Audubon Forest Neighborhood Association
Bylaws (Amended October 19, 2026)

Article I- Name

The name of this non-profit organization is the Audubon Forest Neighborhood Association ("AFNA"), herein referred to as the "Association" or "AFNA."

Article II – Purpose

AFNA's purpose is to maintain and improve the quality of life in the Audubon Forest neighborhood; to assure the continuous well-being of the neighborhood; and to provide a means for residents to come together to socialize and fellowship in accordance with these Bylaws.

Article III- Geographic Boundaries

The boundaries of AFNA shall be the streets comprising Audubon Forest located in the Southwest quadrant of the City of Atlanta and which are: Audubon Circle, Benjamin E. Mays Drive (Flamingo Drive to Peyton Road), Cardinal Way, Chickadee Court, Falcon Drive, Flamingo Drive, Jenny Wren Lane, Oriole Drive, Peyton Road (Benjamin E. Mays Drive to Falcon Drive), and Willis Mill Road (north of Benjamin E. Mays Drive.)

Article IV-Membership

Section 4.1 Residents and Property Owners. All persons who reside within the Geographic Boundaries as set out in Article III are members of the Association. Owners of property within the Geographic Boundaries as set out in Article III who do not reside in the property are members of the Association. All members are encouraged to attend meetings of the Association and participate in Association activities and pay annual dues.

Section 4.2 Associate Members: Associate Membership in AFNA is open to owners of commercial businesses which service the Audubon Forest

neighborhood and whose businesses are operated in accordance with the Purpose of AFNA as stated in Article II of these Bylaws. Associate Members must designate one individual of that business to be the representative of the business and that individual shall be registered on the official membership roll.

Section 4.3 Voting Members

4.3A. Each residential household who pays dues as set out in Article X is entitled to one vote on Association matters.

4.3.B. Each non-residential property owner is entitled to one vote on Association matters for each non-residential property owned and for which membership dues have been paid on that property subject to the limitation in Section 4.3.D**.**

4.3.C. Each Associate Member who pays dues as set out in Article X is entitled to one vote.

4.3.D. In no event shall any person or business be eligible for more than three membership votes.

4.3E. The names of members who pay dues shall be registered on the official membership roll of the Association maintained by the Treasurer.

Section 4.4 Termination of Membership. Membership is automatically terminated when a member's residence or property ownership ceases to be in the Audubon Forest neighborhood as defined in Article III, except as provided in Article VI, or when an Associate Member ceases to serve the Audubon Forest community.

Article V-Governing Body

Section 5.1. Elected Officers. The elected officers of AFNA shall be President, Vice President, Secretary, and Treasurer.

Section 5.2. Appointed Chairpersons of Standing Committees. The AFNA shall have the Standing Committees as set out in Article VIII with chairpersons appointed by the President pursuant to Article VII.

Section 5.3. The AFNA Governing Body. The Elected Officers along with the appointed Parliamentarian and appointed Chairpersons of Standing Committees shall constitute the Executive Committee and shall be the governing body of AFNA.

Article VI-Election of Officers

Section 6.1. Election of Officers. Officers shall be elected by the eligible voting membership as defined in Article IV. The outcome of the election shall be determined by a simple majority of the votes cast by eligible voting members present and voting in accordance with Section 9.4. In the event of a tie vote, the outgoing President shall cast the deciding vote.

Section 6.2. **Term of Office**. Officers shall be elected to serve a two-year term beginning on January 1 and ending on December 31 of the next year.

Section 6.3. Continuity of Leadership. To assure continuity if new officers have not been elected by January 1 of an election year, the members eligible to vote pursuant to Article X may (a) elect a member to serve in a temporary role until an election of a new officer is held; or (b) vote to permit an officer with an expired term to continue to serve until a successor is elected by the voting membership.

Section 6.4. Term Limitation: An officer shall serve no more than two consecutive terms in the same office, unless approved by a majority of the voting members present at a meeting in accordance with Section 9.4.

