OAKLAND CITY COMMUNITY ORGANIZATION, INC.

BYLAWS

Approved by the membership on September 28th, 2024 as Witnessed by John Sears, President and Chika Chikodili, Treasurer.

Table of Contents

- Article I: Name
- Article II: Office
- Article III: Boundaries
- Article IV: Mission Statement
- Article V: Legal Status and Policies
- Article VI: Membership and Dues
- Article VII: Sources of Revenue/Fundraising
- Article VIII: General Membership Meetings
- Article IX: Executive Board
- Article X: Committees
- Article XI: Parliamentarian Authority
- Article XII: Amendments
- Article XIII: Indemnification
- Article XIV: Dissolution
- Article XV: Statement of Non-Discrimination
- Article XVI: Complaints
- Article XVII: Adoption of Bylaws
- Article XVIII: Intellectual Property
- Appendix

ARTICLE I: NAME

- The name of the organization shall be Oakland City Community Organization, Inc., referred to as OCCO.

ARTICLE II: OFFICE

- The Organization's principal office and location shall be designated at the discretion of the President.

ARTICLE III: BOUNDARIES

- OCCO defines Oakland City using the boundaries recognized by the City of Atlanta, Office of Bureau of Planning and Development. A detailed map and verbal description are appended to these Bylaws (see Appendix).

ARTICLE IV: MISSION STATEMENT

- The mission of Oakland City Community Organization ("OCCO") is to provide a forum to promote, preserve, and enhance the quality of life in the neighborhood by organizing, mobilizing, building relationships, and educating the community.

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ARTICLE V: LEGAL STATUS AND POLICIES

- Section 1: The OCCO shall be organized and operated as a non-profit, non-partisan organization under IRS Code section 501(c)(3). No part of any organization net income shall be payable to any member.

- Section 2: There shall be no commitment either directly or indirectly of OCCO's position without approval of the President and Executive Board.

- Section 3: All binding contracts that will commit the organization legally must be approved by the majority (50% or more) of the membership and signed by the President and two members of the Executive Board.

ARTICLE VI: MEMBERSHIP AND DUES

- Section 1: General Membership shall be open to any individual 18 years or older who (any of the following):

    A. Maintains their primary residence within the official boundaries of Oakland City neighborhood

    B. Is a non-resident owner of real property within the official boundaries of Oakland City neighborhood.

    C. Is a business owner with a business located and operating within the official boundaries of Oakland City neighborhood.

    D. Is a designated representative of a school within the official boundaries of Oakland City neighborhood.

- Section 2: Membership Qualification

    1. No person may hold more than one (1) membership. Bill statements and/or government-issued identification are adequate proof of residency.

    2. A business owner must possess a current City of Atlanta business license with an Oakland City address. The business owner may only have one designee at a time.

    3. Membership is automatically revoked when a member's primary residence or business ceases to be in the Oakland City neighborhood.

- Section 3: Membership Dues

    1. Annual dues will be determined based on membership classifications:

        A. Residential Member as described in Article VI Sec. 1. A: $25

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B. Non-Residential Real Property Owning Member as described in Article VI Sec. 1. B: $50

C. Business Member as described in Article VI Sec. 1. C: $100

D. Legacy Member, a residential member who is a long-term member of the community (over 20 years): $0-10

E. Designated School Representative Member as described in Article VI Sec. 1. D: $0

2. Honorariums can be requested by any member of OCCO and will be provided as needed by the Executive Committee.

- Section 4: Voting

1. Members who have paid dues for the current year or received an honorarium may vote on all voting matters at general body meetings if they have attended at least genthre (3) general body meetings in the past eleven (11) months. Legacy members, as described in Article IV Sec 3. D are exempt from the attendance requirement

ARTICLE VII: SOURCES OF REVENUE/FUNDRAISING

- Section 1: The fiscal year is the calendar year unless otherwise identified by the organization.

- Section 2: Any committee chair requesting monies for an event must submit a report and budget in writing.

- Section 3: Exchange of funds will be done through the committee chair and treasurer. A receipt will be given to the chair by the treasurer. Each committee chair shall present all revenues/monies collected from said committee to the treasurer.

- Section 4: The organization may engage in fundraising activities related to its purposes.

- Section 5: The President and any member may accept contributions, gifts, bequests, or devices on behalf of the organization.

ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

- Section 1: General body meetings shall be held on the fourth Saturday of each month, except in December and January, for a total of ten (10) meetings per year, unless otherwise determined by the President and Executive Board.

1 The Executive Board meeting shall be held monthly at a time prior to the regularly scheduled community meeting.

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2 Notice of the time of the monthly meeting will be designated by email and either: (1) posting on the calendar or (2) posting on social media (Facebook or What's App).

- Section 2: A quorum for the transaction of business at any meeting shall consist of a majority of the Executive Board and a minimum of ten (10) members eligible to vote on the matter at hand.

    1 Dissolution of the organization shall require a two-thirds (2/3) vote of all members.

- Section 3: No member may vote by proxy or cumulatively.

- Section 4: Minutes of the general body meetings will be kept and posted upon approval by the Executive Committee.

ARTICLE IX: EXECUTIVE BOARD

- Section 1: Composition

    1. The Executive Board shall comprise the following positions:

        A. President

        B. Vice President

        C. Secretary

        D. Treasurer

        E. Non-Executive Parliamentarian

- Section 2: Election of Executive Board

    1. Term of Office: Each Executive Board member shall serve a term of two years, with the possibility of re-election. After the first year of their term, both the Executive Board member and the general body shall have the opportunity to decide on the continuation of the term. The Executive Board member shall express their willingness to continue serving, and the general body shall vote at the annual meeting. If both the board member wishes to continue and the majority of the general body votes in favor, the board member will complete the second year of their term.

    2. Timing: The Executive Board shall be elected at the October meeting.

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- Section 3: Meeting Frequency

    1. Executive Board Meetings: The Executive Board shall meet at least once a month, prior to the general body meeting.

    2. Special Meetings: Additional meetings may be called by the President or by a majority of the Executive Board members as needed.

- Section 4: Responsibilities

    1. President

        A. Leadership and oversight: Provide overall leadership and direction to the organization.

        B. Meeting facilitation: Preside over all general body and Executive Board meetings.

        C. Representation: Serve as the primary representative of OCCO to external entities and stakeholders.

        D. Strategic planning: Lead the strategic planning process and ensure alignment with the organization's mission and objectives.

        E. Delegation: Assign duties and responsibilities to other board members and committees as necessary.

    2. Vice President

        A. Support to President: Assist the President in their duties and act in their absence.

        B. Program oversight: Oversee the implementation of programs and initiatives.

        C. Special projects: Lead special projects and initiatives as assigned by the President.

        D. Membership engagement: Work to engage and retain members, ensuring active participation in organizational activities.

    3. Secretary

        A. Record keeping: Maintain accurate records of all meetings, including minutes of general body and executive board meetings.

        B. Correspondence: Manage the organization's correspondence and communication.

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C. Documentation: Ensure that all organizational documents are up-to-date and properly archived.

D. Member communication: Notify members of meeting times, agendas, and important updates.

4. Treasurer

A. Financial management: Oversee the organization's finances, including budgeting, accounting, and financial reporting.

B. Fund management: Manage the collection and disbursement of funds, ensuring proper documentation of all transactions.

C. Financial reporting: Provide regular financial reports to the Executive Board and general membership.

D. Compliance: Ensure compliance with all financial regulations and reporting requirements, including IRS filings.

5. Non-Executive Parliamentarian

A. Governance: Ensure that meetings and organizational procedures follow Robert's Rules of Order and other governance standards.

- Section 5: In the event of a vacancy in any office, the Executive Board shall fill the vacancy from its general membership. The vacancy can be filled by appointment to finish the remaining term subject to the requirements of Article IX Section 2.1.

- Section 6: Each officer shall deliver to their successor all records, papers, and other property belonging to the organization within fifteen (15) days after retiring from office. Each officer also commits to having a meeting with their successor to go over any outstanding transition issues.

ARTICLE X: COMMITTEES

- Section 1: The Executive Board can create new committees and assign tasks to them. Any member can join these committees. The Executive Board can change, approve, or reject committee decisions. The Executive Board will specify if a new committee is permanent or temporary and what its job is.

- Section 2: Types of Committees

1. Standing Committees: Always present, such as the Executive Board and Finance Committee.

2. Temporary Committees: Created for specific tasks and disbanded when the task is completed.

- Section 3: Current Committees

    1. Public Safety
    2. Fundraising
    3. Zoning
    4. Historic
    5. