



NEIGHBORHOOD ASSOCIATION

Certification Standards



Center For Neighborhoods

CERTIFICATION OF NEIGHBORHOOD ASSOCIATIONS BY METRO LOUISVILLE

The Neighborhood Association Certification process is administered by the nonprofit Center For Neighborhoods for Metro Louisville. Neighborhood associations which meet the following requirements **annually** will be officially recognized by Metro Louisville as a “Neighborhood Association”:

Governance Requirements:

Membership and Neighborhood Representation

Membership must be opened to any person who lives and/or owns any real property or business within the neighborhood’s recognized boundaries. Membership must be documented and maintained in a written form, i.e., listing, roster or directory. Neighborhood associations are encouraged to seek a more representative body by engaging residents who live throughout the neighborhood.

Non-Discrimination

A neighborhood association must not discriminate against individuals or groups on the basis of race, religion, sex, sexual orientation, age, disability, national origin, income, political affiliation in any of its policies, recommendations or actions.

Bylaws

Neighborhood associations must maintain current bylaws with a mission statement that includes neighborhood improvement. Bylaws must clearly state the purpose of the organization, the establishment of a Board of Directors, the function of the officers, and the chain of command or accountability. A copy of current bylaws must be on file at the Center For Neighborhoods, 610 S. 4th Street, Suite 609. Organizations incorporated through the State of Kentucky and/or having obtained 501(c)3 tax exempt status, must provide a copy of the certificate to verify this status.

Election of Officers

Neighborhood associations must have duly elected officers. Neighborhood Presidents must reside in the neighborhoods for which they serve as President.

The nomination and election process must be clearly stated in the organization’s bylaws. Terms of office and how persons are elected to leadership positions must be clearly stated in the bylaws with a definite beginning and ending period for terms of office. Elections must be held according to the organization’s bylaws and be opened to any and all eligible persons seeking candidacy.

Meeting minutes documenting the election of leadership in accordance to organization bylaws shall be recorded and added to the organization’s official records.



Center For Neighborhoods

610 S. 4th Street, Suite 609 – Louisville, KY 40202 – (502) 589-0343
www.centerforneighborhoods.org

Neighborhood Meetings and Meeting Minutes

In order to effectively address issues and engage neighbors, neighborhood associations must conduct regular neighborhood meetings. While the City does not dictate the number of meetings each association holds, we strongly encourage these meetings to occur not less than quarterly. Organizations that meet less than quarterly and do not have a record of undertaking activities will be considered inactive.

Meetings must be publicized throughout the neighborhood, identifying a clear meeting date, time and location. Neighborhood meetings must be opened to all persons eligible for membership who wish to attend.

Official action (s) taken by a neighborhood association must be a part of the minutes of each meeting. Likewise, association board meetings must have a quorum to transact official business. The minutes shall include a record/log of attendance and results of any vote (s) taken and must be maintained to document official meetings. Minutes must be made available for review by association members. Sample copies of meeting minutes shall be provided to the Center For Neighborhoods, as verification of meeting occurrence.

Financial Records

Neighborhood associations must maintain accurate financial records to include records for all receivables and expenditures. Associations should designate a capable person to maintain and report on the organization's financial history.

Public Service Activities

Neighborhood associations exist to improve and enhance the quality of life for neighborhood residents. Therefore in order to receive certification, associations should be able to report on activities undertaken to better the neighborhood and involve residents in projects during the year.

Such activities may include but are not limited to: serving as a communication liaison for households in their area; addressing property issues, organizing residents to increase crime & safety; improving neighborhood cleanliness and beautification; hosting social activities to increase sense of community; keeping neighbors informed of impactful issues such as liquor licenses, re-zoning petitions, development activities, etc.

Annual Certification

Neighborhood associations wishing to become certified by Metro Louisville as a "Neighborhood Association" must submit a Neighborhood Association Certification Application to the Center For Neighborhoods on an annual basis. To obtain an application, please call (502) 589-0343.



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Neighborhood Association Certification Application



Center For Neighborhoods

Application Checklist: The following documents will need to be submitted along with a completed application:

- ☐ Membership list
- ☐ Board of Directors list
- ☐ Organization Bylaws
- ☐ Meeting minutes verifying most recent election of officers
- ☐ Letter of Incorporation (if applicable)
- ☐ IRS tax exempt 501(c)(3) letter (if applicable)
- ☐ Board of Directors Income Verification Forms (if seeking Community Based Development Organization/CBDO status)

Year: _____ Association Name: _____

Mailing Address: _____

Priority Issues

- What are your neighborhood association's top three priorities/issues/concerns?

