

SOUTH ATLANTA CIVIC LEAGUE BYLAWS

These bylaws supersede any other bylaws adopted by the South Atlanta Civic League prior to March 5, 2012

ARTICLE I: Name

1.1 The name of this body is the South Atlanta Civic League, Inc. (SACL)

ARTICLE II: Affiliate

2.1 The name of the 501(c)(3), non-profit affiliate organization is South Atlanta Civic League II, Inc.

2.2 The sole purpose of South Atlanta Civic League II, Inc. is to serve SACL in a fiduciary capacity.

ARTICLE III: Purpose

3.1 SACL exists to collectively address issues of common concern to all residents of the South Atlanta community, to provide a democratic form of communicating concerns to the appropriate agencies or organizations of government, and to promote greater participation of South Atlanta residents and businesses in civic and community affairs.

ARTICLE IV: Membership

4.1 All members or representatives of SACL must be at least 18 years of age and either a resident of South Atlanta, a property owner in South Atlanta or a representative of a business in South Atlanta.

To be eligible for business membership, the business must operate within the boundaries of South Atlanta as defined by the City of Atlanta for the purposes of defining neighborhoods for Neighborhood Planning Units (Exhibit A). Annual dues of \$100 shall be assessed to each business member in February of each year.

A representative of a business is either the owner or a person designated by the business to be its representative. The designation of a business representative must be made in writing, to the SACL President, on business letterhead or formal stationary. A description of the business must be included. The SACL reserves the right to revoke any business membership for businesses who conduct business in an unethical manner in the community.

4.2 Annual membership dues of \$35.00 shall be assessed to each member in February of each year. Membership dues of \$25.00 are available for seniors (55+) and full-time students and \$50.00 per couple. Discounted Membership dues are due each February and are required for a member to be in good standing for the current calendar year.

4.3 Youth, or those under 18 years of age, may be included in SACL membership; however, youth will have no voting rights and need not pay any fees or dues.

ARTICLE V: Meetings

5.1 General Meetings of the Membership

All general meetings of the SACL membership shall be held on a designated day during the first week of each month except in the case of a holiday. In the case of a holiday, the meeting shall be held on the same day of the following week.

5.2 Special Meetings

A special meeting of the SACL membership may be called by the President or by ten members, who in writing, state the purpose of the special meeting. The general body shall be notified of each special meeting and the proceedings from any special meeting shall be reported at the next general meeting of the membership. Business transacted at the all special meetings shall be confined to the specific subject stated in the notice.

5.3 Notice of Meetings

By direction of the President, the Secretary shall notify each member by mail or electronically (telephone, fax, email, etc) at least 48 hours prior to the time scheduled for the monthly meeting or special meeting.

ARTICLE VI: Voting

6.1 Any member may vote upon attending 3 SACL meetings in any 12-month period.

6.2 Each member in good standing, whether resident, property owner, or business representative, shall have only one vote.

6.3 Voting shall be conducted and decisions made according to Parliamentary Procedure per Robert's Rules of Order. (Exhibit B)

6.4 The President votes only in the event that a tie vote must be decided.

ARTICLE VI: Finances

7.1 The SACL treasury includes any and all funds held by South Atlanta Civic League II, Inc.,

7.2 Each fiscal year, the Executive Team creates a budget for the next fiscal year. The budget will be distributed to SACL members in good standing 30 days prior to the January meeting. The budget will be brought before the membership for approval at the January meeting. Any requests for expenditures outside of the approved budget must be made to the President 7 days prior to the regularly scheduled monthly meeting and must be voted on by the body.

ARTICLE VIII: Officers

8.1 The officers of the SACL shall be:

President	Assistant Secretary
Vice President	Treasurer
Secretary	Parliamentarian

Only current residents of the South Atlanta community are eligible to be elected as officers of the SACL.

8.2 Duties and Responsibilities of Officers

The duties of the President shall be to:

- a. Preside over all meetings of the SACL, to call the meetings to order
- b. Appoint all chairpersons of all committees not elected by the membership
- c. Serve as ex-officio member of all committees
- d. Implement all policies adopted by the membership
- e. State and put to vote all issues that legitimately come before the SACL
- f. Protect the SACL from obviously frivolous or dilatory motions
- g. Execute and carry out all rights of the body or membership
- h. Act as an authorized signature on the SACL bank account

The duties of the Vice President shall be to:

- a. Perform the same duties of the President in his or her absence
- b. Serve as ex-officio member of all committees
- c. Act as point of contact between committee chairs and officers

The duties of the Secretary shall be to:

- a. Document the minutes of all meetings of the SACL
- b. Send out notices of all regular or special meetings/events
- c. Be responsible for all correspondence as it related to the SACL

