

**CHOSEWOOD PARK NEIGHBORHOOD ASSOCIATION (CPNA)
BY LAWS**

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Article I Name

- 1.1 The name of this body is the Chosewood Park Neighborhood Association (CPNA).

Article II Purpose

- 2.1 The purpose of the CPNA shall be to address collectively issues of common concern to all residents of the Chosewood Park community, to provide a democratic form of communication of concern to the appropriate agencies or organizations of government on all levels; and to promote greater participation of Chosewood Park residents and businesses in civic and community affairs.

Article III Membership

- 3.1 All members or representatives of CPNA must be at least 18 years of age and a resident of Chosewood Park, property owner or representative of business.

A business to be eligible must conduct business within the boundaries of Chosewood Park as it is defined by the City of Atlanta for the purposes of defining neighborhoods for Neighborhood Planning Unit's (NPU's). A representative of a business is the owner or a person designated by that business as their representative. The designation of a business representative must be made in writing on that business's stationary to the President of CPNA.

- 3.2 Member in Good Standing.
 - a. A member in good standing meets membership criteria stated in 3.1 above.
 - b. An officer or member of CPNA is not a member in good standing for the following reasons:
 1. Fails to meet membership criteria in 3.1 above.
 2. Misrepresents the CPNA position on a given issue voted on at a CPNA meeting before State and Local government representatives and other community bodies and takes no action to correct that misrepresentation and continues to misrepresent the CPNA position on a given issue.
 3. Fails to turn over that security and contact information associated with CPNA bank accounts, contacts with the surrounding community, other community organization and all levels of government or emails, twitter, facebook or any other media that requires security in a timely manner after the CPNA Secretary requests that information.
 - c. A CPNA member not in good standing shall not be allowed to vote on any issue concerning CPNA including elections, continue to hold office, run for office or nominate anyone for office.
 - d. If any member of CPNA becomes aware of actions by another member that could put that member's status in question, that member shall request in writing a meeting with CPNA Executive Committee made up of the President, Vice-President, Secretary and Treasurer. Upon receipt of the request, CPNA Executive committee shall meet in a timely manner to determine the merits of a member complaint. This meeting shall include the person making the complaint and the person against which the complaint is being made if those persons choose to attend. If a majority vote of the CPNA

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Executive Committee determines that the member status complaint has merit, the CPNA Executive Committee shall notify in writing (email is ok) their findings to the member making the complaint and the member against which the complaint is being made. In addition, an announcement of a member status hearing shall be placed on the next regularly scheduled CPNA meeting agenda. Upon hearing the member status complaint at a scheduled CPNA meeting where the person making the complaint and the person against which the complaint is being made have a chance to speak if they wish to, the body by majority vote of eligible members present will determine the status of the member against which the complaint is made. Neither the person making the member status complaint or the person against which the member status complaint is made need be present for the body to exercise its judgement.

- e. A CPNA member may regain a member in good standing status by making a request for re-instatement to any member of the Executive committee. The Executive committee shall meet to determine the merits of the request. If the Executive committee finds merit in the re-instatement request by a majority vote in support of the re-instatement, the re-instatement request shall be placed on the next CPNA Agenda. At the next scheduled CPNA meeting, the member will be restored to a good member standing status upon a majority vote of those members present and eligible at that CPNA meeting after a properly seconded motion has been made to approve the agenda item listed to re-instate that member.

Article IV Voting

- 4.1 Any person may vote upon attendance of their third CPNA meeting in any 12 month period.

Each business may have only one vote.

Majority rules.

- 4.2 Quorum- Fifty percent plus one.

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Article V

Section 1. Officers

- 5.1 The officers of the organization shall be: President, Vice President, Secretary and Financial Secretary/Treasurer.
- 5.2 The duties of the President shall be:
- a. To preside over all meeting of this organization, to call the meetings to order.
 - b. To appoint all chairpersons of all committees not elected by the membership.
 - c. To serve as ex-officio Member of all committees.
 - d. To impleinent all policies adopted by the nvemberft.
 - e. To state and put to vote all questions that legitimately come before the organization.
 - f. To protect the organization from obviously frivolous or dilatory motions.
 - g. To enforce the rules relating to debate and those relating to order and decorum
 - h. To execute and carry all orders by the membership.
- 5.3 The duties of the Vice-President shall be:
- a. To perform the same duties as the President if the President is absent or incapacitated and any other duties that the membership deems necessary.
- 5.4 The duties of the Secretary shall be:
- a. To record the minutes of all meetings of CPNA and to read the previous minutes.
 - b. To send out notices of meetings prior to that meeting.
 - c. To receive all correspondence of CPNA.
 - d. Obtain and maintain a list all security and contact information including but not limited to userid's, passwords, administrator userid's and password, co-signers to bank accounts, contact information such as phone numbers and email to the following:
 1. CPNA/CPCDC Bank Account including access information to the account that allow electronic deposit and withdrawal as well as deposit and withdrawal through the conventional mail service.
 2. CPNA Website, Facebook and Twitter Accounts, email lists and other social media as it develops
 3. Business, Non-Profit groups and Federal, State and City contacts that have a relationship with the Chosewood Park Neighborhood Association,
 4. President, Vice-President, Secretary and Treasurer emails.
 5. The information described in (d) above once compiled shall be made available to President, Vice-President, Secretary and Treasurer upon request.

