

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 positive change through community-based projects.

II. Bylaws

The bylaws have been written by a special committee and approved by a majority 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 meeting along with any proposed revisions.

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 meetings within the 12 months preceding any voting matter.

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.

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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V. Elections and Officers

Officer elections shall be held at the annual organizational meeting in February and shall be open to all eligible members (who have attended three or more meetings in the preceding 12 months). The March, or 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, 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, 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 by the Audit Committee.

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 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.

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 of their choices. An ad hoc 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 Secretary. In the event of the Secretary's resignation, written notice

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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.

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 non-office holding association members shall conduct an annual audit of the SHNA bank account corresponding to the fiscal year, July 1 through June 30.

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 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

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regular session on the 4th 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 of the SHNA to conduct business shall consist of the members present at a regularly scheduled meeting. Two members present of any committee shall constitute a quorum.

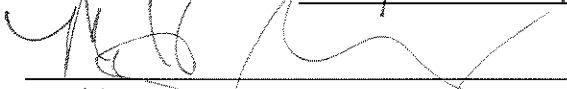

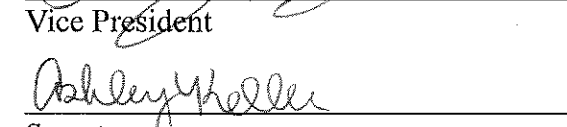

All meetings of the SHNA and its committees shall be open to the public. Notice of SHNA meetings shall be given by postings at conspicuous places within the Sylvan Hills neighborhood or by announcement during the previous month's meeting, and on the SHNA website. Announcement at the monthly meeting shall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

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.

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 July 27, 2019 (DATE).

	<u>9-26-19</u>
President	Date
	<u>9.26.19</u>
Vice President	Date
	<u>9.26.19</u>
Secretary	Date
	<u>9-26-19</u>
Treasurer	Date