

# Friends of Chosewood Park Bylaws

## ARTICLE I - NAME AND PURPOSE

### A. NAME

The name of this organization shall be Friends of Chosewood Park ("FoCP").

### B. PURPOSE

The purpose of Friends of Chosewood Park shall be to work with the City of Atlanta to help preserve, maintain, improve, and enhance Chosewood Park for the benefit of the neighborhood and general public; to solicit and raise funds; to educate the public about the resources, needs, and value of the park; and to promote a sense of community pride and belonging.

## ARTICLE II- MEMBERSHIP

### A. MEMBERSHIP AREA

The geographic membership area of FoCP shall be the same as that of the Chosewood Park Neighborhood Association ("CPNA").

### B. ELIGIBILITY OF MEMBERSHIP

FoCP membership is extended to all persons 14 years of age or older whose primary place of residence is within the Chosewood Park neighborhood or any person who owns property or has a place of business within Chosewood Park. A person who has volunteered for at least one Friends of Chosewood Park event within the past 12 months and lives in an adjacent neighborhood to Chosewood Park is eligible for membership.

A person becomes a member by (1) payment of dues of \$10 per year; or (2) attending at least two meetings or events in the previous 12 months. The executive committee may by unanimous vote waive the membership fee for an eligible person, upon consideration of their statement of financial hardship.

Dues paid at the annual meeting in December shall be considered membership dues for the following calendar year. Dues paid at any other time represent paid membership only through December 31 of that calendar year.

To vote on issues before FoCP, a member must be in good standing at the meeting prior to voting. If satisfying the membership requirement by meeting attendance, the member shall be

eligible to vote at the third meeting. For regular meetings, a quorum shall consist of the higher of: one-third of the average attendance for the last three regular meetings, or three people.

If satisfying the membership requirement through the payment of dues, the member shall have paid his or her dues at the meeting prior to voting.

There shall be no absentee voting or voting by proxy at any monthly, special, committee, or annual meeting of FoCP. No member shall have more than one vote.

## ARTICLE III– OFFICERS

### A. OFFICERS

The officers shall consist of President, Vice President, Secretary, and Treasurer as elected by the Membership. The officers shall regularly attend Executive Committee and monthly FoCP meetings.

### B. OFFICER DUTIES

The President shall act as spokesperson for FoCP in all matters pertaining to its business but should not commit FoCP to any business or express any viewpoint for FoCP that has not first been approved by the FoCP membership. As FoCP's representative, the President shall be the liaison to the CPNA, NPU-Y, the City of Atlanta, Park Pride, and any other body concerned with the work of FoCP. The President shall preside over the Executive Committee meetings and any meeting of the organization in the absence of the Vice President or in cases of conflict of interest of the Vice President.

The Vice President shall preside over the Executive Committee meetings and monthly, annual, and special meetings of the Membership. In consultation with the President, the Vice President shall nominate and solicit nominations for the chairs of committees for FoCP approval. The reason for delegation of these organizational duties to the Vice President is to ensure an equal workload between Executive Committee members. The Vice President shall be responsible for preparing an agenda for monthly meetings after consultation with the President and the Executive Committee. The Vice President shall assume the office of the President in the event of a vacancy in such office. The Vice President and President shall perform or delegate all other administrative duties as required by their offices.

The Secretary shall be the custodian of all records except those specifically assigned to others. The Secretary shall take and report to the FoCP membership minutes of all monthly and special meetings. The Secretary shall receive and record the attendance of each FoCP meeting and maintain records of written committee reports and resolutions. The Secretary shall assist with all official correspondence.

The Treasurer shall keep official financial records and supporting documents of all income and expenses for FoCP and report the status of these at each monthly meeting. The Treasurer shall be authorized to receive all funds. The Treasurer shall be responsible for ensuring that all disbursements conform with the annual budget or have had prior approval by the FoCP membership. The Treasurer shall prepare an annual financial report. The Treasurer shall be responsible for keeping special funds separate from normal operating funds. The Treasurer, with the recommendation of the Executive Committee, shall propose a budget to the membership at the January meeting following the annual meeting.

