



Chattahoochee Hills Civic Association Bylaws

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Chattahoochee Hills Civic Association Bylaws

ARTICLE 1– NAME

The name of this organization shall be the Chattahoochee Hills Civic Association: (hereafter referred to as “Association”) a nonprofit organization organized and existing under the laws of the State of Georgia.

ARTICLE 2 – PURPOSE AND OBJECTIVES

The Association is organized and shall be operated as a social welfare organization, within the meaning of Section 501(c)(4) of the Internal Revenue Code, for the residents of Chattahoochee Hills, GA.

The objectives of the Association are to:

1. promote the health, safety, and welfare of the citizens and land of the Chattahoochee Hills,
2. ensure the preservation of as much of the local land, community character, and quality of life as is possible in the face of inevitable development,
3. maintain and revitalize existing communities within Chattahoochee Hills, preserve the rich array of our natural and historic resources, and integrate them into the life of the community,
4. ensure good communication with and from our elected officials, to support good, effective, efficient, proactive, collaborative, respectful and responsive governance,
5. organize events and activities that collaboratively address important civic issues which inspire residents to be informed and civically active,
6. support the service needs of our city and its citizens, particularly during the start-up phase,
7. research and advocate for best practices for government and public institutions; serve as a clearinghouse for information about elected officials, government agencies, public institutions, public meetings and governing bodies and their processes, and be an inclusive resource for organizing and sustaining our community,
8. inform and involve the public on issues related to positive development, smart growth, local living economies, and good governance, and in doing so create an active, engaged, vigilant community-driven effort, and
9. build partnerships with concerned citizens, organizations, businesses, local decision-makers and governments, and other civic organizations to effect these goals.

ARTICLE 3 – AREA

Section 1: Boundaries

For the purpose of this Association, the Chattahoochee Hills Community is defined as the area encompassed by the boundaries of the city of Chattahoochee Hills, Georgia.

Section 2: Association Districts

Within the boundaries of the city of Chattahoochee Hills, as defined above, the Association districts shall be defined as Districts One, Two, Three, Four, and Five, with their areas defined by the corresponding Chattahoochee Hills voting districts.

ARTICLE 4 – FISCAL YEAR

The fiscal year of the Association shall be Jan. 1 to Dec. 31. The annual budget shall cover the fiscal year and shall be prepared based on dues payable for the coming fiscal year.

ARTICLE 5 – MEMBERSHIP

Section 1: Eligibility

- A. **Regular membership** in the Association is open to individuals of voting age who reside within the city of Chattahoochee Hills.
- B. **Associate membership** is open to those who wish to support the objectives of the Association, but who do not otherwise qualify for or wish to exercise the privileges of Regular membership.
- C. **Ex-Officio membership** is open to elected officials whose districts include any or all of Chattahoochee Hills.

Section 2: Dues

- A. Regular and Associate members shall pay the membership dues set by the Board of Directors to cover reasonable expenses necessary for the Association to fulfill its purpose and objectives. Ex-Officio members are not required to pay dues.
- B. Upon payment of dues, an eligible person or business shall become a member. Upon written application to the Treasurer, dues will automatically be waived for any person who states that to pay dues would constitute a hardship.
- C. Exercise of the privileges of membership shall be contingent on the payment of membership dues, or the receipt by the Treasurer of a request for waiver.
- D. The Board may recommend a change in membership dues by notifying the membership at least ten days prior to the annual membership meeting. The change, if approved by the membership, shall be effective at the end of the following month.

Section 3: Privileges & Responsibilities

- A. All members of the Association shall:
 - 1. be eligible to participate in activities and programs offered by the Association,
 - 2. be eligible to attend all Board and/or committee meetings as non-voting observers,
 - 3. receive communications of the Association, and
 - 4. have prior approval of the Board or Executive Committee before speaking for or acting on behalf of the Association.
- B. In addition, Regular and Associate members shall:
 - 1. endeavor to support the Association by participating in the meetings and activities it sponsors,
 - 2. be eligible to serve on committees in accordance with the Bylaws
 - 3. receive a copy of the Bylaws and/or current membership directory upon request to the Secretary, and
 - 4. be eligible to review the records and financial statements of the Association by appointment.

