

Audubon Forest Neighborhood Association

Constitution and Bylaws

Preamble

We, the neighbors of the Audubon Forest Community, in order to maintain and improve the quality of life in our neighborhood and to encourage an open community to assure the continuous well-being of the area, do hereby establish the Audubon Forest Neighborhood Association and hereto set forth the following Constitution and Bylaws to govern its purpose and function.

Article I-Name

This organization shall be known as the Audubon Forest Association, hereafter referred to as the "Association."

Article II- Geographic Boundaries

The boundaries of the Association 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 (B.E.Mays Drive to Falcon Drive), and Willis Mill Road (north of B.E. Mays Drive.)

Article III-Membership

Section One-Resident/Property Owners

Membership in the Association shall be limited to residents and property owners within the Geographic Boundaries as set out in Article II.

Section Two-Associate Members

Membership in the Association may include owners of commercial businesses which service the Audubon Forest neighborhood streets and whose businesses are operated in accordance with and reflect the standards of the Association as determined by the Association.

Article IV-Purpose

The purpose(s) of the Association shall be to:

1. Provide a forum for discussion of issues common to all residents and associate members;
2. Maintain and improve the beauty and quality of life affecting property values, community safety, education, business services, zoning and land use;
3. Provide a unified voice for the Association to affect the outcomes of common issues such as described in #2 above;
4. Promote the interests, views and concerns to appropriate levels of city, county, state, and federal governments while creating positive and harmonious working relationships with such governments;
5. Network with other established neighborhood organizations in geographic proximity to the Association on common issues, concerns and resolutions;
6. Provide a unified, collective demonstration of care and concern for resident members of Association households; and
7. Provide means for Association residents to come together to socialize and fellowship at such times as designated by the Association.

Article V-Governing Body

The Association shall be governed by officers elected by the membership and by Chairpersons of standing committees who are appointed.

Section One- Elected Officers

The officers of the Association shall be: ***President, Vice President, Secretary, Assistant Secretary, Treasurer and Parliamentarian.*** Such other officers shall be elected upon determination by the Association of specific and continuing need and function.

Section Two-Appointed Officers

The Chairpersons of Standing Committees shall, with elected officers constitute the governing body of the Association during the period of their tenure as Chairpersons. Standing Committees shall be: ***Community Director, Community Safety, Courtesy and Hospitality, Economic Development, Zoning and Land Use, Street Captains, Membership and Newsletter, "For the Birds".***

Article VI-Election of Officers

Officers shall be elected by the membership. The results shall be determined by a candidate receiving a simple majority of the votes cast by members present and voting.

Officers shall be elected to serve a two-year term until a successor(s) is elected by the membership to assure continuity. The specific term of office shall begin on January 1 of one year and end on December 31 of the next year.

Section Three-Term Limitation

An officer shall serve no more than two consecutive terms in the same office.

Section Four-Eligibility

A person who is elected to an office or appointed as Chairperson of a standing committee shall be a financial member-resident or property owner- as defined in ARTICLE III, Section 1. Such elected or appointed officer shall have demonstrated active participation in the Association through regular attendance at Association meetings and Association sponsored events or activities and the payment of yearly dues.

Section Five-Vacancies

Vacancies occurring for unexpired terms shall be filled by recommendation from the Executive Committee (Governing Body) for the remainder of the term.

Section Six-Impeachment

An elected officer shall be impeached for failure to perform the duties and responsibilities of the office to which he/she has been elected. Any resident/property owner in current financial status with the Association may initiate the proceedings with documented cause. Results shall be determined by a simple majority of votes cast by members present and voting.

Article VII-Duties and Responsibilities of Officers

Officers shall perform the duties and responsibilities prescribed by these Bylaws and by the parliamentary authority as described in Robert' Rules of Order, Newly Revised.

The President shall have the following duties responsibilities:

- A. Serve as presiding officer at meeting of the Association;
- B. Serve as ex-officio member of standing and ad hoc committees, except the Nomination Committee;
- C. Convene monthly meetings of the Association and at other times as necessary;
- D. Serve as chairperson of standing committees
- E. Appoint chairpersons of standing committees
- F. Create and make appointments to ad hoc committees as needed and/or required
- G. Act as official spokesperson for the Association; and
- H. Limit the time of Association meetings to a maximum of 1 ½ hours.

