

Bylaws

Lindridge/Martin Manor Neighborhood Association

Article I. General Purpose

The purpose of the Lindridge/Martin Manor Neighborhood Association (LMMNA) is to improve and preserve the quality of life of the residents of the Lindridge Martin Manor Neighborhood (LMMN) and shall include the following:

- Interacting with all applicable levels of government to provide services and improvements in the LMMN
- Disseminating information, including a newsletter, about events and issues affecting the LMMN to those living or conducting business in the LMMN, as well as educating residents and businesspeople in the LMMNA
- Promoting a spirit of friendliness and cooperation among residents and encouraging residents to be responsible for the success of the LMMNA and the neighborhood
- Providing a forum for residents and businesspeople to meet and discuss neighborhood concerns and goals
- Engaging in other such activities and functions as shall be deemed proper in the furtherance of the goals and purposes of the LMMNA

Article II. Membership

1. Open to any person 18 years of age or older whose primary place of residence is within the LMMN. LMMN boundaries shall be defined as: North: I-85 from Cheshire Bridge Road to Peachtree Creek, South: CSX Tracks; East: City Limit; West: I-85 and to the east side of Piedmont Road from I-85N to Peachtree Creek.
2. Member-in-Good-Standing: A resident that is up to date in the payment of annual dues, as defined in Article V, Dues.

Article III. Sponsor

Open to any person 18 years of age or older who meets one of the following:

1. Owns residential property within the LMMN but whose primary residence is not within the LMMN
2. Owns a corporation, business, organization, institution, or agency that owns property within the LMMN
3. Has a place of business or profession within the LMMN
4. Supports the purposes of LMMNA but does not meet the above three criteria.

Article IV. Voting

Section 4.1: Voting

At any general or special meeting, each member, as defined in Article II, Membership, shall be entitled to cast one (1) vote on every issue which requires a vote of the members. Such vote may be cast either (a) in person or (b) by absentee ballot, in a form adopted by the Board. If cast in person, each voting member must show proof of residency, as described in Article IV, Section 3. If cast by absentee ballot, each voting member submitting an absentee ballot shall attach to said ballot proof of residency within the boundaries of the LMMN, as described in Article IV, Section 3.

Absentee ballots may be delivered in person by the member to a Board member or may be mailed to the LMMNA's post office mailbox. Only those absentee ballots received by the LMMNA 48 hours prior to the general or special meeting shall be considered.

Section 4.2: Conflict of Interest

Any member must make full disclosure of any direct or indirect financial interest he/she may have in any issue to be decided by the LMMNA before the LMMNA begins discussion of the issue. In this case, residential members, as defined in Article II, include, but is not limited to, spouse, domestic partner, family member, care giver, legal guardian, tenants (paying "renters" or non-paying), residing at the

address in question, may not vote on such issue. The President (or his/her designee) shall have final discretion in determining if a “conflict of interest” exists.

Section 4.3: Proof of Residency

Any resident or residential member, as defined in Article II, Membership, desiring to vote at an LMMNA meeting, shall sign in on an official sign-in sheet (paper or electronic). He/she shall list his/her address and present reasonable proof of residency. “Proof of Residency” may consist of a driver’s license, utility bill, property lease, or homeowner’s insurance. The President (or his/her designee) shall have final discretion in determining if “reasonable proof” of residency has been presented to qualify to vote.

Article V. Dues

Annual dues shall be set yearly, with approval of the Board. Dues shall coincide with the fiscal year of the LMMNA, which is January through December, but can be changed at the discretion of the Board.

Article VI. Meetings

Section 6.1: Regular Meetings

The general membership meeting shall be held on the second Wednesday of November at 7:15 P. M. (Location designated by the Board). The election of officers, approval of amendments to the Bylaws and the approval of the annual budget shall be voted on exclusively by the general membership. The general membership may vote on any other issue deemed appropriate by the Board.

Section 6.2: Special Meetings

Special general meetings and special Board meetings may be called from time to time at the discretion of the President or Vice President of the LMMNA.

Section 6.3: Notice of Meetings

Notice of regular meetings shall be set forth in a printed or electronic newsletter that shall be distributed to members before the meeting.

Section 6.4: Quorum

Fifteen members constitute a quorum for any general membership meeting. Once a meeting is convened, it may proceed whether a quorum is or is not maintained.

Article VII. Officers

Section 7.1: Officers

The officers of the LMMNA shall be a President, Vice President, Secretary, and Treasurer. Such other officers shall be elected by the members constituting a quorum at a general membership meeting.

Section 7.2: Election, Term of Office, and Conduct

LMMNA officers shall be elected at the November general membership meeting and shall serve from January to December. The term of the office shall be two years. The Board may remove any officer at any meeting with a quorum vote. In the case of death, resignation, or removal of an officer, the President may appoint a replacement to complete the term.

1. Each Officer must be a Member-in-Good-Standing of the LMMNA
2. Officers shall not be entitled to any remuneration for their services
3. An Officer may hold only one office

Section 7.3: President

The President shall be the chief executive officer of the LMMNA. The President shall preside at all meetings, shall have general and active management of the business of LMMNA, and shall see that all orders and resolutions are carried out. The President shall direct committee chairs and provide updated status reports at meetings. The President shall oversee the writing and production of the monthly LMMNA newsletter. The President shall carry out any other duties as may be designated by the general membership.

Section 7.4: Vice-President

The Vice-President shall perform the duties as prescribed by the President, and in the absence of the President, the Vice-President shall perform the duties of the President. When acting as the President, the Vice-President shall have all the powers and duties as the President and shall be subject to the restrictions upon the President. The Vice-President shall be responsible for maintaining the Bylaws in the records of the LMMNA and shall initiate any amendments thereto. The Vice-President shall also oversee the nomination of the slate of officers to be

presented at the Q4 board meeting for a vote by the members at the November general membership meeting.

