

Bankhead Community Association Bylaws

Article I: Name and Purpose

- (a) This organization shall be named BANKHEAD COMMUNITY ASSOCIATION INC, also referred to as BCA or Bankhead Inc.
- (b) Bankhead Community Association is organized for charitable, religious, educational, and scientific purposes, including for such purposes the making of distributions to organizations that qualify as exempt under 501(c)3 of the IRS code, or the corresponding section of any future tax code. Bankhead Community Association has formed as a body of diverse individuals from varying socioeconomic backgrounds and status. We are committed to the stability of our neighbors, the preservation of cultural heritage, and the representation of equitable environmental health. Our service shall extend to surrounding communities and adjacent organizations.

Our approach to sustainability is piloted by the mission, the creation of shared opportunities, the continuous pursuit of technological advancement and adopting consistent methods for environmental health. Working collaboratively with key partners at every stage of development, we aspire to build community resilience through shared knowledge and economic stewardship.

We shall comply with applicable laws and requirements regarding the support of candidates for public office, elected officials and/or trade associations.

We shall engage with these organizations and individuals to make our views known and uphold our commitment to service in the Bankhead Community.

BCA, Inc. Shall operate in any manner deemed lawful for non-profit practice under O.C.G.A Title 14, Chapter 3

Article II: Accounting Period

- (a) BCA operates on a fiscal year of April 1 through March 31.
- (b) An annual budget will be presented to the membership for approval by the majority of members present at the May meeting. If no operating funds are available, it shall be entered in the minutes and calendared for revisit in the August meeting.
- (c) Financial status updates will be prepared by the Treasurer and reported in the monthly meeting. An in-depth finance report including all accounts, ledgers, invoices, payments, funding, allocations, and requests must be submitted to the Chair on the first Monday in June, Sept, Dec, March.

Finance meetings, to include all officers and committee leaders, shall be held on the first Friday following the release of the report. (Excluding Holidays)

- (d) The treasurer reserves the right to obtain advice and assistance from external accountants and attorneys. The finance committee should be privy to these meetings and the information made available to all members. External entities must sign a confidentiality agreement prior to disclosure of any information related to Bankhead Community Association.
- (e) All IRS filings shall be made by August 1

Article III: Indemnification

Bankhead Community Association shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of officers and directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between Bankhead Community Association and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

Article IV: Conflict of Interest

- (a) Members must not, for any reason, accept gifts for personal gain from any person or entity with an interest in Bankhead Community Association or the Bankhead Neighborhood at large.
- (b) Any member offered a gift must inform the Board of Officers. The Board of Officers shall make a record of the offer in the upcoming report.
- (c) Any member or the immediate family of a member found to have accepted a gift of any value over 5.00 is subject to removal from membership and bribery prosecution providing there is for reason to believe the gift was given to sway voting or influence a decision of BCA, Inc.
- (d) Individuals who serve on any neighborhood or community association within NPU K are not eligible for membership within Bankhead Community Association. Further, they are discouraged from voicing opinions regarding any issue up for vote, especially if their opinion is not based on well documented fact and verified reality AND intends to influence decision.

Article V: Statement of Responsibility

In the event a member is made party to civil or criminal proceedings relating to improper conduct or illegal activity while serving in an official capacity, Bankhead Community Association should be in no way held liable for the actions of said individual. Further, any attitudes or opinions expressed by members of BCA Inc. inside or outside of service do not reflect the views of the organization. The accused party is personally responsible for all expenses incurred, damages, judgments or restitution ordered by the court.

Article VI: Confidentiality

Members should take care to ensure interactions with outside volunteers, analysts, or any association affiliates do not result in the disclosure of confidential or sensitive information. Pursuits and considerations of the Board of Officers and/or committee chairs, as well as discussions that officers may have with other officers, committee chairs and association members are confidential. Members should refrain from discussing strategy or direction with any entity or individual not directly related to executive function and fulfillment. Any information learned during membership or in the course of service to the organization must be held in the strictest of confidence even after service has ceased.

Article VII: Membership

Membership is open to any person aged 18 years or older provided the prospective member is willing commit to the purposes and objectives of the association and meet at least one of the following criteria:

- 1) **Residents**-verified by lease, mortgage statement, benefit letter from Social Security, DHHS, or Department of Labor. Valid voter registration, utility statements, proof of residency letter if living with family.
- 2) **Business Owners**-or operators must submit valid proof of incorporation and a valid lease or mortgage statement.
- 3) **Long Term Inhabitants**- Must show proof of ties to Bankhead Neighborhood dating back at least 10 years. Familial relationships and fictive kin relationships verified by birth certificate, post marked mail may verify address/area, as well as dated pictures and neighborhood related documents.
 - 3a) Long- term inhabitants shall be bonded by a resident or organization that can attest to their sound mental health and interest in community improvement and must express their motivation for membership in the upcoming monthly meeting.
 - 3b) Membership approval or denial will be decided by the majority of voting members present in person

Article VIII: Fees

Each member shall pay annually on March 1 or at time of application where applicable the dues, fees and/or assessments associated with the tier of membership

- 1) **Residents**- 0.00 for the first year, 20.00 thereafter, no registration fees
- 2) **Business Owners or Operators**- 50.00 for the first year, 100.00 every year thereafter, 100.00 at the time of application
- 3) **Long-term inhabitants**- 0.00 for the first two years, 20.00 every year thereafter

Article IX: Voting

BCA members in good standing are eligible to vote on all motions raised in association meetings.