The Vice President shall have the following duties and responsibilities;

- A. Assume the role, duties and responsibilities of the President during his/her absence or disability;
- B. Preside at Association meetings when designated by the President; and
- C. Assist the President as required and perform other duties as assigned by the President.

The Secretary shall have the following duties and responsibilities;

- A. Record, prepare for distribution and preserve accurate minutes of all meetings of the Association and The Executive Committee; and
- B. Perform other duties as assigned by the President;

The Assistant Secretary shall have the following duty and responsibility;
Assume the duties of the Secretary as required or assigned by the President.

The Treasurer shall have the following duties and responsibilities;

- A. Receive all monies.
- B. Prepare an annual budget;
- C. Make all bank deposits and sign all checks on the Associations account;
- D. Maintain current and accurate financial matters;
- E. Provide monthly and annual financial reports; and
- F. Pay bills submitted by officer and chairperson for authorized expenditures with receipts.

The Parliamentarian shall have the following duties and responsibilities;

- A. Maintain current knowledge of parliamentary procedures; and

- B. Provide information on parliamentary rules and procedures when requested by the President or required by the Association.

Article VIII-Committees

Section One-Standing Committees

The Association shall have the following Standing Committees;

- A. Community Director***
- B. Community Safety***
- C. Courtesy and Hospitality***
- D. Economic Development***
- E. Executive Committee***
- F. Membership***
- G. Newsletter***
- H. Street Captains***
- I. Zoning and Land Use***

Section Two-Ad Hoc Committees

The President may create Ad Hoc or special committees as the needs of the Association dictate. Chairpersons of such time-limited, task specific committees shall be appointed by the President but shall not serve on the Executive Committee.

Section Three-Duties and Responsibilities

- A. ***The Executive Committee*** shall consist of the ***President, Vice President, Secretary, Assistant Secretary, Treasurer, Parliamentarian, and Chairpersons of Standing Committees.***
The Committee shall plan and conduct business of the Association on an interim basis. The frequency and schedule of committee meetings shall be determined by the Committee.
- B. ***The Community Director*** shall review the Directory and update annually as needed.
- C. ***The Community Safety Committee*** shall generate possible solutions to the problem of security, Neighborhood Watch; develop or create a partnering relationship with the police and fire departments and increase citizen involvement.
- D. ***The Courtesy and Hospitality Committee*** shall, in accordance with approved budgets, welcome new residents within the Association boundaries, and acknowledge births, achievements, illnesses and deaths of residents in the immediate households

whose annual dues are current. The Committee shall send and appropriate card to residents of non-financial households.

- E. **The Economic Development Committee** shall consider all matters related to planning for economic development in the area and shall make recommendations to the Association.
- F. **The Newsletter Committee and Editor** shall work together to produce the Associations Newsletter on a schedule and timeframe as decided upon by the membership of the Association.
- G. **The Nominating Committee** shall present a slate of officers at tow-year intervals. Nominations from the floor shall be allowed.
- H. **The Street Captain Chairperson** shall direct the work of the Street Captains and shall serve as their representative on the Executive Committee.
- I. **The Zoning and Land Use Committee** shall maintain current knowledge of all proposed zoning changes that my affect the Association's neighborhood and community organizations which may be so affected to achieve outcomes in the best interest of the Association.

Article IX-Meetings

- A. Regular meetings of the Association shall be scheduled monthly.
- B. Regular meetings shall not extend beyond 1 ½ hours.
- C. Special meetings may be called as determined necessary by the Executive Committee.
- D. A quorum shall be constituted by six (6) members.

Article X-Finances

- A. The fiscal year of the Association shall be January 1, through December 31.
- B. The Association shall fund its primary administration and activities through the annual payment of dues.
- C. Dues shall be set at \$50.00 per year per household and shall be due and payable to the Treasurer, Audubon Forest Neighborhood Association" between January 1 and April 1.
- D. Payment of dues shall constitute eligibility to vote on Association matters and to participate in Association-sponsored activities for which expenses are incurred.

Article XI-Amendments

- A. This Constitution may be amended by two-thirds (2/3) vote of the members present and voting at any regular or called meeting held following the introduction of an amendment.

- B. The conduct of business of the Association shall be regulated by its Constitution and Bylaws.

Article XII-Affirmation

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

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