

ATKINS PARK NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE I: Name

The name of this organization shall be Atkins Park Neighborhood Association (APNA).

ARTICLE II: Boundaries

Boundaries of APNA shall be defined as follows: North – St. Louis Place (north side); South – Ponce de Leon Avenue (north side); East – Briarcliff Road (west side); West – North Highland Avenue (east side).

ARTICLE III: Purpose

The purpose of APNA shall be to promote and protect the quality of life, safety, residential characteristics and property values of the neighborhood; to provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood; to make recommendations to the Neighborhood Planning Unit on matters related to land use and zoning, traffic and transportation, and environmental quality; and to establish and maintain relationships with other neighborhoods, government entities, and businesses for the benefit of the Atkins Park neighborhood specifically, and all neighborhoods generally. APNA shall be a non-profit organization.

ARTICLE IV: Membership

Membership in APNA shall be open to all persons, 18 years and older, who reside and/or own any real property within the boundaries recognized in these bylaws (Article II).

ARTICLE V: Dues

Voluntary dues for membership are collected annually per household. Voluntary contributions to pay for special events or other expenses may also be solicited and accepted. Activities to raise funds for APNA may be held upon approval of the officers of the association.

ARTICLE VI: Membership Meetings

Section 1. General Membership Meetings. There shall be bimonthly general membership meetings, convened at 7:30 pm, typically during the months of August, October, December, February, April, and June. Signage posted at neighborhood entrances and/or written notification will be provided in advance of general meetings.

Section 2. Special Meetings. Officers of the association may call special meetings of the membership as deemed necessary. Written notification of the date, time and purpose of the special meeting will be provided at least 3 days in advance.

Section 3. Voting. Any person, aged 18 or older, who resides and/or owns any real property within the boundaries of APNA shall have one vote to be cast in person at all general and special meetings. Decisions shall be made by a majority vote (50% + 1) of those members present at any meeting where there is a quorum.

Section 4. Quorum. A quorum for any general or special meeting of APNA shall be the number of members in attendance, with a minimum of 12 members required.

ARTICLE VII: Officers of Association

Section 1. Officers. Officers of APNA shall be president, vice president, secretary and treasurer.

Section 2. Election of Officers. Officers shall be elected from and by the general membership at the meeting held in August, by a majority of members voting. Election to an office shall be by ballot if there is more than one candidate for the office.

Section 3. Nomination of Officers. A nominating committee shall be formed at the May meeting to identify officer candidates for the coming year. Nominees may be identified in advance of the August meeting, and nominations may be made from the floor during the election meeting.

Section 4. Term of Office and Vacancies. The term of office shall be one year, from the close of the meeting at which they are elected to the close of the next annual election meeting. A vacancy in any office arising because of death, resignation or otherwise may be filled by the Officers for the unexpired portion of the term.

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Section 5. General Duties of Officers. Officers shall manage the affairs of APNA in the interim between general meetings. Officers shall meet at their discretion to discuss neighborhood business in preparation for general membership meetings.

Section 6. Specific Duties of Officers.

- a. The president shall preside at all membership meetings; shall prepare an agenda for said meetings with input from the general membership; shall appoint standing and ad hoc committees as deemed necessary, and shall, in general, supervise the business and affairs of the association. The president may serve as a representative of APNA to other Civic and City Planning organizations, and report to APNA on the affairs of such.
- b. The vice president shall perform the duties of the president in the president's absence or inability to act. The vice president may serve as a representative to other Civic and City Planning organizations, and report to APNA on the affairs of such.
- c. The secretary shall keep the minutes and written records of all membership meetings and shall make minutes available for inspection upon request by any APNA member within two weeks of meetings.
- d. The treasurer shall be responsible for income and expenses of the organization; shall be held accountable, without bond, for all funds; shall give an accounting at each general meeting, and shall keep a listing of members current on dues. Disbursements of APNA funds greater than \$500 will require the signature of one additional officer.

ARTICLE VIII: Annual Budget

An annual budget shall be voted on and approved by the general membership at the fall meeting. Expenditures outside the approved budget that exceed \$250.00 shall be voted on and approved by the general membership at the next scheduled meeting. The Fiscal Year of the Association shall run from September 1 through August 31.

ARTICLE IX: Procedures

APNA shall follow procedures in the current edition of "Robert's Rules of Order (Newly Revised)" in all cases to which they are applicable and in which they are not conflicting with these bylaws or any special rules of order the Association may adopt.

ARTICLE X: Non-discrimination

APNA shall not discriminate against individuals or groups on the basis of race, religion, color, gender, sexual orientation, age, disability, national origin, economic status or political affiliation in any of its policies, recommendations or actions.

ARTICLE XI: Political Activities

Neither the Association nor any member purporting to speak for the Association shall endorse any candidate for public office or any political party. Membership rosters of APNA shall not be used for political, commercial or other activity not directly related to Association business.

ARTICLE XII: Adoption and Amendment of Bylaws

Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general or special meeting at which a quorum is present provided that notice has been given in writing to all members at least one week in advance.

A copy of these bylaws, and any amendments or revisions hereto, shall be held by all officers of the Association, and made available upon request to any member of APNA.

revised December 2006