ARTICLE 6 – OFFICERS

Section 1: Positions

- A. The Officers of the Association shall be President, Vice-President, Secretary and Treasurer.
- B. The Officers shall serve two-year, unstagged terms.
- C. The Officers of the Association shall be chosen by a majority of the members voting in person by secret ballot at the Annual Meeting.
- D. In the case of a vacancy in any office, except for the President, the office shall be filled by an appointment by the Executive Committee. In the event the President cannot fulfill his/her entire term of office, the Vice President will assume his/her responsibilities for the remainder of his/her term.

Section 2: Duties of the Officers

- A. The President shall be the principal spokesperson for the Association, and shall have the general supervision of the affairs of the Association. The President, or his/her designee, shall preside at meetings of the Board, Executive Committee, and Association; shall see that the orders and resolutions of the Board of Directors are carried out; and shall sign all notes and checks along with the Treasurer, and all other written instruments.
- B. The Vice-President shall fill the office of the President at any time that the President may be absent or unable to fulfill the duties of his/her office, and shall perform such other duties as may be directed by the Board of Directors. The Vice President shall facilitate monthly meetings of the Steering Committee.

- C. The Secretary shall keep an accurate written record and synopsis of the minutes of all meetings, shall notify members of meetings, and shall prepare and keep a record of all votes.
- D. The Treasurer shall keep full and accurate records of receipts and disbursements in books belonging to the Association. A full report on the Association's financial status will be required at each meeting of the Board of Directors. The Treasurer shall deposit all monies to the credit of the Association in a suitable banking institution and shall disburse funds as approved by the Board of Directors. The Treasurer, together with the President or Vice President, shall sign all checks and vouchers. The Treasurer shall also receive and keep current records of all dues collected.

ARTICLE 7 – BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the following members:
 - 1. **Executive Committee** consisting of the four (4) officers of the Association: President, Vice President, Secretary and Treasurer;
 - 2. **Committee Representatives** consisting of five (5) representatives, one from each of the standing committees: Citizen Services, Environment and Public Improvement, Cultural Activities, Public Safety, Sustainable Economic Development.
 - 3. **A Chattahoochee Hills city council member** may serve as a non-voting advisory member.
 - 4. **Two youth representatives** may serve as non-voting advisory members.
- B. Board members may serve multiple terms, but must be re-elected at the Annual Membership Meeting, or in the case of Committee Representatives to the board, at a meeting immediately preceding the Annual Membership Meeting.
- C. No individual may hold more than one voting seat on the Board.
- D. The property, affairs business and concerns of the Association shall be vested in the Board of Directors.
- E. The following guidelines are set for Committee Representatives to the Board (CRB):
 - 1. CRB shall serve two year, staggered terms. During the year that the Association forms, they shall draw straws so that two representatives serve an initial term of three years.
 - 2. CRB shall be chosen by a majority vote of their respective Standing Committees. Voting shall be in person, by secret ballot, during the Standing Meeting immediately preceding the Annual Meeting. These five representatives shall be ratified by the sitting members of the Board of Directors.
 - 3. During the year that the Association forms, CRB shall be chosen by a majority of the members from the respective Standing Committees, voting in person by secret ballot at the first practicable meeting of each Standing Committee, with immediate effect.

ARTICLE 8 – COMMITTEES

Section 1: Structure

- A. There are three types of committees in the Association:
 - 1. Standing Committees: The committees responsible for carrying out the organization's mission in the community.
 - 2. Board Committees: Committees formed to carry out the administrative duties of the organization.
 - 3. Ad-Hoc Committees: Committees formed on an as-needed basis to address a short-term community need not being addressed by other committees.
- B. The Association will initially form with the Standing Committee structure initiated by the city volunteer effort: Citizen Services, Environment and Public Improvement, Cultural Activities, Public Safety, Sustainable Economic Development.
- C. As the Association works through its strategic planning process, it may change, add to, subtract, or rename the original committee structure, and add or subtract committees to best serve its common goals.

