

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 of, well-being of, 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 positive change through community-based projects.

II. Bylaws

The bylaws have been written by a special committee and approved by a majority vote of residents 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 residents without attendance requirements, dues payments, or any such limitation.
- (c) These bylaws shall remain in effect and voted on annually during the March meeting along with any proposed revisions.

III. Membership

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 Sylvan Hills Neighborhood Association.
- (c) Voluntary annual dues of \$12 are requested of each member due to the treasurer at the October meeting or in monthly installments.

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.

BYLAWS OF THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION

IV. General Voting procedures

Each resident, meaning any person who resides within the SHNA (per membership requirements) or any corporation, organization, institution or agency which owns property or has a place of business or profession, 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 and shall be open to all eligible members (eligible members are those members who have attended three or more meetings within the last 12 months). The third meeting 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:

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, 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, preside in the absence of the President and act as alternate representative to NPU-X.

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 books shall be subject to an annual audit. An auditing committee consisting of three non-office holding members of the association shall conduct this audit.

Secretary – The Secretary shall record the proceedings of the meetings of the SHNA, prepare any official correspondence of the SHNA, assist the President with the documentation archives, and keep careful attendance records based on sign-in sheets from every meeting. These attendance records shall be used to prepare a list of eligible voting members to have on hand for the annual election in addition to copies of the actual monthly sign-in sheets.

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 meeting. Each candidate shall be allotted up to three 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

BYLAWS OF THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION

of their choices. A committee of three members not running for office shall be selected at the meeting to tabulate the ballots and announce the results.

- (c) Officers may resign from office by providing thirty (30) day notice of resignation in writing to the President. In the event of the President'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 vote 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.
- (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.

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.

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

Perkerson Park—a committee of volunteers addressing the restoration and maintenance of Perkerson Park and its environs.

The SHNA shall accept volunteers for committees from the membership body. 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.

The SHNA may create additional committees, delete committees, or change the names and functions of committees at a regular meeting and by majority vote of those 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 December. Committees shall meet in regular session upon the call of the committee chairs.

BYLAWS OF THE SYLVAN HILLS NEIGHBORHOOD ASSOCIATION

A quorum of the SHNA to conduct business shall consist of the members present at a regularly scheduled meeting. The 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. Announcement at the monthly meeting shall constitute notice for committee meetings with further notice provided at the committee chair's discretion.

VIII. Functions, Powers and Duties

The Sylvan Hills Neighborhood Association shall support NPU-X in its recommendation of an action, a policy or a comprehensive plan to the City 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 bureau of planning on the preparation of the fifteen, five and one year comprehensive development plans.

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