place branded signage to welcome visitors and notify them of the existence of a neighborhood association. Bonus points if the signage allows for messaging for events and meetings.



Budget: \$-\$\$\$ (can fundraise)

Timeline: two months to six months

| Program for youth

Perhaps your neighborhood has many children. There are many extant examples of group childcare, where families come together at a member's house and socialize while their children play. This does not require much money, but rather an effort to maintain social connections. Organizers of this could also take children on trips to the zoo or the park. Perhaps even better, get the kids involved in projects around the neighborhood under proper adult supervision.

Budget: \$-\$\$

Timeline: one month and an ongoing commitment



| Paint up/fix up projects

Help out neighbors who need it to either put a fresh coat of paint on their house, fix a porch, weed a garden, or just help tidy up.

Depending on how this is done, it can happen on an as-needed basis or semi-monthly. Keep a list of projects requested by elderly/disabled, single parent families, or whatnot. It is up to your discretion to either just provide free labor, or also subsidize materials. Complexity of these projects depend on the skill levels of the volunteers and organizers.

Budget: \$-\$\$\$\$ (can be a fundraiser or apply for grants)

Timeline: one month to one year



| Speakers on topics of interest

Invite someone interesting to talk at your neighborhood meeting! Politicians, locally famous people, professors, or anyone else willing to share their story or expertise.

Put it first on the agenda so they can leave if needed once regular agenda items are to be discussed.

Budget: free

Timeline: one day



| Parade

Celebrate a big event like the Fourth of July or graduation with a neighborhood parade. Can be combined with block parties or potlucks. DIY “floats” and musical arrangements will up the level of complexity and time required to plan. If using city streets, just notify the authorities in advance.

Budget: \$ or free

Timeline: one day to two months



| Philanthropic projects

Another project to develop goodwill among neighbors is to support families who might need extra help. Raise money for Christmas gifts, host a Christmas dinner, etc.

Budget: Should be a fundraiser

Timeline: one day to two months

| Block Captains

This is a way of easily disseminating information to everyone in the neighborhood. Appoint or elect block captains who will get to know all neighbors on their block. They are the eyes and ears of the neighborhood association, so they know if people move in or out of the area, share upcoming events, and even help with the storm response brigade.

Budget: free

Timeline: one meeting and then an ongoing commitment



| Shoveling/Storm Response Brigade

Assemble an on-call group of individuals with access to shoveling equipment who can quickly clear public sidewalks after a snowstorm, clear driveways for neighbors in need, and check on elderly/disabled residents. In event of rainstorms, have a rapid response to check rainwater system intakes to clear of debris to minimize flooding. It would be good to meet at least once a year to go over procedures.



Budget: \$ or free

Timeline: one meeting to set up and ongoing commitment



Next Steps

Cultivating Leaders

Once your neighborhood association has been up and running for a while, the group should think about how

to find and encourage new leadership within the organization. If the group stays with the same leadership year after year, there is a very real risk of “burning out” those leaders. This is hard on the tired leaders and it is hard on the organization. Although nurturing new leaders takes time and effort, the results are worth it—a healthy organization with leaders who are fresh and enthusiastic.

Having a system in place for tracking members and their participation can be very helpful when identifying potential leaders. Sign-in sheets, biography cards, and computer spreadsheets are all useful for tracking members who are actively involved.

Leaders should:

- Reflect the demographics of the neighborhood
- Articulate issues clearly
- Use democratic participatory methods to make decisions
- Communicate regularly with the group and members
- Be knowledgeable about local government and how to influence decision making

Develop New Leaders: Term limits for officers are helpful in forcing leaders to make way for new people. Committee chairs and project leaders are important positions for testing new leaders.

Sustaining Momentum

The following are tips to help sustain momentum as you work to develop an effective and self-sustaining neighborhood association.

Work with members to develop a neighborhood plan. Start with a one year plan, identify goals that the association would like to accomplish over the next year, and develop your plan. The plan should serve as a unifying document that guides the work of the association and provides direction to members. A planning process that is open and inclusive is necessary to produce a plan that is desired and accepted by members.

