

BYLAWS OF  
CLAIRMONT HEIGHTS CIVIC ASSOCIATION, INC.

ARTICLE I - NAME

The name of this organization shall be the Clairmont Heights Civic Association, Inc., doing business as the Clairmont Heights Civic Association, hereinafter referred to as the "Association."

ARTICLE II - PURPOSE

The Association has as its purposes, the following:

- To represent the neighborhood to the County of Dekalb and all of its departments, the City of Decatur and all of its departments, the Dekalb County School Board, and any other applicable government agencies;
- To be a catalyst for the discussion of neighborhood planning issues, community development plans, the public education system, and for the resolution of problems concerning these matters;
- To serve as an educational instrument for communicating issues to the residents and business establishments within the neighborhood;
- To assist members in measuring the impact of city and county planning on the neighborhood served by the Association; and
- To foster, promote, and protect the civic and community interests of the residents of the Clairmont Heights Area Subdivisions of Dekalb County, Georgia.

ARTICLE III - Membership/Dues

Membership in the Association shall be limited to residents within the both sides of North Decatur Road in unincorporated Dekalb County, North Superior Road (both sides), Desmond Drive (both sides) and Clairmont Road, and including the entire Heritage Hills Subdivision<sup>1</sup>. Boundaries can be modified by majority vote of the Board of Directors. Businesses within the specified boundaries may join as associate members without voting privileges. Annual dues for membership in the Association shall be ten dollars (\$10.00) for the entire household and shall entitle each person of the household over eighteen years of age to membership in the Association. Membership runs from the first day of June and expires on the final day of May of the following year<sup>2</sup>. No member shall be subject to or liable for any financial obligations incurred by the Association in excess of his/her annual dues. Dues shall be established by the Board of Directors by a majority vote.

<sup>1</sup>see Appendix A-Boundary Changes Adopted

<sup>2</sup>see Appendix B-Amendments Adopted

## ARTICLE IV - Officers

The officers of the Association shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and a Treasurer.

## ARTICLE V - BOARD OF DIRECTORS

Section 1. Number. The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and the Chairpersons of all Standing Committees.

Section 1. Meetings.

- A. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly with notice to all Board members at such place and hour as may be fixed from time to time. The Board may, by majority vote, waive up to three (3) regular meetings per year.
- B. Special Meetings. Special meetings of the Board shall be held when called by the President, or by any four directors, after a minimum of three (3) days notice to each Board member.
- C. Quorum and Voting. A majority of the number of directors shall constitute a quorum for the transaction of business. Except as otherwise expressly provided, every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as an act of the Board and shall be recorded in the minutes, which shall be available for review by any member of the Association upon request. While any member of the Association is welcome and encouraged to attend any and all meetings of the Board, only Board members are allowed to vote at Board meetings.
- D. Attendance. Directors are expected to attend all regular and special meetings of the Board. In the event of absence, directors shall be expected to notify the President or Recording Secretary prior to the intended absence.

## ARTICLE VI - COMMITTEES

Section 1. STANDING COMMITTEES. There shall be five (5) standing committees of the Association with chairs appointed by the President of the Association and approved by the Board. Such standing committee names, duties and functions are:

- A. Planning and Zoning - shall consider matters of land use, zoning legislation, commercial development and any long-term governmental plans which will affect the Association and shall make recommendations to the Board

- concerning these areas. Shall investigate and report on zoning and variance applications within the boundaries of the Association;
- B. Parks and Community Services - shall consider matters dealing with property, if any, owned by the Association as well as parks, open space, and any city or governmental services in the area of environmental issues affecting the Association and shall make recommendations to the Board concerning these areas;
  - C. Transportation and Public Safety - shall consider matters of transportation including mass transit, streets and highways, parking, bicycles and pedestrians and matters of public safety dealing with the police services, fire services, courts and civil defense and shall make recommendations to the Board concerning these areas;
  - D. Membership - shall maintain records of residents and property owners within the bounds of the Association in order to facilitate membership drives. Will recommend various methods to be utilized to meet membership goals to the Board. Will do surveys of the membership as needed;
  - E. Publications - shall compose, print and be responsible for the distribution of the Association's newsletter on a regular basis as established by the Board. Shall handle other publicity needs as determined by the Board;

Section 2. ACTION ON COMPLAINTS. It shall be the duty of each committee that receives complaints from members on any matter involving Association functions, duties and activities within its scope of responsibility, to present such complaints to the Board of Directors. Written complaints will receive a response.

Section 3. OTHER COMMITTEES. The President may appoint such other special, temporary committees as may be necessary from time to time to deal with specific issues or projects. Such special committees will have a chair, as appointed by the President, and will be given a defined statement of purpose and a specified term of service.

## ARTICLE VII - DUTIES OF OFFICERS

The duties of the officers are as follows:

- A. President. The President shall preside at all meetings at which he/she is present; shall exercise general supervision over the affairs and activities of the Association; shall appoint committee chairpersons and special committees, and shall serve as member ex-officio on all standing committees except the Nominating Committee.
- B. Vice-President. The Vice President shall assist the President and shall, in the absence of the President, assume the duties and responsibilities of that office. The Vice President shall serve as chairperson of the Nominating Committee.