- a) **Officer**=2 votes
 - b) **Resident households**=1 vote per adult, limit of 4 votes per household
 - c) **Organization, Business Partners and Trade Associations**=1 vote
- 1) In the event of deadlock, the Chairperson shall divide their vote, and the decision reserved for review by an ad hoc voting committee and determined after examination
 - 2) All members making a motion shall submit the request to the Secretary at least 3 days prior to the next scheduled meeting
 - 3) Any member who seconds the motion shall state their full name for the record
 - 4) Any member with outstanding dues, fees, or assessment costs forfeits their vote and retains the right to attend all meetings, access correspondence, and participate in all association activities
 - 5) All members may vote in special meetings. Special meetings shall be announced 48 hours in advance.

The board shall have the authority to establish and define non-voting categories of membership.

Article X: Meetings

- a) Bankhead Community Association will hold monthly meetings on the 2nd Tuesday of every month unless specified 24 hours in advance.
- b) Meetings may be conducted in person or virtually, with an option to join virtual meetings in audio only. Meetings may also be streamed on social media with the expressed consent of ¼ of the general body
- c) Members attending the meetings via social media platforms waive their vote on any motion raised therein
- d) At least 15% of the general body must be present in person or virtually establish a quorum. In the event a quorum cannot be established, the meeting shall recess and another meeting time scheduled

Article XI: Board of Officers

Chairperson

- Creates and oversees agenda for meetings
 - Supervises and manages meetings
 - Appoints committee members
 - Sets board goals and objectives, measures achievement quarterly
 - Ensures policies are implemented
- Prioritizing community best interests the chair acts as liaison between the board, community and partnerships. Requires objective listening, and the ability to strategize for task completion.

Vice-Chair

- Supports the chairperson in the execution of duties
 - Shares knowledge, information and history with/from the chairperson to assist operations
 - Assigns committee chairs
 - Relays committee and community concerns to chairperson
 - Prepares to take the chair upon vacancy (end of appointment or resignation of current chairperson)
 - Ensures policies are followed
- Requires approachability, good oral communication, active listening and willingness to balance community well-being against personal interests.

Secretary

- Ensures meeting agenda is prepared and distributed prior to meeting
 - Records minutes and provides summary to attendees
 - Keeps record of votes and decisions
 - Connects the board to resources and protects their integrity
 - Keeps all documents organized and accessible
 - Assists the chairperson with management of social media accounts
- Detail oriented, well versed and confidently fluid in administration and community interaction. Requires a desire to drive the mission statement forward. Must be willing to cultivate internal relationships, curate content that supports the vision, and use images to create a narrative.

Treasurer

- Dual role as chair of finance committee
 - Prepares annual budget
 - Assists Secretary in applications for funding opportunities
 - Organizes, files and tracks grant submissions, approvals and denials
 - Reconciles accounts payable and receivable and provides weekly reports to chair
 - Logs funding requests and submits them to chair for approval and 2 nd signature
 - Maintains financial calendar
 - Ensures documents are filed on time
 - Responsible for supervising an outside agency during annual audit
- Effective communicator who can relay complex information without jargon. Must be able to participate in financial product education and ongoing training. Requires working knowledge of Microsoft Office and Quickbooks Pro.

Article XII: Appointments

Officers are appointed for a term of one year. However, there will be no limit on the number of terms an officer may serve.

To ensure the organization continues to evolve, remain relevant and retain high functioning leadership, once a year (In January) all officers and committee leaders are subject to review in special assembly called by the chair. Evaluations are completed by anonymous survey in the following 5 areas:

- Accessibility & Consistency
- Effectiveness
- Upholding standards and adhering to code of conduct
- Innovation and execution
- Relevance

3 general members shall be selected randomly to form an ad hoc committee of Performance Auditors. This committee shall review evaluations and prepare a report to present in the February meeting. If the evaluations result in vacancy of any seat, nominations shall be taken following the presentation.

Voting to fill vacancies shall be done by ballot in the February meeting and results reported in 48 hours (holidays exempt) by special meeting held virtually.

Successors of removed officers and committee leaders may be nominated by the general body and the board of officers.

Any Officer or Committee chair stepping down voluntarily shall provide a letter of resignation and two recommendations for replacement. The recommended must supply the Board of Officers with any materials requested to evaluate skills and suitability for the recommended area of service.

Replacements shall not be installed without the approval of at least 25% of the general body. Any Officer or Committee leader vacancy must be filled in 30 days. The Chairperson reserves the right to appoint acting leadership until a replacement is formally installed by the general body.

Article XIII: Amendments

These bylaws will be reviewed annually in December. Amendments shall not take effect without the approval of 15% of the general body.