

# **Westview Community Organization, Inc.**

## **BYLAWS REVISED 2011**

### **ARTICLE I**

#### **Name and Boundaries**

The name of this organization shall be the Westview Community Organization, Incorporated (WCO). WCO is recognized as one of 8 distinct neighborhoods in City of Atlanta Neighborhood Planning Unit T (NPU T) and, as such, the organization is officially recognized to speak on matters of zoning and other issues pertaining to neighborhoods falling within its boundaries.

The boundaries of Westview begin at the overpass intersection of Interstate 20 and Langhorn Street, go West along Interstate 20 to the overpass of Westview Drive and Interstate 20. Continue West along Westview Drive to the intersection of Laurel Avenue. Turn South on Laurel Avenue until the intersection of Ralph David Abernathy Boulevard. Turn Southeast on Ralph David Abernathy Boulevard until the edge of the Westview Cemetery. The border continues along the Westview Cemetery until it intersects with South Gordon Street at Westwood Avenue. Continue South along South Gordon Street until the intersection with Beecher Street. Turn East on Beecher Street until the intersection of Cascade Avenue. Turn North on Cascade Avenue and continue East along Ralph David Abernathy Boulevard. Turn North onto Langhorn Street until it reaches the overpass at Interstate 20. (Rereference Appendix A map.) Included in these boundaries are the residents and businesses of Westview.

### **ARTICLE II**

#### **Objectives, Motto and Mission Statement**

The objectives of the WCO shall be to promote civic, educational, recreational and safety endeavors in the community.

The motto of the organization is: “Working together to make our neighborhood a better place to live – one that is beautiful, safe and secure.”

The mission of the WCO is to enhance the quality of life of neighborhood residents and promote a sense of security, pride and commitment by implementing programs and activities that mobilize and leverage human and material resources to resolve problems and address community needs.

## **ARTICLE III**

### **Officers**

Section 1. The officers of this organization shall be President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chaplain, and Parliamentarian.

Section 2. These officers shall perform the duties prescribed by these Bylaws and adopted by the organization.

Section 3. These officers shall be elected by vote to serve a term of one year.

Section 4. Elections will be held every December.

Section 5. Officers will assume their positions on the first meeting in January.

Section 6. Any officer absent without just cause for three consecutive meetings (monthly and/or Executive Committee) will be contacted both verbally and in writing by the remaining officers to determine the cause of those absences. If no response is received from the officer pertaining to his/her absences, a vote will be taken from amongst the membership present at the fourth meeting and said officer will be replaced.

Section 7. Officers shall be residents of the Westview Community and voting members of the organization.

Section 8. Should any position become available prior to the regularly held elections, the position will be filled by special election held amongst the Executive Committee (see Article VII, Section 1 for details regarding the Executive Committee), two-thirds of which must be present for the election to be valid.

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

#### **President**

The duties of the President are as follows: (1) To provide effective leadership to the organization, (2) prepare agendas listing all matters known in advance that are due to come up at meetings, (3) to open the meeting at the appointed time, (4) to call the meeting to order, (5) to announce in proper sequence, the business that comes before the organization (per agenda), (6) to recognize members who are entitled to the floor, (7) to state and put to vote all questions that legitimately come before the organization as motions, (8) to announce the result of votes, (9) to expedite business in a way compatible with the rights of members, (10) to respond to inquiries of members, (11) to decide all questions of order, (12) to declare the meeting adjourned, (13) to sign checks drawn on the organization's account, and (14) (See Article VII, Section 3). The

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President shall keep on hand at each meeting a copy of the Bylaws and other rules of the organization, a list of all standing and special committees and their members, and a complete order of business showing all known matters that are to come up at each monthly meeting.

### **Vice President**

The duties of the Vice President are as follows: (1) To assist the President in providing effective leadership to the organization. If the President, for any reason, vacates the chair or is absent from the meeting, the Vice President should take the chair. Should the Vice President be unable to take the chair, the Secretary will preside until a temporary Chairperson is elected. This person would be called a Chairperson pro tempore.

In the President's absence, the Vice President assumes only the responsibilities of the President as it pertains to conducting meetings. The Vice President shall not sign checks drawn on the organization's account. However, should the President vacate his/her position for any reason, the Vice President will assume the role of the President and all associated responsibilities, and will remain in said role until the next regularly scheduled election.

### **Secretary**

The Secretary is the custodian of all the organization's records, except those specifically assigned to others, such as the Treasurer's book. This person will (1) keep records of all minutes, (2) keep on file all committee reports, (3) keep the organization's official membership roll, (4) maintain official documents, (5) maintain copies of Bylaws, special rules of order, standing rules and minutes, (6) will provide an alternate signature on organization checks in instances when either the President or Treasurer cannot be reached for the two signatures required, (7) in the absence of the President and Vice President, call the meeting to order and preside until the immediate election of a Chairperson pro tempore, and (8) in cases of anticipated absence, provide the Assistant Secretary with any and all records so that the records will be available for reference during the meeting(s).