Section 6.5. Eligibility. To be eligible for election to an officer position or for appointment as Chairperson of a Standing Committee, a person must be an eligible member as defined in Article III and a financial member as defined in Article X. The member must have demonstrated active participation in the AFNA through regular attendance at AFNA meetings and sponsored events or activities.

Section 6.6. Vacancies. If an elected officer vacates a position before the end of the term, the Executive Committee shall recommend a member in good financial standing for appointment to the office. The highest ranking officer shall then appoint the member to fill the office for the remainder of the unexpired term.

Section 6.7. Limited Waiver of Officer Membership Eligibility. In the event any officer, during the course of his or her term in office, relocates outside the

geographic boundaries of AFNA as outlined in Article III and no longer owns property within the boundaries of AFNA, but wants to continue in his/her position, the Executive Committee may recommend that the officer be retained for the remainder of the term and submit its recommendation for the approval of the voting AFNA members if the following three conditions are met: (1) the Executive Committee determines that there is no other eligible member willing to serve in the role at that time; (2) the officer remains otherwise eligible to serve in accordance with Article 6.5 and willing to continue serving in the role; and (3) the officer's relocation is within a radius of three (3) miles from the boundaries outlined in Article III.

Section 6.8. Removal from Office. An elected officer may be removed from office for failure to perform the duties and responsibilities of the office to which he/she has been elected.

Section 6.8.A. Initiating a Removal Action. Any voting member may provide any elected officer with documented cause for the removal of another elected officer. The elected officer shall share the documentation with the accused officer and provide the officer with the opportunity to respond. If the issue is not resolved to the satisfaction of the voting member who raised the issue, the accused officer will be given the option of having a hearing before the full Executive Board to determine whether the officer in question shall continue to serve his/her full term or of resigning his/her position.

Section 6.8.B. Removal Hearing. If the accused officer elects to have a hearing, the Executive Committee will set a date for the hearing when the Committee, the voting member and the accused officer are available. At the hearing, the voting member and the accused officer will be given an opportunity to present his/her position with any relevant evidence. Once the hearing concludes and before deliberations begin, the voting member and the accused officer will be excused, and the remaining officers will deliberate and vote for or against removal. The result shall be determined by a simple majority of votes cast by the Executive Committee members. If just cause is found for removal, the term of the officer in question will be ended.

Section 6.8.C. Post Hearing Action. If the accused officer is removed from office, the Executive Board will appoint a member to the officer's unexpired term and notify the membership.

Article VII-Duties and Responsibilities of Officers

Officers shall perform the duties and responsibilities prescribed by these Bylaws and by the parliamentary procedures as set out in Robert's Rules of Order, Newly Revised.

Section 7.1 Duties of the President. The President is the primary leader of the AFNA whose responsibilities will include:

Section 7.1 A. Presiding over Meetings: The President leads all general monthly, and Executive Committee meetings of the Association, ensuring they are conducted in an orderly and efficient manner. In the event the President cannot preside over a meeting, the next highest elected officer will preside.

Section 7.1.B. Ex-Officio Member Service: The President serves as an ex-officio member of all standing and ad hoc committees, except the Nominating Committee, and shall have the right to attend any committee meetings and participate in their discussions.

Section 7.1.C. Meeting Responsibilities: The President is responsible for scheduling and convening monthly meetings of the AFNA, as well as additional meetings as necessary. The President will create an agenda for the meeting to be posted on the Association website and if known, will note if there is business where a vote will be required. The President will ensure that meetings are run efficiently by limiting their duration to a maximum of 2 hours.

Section 7.1.D. Duties with Respect to Standing Committees: The President appoints the chairpersons of all Standing Committees and reviews and approves the operations, activities and expenditures of funds of all Standing Committees.

Section 7.1.E. Creating Ad Hoc Committees: The President has the authority to create ad hoc committees as needed and will create an ad hoc Nominating Committee, when needed.

Section 7.1.F. Official Spokesperson: The President acts as the official spokesperson for the AFNA, representing its interests and viewpoints to the public.

Section 7.1.G. Appointment of a Parliamentarian. The President shall identify and appointment a member to serve as a Parliamentarian.