No matter what goal-setting process your neighborhood uses, it is important to stay flexible. Issues, resources and membership can and will change. To be a responsible neighborhood association, you will need to reflect those changes in your tasks, objectives, and goals.

Being part of a neighborhood association is not all work. Have fun as well. Sponsor parties and celebrations to get to know your neighbors better. Your events should appeal to all, including children. This will foster a strong sense of community spirit among your neighbors.

Create Relationships between members as well as between members and non-members. Relationships are important to accomplishing change efforts. Knowing, and having communication with, others is a great way to gain additional information and perspective—and provides additional opportunities.

Fundraising

Neighborhood associations need to raise funds for regular operations and special events and projects. The ways that a group raises funds are limited only by the members' imaginations. Funds can be raised by the group itself, private donations, or private and government grants.

Garage sales are one type of fundraiser that associations can use. Members can donate items, or donate a percentage of the sale of the items they bring. Advertising is important and multiple venues and methods should be used. Try to have a good variety of items and have the prices clearly marked. Thank buyers for supporting the neighborhood association.

'Passing the hat' at meetings can also be an effective way to raise funds. These typically small contributions add up without placing too much of a burden on members.

If your association produces a newsletter, sell advertising to local businesses.

Many local merchants will readily help a neighborhood group with either merchandise or a cash contribution. Assess merchants according to the size of their business. Remember these points when soliciting for contributions:

- A good customer is the best person to approach a merchant
- Do not solicit a merchant at the beginning or the end of the business day, or during peak business hours
- Bring a letter from your organization (preferably on letterhead) introducing you as the member who is authorized to solicit contributions



Appendix



How Will the Revivalists Assist You?

The Bloomington Revivalists are willing to assist you in creating a neighborhood association in several ways:

| Core Group Identification

As we hold public outreach meetings on neighborhood associations, the Bloomington Revivalists will maintain a list of interested people for starting neighborhood associations. Once there are five in a certain neighborhood, we will facilitate an introductory meeting.

| Leadership Training

Alongside this booklet, the Bloomington Revivalists will provide you training on how to hold meetings, how to grow your membership, how to organize internal documents, and how to identify new leaders to cultivate. We will maintain contact with you through the Neighborhood Liaison Committee, and you are welcome to join the Revivalists to further hone your volunteering and leadership skills.

| Creating a Sharing Environment

The Revivalists are planning on establishing more than one neighborhood association, so you and peer organizers can learn from each other. Projects and fundraising that were a success in one neighborhood can be shared and copied for others!

| Event Co-planning

The Revivalists can assist you in planning events and projects like trash pickups, social events, and much more. As you get the hang of event planning, the Revivalists will step back to more of an advisory role.

| Website Sharing

If you would like to host your neighborhood association's information on our website in a centralized location, we would be glad to put it there.

Looking Forward

This is only a beginning to restoring bottom-up power in our city. The Bloomington Revivalists plan to bring in all Strong Towns ideas to our city, and that includes empowering locals to change the built environment themselves.

| Empowering You Through Bottom-up Solutions

We see neighborhood associations as a tool to implement the Strong Towns Approach. If you see an issue in your neighborhood, you should have the agency to do something about it. Poor sidewalks? Start a 50/50 sidewalk program. Dangerous streets? Work to add traffic calming. Dull or no public spaces? Organize to build a community garden or paint sidewalk murals.

| Community-Led Development

The end goal of our neighborhood association initiative is to empower locals to make changes in their built environment. Eventually when enough neighborhood associations are created, we would love to form a community development corporation that builds infill projects in these neighborhoods that match the architectural character of the block, provides for neighborhood improvement overseen by people who live in the neighborhoods, and use investment returns to fund continual neighborhood improvement projects like better signage, pedestrian connections, and perhaps neighborhood centers.

Example Documents

Here are example documents to take and adapt to your own neighborhood association.

