

**BYLAWS OF THE
FOREST HEIGHTS – HOLLY HILLS AREA
NEIGHBORHOOD ASSOCIATION**

As Amended July 2006

The bylaws are the rules of self government of the neighborhood association. These bylaws are the set of rules by which the organization operates on a daily basis, votes and settles disputes that may arise from time to time, and are binding on all those members associated with this neighborhood association.

ARTICLE ONE

NAME

The name of this organization shall be Forest Heights-Holly Hills Area Neighborhood Association, a non-profit organization, hereinafter referred to as the Association.

ARTICLE TWO

PURPOSE

The purpose of the Association is to seek to improve the quality of life in the neighborhood on issues related to land use, environmental protection, public services, crime prevention and safety, and preservation of the unique character of the community, and to provide support in other matters of neighborhood concern. The Association actively promotes participation by its members in the civic life of the City and County.

ARTICLE THREE

OBJECTIVES

The objectives of the Association are to:

1. Represent and advance the common interests of residents in the neighborhood.
2. Encourage the City to enforce codes, ordinances and laws whose violation degrades the quality of life in the neighborhood.
3. Establish standing and special committees to investigate and make recommendations to the Association on all matters of neighborhood concern.
4. Promote the adequate maintenance of dwellings and yards.
5. Establish mutual protection and safety.
6. Maintain safe neighborhood and surrounding streets through traffic control and enforcement.

7. Educate residents regarding options for dealing with code, ordinance and law violations that impact their property.
8. Promote sound zoning and land use decisions that serve to preserve the beauty, character and attractiveness of our neighborhood.

ARTICLE FOUR

BOUNDARIES

The boundaries of this Association shall include residential property in Forest Heights, Holly Hills or Kentwood Estates, bounded by Tharpe Street, Skyland Drive, Hartsfield Road, and Old Bainbridge Road, and any other contiguous areas whom the officers and members may admit to membership as prescribed in the bylaws.

ARTICLE FIVE

MEMBERSHIP

1. Membership is voluntary and shall consist of residents or property owners eighteen (18) years or older in the neighborhood who have paid at least \$15.00, non-refundable annual dues per household.
2. The Association shall collect annual dues from members during the first quarter of each year. Members must be current with their dues payments to maintain voting status. Persons may be admitted to membership at any time.
3. Each adult of a membership household shall be entitled to one vote at any regular or special meeting of the Association.

ARTICLE SIX

MEMBERSHIP MEETINGS

1. Regular meetings shall be held during the first month of each quarter (January, April, July, October). Special meetings may be called by a majority of the full Board of Directors, or by two-thirds of the members present at any quarterly regular meeting.
 - (a) Prior notice of scheduled meetings shall be given to all members.
 - (b) A quorum at any regular or special meeting shall be 15 registered members as recorded by the treasurer.
 - (c) An affirmative vote of more than fifty per cent of the members present and voting shall be binding on the Association.

ARTICLE SEVEN

OFFICERS AND THEIR DUTIES

1. The officers of the Association shall be a president, vice-president, secretary and treasurer. Officers shall serve a term of one year.
2. Duties of officers:
 - (a) The president shall preside at all meetings of the Association and of the Board of Directors at which he or she may be present; shall perform such other duties as may be prescribed in the By-laws or by the Board of Directors; and shall coordinate the work of the Board and the committees of the Association in order that its purposes may be promoted.
 - (b) The vice-president shall act as aide to the president; shall perform the duties of the president in the absence of that officer; shall serve as parliamentarian, ensuring adherence to rules of order, and shall perform such other duties as may be prescribed in the By-laws or by the Board of Directors.
 - (c) The secretary shall record the minutes of all regular meetings and of the Board of Directors; shall receive copies of minutes of committee meetings; shall preserve and maintain the Association's permanent records; and shall perform such other duties as may be delegated.
 - (d) The treasurer shall have custody of all of the funds of the Association and maintain the Association's bank account; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approval of the Association or the Board of Directors with all checks signed by the treasurer and president. The treasurer shall present a financial statement at every meeting of the Board of Directors, and shall make a full report at the last regular meeting of the calendar year. The Treasurer's books will be examined annually by a committee appointed by the Board.
 - (e) Serve the interests of the Association as a voting member on the Board of Directors.

ARTICLE EIGHT

BOARD OF DIRECTORS

1. The Board of Directors shall consist of the four (4) elected officers and three (3) directors elected at large by the general membership.
2. All members of the Board of Directors, including officers, must be members of the Association.
3. The Directors at large shall serve a term of two (2) years, except that initially two (2) of the Directors shall serve a term of one (1) year.

