

**BYLAWS**

**OF**

**ATLANTA UNIVERSITY CENTER NEIGHBORHOOD ASSOCIATION**

**AUCNA**

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**ARTICLE 1**

**ORGANIZATION AND BOUNDARIES**

1.1 Name of the Organization: The organization shall be known as the Atlanta University Center Neighborhood Association (“AUCNA”).

1.2 Boundaries: The boundaries of the organization shall be: Martin Luther King Jr. Dr. on the north, I-20 on the south, Joseph E. Lowery on the west, and Northside Drive on the east.

**ARTICLE 2**

**PURPOSE, MISSION, AND OBJECTIVES**

2.1 Purpose: The purpose of the AUCNA is to perpetuate the historical significance of the area, stimulate community and economic development, improve the quality of life for all residents and reshape the area into a sought after end destination.

2.2 Mission: The mission of this organization is to provide a vehicle for residents and members of the organization to discuss and make recommendations regarding the issues that face the Atlanta University Center Community.

2.3 Objectives: The objectives of the AUCNA are as follows:

2.3.1 Openly discuss concerns, issues, and recommendations in a collaborative manner.

2.3.2 Enlist a broad representation of the Atlanta University Center (AUC) community stakeholders in the process of collaboration that bring systematic changes and vitality to the quality of life.

2.3.3 Provide a “voice” for the AUC community on matters that impact its growth and development.

## ARTICLE 3

### MEMBERSHIP

3.1 General Membership: Membership in AUCNA shall be granted as follows:

3.1.1 Persons at least 18 years of age, whose primary residence (including students with valid school identification), is located within the AUCNA boundaries.

3.1.2 Representatives of businesses, or organizations located within the AUCNA boundaries; and

3.1.3 Representatives of each Atlanta University Center member institution; and

3.2 Eligibility for voting membership. General members are eligible to vote provided they have attended no fewer than three (3) general meetings of AUCNA during the prior twelve (12) months.

3.3 At Large Members. There shall also be two (2) “at large” members who shall be selected by the Executive Committee without regard to the criteria in Section 3.1 above, but who shall be eligible to vote upon meeting the qualifications in section 3.2.

## ARTICLE 4

### MEETINGS

4.1 General Body Meetings: The general body meeting of the AUCNA shall be on the third Thursday of each month, from 6:00 p.m. to 7:30 p.m. The general body shall meet no fewer than ten (10) months out of a year. The first meeting of the year shall be January of each year. Meeting location shall be selected by the President and shall be within the boundaries of the AUCNA.

4.2 Notification: Notice of all AUCNA general meetings shall be posted electronically by the Secretary no less than one week prior to the date of the meeting.

4.3 Agenda: All agenda items must be submitted to the Secretary seven (7) days before the monthly meeting. The President shall have discretion regarding additions to the agenda. The agenda of monthly meetings shall be posted by the Secretary the Friday prior to the monthly meeting.

4.4 Quorum: A majority of the eligible voting members present shall constitute a quorum.

4.5 Executive Committee Meetings. The Executive Committee meeting shall take place, at a time before the general body meeting. Executive Committee meetings can be changed by the Chair of the Executive Committee with one day notice. All meetings shall be recorded and documented and distributed at the regular meeting as part of the records of the organization.

4.6 Special Meetings. Special meetings shall be called by the President upon consultation with the Executive Committee. The Secretary shall notify the membership of the special meeting within seven (7) days from the dated of the request, but no later than 48 hours before the Special Meeting.

4.7 Emergency Meetings. Emergency Meetings may be held upon the call of the President and an additional member of the Executive Committee upon the determination that a matter of imminent threat to life, limb, property, or civil disturbance is involved. The Secretary shall endeavor to provide electronic or telephonic notice to all members in the event of an emergency meeting.

## **ARTICLE 5**

### **OFFICERS**

5.1 Officers: The officers of the AUCNA shall be the following: President , Vice President, Treasurer, Secretary , Chaplain, and Historian.

5.2 Executive Committee: The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, Chaplain and all Committee Chairs.

5.3 Tenure: Officers shall be elected to serve for a term of one year. Members nominated or seeking elected positions must have attended six (6) of the last ten (10) general meetings of the organization to be eligible to hold an office. Elected officers may succeed themselves.

5.4 Presidential Appointments: The Chaplain and Historian are to be appointed by the President for one-year terms concurrent with the appointing President. The Chaplain or the Historian may succeed themselves.

5.5 Duties of Officers:

5.5.1 President: The President of AUCNA shall preside over all monthly general meetings. The President shall approve the agenda for the general meeting. The President shall execute all documents on behalf of the AUCNA.