- C. Recording Secretary. The Recording Secretary shall keep the minutes of all meetings of the Association, which shall be an accurate and official record of all business conducted and shall be the custodian of Association records.
- D. Corresponding Secretary. The Corresponding Secretary shall be responsible for notifying the membership of the time and place of the Association meetings, and shall prepare and distribute all official correspondence of the Association. The Corresponding Secretary will also serve as Chairperson of the Publications Committee and will be responsible for arranging for speakers at General Meetings.
- E. Treasurer. The Treasurer shall collect all dues and keep an accurate account thereof; shall deposit all funds in a bank or repository approved by the Association or its Board of Directors; shall make an accounting of receipts and disbursements at each regular meeting of the Association and shall file such reports as are by law required.

#### ARTICLE VIII - ELECTION OF OFFICERS

The officers of the Association shall be elected by ballot to serve one year. All officers will be members of the Association. The term of office for such officers shall commence on the first day of June and conclude on the final day of May of the following year. Officers may be elected for additional terms by General Meeting votes. Vacancies occurring among the officers of the Association shall be filled for the unexpired term by election by the Board of Directors. Elections will be held during the membership general meeting held in May.

A Nominating Committee consisting of at least two members of the Association shall be appointed by the Vice-President at the Annual General Meeting. The Vice President will serve as Chairperson. The Committee shall nominate one or more candidates, eligible and willing to serve, for each office of the Association and shall report its nominations to the Association at the annual meeting in May. Nominations may also be made from the floor at the annual meeting. These nominations must be made and seconded by property owners, other than the nominee, who are members of the Association, with nominees present or their permission received prior to placing their name in nomination. A vote for each office shall be taken by secret ballot or by a show of hands immediately after the nominations for office have been closed. Election shall be decided by a plurality of the votes cast. Voting shall be limited to adult household members. No proxy voting shall be permitted.

#### ARTICLE IX - MEMBERSHIP MEETINGS

Section 1. ANNUAL MEETING. A meeting of the members shall be held each year and will be specifically designated for the election of members of the Board of Directors,

delivery of the annual report of the Association to the membership, setting of the annual dues, and presentation of issues requiring deliberation or vote by the membership.

Section 2. SPECIAL MEETINGS. Special meetings of the members may be called by the President:

- A. At his/her discretion;
- B. By motion approved by a majority of the Board of Directors; or,
- C. Upon written request of 20% of the membership eligible to vote.

Section 3. NOTICE. At least twenty (20) days before the date of the annual, or at least three (3) days before the date of any special meeting of the members, the Secretary shall cause written notice thereof to be distributed within the membership area. In the case of special meetings only, the notice shall specify the business to be transacted, and at such special meeting, there shall only be considered such business as is specified in the notice.

Section 4. QUORUM. At any annual or special meeting, fifteen percent (15%) of the membership eligible to vote shall constitute the quorum necessary in order to act on any questions with the exception of the disposal of any real property. If, however, such quorum shall not be present, the members present shall have the power to adjourn the meeting, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present.

*Robert's Rules of Order* shall govern the conduct of all meetings of the Association when such are not in conflict with the Bylaws of the Association. In general, the order of business at a regular meeting shall be as follows:

- Call to order
- Presentation of the minutes of the previous meeting
- Presentation of reports of the Treasurer, and Standing/Special Committees
- Unfinished Business
- Business as listed on the Agenda
- Call for new business
- Adjournment

## ARTICLE X - FINANCES

Association funds shall be disbursed only upon the approval of two-thirds majority of the members present and voting upon the proposed expenditure at a regular or special meeting

## ARTICLE XI - PROCEDURES FOR PRESENTATION OF ISSUES

Time permitting, any issue affecting the Clairmont Heights neighborhood will be first presented to the membership via the Association newsletter. At the next General meeting,

or at a Special called meeting, the issue will again be presented to the Association members present and a vote taken to determine the course of action for the Association

## ARTICLE XII - AMENDMENTS

Any amendments to these Bylaws may be adopted by a majority vote of those members present and voting provided the Amendment was either proposed at a preceding meeting or was published in the Announcement of the meeting at which it is to be considered.

### APPENDICES

#### APPENDIX A-BOUNDARY CHANGES ADOPTED

Boundary change 1:

Membership in the Association shall be limited to residents within the area bounded by: Clairmont Road (both sides), N. Decatur Road (both sides), Medlock Road (not including Medlock Road itself), Lancelot Drive (both sides), Scott Circle where it borders on Medlock Park, Willivee Drive between Desmond Drive and Medlock Park, and Desmond Drive (both sides). The membership will also include residents of the entire Heritage Hills Subdivision, Sherman Way, Landover Drive, and the section of Superior Ave. between N. Decatur Road and Scott Blvd. Adopted September 9, 1999 by unanimous vote of the CHCA Board of Directors.

Boundary change 2:

Membership in the Association shall be drawn from residents within or immediately adjacent to the area bounded by: Clairmont Road to the west, N. Decatur Road to the south, Willivee Drive to the east, and to the north the CSX railway line as far as Willivee Place. Adopted September 26, 2006 by unanimous vote of the CHCA Board of Directors.

#### APPENDIX B- AMENDMENTS ADOPTED

Amendment 1:

"The term of membership will hereby begin on the first day of February and continue until the final day of January the following year." Adopted May 20, 2000 by unanimous vote of members attending the 5/20/00 general meeting.