# Bylaws of the Indian Hills Neighborhood Association

*Proposed for member review. Items in brackets are open. Last edit 11.3.26*

## Article 1. Name and purpose

**1.1** The name is the Indian Hills Neighborhood Association ("IHNA" or "the Association").

**1.2** The Association brings neighbors together to build community, keep our streets safe and well cared for, and speak up for the neighborhood with the City of Lawrence and other organizations.

**1.3** The Association is not a homeowners association (HOA). It has no authority over private property and does not regulate how residents use, paint or maintain their homes. It has no covenants, does not require dues, and cannot fine residents or place liens on property. The Board's role is to bring neighbors' concerns forward and advocate for them in an ethical and civil way.

## Article 2. Boundaries

**2.1** The Neighborhood is the area shown on the map in Appendix A and described as follows: North: W. 24th Street and W. 25th Street. South: W. 31st Street. East: Louisiana Street. West: Naismith Valley Park.

**2.2** If the written description and the map differ, the map controls.

**2.3** A change to the boundaries requires a vote of the voting members at a noticed meeting, after the Board has consulted the Lawrence Association of Neighborhoods (LAN) or the City and neighboring associations whose areas would be affected. The approved map is filed with the City.

## Article 3. Membership and voting

**3.1 Open membership.** Membership is open to all neighbors, meaning any person who lives in the Neighborhood and any person or entity that owns or occupies property in it, including renters, homeowners, businesses, churches and landlords.

**3.2 Voting members.** A voting member is a resident [18] or older whose home is inside the boundaries, whether they own, rent, or live in housing provided by an employer or organization. Each voting member has one vote.

**3.3 Non-voting members.** Members who own or occupy property in the Neighborhood but do not live in it may attend, speak and serve on committees but may not vote or hold Board office. An organization, such as a church or business, may name a representative, such as a pastor or owner, who takes part on its behalf as a non-voting member.

**3.4 Guests.** Anyone may attend meetings and share their views.

**3.5 No required fee.** No fee is required to belong, attend, speak or vote. The Association may invite voluntary annual contributions for printing, supplies and events.

**3.6 Residency check.** Residency is confirmed by the sign-in sheet (name and address).

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## Article 4. Nondiscrimination

The Association welcomes every neighbor and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, ancestry, familial status, income or whether a person owns or rents their home.

## Article 5. The Board

**5.1 Composition.** The Board has 11 seats: President, President-Elect, Secretary, Treasurer, Communications Director, Events & Social Chair, Safety & City Liaison, Beautification & Green Space Chair, Block Captain Coordinator, and two Members-at-Large.

**5.2 Eligibility.** Board members must be voting members. Renters and homeowners are equally eligible.

**5.3 Terms.** Terms are one year, or until a successor takes office. The President-Elect succeeds to President at the end of the term, and the members elect a new President-Elect at each annual meeting.

**5.4 Duties.**

- **President:** leads the Board and runs Board and general meetings, and is the main spokesperson for the neighborhood with the City, partner organizations and the media.
- **President-Elect:** supports the President, fills in when the President is unavailable, and becomes President the following year.
- **Secretary:** records and distributes meeting minutes, keeps the official records and bylaws, and sends meeting notices.
- **Treasurer:** manages the Association's funds, including voluntary contributions, donations, the budget and bank accounts, and gives financial reports at meetings.
- **Communications Director:** manages the newsletter, website, social media and email updates.
- **Events & Social Chair:** plans neighborhood gatherings, welcomes new residents and recruits volunteers.
- **Safety & City Liaison:** connects the neighborhood with the City, LAN and local agencies on traffic, zoning and public safety.
- **Beautification & Green Space Chair:** leads projects that improve shared spaces, such as entrance signs, plantings and trees.
- **Block Captain Coordinator:** builds a network of volunteer block captains who share news street by street.
- **Members-at-Large (2 seats):** represent the general membership and help with projects and committees as needed.

**5.5 Vacancies.** If a Board member moves out of the Neighborhood or steps down, the Board appoints a replacement by majority vote to serve the rest of the term.