Section 7.5: Secretary

The Secretary shall be responsible for taking minutes of general and board meetings and for maintaining all records of the LMMNA.

Section 7.6: Treasurer

The Treasurer shall be responsible for and have custody of all funds, securities, monies, and financial records of the LMMNA; receive and give receipts for monies due and payable on behalf of the LMMNA; deposit all monies in the name of the LMMNA in a bank account designated by the Board; maintain financial records and issue a financial report of the Treasury at each Board and general membership meetings; and prepare the annual budget to present to the Board for its consideration at its Q4 Board meeting.

Article VIII. Board of Directors

Section 8.1: LMMNA Board of Directors

The Board of Directors (Board) shall be the governing body of the LMMNA. The Board shall consist of the officers and chairs of standing committees who wish to serve and can meet the requirements of residential membership. Board members may remove an officer or chair at any time by a vote constituting a quorum. Fifty per cent plus one shall constitute a quorum of the Board. A quorum of the Board is required to vote on any matter before the Board. If a Board member is unable to attend a meeting, he/she may vote via email on matters posted on the agenda prior to the meeting.

Section 8.2: Meetings

The Board shall meet quarterly on the first Wednesday of the second month at 7:15 p.m., at a location determined by the President. If the designated Wednesday meeting is a legal holiday or the Wednesday following a legal holiday in the same week, then the meeting will be held on the second Wednesday of that month. The Board may also meet as determined necessary by the President. Board meetings are open and may be attended by anyone.

Section 8.3: Powers and Purpose

The purpose of the Board shall be the regulation, management, and operation of the LMMNA. The Board shall submit an annual budget to the general membership each November. The Board shall approve any non-budgeted expenditure exceeding \$1,000. In the absence of a general membership meeting the Board may decide all LMMNA matters except those reserved for the general membership (Article VI). These matters may include application for changes in zoning, zoning variances, special use permits, special administrative permits, subdivision recommendations, and liquor licenses. The results of these decisions shall be forwarded to NPU-F and included in the LMMNA newsletter.

The Board shall establish the following committees to carry out the purposes of the LMMNA. Such committees may include the following:

- **Traffic and Transportation:** Serves as liaison to the appropriate governmental entity about traffic issues and concerns and work toward their resolution; and investigates and addresses traffic issues with the appropriate entities.
- **Planning, Zoning, Licensing, Permits, and NPU-F Representative:** Monitors and attends city zoning meetings as necessary; coordinates the LMMNA response to issues of zoning, zoning compliance, housing, urban design, real estate, licenses and permits for area businesses; and serves as the LMMNA liaison to area businesses. Serves as the official liaison to NPU-F, representing the LMMNA at the NPU-F general meetings. The Zoning Committee shall consist of four people, a chair plus a representative from the other LMMN quadrants (Lenox Road/Woodland Hills, Martin Manor, Lindridge, and Elizabeth Ann Lane/Sheridan Road). The chair shall represent his/her quadrant of residency. The Zoning Committee will function even if representatives from all quadrants are unable to be recruited by the chair.
- **Code Compliance:** Addresses any issues around the following: 1) housing code, noise regulation, junked vehicles, yard sales, pets, and unkempt properties; 2) building permits. Serves as the LMMNA liaison with the City of Atlanta's Department of Public Works, City of Atlanta Police

Department's Office of Code Enforcement, and other city departments responsible for such services such as trash collection and utilities.

- **Social Media:** Manages content and monitors messages that come to the Board via social media.
- **Neighborhood Park Areas:** Oversees green spaces and common area in LMMN and makes recommendations about these areas. Serves as a liaison to Park Pride and city departments involved in green spaces, parks, and recreation.
- **Membership:** Recruits residents for membership in LMMNA; maintains a listing of Members-in Good-Standing; and prepares and distributes membership packets to all new members and residents. Recruits' sponsors.
- **Education:** Considers matters relating to education, public and private, childhood and adult, and makes recommendations to the Board concerning these matters.
- **Events:** Organizes special events including, but not limited to, picnics and block parties.
- **Armand Park Chair:** Serves as liaison to City of Atlanta Parks and Recreation Department, Park Pride, and other agencies and organizations in all matters regarding Armand Park.
- **Communications:** Writes content for memos, letters, and notices; develops communication plans to support Board activities; handles printed and mail merge items; supports committee chairs with messaging and collateral actions; and provides and guides regular member communications, such as newsletters; coordinates vendor platforms, such as website and email management systems; and distributes notices about neighborhood meetings and printed newsletters.

Each committee shall consist of a Chair and members as deemed necessary. A Committee Chair and other committee members shall be a Members-in-Good-Standing. The Chair shall be responsible for giving a status report to the President at each Board or general meeting or at such time as the President or Board may determine. The Board may create additional committees, including ad hoc committees, as deemed necessary.

Section 8.4: Attendance

Board members are expected to attend each Board and general meeting. If a Board member misses a meeting, he or she shall submit a written report to the President. No proxy or absentee votes will be accepted. If an Officer or Committee Chair misses four or more meetings in a calendar year, the Board may replace the Officer or Committee Chair by means of a Board vote. When a committee is co-chaired, the attendance policy applies to either Co-chair, not to both Co-chairs.

Article IX. Amendments

These bylaws may be amended, altered, or repealed. New bylaws may be adopted by a quorum of the members at a regular or duly summoned special meeting.