

FORMALIZATION

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NEIGHBORHOOD ASSOCIATIONS

- A neighborhood association is a grassroots volunteer organization within a city with a common identity
- An open membership allows residents to share ideas, thoughts, feelings, and work cooperatively to build a more robust neighborhood
- They are a tool for residents to utilize available resources to create programs, initiatives, and events that address issues or bring about real change to improve people's quality of life in the neighborhood

NEIGHBORHOOD ASSOCIATIONS FORM FOR A VARIETY OF REASONS:

- To address a concern, such as crime
- To empower residents
- To build community

NEIGHBORHOOD ASSOCIATIONS CAN AFFECT THE WELL-BEING OF A COMMUNITY IN A VARIETY OF WAYS.

- Health
- Environment
- Safety
- Economy

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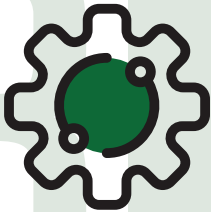
BEFORE STARTING A NEIGHBORHOOD ASSOCIATION, ASK YOURSELF SOME QUESTIONS:

- Is there a neighborhood association in your area?
- Why do you want to create a neighborhood association?
- Are you prepared to start a neighborhood association?

HOW TO STRUCTURE YOUR NEIGHBORHOOD ASSOCIATION

- A **CHARITABLE ORGANIZATION** is the simplest organizational structure, consisting of people gathering and conducting programs for the public good
- A **NONPROFIT ORGANIZATION** is a more formalized option requiring articles of incorporation being filed with the secretary of state and giving the neighborhood association a legal entity
- A **501(C)3 TAX-EXEMPT ORGANIZATION** is the most structured organizational option, giving your neighborhood association tax-exempt status from state and federal income tax

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ARTICLES OF INCORPORATION

A document containing the organization's name, address, a registered agent's name, and mission statement

BYLAWS

A document establishing the neighborhood association's structure to help members understand the purpose, procedures, and role they serve in the association

BOARD ROLES AND RESPONSIBILITIES

- The **PRESIDENT** is responsible for running neighborhood association meetings and enforcing the association's bylaws.
- The **SECRETARY** is responsible for keeping records and the association's general correspondence.
- The **TREASURER** is responsible for collecting membership dues, writing checks, overseeing accounts, preparing financial statements, and making financial reports.



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FORMALIZING Checklist

Use this checklist to help you get started with your first meeting.

Meeting Frequency

- Monthly
- Every two months
- Quarterly
- Other: _____

Length of Meeting

- One Hour
- 1.5 Hours
- Other: _____

Meeting location

- Local Business
- School
- Library
- Other: _____

Communication Method

- Email
- Social Media
- Flyer
- Other: _____

Date

- _____

Start Time

- _____

Agenda Items

- _____
- _____
- _____

Potential Neighbors to Help

- _____
- _____
- _____