

*Here are some guidelines to get you started as you write your bylaws. As with any legal document, it is a good idea to check them out with a lawyer or other counsel before agreeing to their provisions.*

**Name**

The name of the group shall be \_\_\_\_\_.

**Purpose**

The purpose of the group shall be to promote a better neighborhood and community through group action.

**Membership**

Any person residing on \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_ is eligible for membership.

**Dues**

Dues shall be \_\_\_\_\_ per voting member per year.

**Officers**

The officers shall be a President, Vice President, Secretary, and Treasurer, who shall be elected in \_\_\_\_\_ of each year. The term of office shall be \_\_\_\_\_.

**Committees**

The membership may establish necessary committees at any meeting. The president may also establish such committees. Committee chairpersons shall be appointed by the President.

**Steering Committee**

The officers and committee chairpersons shall constitute the Steering Committee and may act for the group between meetings.

**Meetings**

Regular meetings will be held on the \_\_\_\_\_ of each month, or more often as deemed necessary.

**Quorum**

At least ten percent of the paying membership must be present to conduct official business.

**Amendments**

The bylaws may be amended at any regular meeting. Two-thirds of those members in attendance must approve the amendment.