**5.6 Spending.** The President, Secretary and Communications Director may each spend up to $50 per purpose without Board approval, but together no more than $100 in a calendar month. Larger amounts need a majority vote of the Board. The Treasurer pays or reimburses these expenses against a receipt and reports them at the next meeting.

**5.7 Recall.** A Board member may be recalled by a majority vote of voting members at a noticed meeting, after a petition signed by at least [20] voting members with names and addresses.

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**5.8 Board meetings.** The Board meets as needed. A majority of Board members is a quorum.

**5.9 Orientation.** At the start of each term, every Board member reads and reviews these bylaws.

## Article 6. Meetings of members

**6.1 Regular meetings.** Members meet on the first Thursday of each month, or as the Board sets and announces.

**6.2 Annual meeting.** The annual meeting is held in [November]. It elects the Board and reviews the year's activities.

**6.3 Special meetings.** The President, any two Board members, or a petition of [10] voting members may call one, to be held within [30] days.

**6.4 Notice.** Notice of time, place and business goes to every address in the Neighborhood at least [14] days ahead by yard signs, hand-delivered flyers or mail, plus the listserv and social media. Electronic notice alone is never sufficient. Business at a special meeting is limited to what the notice states. Notice to one member of a household counts as notice to every member of that household.

**6.5 Quorum.** A quorum is [10] voting members present. A meeting is not dismissed for lack of a quorum in under [20] minutes.

**6.6 Decisions.** Decisions need a majority of voting members present, except as these bylaws say otherwise.

**6.7 Agendas and conduct.** The Board prepares the agenda. Meetings open with a land recognition and follow the principle that every viewpoint is heard in good faith. After other agenda items, any member may take [two] minutes to raise a neighborhood concern.

**6.8 In person, with a video option.** Meetings are held in person. The Board makes reasonable efforts to offer a video option for attending and to post a recording for at least one year. Voting stays in person only (Article 7).

## Article 7. Elections

**7.1 Nominations.** Any voting member may nominate themselves or another voting member by the online nomination form, on paper, or from the floor. The Board announces the nomination period.

**7.2 Voting in person only.** Votes are cast in person by paper ballot, one ballot per voting member, checked against the sign-in sheet. Absentee and proxy voting are not permitted. When the Board announces a voting window, ballots may be cast in person at the designated place during it.

**7.3 Counting.** Ballots are counted by two members who are not candidates. Results are announced to the membership through the listserv.

**7.4 Winners.** The nominee with the most votes wins each office. For the two Member-at-Large seats the two nominees with the most votes win.

**7.5 Ties.** A tie is decided by a [secret-ballot runoff at the next meeting among the tied nominees, then a coin toss].

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**7.6 Neutrality.** Official Association channels do not endorse candidates.

## Article 8. Committees

The Board may create committees. Committees are open to all members, keep minutes, and report to the Board.

## Article 9. Liability

**9.1** [Board members, officers and committee members serve without pay. Acting in good faith for the Association, they are not personally liable for its debts, obligations or actions.]

**9.2** The Association does not hold itself out as speaking for any individual neighbor on matters it has not voted on.

## Article 10. Finances and records

**10.1** Funds are kept in the Association's name, and the Treasurer reports at each annual meeting.

**10.2** Any member may inspect the bylaws, minutes and financial records. The accounts are reviewed each year by a member who is not an officer.

**10.3** The Association registers each year with the City and sends it minutes and any bylaw changes.

**10.4** The Association is an unincorporated association and has not sought federal tax-exempt status. The Board may bring that question to members at a later meeting.

## Article 11. Communications

The official listserv sends only announcements approved by the moderators. The Communications Director manages the newsletter, website, email and social media pages for the Board. Important notices also go out in print, as Article 6 requires.

## Article 12. Amendments and dissolution

**12.1** The bylaws may be amended by a majority of voting members present at a noticed meeting where the proposed text was shared at least 30 days earlier. Any voting member may propose an amendment to the Board. Amendments are filed with the City.

**12.2** [Dissolution: if the Association dissolves, remaining funds go to a neighborhood or nonprofit organization chosen by the members.]

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**Appendix A. Neighborhood map**