## ARTICLE IV - COMMITTEES

The Executive Committee shall be a standing committee. The Executive Committee shall consist of the elected officers and committee chairpersons and shall meet monthly to coordinate the activities, programs, and mission of FoCP.

All Executive Committee members shall reveal conflicts of interest. A conflict of interest shall be defined as when the person acting will receive a personal or monetary benefit from the outcome of the issue being considered. If an Executive Committee member has a conflict of interest relative to an issue being discussed, that Executive Committee member shall step aside for the duration of the discussion of that topic. An Executive Committee member acting on behalf of FoCP shall represent the recorded position of the FoCP membership. If an Executive Committee member cannot objectively do this, the member shall not act as spokesperson for FoCP on that issue.

Other committees may be formed by the Executive Committee or by a vote of the membership to meet the needs of the membership. Committees may include but not be limited to: fundraising, communications, community visioning and engagement, project management, social, and membership.

Committees shall keep informal meeting minutes shared with the Executive Committee, and their regular meetings shall be open to members of the Executive Committee.

Committee members, including members of the executive committee, can be removed and replaced by two-thirds vote at a regular meeting for failure to complete assigned duties or violation of the bylaws. In no case shall one individual privately hold or privately change any login or account information necessary for the continued operations of FoCP or its committees. Nor shall one person make use of an FoCP account that is unauthorized by their respective committee or by the membership, as applicable. All website logins, account details, budgets and account balances, and any other information necessary to FoCP or committee operations, must be shared with the entire executive committee and maintained by the Secretary.

## ARTICLE V- MEETINGS

### A. MEETING SCHEDULES

Meetings shall occur quarterly and take place on the third Saturday of the third month of the quarter, except as otherwise provided by a majority vote of those members voting at a monthly meeting.

There shall be an annual meeting held at the regularly scheduled December meeting, which corresponds with CPNA's annual meeting. Officers for the next calendar year shall be elected at the December meeting.

## B. SPECIAL MEETINGS

The purpose of a special meeting is to take care of urgent or emergency business which cannot wait until the next monthly meeting. A special meeting may be called at any time if requested by a majority vote of the Executive Committee. Members shall be notified of the purpose of the meeting at least forty-eight (48) hours prior to the special meeting. One third (1/3) of the total average attendance of the three previous regular meetings shall constitute a quorum. Members attending the special meeting shall decide a policy question by a two-thirds (2/3) vote.

## C. RULES OF PROCEDURES FOR ALL MEETINGS

The monthly FoCP meetings shall be conducted through normal conversation. However, the President or presiding officer may invoke Rosenberg's Rules of Order (Revised) (preferred) or Robert's Rules of Order (Revised), if needed to maintain order. At meetings, the Vice President may in his or her discretion opt to give the floor to each member once before another member speaks for the second time.

All decisions at any monthly or annual meeting that require a vote need a motion, a second, and a majority approval of those members voting in order to pass except as stated in Paragraph B of this article, relating to special meetings, and Article VI of these bylaws, relating to changes to bylaws, both of which require a two-thirds (2/3) vote.

Any final decision on a park improvement proposal or capital improvement project must be presented to and have the approval of CPNA.

Notice of regular meetings shall be posted, at minimum, to the FoCP website, CPNA Facebook page, and FoCP email list five days before the meeting, and must include the updated proposed agenda.

## ARTICLE VI - CHANGES TO BYLAWS

These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) vote at a monthly meeting of FoCP. Changes to the bylaws shall be proposed in writing at a monthly meeting of FoCP and brought in writing to the membership for a vote at the next monthly meeting.

Adoption of changes must be by two-thirds (2/3) vote at the next monthly meeting. Only yeas and nays shall be counted in the computation of the two-thirds (2/3) vote. A copy of the proposed changes shall be available on the FoCP website prior to the meeting at which the voting takes place.