

BYLAWS OF THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION

I. Purpose

The Sylvan Hills¹ Neighborhood Association (hereinafter referred to as “SHNA”) is hereby established for the purpose of advising the Neighborhood Planning Unit X (NPU-X), the City of Atlanta, including the Mayor, Council and any Department or official of the City, on all matters affecting the environment, well-being, and residents of, and the general livability within Sylvan Hills. The SHNA is also established to create a sense of unity and provide a voice for all residents living in the Sylvan Hills neighborhood, and ~~affect~~effect positive change through community-based projects.

II. Bylaws

The bylaws have been written by a special committee and approved by a majority vote of voting members, as defined in Section III(d), in attendance at the SHNA meeting for such purpose.

- (a) These bylaws shall become effective upon approval.
- (b) The adoption and revision of these bylaws is by vote open to all voting members.
- (c) These bylaws shall remain in effect and be voted on annually during the March, or third, meeting along with any proposed revisions.
- (d) Proposed bylaws shall be posted on the SHNA website and any social media platforms at least thirty (30) days prior to voting.

III. Membership

Membership applies to any person 18 years of age or older whose primary residence is within the Sylvan Hills neighborhood of Atlanta, Georgia.

- (a) Acceptable forms of proof of residence shall include Georgia drivers license, Georgia state identification card, utility bills (electric, gas, phone, cable, water), Georgia voter registration card, lease or mortgage payment book.
- (b) Any person 18 years of age or older who operates or represents any corporation, organization, institution, or agency which owns property or has a place of business or profession within the Sylvan Hills neighborhood is also eligible for membership in the SHNA. Each such corporation, organization, institution, or agency shall be limited to one vote on its behalf.
- (c) Voluntary annual dues of \$20 are requested of each member, due to the treasurer at any meeting.
- (d) Voting members are those members who have attended at least two (2) meetings within the last 12 months preceding any voting matter. In the event of a

¹ Sylvan Hills is defined as the area bounded on the north by Arden and Deckner avenues, on the east by I-75/85, on the south by Langford Parkway, and on the west by Murphy Avenue.

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tie, a motion can be introduced in a meeting by voting members to expand the voting pool at the time of the vote.

IV. General Voting procedures

Each voting member, as defined in Section III, shall have one (1) vote and shall have the right to exercise that vote on all issues which come before the SHNA.

V. Elections and Officers

Officer elections shall be held at the annual organizational meeting in February, or second meeting (whichever comes first). Officer positions ~~and~~ shall be open to all eligible members (who have attended three (3) or more meetings in the preceding 12 months). The March, or third meeting (whichever comes first), may include the election meeting.

The members of SHNA shall elect from within the membership the following officers to a one (1) year term, thereby creating the Executive Committee administering the operations of the SHNA. An officer cannot serve in the same position for more than three consecutive years. He/She/They must vacate said office/position for at least one year before he/she/they is eligible to serve in that position again.

President – The President shall be the Chief Executive Officer of the SHNA and shall direct the progress and development of the SHNA, preside over SHNA meetings during that year, authorize actions and commitments of the SHNA with the consensus of the Executive Committee and the membership body, maintain avenues of communications with the membership, ~~maintain the SHNA website or assign a delegate,~~ serve as a signatory on the checking account, ~~archive all SHNA documents,~~ and serve as representative to NPU-X or designate a delegate.

Vice President – The Vice President shall assist the President in the execution and performance of his or her duties, archive all SHNA documents, preside in the absence of the President and act as alternate representative to NPU-X and other meetings.

Treasurer – The Treasurer shall collect membership dues, give monthly reports on funds received and disbursed, and provide a second signature on the checking account. The Treasurer shall propose an annual budget to be voted in May, or the fifth meeting (whichever comes first), on by the membership. The books and budget shall be subject to an annual audit by the Audit Committee (See Section VI).

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Secretary – The Secretary shall record the proceedings, and prepare minutes, of the meetings of the SHNA, prepare any official correspondence of the SHNA, assist the Vice President with the documentation archives, keep careful attendance records based on sign-in sheets from every meeting, and share correspondence with the membership. These attendance records shall be used to prepare a list of eligible voting members for voting matters and the annual election, in addition to copies of the actual monthly sign-in sheets. As stated in Section VI, in the absence of a communications committee, the secretary will be charged with maintaining the SHNA website.

Parliamentarian – The Parliamentarian shall become familiar with Robert's Rules of Order and shall advise the chair on parliamentary procedure. The Parliamentarian shall become well versed in the NPU-X and SHNA bylaws. The rules contained in Robert's Rules of Order shall govern SHNA in all cases to which they are applicable and in which they are not inconsistent with the laws of the City of Atlanta or these bylaws. At the beginning of each meeting, the parliamentarian should explain how motions work for new members.

The following processes shall be used to nominate and elect officers, fill vacancies and remove officers for the SHNA:

(a) Nominations shall be taken from the floor at the February, or second, meeting. Each candidate shall be allotted up to three (3) minutes for presentation.

(b) Elections shall be conducted by secret ballot. Candidates' names shall be posted at the time of the elections. Eligible members shall cast their ballots by writing in the names of their choices. An adhoc committee of three (3) members not running for office shall be selected at the meeting to tabulate the ballots and announce the results. In case of a situation that makes it impossible for the membership to meet physically, a virtual voting arrangement will be planned prior to elections to ensure a secret ballot.