DIMMITT'S GROVE NEIGHBORHOOD ASSOCIATION

BYLAWS

Article I: Name, Neighborhood Boundaries, and Purpose

- Sec. 1. Name. This organization, incorporated under the laws of the State of Illinois as a nonprofit organization, shall be known as "Dimmitt's Grove Neighborhood Association, Inc." and shall be referred to in these Bylaws as "the Association".
- Sec. 2. Boundaries. As used in these Bylaws, "Dimmitt's Grove" shall refer to that part of the City of Bloomington, Illinois bounded on the east by Clinton Street, on the south by Oakland Avenue, on the west by Gridley, and on the north by Washington Street.
- Sec. 3. Purpose. The Association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, with education as its primary purpose, the members of the Association, united by a desire to conserve, improve and enjoy their common neighborhood, shall maintain the Association for the following purposes:
- To improve the physical appearance of the neighborhood, to add to its amenities, and to preserve what makes it attractive to those who have chosen to live there.
 - To help neighbors to meet, to get to know one another, and to join together in social activities.
 - To learn about the neighborhood, to publish information about it, and to help those outside to be informed about the advantages of living there.
 - To keep informed about City, County, and other governmental policy affecting the neighborhood, and to provide such governments with relevant information to help them formulate policies beneficial to the neighborhood, and otherwise to remain in communication with those outside the neighborhood whose decisions may substantially affect the neighborhood.
 - To provide members with information about maintenance of their property, technical resources available to them for its improvement, code restrictions, and the like.
 - To undertake long-term planning for the neighborhood.
 - To bring into the Association all persons sharing these purposes.
 - To undertake any other action appropriate to the realization of these purposes and permitted by the laws of the State of Illinois governing non-profit corporations.

- Sec. 4. Disclaimer of Profit. The Association is not organized for the pecuniary profit of its officers, directors, or members. No part of its income or assets shall inure to the benefit of its officers, directors, or members except as compensation for work or materials furnished. Any money or other assets remaining after the payment of Association obligations shall be devoted solely to the charitable, educational, or benevolent purposes of the Association.
- Sec. 5. Disclaimer of Religious or Political Purposes. The Association shall not be a means of furthering any religious or political purpose. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article II: Membership

- Sec. 1. Membership.
- Eligibility. Any individual 18 years of age or over who resides in Dimmitt's Grove is eligible for membership in the Association.
 - Admission. Any person eligible for membership in the Association shall, upon participation by attendance of neighborhood meetings or social functions, be admitted to membership.
 - Rights. Each person admitted to membership in the Association as provided above shall be entitled to vote at all meetings of the Association, to be a member of any committee of the Association, to be a member of the Board of Directors, and otherwise to enjoy all the rights and privileges accorded to other members of the Association.

Article III: Association Meetings

- Sec. 1. Regular Meetings. There shall be a meeting of the Association at least once every two months and at such other times as the Board of Directors may determine. In March of every other year, the members of the Association shall elect the Directors for the ensuing term and may transact any other business of the Association within their power.
- Sec. 2. Special Meetings. A special meeting of the members may be called at any time by the President of the Association or by any member of the Board of Directors. Notice of the special meeting shall be given by the parties making the call therefore and shall state in particular the business to be transacted.
- Sec. 3. Meeting Notice. No business shall be considered at a special meeting except that stated in the notice. Notice of regular or special meetings shall be given by delivering to each member a written notice of the meeting. The notice shall state the time and place of the meeting and the business to be brought before the meeting. The notice shall be delivered in person or mailed to each member at least one week before the meeting. For a regular meeting, the requirement of notice may be satisfied by timely publication in the Newsletter. Each member shall give in writing an address to which notice shall be sent.
- Sec. 4. Voting Privileges and Quorums. Only those members present shall be entitled to vote at a regular or special meeting of the Association. Ten members shall constitute a quorum for the transaction of business at a meeting of the Association.

Sec. 5. Rules of Procedure. Except as provided elsewhere in these Bylaws, all regular and special meetings of the Association shall be conducted according to Robert's Rules of Order, Newly Revised.