Section 2: Governance

- A. Each committee shall elect a chair and/or co-chair from its membership by secret ballot. These elected representatives shall comprise the Steering Committee.
- B. Each committee has the autonomy to govern itself and set its objectives based on the interests and support of its volunteers.
- C. Each committee shall publish its meeting dates and times, and record and publish minutes.
- D. All committees shall be open to all members. Nonmembers may serve as volunteers.

ARTICLE 9 – MEETINGS

Section 1: Board Meetings

- A. Board meetings will be held once a quarter, unless a meeting is deemed unnecessary by a majority of the Board.
- B. A quorum shall consist of a simple majority of the Board.
- C. Special meetings can be called as needed, with the purpose stated in the in the call for the special meeting.
- D. At last seven days notice of the time and place of all Board meetings shall be given.
- E. All meetings of the Board shall be open to members of the Association. Attendees other than Board members shall be able to participate in Board discussions at the discretion of the Board.

Section 2: Executive Committee Meetings

- A. The Executive Committee is authorized to act for the Board regarding time-sensitive issues when the Board is not in session and to transact other business specifically committed to it by the Board.
- B. Executive Committee meetings may be called by the President or Vice President on an as-needed basis. A quorum shall consist of three (3) officers.
- C. All action taken by the Executive Committee shall be by majority vote and a report of any action taken shall be made during the next regularly scheduled meeting of the Board.

Section 3: Steering Committee Meetings

- A. The Steering Committee shall consist of the elected representatives of the Standing Committees, subcommittees, and ad-hoc committees.
- B. Steering Committee meetings shall be facilitated by the Vice President of the Board.
- C. Meetings shall be scheduled monthly, or as needed, between the Board meetings.
- D. These meetings shall be for the purpose of receiving reports from the chairs, coordinating cross-committee work, and setting short-term goals.

Section 4: Committee Meetings

Committees shall set their own meeting schedule; however, it is recommended that they conserve resources and meet only when necessary.

Section 5: Membership Meetings

- A. The annual meeting of the Association shall be held during February, the exact date, time, and place to be determined by the Board. The officers and Committee Representatives shall be elected and the annual budget for the next fiscal year shall be presented at the Annual Meeting.
- B. Other membership meetings may be scheduled by the Executive Committee for the purpose of updating and engaging the membership.
- C. Notice of any membership meeting shall specify the date, time, place, and purpose of the meeting and shall be communicated to the membership at least seven (7) days in advance via phone, email, or written notice delivered to the address of record for each member.
- D. A quorum at any membership meeting shall be fifteen percent (15%) of the Association's Regular Members. If no quorum is present, the meeting shall be rescheduled by majority vote of those present.
- E. Voting at any membership meeting shall be by majority vote of the Regular members present when the vote is taken.
 - a. Each paid individual, or family membership is allowed one vote, provided that no person casts more than one vote.
 - b. Voting shall be by secret ballot. There shall be no vote by proxy.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE 11 – DISCIPLINARY ACTION

- A. Removal from the Board of Directors shall be automatic if a member is absent for three (3) consecutive Board Meetings or absent from more than half of the regular Board Meetings during a calendar year.
- B. Any Executive or Board Member may be removed from office by the affirmative vote of two-thirds of the active Board members, for any or no reason.
- C. Any **other disciplinary actions** shall be carried out in accordance with the relevant provisions of *Roberts Rules of Order, Newly Revised*, which requires a majority vote of the membership to impose a penalty for serious misconduct.

ARTICLE 12 – AMENDMENTS

- A. These bylaws may be amended at any special meeting of the Association called for that purpose or at the regular meetings of the Association.
- B. Notice of change shall be made available to the member’s one week in advance of the meeting.
- C. Unless otherwise provided prior to its adoption or in the motion to adopt, and amendment shall become effective upon adjournment of the meeting at which it was adopted.
- D. If the City of Chattahoochee Hill Country changes its name, the City name in these bylaws shall be automatically updated without special approval.

REVISION HISTORY

Date	Action
08/28/08	Bylaws presented to the CHcivic Executive Committee for approval
10/09/08	Bylaws presented to and adopted by CHcivic Board of Directors
12/23/08	Bylaws updated to reflect the city name change under Ordinance No. 08-09-01. Changed Chattahoochee Hill Country to Chattahoochee Hills.