

Constitution and Bylaws
of the
CONTINENTAL COLONY COMMUNITY ASSOCIATION

Preamble

We the citizens concerned with community development do hereby establish the **CONTINENTAL COLONY COMMUNITY ASSOCIATION**.

ARTICLE I. NAME

Section I. The name of this organization shall be the **CONTINENTAL COLONY COMMUNITY ASSOCIATION** and future reference will be **CCCA**.

ARTICLE II. GEOGRAPHICAL BOUNDARIES

Section I. The geographical boundaries of the CCCA shall include the homes on the following streets: The Fontainebleau, Black Forest Trail, Sorrento Circle, Tejas Trail, Topaz Lane, Pyrite Circle, Arrowwood Drive (within the City of Atlanta), and Hogan Road (within the City of Atlanta).

ARTICLE III. PURPOSE

Section 1. To develop and execute positive planning for community needs. To advise the Neighborhood Planning Unit-R, City of Atlanta (including the Mayor, City Council and any department or official of the City of Atlanta) on all matters affecting the environment and the well-being of residents.

ARTICLE IV. MEMBERSHIP

Section 1. Any person whose primary place of residence is within the CCCA boundaries (Article II) or who owns property within the area is eligible for membership.

Section 2. An active member is a resident who is financial with CCCA.

ARTICLE V. ORGANIZATION AND OFFICERS

Section 1. The Organization shall have six elected officers: (1) President, (2) Vice-President, (3) Recording Secretary, (4) Financial Secretary, (5) Corresponding Secretary, and (6) Treasurer.

Section 2. The President shall appoint two officers: (1) Parliamentarian and (2) Newsletter Editor.

ARTICLE V. ORGANIZATION AND OFFICERS continued

Section 3. **Election of Officers** — The election of officers shall be by secret ballot, and the election shall be held in May.

Section 4. **Term of Office** - The term of office held will be two years, not to exceed four years, unless the Nominating Committee and the body are unable to find a qualified candidate to run for a particular office. In that case, the incumbent (the current officer) can run again for the office even though he/she has been in the office for four years. The term will cover a 24-month period beginning June and ending in May of the second year. The officers will be elected in a staggered process: President, Recording Secretary, and Treasurer will be elected in **EVEN** years. The Corresponding Secretary, Vice President, and Financial Secretary will be elected in **ODD** years.

Section 5. **Nominating Committee** - The Nominating Committee shall consist of **five** active members, who are elected by the body in March and who serve for 24 months. A slate of candidates for each office shall be recommended by the Nominating Committee and presented to the body in April. Nominations will be accepted from the floor in April. Nominations will not be accepted from the floor in May at the time of balloting.

ARTICLE VI. DUTIES OF THE OFFICERS

Section I. The **President** is the official representative of the body. The duties of the President are to:

- A. Act as Chief Administrative Officer of the organization.
- B. Represent and speak for the organization.
- C. Preside at business meetings and Executive Board meetings.
- D. Appoint the chair of each standing committee except the Program Committee, and the Finance Committee. (The Vice President shall chair the Program Committee, and the Treasurer shall chair the Finance Committee.) The President shall appoint the chairman of any ad hoc committee.
- E. Sign letters, checks, and documents.
- F. Serve as NPU-R representative or appoint a representative.
- G. In case an officer resigns, or fails to perform the duties of the office, the President shall declare the office vacant and call for an election to fill the unexpired term of that officer. An election should be scheduled within 60 days from the time that the office is declared vacant.

Section 2. The **Vice President** assumes the duties of the President when the President is absent or incapacitated. The Vice President also presides when it is necessary for the President to temporarily leave the chair during a meeting. When assuming the role of the President, the Vice President has all the powers, duties, responsibilities, and privileges of

ARTICLE VI. DUTIES OF THE OFFICERS *continued*

the President. The primary responsibility of the Vice President is to chair the Program Committee.

Section 3. The **Recording Secretary** shall take minutes at the **CCCA** business meetings, Executive Board meetings, and call meetings and keep accurate records of all **CCCA** business. The Recording Secretary shall be the custodian of all **CCCA** records and properties.

Section 4. The **Corresponding Secretary** handles all correspondence of the organization.

Section 5. The **Treasurer** shall receive, disburse, and deposit all **CCCA** funds and keep an accurate record of the same. The Treasurer shall make a financial report at each **CCCA** business meeting. The President and the Treasurer shall sign all checks, having the Vice President as the alternate to the President and the Financial Secretary as the alternate to the Treasurer. The Treasurer shall chair the Finance Committee.