4. The Board of Directors shall assume the responsibility for the guidance of the affairs of the Association in general and is authorized to speak, advocate and take action on behalf of the Association. All binding contracts and other documents shall be signed by the president and the vice-president and approved by the Board.
5. The Board of Directors are authorized to take action in respect to local government measures and policies in conformity with the purposes and objectives of the Association.
6. Members of the Association shall only use the name of the Association, or represent the Association after receiving authorization from the Board of Directors.
7. Board Meetings:
 - (a) A meeting of the Board of Directors shall be held at least once between each quarterly meeting. Prior notice of at least three (3) days shall be given to each Board member. The agenda for the next scheduled general membership meeting shall be formulated at this meeting.
 - (b) Special Board meetings may be called by the president, three Board members, or as directed by a majority vote at a regular meeting. Prior notice of at least three (3) days shall be given to each Board member.
 - (c) Five members shall constitute a quorum at all Board meetings.
 - (d) All Board meetings shall be open to the general membership. Whenever possible, notice of each Board meeting will be given to the general membership.

ARTICLE NINE

ELECTIONS

1. Members of the Board shall be elected at the last regular meeting of the calendar year, and shall assume office at the next regular meeting.
2. There shall be a nominating committee composed of three (3) members appointed by the president, and approved by the Board of Directors, the chairperson of which is to be a member of the Board of Directors.
3. The nominating committee shall nominate at least one eligible consenting person for each office to be filled. Suggestions for nominations may be sent to this committee by any voting member. The nominating committee shall report its nominees to the membership at the last meeting of the calendar year, at which time additional nominations may be made from the floor.
4. The election of officers shall be by ballot. However, if there is but one nominee for any office, the secretary may be instructed to cast an elective ballot for that nominee.
5. The nominee receiving the largest number of votes shall be declared the winner. Absentee or

proxy voting shall not be permitted.

6. Vacancies will be filled by the Board of Directors until the next scheduled election.
7. Removal from office:
 - (a) Any Director, including officers, who is absent from two consecutive meetings without excuse satisfactory to the Board, may be deemed as having vacated the office, and the Board of Directors shall proceed to nominate, and the Association shall elect a Director to fill the vacancy.
 - (b) Any Director, including officers, may be removed from office for cause at a general membership meeting by two-thirds of the membership present and voting, providing that notice has been furnished to the membership by mail at least two weeks prior to said meeting.

ARTICLE TEN

COMMITTEES

1. There shall be two (2) kinds of committees:
 - (a) Standing committees are appointed for a term of one year. Members may be reappointed at the discretion of the Board.
 - (b) Special committees are appointed for a special purpose and shall be disbanded when that purpose is accomplished.
2. The Board of Directors may create such standing and special committees as they deem necessary to promote the purposes and carry on the work of the Association.
 - (a) Committee membership is open to all dues paying members of the Association. Standing committees shall establish and maintain a chairperson. Current standing committee membership, including chair status, shall be regularly reported to the Board. Absence from two consecutive committee meetings without excuse satisfactory to the committee or behavior that is counter to the established goals of the committee are grounds for removal. If a committee is unable to maintain minimum membership or a chairperson for three consecutive meetings, the Board reserves the right to appoint new members and a chair.
 - (b) The majority of members present at a regular meeting may instruct the Board of Directors to form any committee they deem necessary.
 - (c) The chairperson of each committee shall present a plan of work to the Board of Directors prior to taking any action on behalf of the Association. No committee work shall be undertaken without the approval of the Board of Directors.
 - (d) Standing committees shall consist of at least three (3) members and must meet at least once between quarterly meetings. Proper notice is to be given to each committee

member.

- (e) Whenever possible, time and date of committee meetings will be given to the general membership who may attend such meetings.
- (f) All standing committees shall report their activities at each Board and regular meeting. Committee minutes will be recorded and given to the Secretary for filing in the Association's permanent record.
- (g) Special committees shall meet as many times as deemed necessary by their chairpersons to fulfill their special purpose and report back to the Board of Directors and the general membership.

ARTICLE ELEVEN

SPECIAL PROVISIONS

1. These bylaws shall become effective upon approval of the membership at a regular meeting.
2. Other provisions of these bylaws notwithstanding, officers may be elected immediately following approval of the bylaws and shall serve until new officers are elected and installed in accordance with these bylaws.
3. No persons, firm, or corporation shall ever receive any dividends or profits from the undertakings of this Association, and upon dissolution, all monies in its treasury remaining after payment of all costs and expenses of such dissolution, shall be donated to one or more charities to which contributions are income tax deductible, as designated by the Board of Directors.

ARTICLE TWELVE

AMENDMENT OF BYLAWS

1. These bylaws may be amended, altered, or rescinded by a majority vote of the Board of Directors. Such action must be approved by a majority vote of the members of the Association at a regular or special meeting provided that the proposed changes have been submitted in writing to the membership at the previous meeting.

ARTICLE THIRTEEN

PARLIAMENTARY AUTHORITY

1. The rules contained in Robert's Rules of Order, Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the bylaws.