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5.5 The duties of the Treasurer shall be:

- a. To receive all money and keep a record of that money received by CPNA.
- b. To make sure that all records balance.
- c. To keep accurate record of all money coming into the organization and all money going out of the organization.
- d. To deposit money at the bank.
- e. To keep clean and accurate records of all money coming into and going out of the organization.
- f. All deposits and disbursement shall be co-signed by the Co-Chairperson of the Chosewood Park CDC designated to do so. There can be no other co-signers.
- g. All deposits and disbursement both electronic and through conventional mail shall be made at the locations registered by the Treasurer with the Secretary.5.6 Meetings will follow the Robert's Rules of Order.

5.7 Terms of office shall be:

- a. One (1) year; no officer can serve more than five (5) consecutive terms of offices
- b. No officer shall hold more than one (1) office at the same time; if an officer wants to resign from that office, he/she must send a letter of resignation from said office thirty (30) days in advance of that resignation.

5.8 Removal of an Officers:

- a. An officer may be removed from office if he/she misses more than (2) consecutive meetings.
- b. An officer and chairperson may be removed by the general body for violation of these bylaws, misrepresentation of the general body, embesslement and moral turpitude.
- c. In the even that an officer resigns, the President shall appoint a temporary officer to fill that vacancy until special election can be held.

Section 2. Meeting of Membership

All meetings of members of the organization shall be held on the second(2nd) Monday of each month.

Section 3. Special Meetings

Special Meeting of the membership may be called by the President of the organization or by ten members in writing business transacted at all special meetings shall be confined to the specifice subjects state in the respectiver notices thereof.

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Section 4. Notice

By direction of the Presidet or upon the written request of the minimum required by members, the Secretary of the organization shall notify each member by notive at least 48 hours prior to the time scheduled for the Special Meeting. This may be done personally, by mailing or by flier

Section 5. Expenditures of Funds.

At any regular meeting of the membership or special called meeting for such purpose of the Expenditure of Funds from the organization's treasury, shall be lawfully voted upon at a General Meeting, or at a requested Special Meeting of the membership.

Article VI. STANDING COMMITEES - EXECUTIVE COMMITEE

Section 1. Standing Committee - Executive Committee

The committee of the organization shall be the Executive Committee. The Executive Committee shall consist of the President who shall server as chairperson, the Vice-President, Secretary, Treasurer. This committee shall have monthly meetings before the regular meeting of the organization to set the agenda and give a report to the body. They shall be governed by the bylaws of the organization. They shall delegate to such committee powers and authority as may be appropriate. Each committee shall elect its own chairperson, unless otherwise provided by these by-laws. Each committee shall meet on a regular basis and give a report to the General Body.

Section 2. General Committee

Only members of the organization who are eligible to vote shall serve on committee and may establish a special committee.

Article VII Elections

Section 1. Nominations

Upon the adoption of the by-laws a nomination comn3ittee shall be elected at the regular meeting of the membership. This committee shall consist of four (4) persons. No officers of the organization shall be eligible to serve on this committee. The nomination committee shall be charged with the responsibility for nominating two (2) candidates for each office, this committee shall bring their findings to the Executive Committee (30) days before election is to be held.

The election of officers will be held at the December monthly meeting.

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Article VIII Amendments

Section 1. Proposal of Amendments

Proposals to amend these By Laws may be adopted by a majority vote at any regular CPNA meeting provided that one-third of those eligible to vote are present.

Once the proposal to amend the By Laws is adopted that proposal will be placed on the agenda of the next regular CPNA meeting. The proposal will be circulated in any notification of the next regular CPNA meeting and the Secretary will provide a copy of the amendment proposal to any person eligible to vote at the next regular meeting.

Section 2. Approval of Amendments

Amendment to these By Laws will be adopted upon majority vote at any regular CPNA meeting provided that one-third of those eligible to vote are present and the process described in Section I has been followed.