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ARTICLE I. Name

The Name of this organization shall be the **Virginia Park Neighborhood Association.**

ARTICLE II. Purpose

The primary purpose of this organization shall be:

1. to increase communication among neighbors;
2. to promote interest and pride in the Virginia Park Neighborhood;
3. to gather and distribute information that concerns the Virginia Park Neighborhood and its residents;
4. to advocate on behalf of neighborhood integrity; and
5. to improve the livability of the Virginia Park Neighborhood.

ARTICLE III. Membership

1. The neighborhood includes property within the following boundaries: To the north by South Central Avenue and the Norfolk Southern Railway, to the west by I-85 and to the south and east by Virginia Avenue.
2. Membership shall be open to any person 18 years of age or older with an interest in the history and well being of the neighborhood; and who attends any meeting of the Association during the calendar year and who completes a membership application and pays annual dues to the Treasurer.

- **Membership Definition**

- a. **Resident Member:** Persons whose primary residence falls within the boundaries of the Virginia Park Neighborhood as defined within article III, item 1, and who are 18 years of age or older may become full members by completing a membership application and paying dues to the Treasurer.
 - b. **Associate Member:** Members of the business community and any other interested individuals may become associate members of the Association by completing an application and paying dues to the Treasurer. Associate members may participate fully in meeting discussions, however they may not vote.
3. Voting privileges are limited to those members whose primary residence is within the boundaries of the Virginia Park Neighborhood, as addressed in article III, item 1, and who have paid annual dues.
 - a. Each member shall be entitled to one vote with a maximum of two votes per legal residence. A member shall be allowed to vote if he/she is in good standing, is present at the meeting, and his/her name appears on the list of members not less than 30 days prior to the date of the meeting at which said vote is cast.

- A1. A legal address is defined as a single family dwelling / home. Apartment complexes will be considered one legal address regardless of the number of individual units. Duplexes / Triplexes are treated as apartment complexes.
 - b. No proxy votes shall be allowed. Votes must be cast in person.
4. The Association shall have a calendar year that begins on January 1st and ends on December 31st of each year.

ARTICLE IV. Dues

1. Dues are strictly voluntary, however, only those who have paid annual dues will be allowed voting privileges as outlined in article III, item 3.
2. Resident Membership dues shall be ten dollars (\$10.00) per member for the year beginning January 1st and ending December 31st. Residents joining after June 30th of the current year shall pay prorated dues of five dollars (\$5.00) per Member.
3. Associate membership dues shall be twenty dollars (\$20.00) per year.
4. Dues will be collected by the treasurer at any meeting of the Association.
5. Any member wishing to vote in an election or any other matter before the Association for a vote must be a member in good standing and have paid annual dues a minimum of 30 days prior to the vote.
6. A financial report of all dues collected and all expenditures will be given in the meeting minutes at all monthly meetings. A written copy of this financial report will be available at all meetings for any member to review.

ARTICLE V. Officers

1. The elected officers of this organization shall be: President, Vice President/President-Elect, (Immediate) Past President, Secretary and Treasurer. Two people may share one office as co-officers. The duties of the officers are described as:
2. The President shall:
 - a. Preside at all meetings of the organization.
 - b. Call all special meetings as needed.
 - c. Exercise general supervision of the affairs of the Association
 - d. Appoint committees and be an ex-officio member of all committees except the nominating committee.
 - e. Be the official spokesperson of the Virginia Park Neighborhood Association, and shall represent, or designate someone to represent, the Association at any meeting of the City Council, whose agendas contain items of concern to the neighborhood.
 - f. Attend meetings of the Neighborhood Council.
 - g. Serve on the Board of Directors.
 - h. Have a vote on official business.
3. The Vice President/President-Elect shall:
 - a. Perform duties of the President in his/her absence and assist the President in matters pertaining to administration and direction of the Association.
 - b. Receive official association mail
 - c. Serve on the board of directors
 - d. Have a vote on official business.
4. The Secretary shall:
 - a. Keep proper records of attendance at and proceeding of the meetings, maintain a list of members, and conduct the official correspondence of the Association.
 - b. Serve on the board of directors.
 - c. Have a vote on official business.