The duty of the Assistant Secretary shall be to:

- a. Perform the same duties of the Secretary in his or her absence

The duties of the Treasurer shall be to:

- a. Receive and maintain a record of all monies received by the SACL
- b. Make sure that all financial records balance
- c. Deposit all monies into the bank within three days of receipt
- d. Prepare a written financial report before each general meeting and present it to the body
- e. Act as an authorized signature on the SACL bank account

- f. File any certificates or registrations required by any statute, whether city, county, state or federal

The duty of the Parliamentarian shall be to:

- a. Enforce the rules relating to debate and those relating to order and decorum according to Robert's Rules of Order

8.3 Terms of office

- a. The term of each office shall be two (2) years
- b. No officer shall serve more than two (2) consecutive terms of office
- c. No officer shall hold more than one (1) office at any given time. If an officer wants to resign from office, s/he must send a letter of resignation thirty (30) days in advance of said resignation.

8.4 Removal of an Officer

- a. An officer may be removed from the office if he/she misses more than three (3) consecutive general meetings without a reasonable excuse.
- b. An officer or chairperson may be removed by the general body for violation of these bylaws, misrepresentation of the general body, embezzlement, moral turpitude and/or absence from six (6) or more consecutive general meetings.

8.5 Resignation of an Officer

- a. In the event that an officer resigns, the President shall appoint a temporary officer to fill that vacancy and a special election shall be held to officially fill the Vice President position within three (3) general meetings of the membership.
- b. If the President resigns, the Vice President fulfills the role of President and appoints a temporary Vice President. A special election shall be held to officially fill the Vice President position within three (3) general meetings of the membership.

8.5 Compensation of Officers

No officer shall for reason of his/her office be entitled to receive any salary or compensation; however, nothing herein shall be construed to prevent an officer from receiving any compensation from the SAFL for duties or employment other than as an officer.

ARTICLE IX: Elections

9.1 Nominations Committee

The nomination committee shall be a voluntary committee. This committee shall consist of at least five (5) SACL members who are eligible to vote. No officers of the SACL shall be eligible to serve on this committee. The nomination committee shall be charged with the responsibility of nominating a slate of officers for elections. This committee shall bring their findings to the Executive Committee thirty (30) days before election is to be held. Additional nominations for officers may be taken from the floor at the meeting prior to the election.

9.2 The election of officers shall be held at the February monthly meeting.

ARTICLE X: Standing Committees

10.1 Executive Committee

The Executive Committee shall consist of the President, who shall serve as chairperson, the Vice-President, Secretary, Assistant Secretary, Treasurer and Parliamentarian.

This committee shall have monthly meetings before the regular meeting of the SACL to set the agenda and give a report to the body. They shall be governed by the bylaws of the SACL.

They shall delegate to other standing and ad-hoc committees power and authority as may be appropriate. Each standing and ad-hoc committee shall elect its own chairperson, unless otherwise provided by these bylaws. Each committee shall meet on a regular basis and give a report to the general body.

Initially, the Executive Committee shall have control and management of the affairs and business of the SACL. If the SACL decides to establish a Board of Directors the management of the business shall be transferred to the Board.

10.2 Other Standing Committees

The other standing committees are as follows: Housing and Economic Development, Membership, Public Safety, Youth, and Seniors. All committees should make recommendations to the Executive Committee for approval by the general body.

Ad-hoc committees will be established when necessary for a specific purpose and designated amount of time. After the specific purpose and designated time have been achieved, these committees will dissolve.

10.3 Committee Membership

Only SACL members who are eligible to vote shall serve as Chairperson of any SACL committee.

ARTICLE XI: Board of Directors

11.1 The SACL shall have the right to elect a Board of Directors if it deems this action to be necessary and appropriate.

11.2 The initial Board of Directors shall be appointed by the Executive Committee

11.3 In ensuing years the Directors shall be chosen in the same manner and style as the officers of the SACL.

11.4 All officers of the SACL shall serve on the Board of Directors during their term of office in the SACL

ARTICLE XII: Amendments

12.1 Proposal of Amendments

Proposals to amend these bylaws may be adopted by a majority vote at any regular SACL meeting provided that two-thirds of those eligible to vote are present.

Once the proposal to amend the bylaws is adopted that proposal will be placed on the agenda of the next regular SACL meeting. The proposal will be circulated in any notification of the next regular SACL meeting and the Secretary shall provide a copy of the proposed amendments. In addition, the Secretary will maintain a list of eligible voters.

12.2 Approval of Amendments

Amendments to these bylaws shall be adopted upon majority vote at any regular SACL meeting provided that two-thirds of those eligible to vote are present and the process described in Section 12.1 has been followed.