1. _____
2. _____
3. _____

Membership

REQUIREMENT: Membership must be documented and maintained in a written form, i.e. listing, roster or directory. Please attach a copy of the membership list/roster.

- Number of active members? _____
- Number of Board of Directors? _____
- Number of vacant board seats at time of application? _____

Bylaws

REQUIREMENT: The Centers For Neighborhoods must have a copy of your current governance documents on file. Please attach copies if applicable.

- Does your organization have bylaws? [] Yes [] No
- Has your organization amended its bylaws in the past 12 months? [] Yes [] No
- Is your organization incorporated? [] Yes [] No
- Does your organization have its 501(c)3 status? [] Yes [] No

Metro Louisville Neighborhood Association Certification Application

Election of Officers

REQUIREMENT: Neighborhood associations are required to have elections per their organization's bylaws. Please attach a copy of meeting minutes that document your association's last election.

- How long is the term of office for your organization's officers? _____ years
- Date of last election: _____.
- Number of members who attended the election meeting? _____
- Please list the names, addresses, and telephone numbers of current officers:

President's Name	Address	Telephone#
Vice President's Name	Address	Telephone#
Secretary's Name	Address	Telephone#
Treasurer's Name	Address	Telephone#

Association Meetings

REQUIREMENT: Neighborhood associations are required to have regular meetings and record minutes of the proceedings. While the City does not dictate the frequency of these meetings, associations are encouraged to meet monthly and not less than quarterly in order to keep neighbors informed and engaged.

- How many neighborhood meetings did your organization have in the past year? ____
- When and where are your meetings normally held (meeting day, location and time)?

Association Membership

REQUIREMENT: Neighborhood associations are required to have membership that is open to all residents of the neighborhood and should strive to involve neighbors from throughout the neighborhood rather than one section of the neighborhood.

- How many neighborhood blocks are within your neighborhood's boundaries? ____
- How many of these blocks have active members in the association? ____

Metro Louisville Neighborhood Association Certification Application

Neighborhood Activities

REQUIREMENT: To have a positive impact, associations must engage members and other residents in activities to address issues, improve the neighborhood, and/or strengthen the sense of community.

To verify the association is active, please list the projects, events and/or issues your association addressed in the last year.

Financial Records

REQUIREMENT: Neighborhood associations are required to maintain accurate financial records to include records for all receivables and expenditures. List the name, address and telephone number of the person or persons responsible for maintaining your association's financial records.

Name:

Address:

Position:

Signature of Applicant

Date

Title of Applicant

Please return applications by mail or email to:
Center For Neighborhoods
610 S. 4th Street, Suit 609
Louisville, KY 40202

or info@centerforneighborhoods.org



Center For Neighborhoods

Metro Louisville Neighborhood Association Certification

Document Review Checklist

Official Use Only

Certification Year: _____ Date Completed: _____

Association Name: _____

Status of Organization's Certification Application:

[] Certification standards have been met [] Certification standards have not been met

=====

Certification Requirements

Check box if information provided and/or on file

- ☐ Three or more priorities/issues identified
- ☐ Number of active members provided
- ☐ Membership list or roster provided
- ☐ List of Board Members provided. Number of Board Members: _____
- ☐ Copy of Bylaws provided or on file
- ☐ Bylaws include mission/purpose of neighborhood improvement.
- ☐ If organization is incorporated, a copy of Letter of Incorporation provided or on file [] N/A

Election of Officers

- ☐ Date of last election: _____
- ☐ Copy of minutes of last year's election attached [] Election not due
- ☐ Number of Officer Positions: _____ Number of Vacancies: _____
- ☐ Person appointed to handle financial records
- ☐ Number of neighborhood meetings held last year: _____
- ☐ Number of projects completed and/or issues addressed by association last year: _____



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To be completed by neighborhood organizations declining to participate in the Metro Louisville certification process, as administered by the non-profit Center For Neighborhoods

Neighborhood Association Name: _____

Mailing Address: _____

The _____ has been advised of Metro Louisville's Neighborhood Association Certification Process and our organization does not wish to participate in the annual neighborhood certification process for the year of _____. We understand our organization will not be eligible to participate in funding opportunities or conduct business with Metro Louisville on the behalf of the neighborhood without being certified.

Neighborhood Association President's Name - Print

Neighborhood Association President's Signature

Date



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