(c) Officers may resign from office by providing thirty (30) days notice of resignation in writing to the Secretary. In the event of the Secretary's resignation, written notice shall be presented to the remaining Executive Committee members.

(d) An officer may be removed from office by a majority of membership votes for reasons of nonperformance, malfeasance, or membership ineligibility. Officer removal may occur at a regular or special meeting with at least ten (10) days notice given to said officer of the calling of the meeting and the purpose thereof. Said officer shall also be given an opportunity to be heard at the meeting prior to a vote for removal.

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(e) Officer vacancies occurring during the year shall be filled by nomination from the membership and accepted by majority vote. In the event of the President's resignation or removal, the Vice President shall complete the remainder of the President's term, and the Vice President vacancy shall be filled by nomination and membership vote. In the event that an officer vacancy is not able to be filled, the vice president, or other officer position, will assume those duties once approved by nomination and membership vote.

(f) Newly elected officers shall assume their responsibilities at the next monthly meeting. The newly elected president of SHNA shall notify the City's planning department and the District council member of the new Executive Committee. Refer to Section IX for email transition details.

VI. Committees

The following standing committees shall be established to conduct business and carry out projects of the SHNA:

Communications—a committee of volunteers responsible for maintaining and posting signs announcing meetings and events and otherwise contact members as directed by the SHNA. This committee will be charged to maintain the SHNA website. In the absence of a communications committee, the secretary will be charged with maintaining the SHNA website.

Safety—a committee of block captains and volunteers to institute and maintain a program of security awareness for the Sylvan Hills neighborhood.

Beautification—a committee of volunteers promoting the aesthetics, functionality, and cleanliness of the Sylvan Hills neighborhood.

Bylaws—a committee of volunteers that annually review the accuracy and relevance of the SHNA Bylaws.

Audit—a committee consisting of three (3) non-office holding members of the association shall conduct an annual audit of the SHNA bank account and budget corresponding to the fiscal year, July 1 through June 30.

The SHNA shall accept volunteers for committees from the membership body at any time. Committee members do not have to attend monthly meetings if scheduling constraints exist but must meet the qualifications described in Section III (a) or (b) and be able to participate in committee meetings. Volunteers of each committee shall elect their chair and report such back to the SHNA. Committee chairs shall report on the progress of their efforts to the Executive Committee as well as to the membership body.

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Committee chairs shall attend monthly meetings or delegate a committee member to attend monthly meetings. Committee chairs shall make their contact information available to interested members. Section VII explains committee meeting announcements.

The SHNA may create additional committees and subcommittees, delete committees, or change the names and functions of committees at a regular meeting and by majority vote of voting members present at a regular meeting.

VII. Meetings

In addition to the annual organizational meeting held in February, the SHNA shall meet in regular session on the last Thursday of every month except in November and December, unless needed. Committees shall meet in regular session upon the call of the committee chairs.

A quorum, or required minimum number of members, of the SHNA to conduct business shall consist of the members present at a regularly scheduled meeting. Two (2) members present of any committee shall constitute a quorum.

All meetings of the SHNA and its committees shall be open to the public. Notice of SHNA meetings shall be given by postings at conspicuous places within the Sylvan Hills neighborhood or by announcement during the previous month's meeting, and on the SHNA website. Announcement at the monthly meeting and on the SHNA website shall constitute notice for committee meetings with further notice provided at the committee chair's discretion.

In case of a situation that makes it impossible for the membership to meet physically, a virtual meeting will be held at the same date and time as regularly held meetings. If necessary, a special virtual meeting can be held for various neighborhood situations.

VIII. Functions, Powers and Duties

The SHNA shall recommend an action, a policy or a comprehensive plan to the City, to NPU-X, and to any City agency on any matter affecting the livability of the neighborhood, including, but not limited to land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open spaces and parks; assist City agencies in determining priority needs for the neighborhood, review items for inclusion in the City Budget and make recommendations relating to budget items for neighborhood improvement; and advise the Office of City Planning on the preparation of the fifteen-, five- and one- year comprehensive development plans.

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IX. Privacy and Electronic Communications

The following items shall be established to secure electronic communications for the membership of the SHNA and the SHNA:

(a) Distribution lists, websites, publications and email accounts shall be used only for carrying out purposes of the SHNA and belong to the SHNA, not any individual, and access/passwords must be fully transitioned to the newly elected executive committee no later than ten (10) business days after the election. All SHNA account passwords must be changed by the new Executive Committee immediately upon transfer. A transparent password system should be established by the Executive Committee.

(b) No member of the SHNA shall furnish to any outside entity any mailing list compiled by the SHNA, the Executive Committee, or any of its committees, except as required by law or court order.

(c) The SHNA shall not use any of its email distribution lists to forward commercial advertisements of any kind. Commercial establishments may be mentioned in email communication so long as the mailing is not primarily used to promote a particular Establishment.

(d) The SHNA shall honor all requests to be opted out of any of its distribution lists at any time.

(e) Distribution lists, websites, publications, and e-mail accounts compiled by the SHNA are the sole property of the SHNA.

UPON FINAL APPROVAL BY THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION, THESE BYLAWS SHALL SUPERSEDE ANY AND ALL PREVIOUS BYLAWS.

ACCEPTED BY THE MEMBERSHIP OF THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION ON _____ (DATE).

President Date

Vice President Date

Secretary Date

Treasurer Date