Article IV: Board of Directors

- Sec. 1. Membership. The Board of Directors shall consist of six members of the Association, two of whom shall be elected at large. Each director shall be elected for a term of two years.
- Sec. 2. Eligibility and Nomination. Each candidate for the Board of Directors shall be a member of the Association at the time of nomination. Nominations for directors shall be submitted to the Association meeting by a nominating committee. The nominating committee shall nominate a candidate for each vacancy.
- Sec. 3. Elections. Elections for the Board of Directors shall be held every other year at the March meeting of the Association.
- Sec. 4. Powers and Duties. The Board of Directors shall determine the policies and activities of the Association, create and appoint all committees as provided elsewhere in these Bylaws, approve all disbursements, provide for the proper insurance for the Association property, activities, and personnel, and in general have entire charge of the affairs of the Association. The Board shall perform such other duties as they or the membership shall from time to time deem necessary or proper to promote or accomplish some purpose of the Association or as provided elsewhere in these Bylaws.
- Sec. 5. Special Vacancies. Any vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board selecting a member of the Association willing to serve as a member of the Board for the unexpired term.
- Sec. 6. Removal for Nonattendance. Any member of the Board who shall be absent from three consecutive meetings of the Board without being excused by the Board, may, by a two-thirds vote of the remaining members of the Board, be found to have vacated their office. Such vacancy shall be filled as provided in Section 5 of this Article.
- Sec. 7. Meetings. The Board of Directors shall meet only as called by the President or two other directors. All meetings of the Board shall be open to all members.
- Sec. 8. Quorum. A majority of the members of the Board of Directors then in office shall constitute a quorum for the transaction of business.
- Sec. 9. Rules of Procedure. Except as provided elsewhere in these Bylaws, all meetings of the Board of Directors shall be conducted according to Robert's Rules of Order, Newly Revised.

Article V: Officers

- Sec. 1. Officers Listed. The officers of the Association shall be a President, a Vice—President, a Secretary, and a Treasurer. The officers, together with two members elected at large shall serve as the Board of Directors.
- Sec. 2. Election. Each officer shall be a member of the Association at the time of their election.

Sec. 3. President. The President shall be the principal executive officer and head of the Association, and shall have the power, with the consent of the Board of Directors:

- a. To create committees as may from time to time appoint members of the Association thereto, committee such powers as may be necessary accomplish the purpose for which it was created.
- b. To remove any member of any committee they have modify its powers, or dissolve it altogether. seem advisable, and grant each and proper to appointed,
- c. To execute all conveyances of real estate, contracts, documents, and other papers as may be necessary and proper to carry on the business of the Association.
- d. To countersign all checks requiring the signature of the Treasurer.
- e. To preside at all meetings of the Association and all meetings of the Board of Directors.
- f. To perform any other functions these Bylaws may provide.

Sec. 4. Vice President. The Vice-President shall preside over meetings of the Association or Board of Directors the in absence of the, the President, and shall President. Should the President be unable to act, the Vice-President may exercise the powers of the President, and shall otherwise assist the President as required.

Sec. 5. Secretary. The Secretary shall have the following powers and duties:

- a. To attend each meeting of the Board of Directors and Association and keep an accurate record of business transacted and votes taken.
- b. To perform all duties required of them by law, by these Bylaws, or by order of the President or the Board of Directors.
- c. To be responsible for Association correspondence to maintain files of such correspondence, and to preserve all written records of the Association except financial records.
- d. To maintain accurate records of all members, including their names, addresses, telephone numbers, membership status, and similar information important to the Association.
- e. To countersign all conveyances of real estate, contracts, documents, and other papers requiring the signature of the President.
- f. Upon leaving office, to turn over to their successor, or to the Board of Directors, all books, papers, records, and other property of the Association in their possession at that time.

Sec. 6. Treasurer. The Treasurer shall have the following powers and duties:

- a. To keep all money of the Association, to issue receipts for money the Association receives, and to pay association obligations as

required.

- b. To sign any check, draft, or note of the Association.
- c. To supervise the keeping of the books and accounts of the Association, to keep these books and accounts available for inspection by the President, the Board of Directors, or any committee appointed by them for that purpose, and to make reports annually, or as otherwise required by the President or the Board, showing the financial condition of the Association.
- d. To deposit all funds of the Association in a bank or banks designated by the Board of Directors.
- e. Upon leaving office, to turn over to their successor, or to the Board of Directors, all books, papers, records, money, and other property of the Association in their possession at that time.

Sec. 7. Removal from Office. The Board of Directors may remove any officers at any time by a two-thirds vote of the entire Board of Directors then in office.