Section 6. The **Parliamentarian** shall serve as a source of information for parliamentary procedures according to Robert's Rules of Order and shall serve as an advisor to the presiding officer in implementing the same. The Parliamentarian shall chair the Bylaws Committee.

Section 7. The **Financial Secretary** is responsible for collecting all funds and giving them to the Treasurer for deposit and keeping accurate records of the same.

Section 8. The **Newsletter Editor** should publish newsletters quarterly and distribute to all homes in the geographical boundaries. The Newsletter Editor will chair the Communications Committee.

Section 9. The **Executive Board** consists of all officers (elected and appointed) and chairpersons of standing committees listed in Article VII.

ARTICLE VII. STANDING COMMITTEES

Section 1. The President appoints the chairman of each standing committee except the Program Committee and the Finance Committee. (Article VI, Section 1D) The Vice President shall serve as chairman of the Program Committee. (Article VI, Section 2.) The Treasurer shall serve as chairman of the Finance Committee. (Article VI, Section 5) Any active member (Article IV, Section 2A) may volunteer to serve on a standing committee.

ARTICLE VII. STANDING COMMITTEES continued

Section 2. The **Program Committee** is responsible for planning the programs each year to ensure positive community development.

Section 3. The **Economic Development Committee** is responsible for the liaison between the **CCCA** and the surrounding business.

Section 4. The **Traffic and Streets Committee** shall monitor all traffic changes in the community. This includes new streets, increased traffic levels, street repairs, sign changes/repairs, and sidewalks. The committee shall research and recommend to **CCCA** any changes that should take place for the improvement of the community. The committee shall establish a list of person in city government who interface with this committee's area of responsibility.

Section 5. The **Public Safety Committee** shall consider all matters that relate to police and fire protection within **CCCA**. This committee shall establish communication with key government officials who interface with this committee's responsibility. This committee shall present information and programs to **CCCA** that will ensure community safety.

Section 6. The **Zoning and Land Use Committee** shall monitor all zoning changes of property within the **CCCA** boundaries as well as property adjacent to the community that will impact the community. The committee shall report to the **CCCA** at each meeting any zoning applications that will impact the neighborhood. The committee shall consider all housing, land use, and neighborhood development issues.

Section 7. The **Public Works Committee** is responsible for all matters affecting sanitation and drainage within the **CCCA** boundaries and shall contact the appropriate city government department for correction. The committee shall monitor new construction in the neighborhood to insure that the plan has appropriate drainage to prevent damage to existing property. The committee shall monitor vacant land to prevent the area from becoming a dumping site.

Section 8. The **Environment Committee** shall encourage residents and property owners to maintain a clean, safe, and beautiful neighborhood. It shall report all violations of the City of Atlanta Clean and Safe Neighborhood codes to the proper government officials and work with the government to correct the same. The committee shall encourage homeowners and landowners to maintain their property and the surrounding areas with the overall goal of developing a beautiful neighborhood. As incentives, individual homes may be selected as "Home of the Month" for outstanding yard maintenance and flower arrangement and other seasonal recognition for the months of May through August. (See Standing Rules for specifications.)

ARTICLE VII. STANDING COMMITTEES continued

Section 9. The **Scholarship Committee** shall be composed of five active members, who will consider scholarship applications and make decisions on scholarship recipients. The names of the scholarship recipients shall be announced to the body at the business meeting following the committee's selection.

Section 10. The **Hospitality Committee** shall consist of at least five active members from various sections of the community. Their duties shall be to extend hospitality to new neighbors and any other hospitality duties directed by the President.

Section 11. The **Courtesy Committee** shall consist of five active members. Their duties shall be to extend courtesies to neighbors, as outlined in the Standing Rules.

Section 12. The **Communications Committee** shall consist of at least five active members from various sections of the community. Their duties shall be to distribute the newsletter and any other material requested by the President.

Section 13. The **Audit Committee** shall consist of three active members who are not officers. They are responsible for conducting an annual internal audit for the calendar year (January 1- December 31) and presenting the report to the body at the March meeting.

Section 14. The **Ways and Means Committee** shall consist of five active members. The duties of this committee are to recommend to the body and to implement fundraising projects and strategies to generate revenue for the **CCCA**.

Section 15. The **Finance Committee** shall consist of the Treasurer, Financial Secretary, and three other active members, who are not officers. The committee is responsible for preparing a budget for the calendar year (January through December). The budget shall be presented to the body for approval in November. The Treasurer shall chair the committee.