5. The Treasurer shall:
 - a. Collect funds, maintain books of accounts, and disburse funds as directed.
 - b. Be required to prepare a financial report at the close of his/her annual term and file copies of this report with the Board of Directors. The annual financial report shall become a part of the permanent financial record of the Virginia Park Neighborhood Association.
 - c. Be required to prepare an interim financial report to be given to the Secretary for reporting to the members at each month's meetings.
 - d. Serve on the Board of Directors.
 - e. Have a vote on official business.
6. The (Immediate) Past President shall:
 - a. Serve on the Board of Directors in order to promote continuity and provide counsel.
 - b. Have a vote on official business.
7. In the event of the resignation of an officer, the Board of Directors shall select a replacement to fill that term, by majority vote, from those persons nominated at a Board meeting.
8. No association officer or Board Member shall obligate the Association to provide financial or volunteer contributions without prior approval of the Board of Directors, nor shall any such person represent the person's own views as those of the Association without such prior approval.

ARTICLE VI. Elections

1. The officers shall be elected by the voting membership at the regularly scheduled meeting in January.
2. Before the January meeting, the president (or Steering Committee President) shall appoint a nominating committee of not fewer than three members.
3. Members may nominate themselves or any other member to be an officer.
4. The vote shall be made by written ballot, and a majority present shall elect.
5. The newly elected officers shall assume duties after the January meeting for a one-year term.
6. Board members failing to attend three consecutive Board meetings shall be automatically deemed to have resigned from the Board.
7. A Steering Committee of not fewer than three members shall be elected at the organizational meeting and shall serve on the governing board until the regularly scheduled meeting in January. The Steering Committee shall consist of a President, Secretary and Treasurer. Upon election of officers in January, the Steering Committee shall be dissolved.

ARTICLE VII. Committees

1. Committees may be appointed by the President.
2. All committees will keep adequate records of all activities and report when requested.
3. Committee chairs will have a vote on official business.
4. Committees shall be : **Clean and Beautiful, Developmental Authority, Planning and Zoning, Board of Appeals, Architectural Review, Membership, Social** and any other deemed necessary by the Association.
5. The Clean and Beautiful Committee, the Developmental Authority Committee, the Planning and Zoning Committee, the Board of Appeals Committee and the Architectural Review Committee shall appoint a member to monitor and/or serve on Hapeville committees of the same name, attend meetings scheduled by the City of Hapeville and report back to the Association.
6. The Membership Committee and the Social Committee will work within the Virginia Park Neighborhood to promote the purposes of the Association.
7. The Newsletter Committee shall publish a monthly newsletter containing summaries of all action taken at public meetings of the City of Hapeville, neighborhood events and any other information deemed of interest by the Association.

ARTICLE VIII. Board of Directors

1. The Board of Directors shall be composed of the elected officers, a past officer, committee chairs, and a designated representative from the _____.
2. All expenditures greater than \$50 (fifty dollars) must be approved by a majority vote of the Board of Directors prior to proceeding.
3. The Board shall meet monthly, unless otherwise determined by the president.
4. The Board shall convene a meeting of the general membership at least twice a year.

ARTICLE IX. Records

1. All inactive records of the Association shall be placed with the secretary.

ARTICLE X. By-Laws

1. The by-laws can be altered or amended by a majority vote of the voting members. Two written notifications of the proposed changes must precede the vote.

ARTICLE XI. Parliamentary Procedure

1. Parliamentary procedure of business meeting shall be governed by Roberts Rules of Order.

ARTICLE XII. Dissolution

1. The Virginia Park Neighborhood Association can be dissolved by a vote of general members. After payment of all obligations, disbursement of residual bonds shall be voted by the general membership.