Section 7.1.H. Authorized Signatory. The President can be one of the two authorized signatories on the checks of the AFNA's bank account.

Section 7.2. Duties of the Vice President. The Vice President shall have the following duties and responsibilities:

Section 7.2.A. Support the President. The Vice President assists the President as required and performs other duties as assigned by the President.

Section 7.2.B. Assuming Presidential Role: In the absence or disability of the President, the Vice President assumes the role of President and assumes the duties and responsibilities of the President as set out in Section 7.1 or as assigned.

Section 7.2.C. Authorized Signatory. The Vice President can be one of the two authorized signatories on the checks of the AFNA's bank account.

Section 7.3. Duties of the Secretary. The Secretary is responsible for the documentation and communication of the AFNA activities and shall have the following responsibilities and duties:

Section 7.3.A. Recording Minutes: The Secretary records, prepares for distribution, and preserves accurate minutes of all executive committee and general monthly meetings of the AFNA and its Executive Committee.

Section 7.3.B. Maintaining the Official Membership Roll. The Secretary shall keep the official copy of the membership roll for AFNA and shall annotate the record to reflect the names of the dues paying members when that information is provided by the Treasurer.

Section 7.3.C. Authorized Signatory. The Secretary can be one of the two authorized signatories on the checks of the AFNA's bank account.

Section 7.3.D. Additional Duties: The Secretary performs other duties as assigned by the President.

Section 7.4. Duties of the Treasurer. The Treasurer manages the AFNA's finances and shall have the following duties and responsibilities:

Section 7.4.A. Handling Monies: The Treasurer receives all monies on behalf of the AFNA

Section 7.4. B. Budget Preparation: The Treasurer prepares and presents an annual budget to the Executive Committee for approval.

Section 7.4.C. Banking Duties: The Treasurer makes all bank deposits and can be one of the two authorized signatories on the checks of the AFNA's bank account.

Section 7.4.D. **Financial Records:** The Treasurer maintains current and accurate records of the AFNA financial matters.

Section 7.4.E. Financial Reporting: The Treasurer prepares and presents monthly and annual financial reports to the Association and to the Executive Committee.

Section 7.4.F. Bill Payment: The Treasurer will pay bills submitted by officers and chairpersons for authorized expenditures, provided receipts are presented.

Section 7.4.G. Dues Collection and Recordkeeping. On an annual basis, the Treasurer collects and records the annual dues paid by members and provides the Secretary with the names of the dues paying members and the dates when dues are paid so the information can be recorded on the official membership roll.

Section 7.5. Duties of the Parliamentarian. The Parliamentarian ensures the AFNA's adherence to proper parliamentary procedures and shall have the following duties and responsibilities:

Section 7.5.A. Knowledge of Parliamentary Procedures: The Parliamentarian maintains current knowledge of parliamentary procedures as listed in Robert's Rules of Order.

Section 7.5.B. Providing Information: The Parliamentarian provides information on parliamentary rules and procedures as listed in Robert's Rules of Order when requested by the President or required by the Association.

Section 7.5.B. Voting Restriction: If the Parliamentarian makes a ruling on an issue that is the subject of a vote by the members, the Parliamentarian shall not participate in the voting.

Article VIII-Committees

Section 8.1: Standing Committees. AFNA shall have the following five Standing Committees: Executive Committee; Community Safety & Street Captains; Economic Development and Land Use; Membership, Courtesy and Hospitality; and Communications (Newsletter, Social Media, Website).

Section 8.2. Standing Committee Duties and Responsibilities. The Standing Committees shall have the duties and responsibilities listed below:

Section 8.2.A. Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and Chairpersons of Standing Committees. The Executive Committee shall plan and conduct the business of AFNA on an interim basis. The frequency and schedule of meetings shall be determined by the President.

Section 8.2.B. Community Safety & Street Captains Committee. The Community Safety & Street Captains Committee will generate possible solutions to the problem of security, Neighborhood Watch; develop or create a partnering relationship with the police and fire departments; increase citizen involvement; and direct the work of the Street Captains and serve as their representative on the Executive Committee.