Sec. 8. Special Vacancies. Should the office of President become vacant at any time, the Vice-President shall succeed to the office for the unexpired term. A vacancy in the office of Vice-President, Secretary, or Treasurer shall be filled for the unexpired term by a majority vote of the members of the Board of Directors then in office, selecting a successor from among those members of the Board not officers of the Association.

Article VI: Committees

Sec. 1. Standing Committees. The following may be standing committees:

- a. Newsletter Committee: To write, assemble, publish, and distribute the Dimmitt's Grove Neighborhood newsletter.
- b. Social Committee: To help organize block parties and other neighborhood social events.
- c. City Liaison Committee: To keep track of city policy likely to affect the neighborhood, to make contact with city officials in position to help the neighborhood, to arrange for visits with city officials, and otherwise to keep open the channels of communication between the city and the neighborhood.
- d. Park Committee: To establish, maintain and regulate neighborhood parks.
- e. Historical Committee: To inform and educate members regarding the history of the neighborhood.
- f. Safety Committee: To organize and maintain a neighborhood watch program.

Sec. 2. Special Committees. The President may, with the consent of the Board of Directors, appoint such other committees as may seem desirable.

Article VII: Financial

Sec. 1. Fiscal Year. The fiscal year of the Association shall begin on the first day of January and end on the last day of December of each calendar year.

Sec. 2. Audits. The Board of Directors may cause the books of the Treasurer to be professionally audited upon expiration of each Treasurer's term of office.

Sec. 3. Operational Limits. Notwithstanding any other provision of these Articles, the Association shall not carry on any activities not permitted to be carried on by:

- a. A corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or
- b. A corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law)

Article VIII: Logo and Use of Name

Sec. 1. Logo. The Association logo shall be as the Board of Directors may provide and may appear on membership cards and stationery of the Association

Sec. 2. Use. No one shall use the name or logo of the Association to sponsor the sale of goods, subscriptions, or services, unless specifically approved by the Board of Directors.

Article IX: Amendment and Dissolution

Sec. 1. Amendment. These Bylaws may be amended by a two-thirds vote of the membership present and voting at any regular or special meeting duly called for that purpose or by an absolute majority of members.

Sec. 2. Dissolution. The Association may be dissolved by an eighty percent vote of all members present and voting at any regular or special meeting duly called for that purpose.

Sec. 3. Effect of Dissolution. Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all of the Assets of the Association exclusively for the purposes of the Association in such manner, or to such organization, or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes, or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

These Bylaws were approved and adopted at the Membership Meeting held on July 5, 2001.

Meeting Agenda Example

Meeting Type: Executive

Call to order: [time here of actual meeting start]

Date & Time: July 7, 2024, 2-4PM @address

Roll Call, & New Member Introductions: list names here

Old Business:

1. [items tabled or not completed from last meeting]

New Business:

1. [new items to be discussed]

Open Floor/Discussion:

1. [empty space for notes]

Adjournment:

TIME: [time of actual meeting end]

Next meeting time/location:

Other Resources

These sources will be of use to you when starting up a neighborhood association:



| Ecology Action Center's Free Tree Program

The West Bloomington Free Tree Program aims to improve tree equity in our community by planting trees where they are most needed. That's why the Ecology Action Center is giving free sapling trees to income qualifying residents of Bloomington's west side.

Steps for Homeowners:

Apply by completing a short request form at tree-corps.org/freetree

Once you're approved, schedule an assessment where we come to your home and help you find the right location for planting. Choose from a list of high-quality native tree species.

The Ecology Action Center will initiate a utility check to make sure it is safe to dig.

Schedule your planting day - We will bring all the tools and expertise needed to help you plant your new tree!

Follow up - The Ecology Action Center will check in and provide support for any tree care questions you might have.

Feel free to contact Tree Coordinator Tess Wallace at 309-454-3169 x18 twallace@ecologyactioncenter.org



| **West Bloomington Revitalization Project**

The West Bloomington Revitalization Project has many good sources to help you with neighborhood projects:

- Seed Library for gardens
- Shared workshop for carpentry projects
- Tool Library in case you need a tool for a project but it is too expensive

They are available to all residents of Bloomington-Normal, not just people residing on the West side.

Check them out at <https://www.westbloomington.org/>

