

**BYLAWS  
OF THE  
LAKE CLAIRE NEIGHBORS**

The Lake Claire Neighborhood affirms a strong belief in the ideal of self-government through democracy by insuring that every resident of the neighborhood be allowed to participate in the decisions that affect their life and neighborhood. To promote this ideal in conjunction with the Lake Claire Neighbors, we hereby set out the following Bylaws for the functioning of the organization

**ARTICLE I**

**Name**

The name of the organization shall be the Lake Claire Neighbors.

**ARTICLE II**

**Jurisdiction**

The jurisdiction of Lake Claire Neighbors will extend on its southern border to the east MARTA line along DeKalb Avenue; on its western border to the backyard line at the rear of the houses along the eastern side of Clifton Road from DeKalb Avenue to the backyard line of South Ponce de Leon Avenue in the north thereby adjoining Druid Hills; on its northern boundary along the southern backyard line of South Ponce de Leon Avenue and the boundaries of the Cerebral Palsy Center/Atlanta city limits; and on its eastern border to the Atlanta city limits along Ridgecrest Road to DeKalb Avenue.

**ARTICLE III**

**Purposes**

The purposes of Lake Claire Neighbors shall be to unite residents and provide a platform to protect against forces that threaten the residential character and the quality of life of the residents of the area; to direct development that enhances pedestrian friendliness, sustainability, environmental sensitivity and diversity within the neighborhood; to cooperate with other intown neighborhoods on issues of mutual concern; to protect the lives and property of neighborhood residents; to share information and resolve conflict through a formal structure; to beautify our streets and greenspaces; to encourage community-spirited activities throughout the neighborhood; and to bring residents from the entire Lake Claire area to accomplish these mutual goals.

**ARTICLE IV**

**Powers**

Subject to the provisions of these Bylaws, all power and authority of the organization resides with the members of the organization.

**ARTICLE V**

**Membership Qualifications**

Any person of voting age who resides, owns property in, owns a business in, or operates a business in the Lake Claire neighborhood is eligible for membership in the organization and is thereby entitled to one vote at the organization's meetings.

## **ARTICLE VI**

### **Officers**

The officers of the organization shall be as set forth in this Article. All officers will be elected for a term of one year at the November meeting and shall assume office on January 1 of the following year. Any member of the organization who has attended a minimum of four monthly meetings of the organization with that calendar year is eligible for election to and serving in any such office.

The titles and duties of the officers shall be as follows:

**President.** The President shall preside at all meetings of the organization and the Executive Committee, except at any such meeting at which his or her removal from office is to be considered as provided herein. Subject to the approval of the Executive Committee, the President shall prepare an agenda for each meeting of the organization and of the Executive Committee and shall prepare or have prepared programs for the meetings of the organization. The President shall see to it that the expressed will of the organization is carried out. The President shall represent the organization in all respects not reserved to other officers, committees or other persons.

**Vice President for Planning/Chairperson - Planning Committee.** The Vice President for Planning shall be responsible for implementation of the Lake Claire Community Plan and all amendments as may be passed by the organization. The Vice President for Planning shall be the designated alternate delegate to NPU-N if the Vice Chairperson of the Planning Committee is unable to attend. As Chairperson of the Planning Committee the Vice President for Planning shall preside over Planning Committee meetings as required under Article VII Section 3.

**Vice President for Finance/Treasurer.** The Vice President for Finance, who shall also be the Treasurer of the organization, shall keep and maintain the financial records of the organization and shall be prepared to report on the financial status of the organization at each meeting of the Executive Committee and of the organization. In addition, the Vice President for Finance shall be responsible for the development and execution of all fundraising programs of the organization.

**Vice President for Communications/Secretary.** The Vice President for Communications, who shall also be the Secretary of the organization, shall keep minutes of the meetings of the Executive Committee and the organization and shall coordinate the production and distribution of the organization's newsletter and membership directory. Shall develop and implement programs designed to welcome new residents of the neighborhood and new members of the organization. Shall establish and maintain a neighborhood communications system through a network of street representatives.

**Vice President for Public Safety.** The Vice President for Public Safety shall establish and maintain a neighborhood system of public safety through a network of public safety block coordinators, including but not limited to "Block Captains" and "Crimewatch" programs. Shall serve as the organization's principal liaison with the Atlanta Department of Public Safety.

**Vice Chairperson - Planning Committee/NPU Representative.** The Vice Chairperson - Planning Committee shall be the organization's designated representative to NPU-N. The Vice Chairperson - Planning Committee shall be responsible for reporting the activities of NPU-N to the Vice President for Planning. In the event that the Vice President for Planning is unable to conduct Planning Committee meetings the Vice Chairperson - Planning Committee shall assume those responsibilities.