Section 8.2.C. Economic Development and Land Use Committee. The Economic Development and Land Use Committee will consider all matters related to planning for economic development in the area and make recommendations to the Association. The Committee shall also maintain current knowledge of all proposed zoning changes that may affect the Association's neighborhood and community organizations which may be so affected.

Section 8.2.D. Membership, Courtesy and Hospitality Committee. The Membership, Courtesy and Hospitality Committee will, in accordance with approved budgets, review the Membership Directory and update it annually as needed; welcome new residents within AFNA boundaries, acknowledge births, achievements, illnesses and deaths of residents in the immediate households whose annual dues are current and may send appropriate cards to residents of non-financial households.

Section 8.2.E. Communications (Newsletter, Social Media, Website) Committee. The Communications (Newsletter, Social Media, Website) Committee will work to produce the AFNA Newsletter (The Birdcall) and make content

updates to the AFNA website and social media accounts on a schedule and timeframe as decided upon by the membership of the Association.

Section 8.3. Ad Hoc and Special Committees. The President may create Ad Hoc or special committees as the needs of AFNA dictate. Ad Hoc Committees may be appointed by the President to handle non-ongoing matters such as elections and nominations, and social events. Chairpersons of such time-limited, task specific committees shall be appointed by the President but shall not serve on the Executive Committee.

Section 8.4. Temporary Suspension of Standing Committee Duties. If no member accepts an appointment to chair one of the Standing Committees, the duties and responsibilities of that Standing Committee may be suspended until a chairperson can be identified. In the interim, the President has the discretion to assign some of the duties to an ad hoc or special committee.

Article IX-Meetings

Section 9.1. Regular Meeting Schedule. Regular meetings of AFNA will be scheduled monthly on the third Monday unless changed by the President. No meeting will be held in July. A holiday event may be substituted for the December meeting.

Section 9.2. Time Limit for Meetings. Regular meetings will not extend beyond 1 ½ hours, except on rare occasions and then only with the consent of a majority of the members present.

Section 9.3. **Special Meetings.** Special meetings may be called as determined necessary by the President or the Executive Committee.

Section 9.4. Meetings That Require A Quorum. If there is business being conducted that requires a vote of the membership, six (6) members eligible to vote pursuant to Articles IV and X shall be a quorum.

Section 9.5. Zoom Meetings. AFNA meetings may be held by Zoom at the discretion of the President under special circumstances with advance notice given to the members. .

Article X-Finances

Section 10.1. Fiscal Year. The fiscal year of AFNA shall be January 1, through December 31.

Section 10.2. Purpose of Dues. AFNA shall fund its primary administration and activities through the annual payment of dues.

Section 10.3. **Member Dues.** Dues shall be set at $50.00 per year per residential household and per non-residential property for each property owned and shall be payable to the Treasurer, AFNA. If a member elects to pay dues using a service that charges a service fee, the member will pay the service fee in addition to the dues. Members are encouraged to pay dues between January 1 and April 1.

Section 10.4. Associate Member Dues. Dues shall be set at $100.00 per calendar year per Associate Member and shall be due and payable to the Treasurer, AFNA. If an Associate Member elects to pay dues using a service that charges a service fee, the member will pay the service fee in addition to the dues.

Section 10.5. **Membership Roll.** The Treasurer shall provide the Secretary with the names of the dues paying members and the dates when the dues were paid upon receipt of their dues.

Article XI-Amendments to Bylaws

The Bylaws of AFNA may be amended by a vote of two-thirds (2/3) of the members who are eligible to vote pursuant to Section 10.5 and who are present and voting at any regular or called meeting held following the introduction of any proposed amendments.

Article XII – Affirmation

All officers shall be expected to uphold the Association's Bylaws at all times and shall be required to make the following pledge:

"I do hereby affirm to obey and uphold the Bylaws of the Audubon Forest Neighborhood Association and shall do my best in helping to achieve its goals."

These Amended Bylaws were passed by the unanimous vote of voting members at the AFNA regular meeting on Monday, October 19, 2026, following the introduction of the Proposed Amended Bylaws at the AFNA regular meeting on September 21, 2026.