Section 16. The **Directory Committee** shall prepare a directory of all homes/residents in the geographical boundaries of the community (Article II). The directory shall be issued in April of each year.

Section 17. The **Bylaws Committee** shall review the Bylaws annually and make recommendations of changes to the body. The committee is responsible for printing revised bylaws and distributing them to active members. The Parliamentarian shall serve as chairman.

ARTICLE VII. STANDING COMMITTEES continued

Section 18. The **Membership Committee** shall develop strategies to increase active membership and neighborhood participation in the **CCCA**. In December the committee shall provide each resident with a stamped envelope addressed to the Financial Secretary requesting payment of **CCCA** annual dues by January. The resident can mail the envelope with his/her check to the Financial Secretary. The Membership Committee should coordinate with the Hospitality Committee to welcome new residents in our neighborhood and to tell them about our organization.

ARTICLE VIII. MEETINGS

Section 1. Regular meetings shall be held on the second Monday of each month, except June, July, August, and December. In December the organization will have a Christmas holiday celebration instead of a business meeting.

ARTICLE IX. MEMBERSHIP DUES

Section 1. To qualify as an active member of **CCCA** (Article IV, Section 2), each family member must pay annual dues in the amount agreed upon by the **CCCA** and stated in the Standing Rules. Dues are payable in January of each year for the calendar year (January 1- December 31). A resident must be an active member in order to vote, to run for office, or to hold an office in the organization. The Financial Secretary shall maintain the list of active member of the **CCCA**.

ARTICLE X. QUORUM

Section 1. A quorum consists of 10 active members of whom one must be the President or Vice President.

ARTICLE XI. AMENDMENT OF BYLAWS

Section 1. The **CCCA** members must receive a thirty-day written notice announcing plans to amend the bylaws. A bylaw change must receive approval from two-thirds of the voting members present. (For example if 30 active members are present, then 20 votes will be necessary to change the bylaws. In this example the membership roster may actually include 100 active members, but only 30 active members are present for the vote.)

ARTICLE XL. AMENDMENT OF BYLAWS continued

SIGNATURE:

DATE:

President

Recording Secretary

Parliamentarian

CCCA STANDING RULES

1. Dues: Annual dues shall be \$20.00 per household per calendar year (January 1 — December 31) for active members.
2. Personal Recognition: Achievements — Promotions, graduations, and other honors will be published in the CCCA newsletter. Nominations for community awards will be based on awards criteria in Standing Rule #5. The Executive Board will select the winners. Any CCCA officer may receive the nominations for the awards. The award recipient can receive a plaque or a certificate. The Executive Board will make the determination.
3. Hospitality and Courtesy: **Illness** — Cards will be sent to neighbors upon notification of illness. Active members will also be given a check in the amount of \$25.00 per person per year. **Death** — Cards will be sent to CCCA members who lose an immediate family member (parent, spouse, sibling, or child) upon notification of loss. A card and a \$25.00 check will be sent to families of active members who experience the loss of an immediate family member (parent, spouse, sibling, or child). **New Neighbors** — The Hospitality Committee will give each new neighbor a New Neighbor packet, including CCCA bylaws, CCCA directory, and a recent newsletter.
4. Scholarship: When funds are available, a scholarship, not to exceed \$500.00 will be awarded annually to a CCCA resident or resident's relative who meets the criteria. Scholarship funds not to exceed \$150.00 may be used to purchase emergency items like clothing or eyeglasses for Continental Colony Elementary School students whose families cannot afford such items.
5. Home of the Month: The selected "Home of the Month" will be identified by posting the "Home of the Month" sign in the yard. A certificate and a \$25 check will be given to award recipients who are financial CCCA members. A certificate will be given to award recipients who are not active members of the CCCA. The awards will be given in the months of May, June, July, and August. The criteria are: a) appearance of the home and yard, b) the yard should be well groomed; c) a home can only receive an award once a year.
6. Awards Criteria:

The CCCA volunteer Service Award - To be eligible, the nominee must live within the boundaries of the CCCA and be a financial member of the organization.

CCCA STANDING RULES continued

The Good Neighbor Award - To be eligible, the nominee must have volunteered or given extraordinary assistance to maintaining the integrity of the Continental Colony Community. The nominee may or may not be a resident of the community.

The CCCA Youth Award - To be eligible, the nominee must be a resident and member of a financially active CCCA household and 13 to 18 years of age. The nominee should be considered a role model for his/her peers. He/she must have extraordinary contributions and demonstrated leadership in school and community activities.