5.5.2 Vice President: The Vice President shall assume all duties and responsibilities of the President in that official's absence, disability,

resignation, disqualification or removal. The Vice President may represent the AUCNA when requested by the President. He/she shall perform other duties as requested or assigned by the President, including presiding over committees.

- 5.5.3 Secretary: The Secretary shall record, transcribe, certify, and maintain accurate records of the minutes of all general and special meetings of the organization. He/she shall publish notice of all meetings as provided in Article IV. The Secretary shall assist will all administrative duties as needed.
- 5.5.4 Treasurer: The Treasurer shall be responsible for overseeing all the financial transactions of the organization. The Treasurer shall maintain accurate written records of all financial transactions. The Treasurer may, from time to time, be responsible for applying for funding as identified by the organization and officially approved by the membership. The Treasurer shall be authorized to collect voluntary membership donations at each general meeting. The Treasurer shall make an annual accounting of all AUCNA funds received, maintained, and distributed.
- 5.5.5 Chaplain: The Chaplain shall offer an invocation and, when appropriate, the benediction at AUCNA meetings and events. The Chaplain may offer spiritual counsel when requested.

## **ARTICLE 6**

### **ELECTIONS**

6.1 Elections shall be held once a year at the last meeting of the organization during the calendar year.

6.2 A slate of nominees will be provided by a nominating committee which shall be appointed by the President thirty (30) days prior to the election. The nominating committee shall preside over the election of officers. Upon submitting the slate of offices for election the nominating committee shall take any additional nominations for each office from the general body.

6.3 In the event of a vacancy in an elected or appointed office, the President shall call for a special election to fill the vacant position. Nominations shall be taken for the general body. All nominees must meet the eligibility requirements set forth in Article III above.

## **ARTICLE 7**

## COMMITTEES

- 7.1 The organization shall have the following standing committees:
- 7.1.1 The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Chaplain and all Committee Chairs of the AUCNA. The Executive Committee shall be empowered to act on behalf of AUCNA between meetings. The actions of the Executive Committee shall be reported to the general body at the next general body meeting. The committee will meet monthly one hour prior to each regular meeting. The President of AUCNA shall be the chair of the Executive Committee.
  - 7.1.2 The Public Relations and Marketing Committee will be responsible for the dissemination of approved information concerning AUCNA business. The committee will develop media contacts and a relationship with the Public Relations departments of each Atlanta University Center school as well as other community new outlets for the purpose of informing them of activities of the AUCNA as needed. This committee will provide new members with welcome packages to include the organization's by-laws. The committee will distribute meeting notices and press releases. All materials for distribution must be approved by the President and Executive Committee. This committee will meet once a month and report to the general body at the regular monthly meeting.
  - 7.1.3 The Public Safety Committee will work to reduce and prevent crime in the neighborhood. The committee will work with AUCNA members and residents to inform and make them aware of crimes being committed in the neighborhood and the efforts to reduce and prevent crimes from being committed. This committee will create, support and implement resident driven public safety training programs like Neighborhood Watch. The committee will report to the general body monthly.
  - 7.1.4 The Community and Economic Development Committee will work to identify and implement strategies to improve the quality of life and make the area a more desirable place to live, work, play and attend school. The committee will help to identify sources of job creation, and income producing opportunities. The committee will identify the core needs to the neighborhood and help to develop goals and objectives to address those core needs. The committee will use asset mapping and design visioning to reach those goals. The committee will assist with attracting and maintaining retail and service businesses for the area. This committee will report to the general body on a monthly basis.

- 7.1.5 The Finance Committee will have the responsibility of fund raising for the organization. The committee will identify potential grants that will meet the goals and objective of the AUCNA. Upon approval of by general body, this committee will submit grant proposals as needed. This committee shall create and implement a fund raising campaign with assistance from the general body.
- 7.1.6 The Education Committee shall create a relationship with the public and private schools (elementary, middle and high schools) within the boundaries of the AUCNA. This committee will identify methods to assist schools as needed. The committee shall help publicize positive stories of educational accomplishments in all schools.
- 7.1.7 The By-Laws Committee
- 7.1.8 The Membership Committee

7.2 The President shall recommend to the organization the creation of additional committees from time to time as the need arises. The committee' function and duration shall be defined at the time that the committee is created.

7.3 All committee Chairs shall be appointed by the President in consultation with the Executive Committee. Any person being appointed as chair of a committee must meet the requirements set forth in Section 3.1 or 3.2.

## **ARTICLE 8**

### **FISCAL YEAR**

8.1 The fiscal year of the AUCNA shall be the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

## **ARTICLE 9**

### **AMENDMENTS**

9.1 These By-Laws may be amended or repealed by majority vote of the membership.