### **Assistant Secretary**

The Assistant Secretary will (1) assume the duties of the Secretary in her/his absence and (2) handle general correspondence for the organization. (Note: Someone will be appointed from amongst the members present to take the minutes in case of the Secretary and Assistant Secretary's absence).

### **Treasurer**

The duties of the Treasurer will be (1) to receive all monies collected during each monthly meeting and fundraising event, (2) to make deposits to the organization's account, (3) to disburse any funds for expenditures approved by the organization or Executive Committee and (4) shall prepare a financial statement for submission to the President and Assistant Treasurer at each Executive Committee Meeting.

The organization accounts shall have three signatures on the bank signature card, namely the President, Treasurer, and Secretary.

**Assistant Treasurer**

The duties of the Assistant Treasurer will be as follows: (1) To act in the absence of the Treasurer, (2) assist the Treasurer in maintaining the financial records of the organization, (3) to assume responsibility for accounting, record keeping and reporting in cases where WCO receives grants from external sources and (4) maintain a current and accurate inventory of the organization’s property.

**Chaplain**

The duties of the Chaplain will be (1) to open and close each meeting with prayer, (2) serve as organizational contact person to identify sick and deceased community members and (3) to coordinate illness and bereavement acknowledgements on behalf of the WCO to the community.

**Parliamentarian**

The Parliamentarian shall (1) bring a copy of Robert’s Rules of Order to each meeting, (2) provide guidance to the President and general body on rules of order and shall be the final authority on it, (3) assist the President in maintaining proper Parliamentary Procedures in monthly meetings, called special meetings and executive meetings, and (4) shall be responsible for keeping order during the meeting.

**Article V**  
**Meetings**

Section 1. The regular meetings of this organization shall be held at 7:00 p.m. once a month on the first Monday. If the first Monday falls on a Holiday the meeting will be rescheduled to the following Monday.

Section 2. The regular meetings held on the first Monday of each month shall be for the purpose of receiving reports of officers and committees, electing officers and for any other business that may arise.

Section 3. Each member will be limited to 2 minutes discussion on any item.

Section 4. Guest presentations and question and answer periods will be limited to five (5) minutes each.

Section 5. The President or Executive Committee may call special meetings. The President or the Executive Committee may notify WCO members by telephone and/or email, stating the purpose of said special meeting. Except in case of emergency, at least three days notice shall be given and the meeting shall consist of at least seven WCO members.

Section 6. Monthly meetings shall not exceed one hour, with the exception of additional issues with the agreement of the members present.

Section 7. Section 7. In case of inclement weather the President shall have the authority to cancel or postpone the meeting or convene the meeting via teleconference.

## **ARTICLE VI**

### **Membership and Dues**

Section 1. Members of this organization shall consist of those persons who are residents, business owners, or property owners in the immediate Westview Community.

Section 2. Monthly dues will be \$5.00 per household, or \$2.00 for senior citizens. Dues may be paid annually.

## **ARTICLE VII**

### **Committees**

Section 1. Executive Committee – This committee shall be composed of the officers and chairpersons of the standing committees. This committee shall be empowered to act between regular meetings when necessary. It shall be responsible for setting the organization's monthly agenda, have general supervision of the affairs of the organization, makes recommendations to the organization, and perform other duties as specified by the organization. None of the Executive Committee's acts shall conflict with decisions or actions taken by the organization.

Section 2. Standing Committees: The President shall appoint chairpersons of Standing Committees whose appointment shall be confirmed by a vote of the membership. Standing committees are recommended to consist of at least three persons and will have standing authority to act for the organization along lines consistent with each committee's mandate. The Standing Committees are as follows:

- a. Public Safety
- b. Community Affairs / Special Events
- c. Zoning / Code Enforcement
- d. Beautification
- e. Membership

Section 3. The President shall be an ex officio member of all committees and may also be empowered to appoint special committees or additional standing committees on his/her initiatives, except that in the case of standing committees, such action must be approved by a vote of the membership.

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### Section 4. Duties of the Committees:

- a. Public Safety – Coordinate the organization’s response to crime and crime prevention, fire safety, thoroughfares and traffic patterns, relations with public safety officials, and organizing the annual National Night Out event.
- b. Community Affairs / Special Events – Coordinate regularly scheduled activities such as the annual Summer Festival and Holiday Party, which will be headed by a sub-committee chair, and other ad hoc events as determined by the organization, facilitate WCO involvement in events and activities spearheaded by external organizations.
- c. Zoning / Code Enforcement – Identify code enforcement violations, review and coordinate WCO response to zoning petitions.
- d. Beautification – Spearhead beautification activities and coordinate the activities of the Westview Historic Preservation Project Team.
- e. Membership – Recruit new members, welcome new residents to the community and to engage with business owners.

## **ARTICLE VIII**

### **Amendments**

These bylaws may be amended at any monthly meeting by a vote of two-thirds of the members present and voting, providing notice has been given at the previous meeting.

*Upon motions duly made and recorded, these revised Bylaws were adopted at the monthly meeting of the Westview Community Organization, Incorporated on September 12, 2011.*