**Removal.** Two-thirds of the members present and voting at any meeting of the organization may remove any officer for failure to perform the duties of his or her office or for defrauding or misrepresenting funds of the organization or for intentionally acting contrary to the expressed direction of the organization provided that:

A motion to remove such officer was properly made and seconded at the two monthly meetings of the

organization immediately preceding such meeting.

Such pending motion was properly made known to the members of the organization prior to such meeting through regular information channels.

Such officer is provided an opportunity at such meeting to fairly present evidence and testimony to refute the charges upon which the motion is based.

Vacancies. In the event of a vacancy of any office of the organization, other than that of the President, the Executive Committee shall by majority vote of the officers present and voting fill such vacancy for the remainder of the term of such office.

Other representatives. The organization, by majority vote of its membership present at such vote, may designate other person as representatives to such other organizations and bodies as it deems desirable.

## **ARTICLE VII**

### **Committees**

Executive Committee. The Executive Committee of the organization shall be composed of the officers of the organization plus the NPU-N representative. At the beginning of each year, the Executive Committee shall develop a proposed budget and program of activities for the organization for that year and shall announce its schedule of Executive Committee meetings for that year. The Executive Committee shall approve the agenda for each meeting of the organization. The Executive Committee may act on behalf of the organization between meetings of the membership of the organization where it deems it to be appropriate. The Executive Committee has such other powers and duties as may be set forth herein. Meetings of the Executive Committee are open to all members of the organization and to other such guests as the Executive Committee may invite.

The Executive Committee, officers, and the membership may create such committees as they deem appropriate.

Planning Committee. The Planning Committee shall be composed of the Vice President for Planning as Chairperson of the Committee, Vice Chairperson – Planning Committee/NPU Representative, and any member of the organization that has an interest. The Planning Committee shall be responsible for the development of the Lake Claire Community Plan. The Planning Committee shall be responsible for coordinating the implementation of the Lake Claire Community Plan as outlined therein. The Planning Committee shall also be responsible for updating the Lake Claire Community Plan every 5 years to ensure that the original mission statement of the Plan is preserved. The Planning Committee shall arrange mediation services for planning-related disputes between a member and an entity outside the organization. The Planning Committee shall be responsible for investigating complaints regarding applicable ordinances and upon finding cause shall use legal citizens' powers to enforce said ordinances. The Planning Committee shall meet at least three times per year or as often as required to complete the work of the Committee.

## **ARTICLE VIII**

### **MEETINGS**

The organization shall meet on the third Thursday of each month, at such time and place as the Executive Committee may determine. All meetings of the organization shall be open to the public.

The Executive Committee shall meet monthly at such time, place and date as it deems appropriate. A tentative schedule of meetings shall be announced at the first monthly meeting of the organization each year.

If it deems it to be necessary or appropriate, the Executive Committee may call a special meeting of the organization or of the Executive Committee and, in such case, shall use reasonable measures to notify

neighborhood residents of such meeting.

Issues put to a vote will be valid if passed by a simple majority of voting members present.

All major questions before the organization requiring a vote of the organization including any expenditure of funds in excess of \$100.00 shall be advertised preceding such meeting.

Meetings may be conducted informally or under the rules of parliamentary procedure as set forth in Robert's Rules of Order, Newly Revised, at the discretion of the presiding officer.

Proxy voting shall not be allowed.

## **ARTICLE IX**

### **Elections**

No later than the September meeting of the organization, the Executive Committee shall appoint a nominating committee for the purpose of seeking persons interested and qualified in being officers of the organization for the following year. The nominating committee shall report its findings to the Executive Committee at its October meeting. The nominating committee may recommend more than one person for any office.

The names of all such persons shall be reported to the membership at the first meeting of the organization following the October meeting of the Executive Committee. The presiding officer shall announce that the organization is seeking additional persons interested in serving as officers.

At the November meeting of the organization, the names of those persons previously identified by the nominating committee, as well as all other names nominated from the floor, shall be placed in nomination and considered for each position in the order in which the officers are listed in Article IV.

In the case of any position for which there is more than one nominee, vote shall be by secret ballot. Such ballots shall be counted by persons designated by the President and if desired by nominees, observed by their representatives.

In the event no nominee receives a majority of the votes cast for such position, a runoff election shall be immediately held between the two nominees who received the largest number of votes.

## **ARTICLE X**

### **Amendments**

Any proposed amendment to these Bylaws shall be presented to the Executive Committee for inclusion on the agenda at the next meeting of the organization. Members shall be notified of such upcoming amendments through regular information channels. The Executive Committee may, at its discretion, call a special meeting of the organization for the purpose of considering such an amendment. These Bylaws may be amended by a majority vote of the members present as set forth in Article VIII.

## **ARTICLE XI**

### **Indemnification**

The organization shall indemnify and hold harmless any officer or former officer of the organization against any and all claims against such person (a) brought solely based upon such person's position as an officer; or (b) arising by reason of any act or omission of such person while such person was acting in good faith in accordance with such person's duties or responsibilities as an officer.