

Fourth & Sweet Auburn Neighborhood District (4th and SAND)

By-Laws

1) Name

- a) The name of this organization is Fourth and Sweet Auburn Neighborhood District, also referred to as 4th & SAND.

2) Definition

- a) Old Fourth Ward & Sweet Auburn Neighborhood District includes the following boundaries:
 - i) South of Freedom Parkway
 - ii) North of Decatur Street
 - iii) West of Boulevard
 - iv) East of Piedmont

3) Mission

- a) The Fourth Ward & Sweet Auburn Neighborhood District is a neighborhood organization established to act as a unified voice representing the concerns of all its residents. We will keep residents informed to pertinent issues and events, respond to issues and concerns regarding our neighborhood and seek out ways to improve the overall quality of life. We will accomplish this through inclusive membership, representation, outreach programs and collaboration with government and other community groups.

4) Membership

a) Definition

- i) Resident Member: any resident of the Old Fourth Ward & Sweet Auburn neighborhood eighteen (18) years of age or older, church, business or organization may become a member by completing an application and paying dues to the Treasurer.
- ii) Associate Member: Members of the business community and any other interested individuals who reside outside the boundaries may become an associate member of the Association by completing an application and paying dues to the Treasurer.

Associate members may participate fully in meetings and discussions, however, they may not vote.

b) Responsibilities

- i) Resident members of the Association shall be the governing and policy making body of the Association. Members will discuss, debate and vote on issues relating to the Old Fourth Ward & Sweet Auburn Neighborhood. Voting will be completed either by a show of hands, or by secret ballot as determined by the presiding executive committee member.
- ii) Voting rights for new members will become active the meeting following the payment of their dues and at attendance of their third meeting in 12 months . Members from the prior year must pay their dues by November 1st of the current year and attend three meetings in the prior 12 months to maintain voting rights.

c) Dues

- i) Resident Membership dues shall be five dollars (\$5.00) for individuals and ten dollars (\$10.00) for households for the year beginning January 1 and ending December 31.
- ii) Associate Membership dues shall be twenty dollars (\$20.00).
- iii) A copy of these by-laws will be available to every member of the Association at the annual meeting in December or upon request during each meeting.

5) **Organization**

a) Executive Committee

- i) The executive committee shall be made up of the President, Vice President, Treasurer and Secretary elected from membership for a one year term January 1 to December 31.

b) Responsibilities of Executive Committee

- i) The President in conjunction with the Vice President shall:
 - (1) Act as primary contact and public liaison for the association
 - (2) Set meeting agendas
 - (3) Preside at meetings of the association
 - (4) Chair of the executive committee meetings
 - (5) Facilitate the creation, monitoring and achievement of yearly goals

- (6) Create and send letters on behalf of the association when required and approved by the association members
- ii) The Vice President in conjunction with the President shall:
 - (1) Fulfill all responsibilities of the President of the remainder of the term if the president is incapable or unwilling to fulfilling the duties of the position
 - (2) Share responsibilities listed under President as required and agreed upon with the president
- iii) The Treasurer shall:
 - (1) Receive all association money and pay all association bills
 - (2) Keep records of checking account and bank statements
 - (3) Handle association membership records
 - (4) Provide Budget Management
 - (a) Prepare an annual budget for review of the association at the November meeting for vote and approval by the association at the annual November meeting.
 - (b) Provide appropriate budget monitoring reports as required by the executive committee or the association.
- iv) The Secretary shall:
 - (1) Keep and distribute minutes of the association meetings
 - (2) Keep archive of association documentation as appropriate
 - (3) Assist in other association communications, as needed (meeting agendas, newsletter, etc.)
- c) Standing Committees

Through normal course of procedures, the association may elect or authorize the following

- (1) Standing Committees- these committees shall be made up of members of the Fourth Ward & Sweet Auburn Neighborhood District. They will be established to address a specific issue or activity. They will report to the association on a monthly basis. They may not take action on behalf of the association without association approval.
- (2) Delegates- a delegate may be appointed by the president from membership volunteers and ratified by membership or elected by the membership to liaison

between a specific organization or group and the Old fourth Ward & Sweet Auburn Neighborhood District.

6) Meetings

a) Association

- i) Regular meeting shall be held on the Third Thursday of the month from January to December. The annual meeting is in November. The officers shall have the ability to cancel in any month except November if there is no agenda, or call special meetings if there is an agenda. All members must be notified of all meetings by the weekend prior to the meetings. The Annual meeting and the first two meetings should be leafleted to the neighborhood.
- ii) Special meetings may be called by the President upon request of the member(s) or as need requires.

b) Quorum

- i) A quorum of this Association is defined at 25 percent or ten paid Resident members, whichever is fewer, of the paid membership, including one member of the executive committee of the Association.

7) Elections

a) Nominations

- i) Nominations for the offices of President, Vice President, Treasurer, and Secretary may be made from the floor at the regular October meeting (provided consent has been obtained from the person nominated).
- ii) All members shall be notified of such nominations at least one week in advance of the Annual Meeting in November or, by the request of membership at the October meeting, a Nominating Committee may be elected by members present.

b) Elections

- i) At the Annual Meeting the above-named member of the executive committee shall be elected by a majority vote of the full resident members present and voting in a secret-ballot election.

8) Procedure

- a) In any situation not covered by these by-laws the most recent copy of Robert's Rules of Order shall apply.

9) **Amendments**

- a) These by-laws may be amended by a two-thirds (2/3) vote of resident members present provided that amendment proposals have been introduced and debated at the previous monthly meeting of the Association and listed on the agenda.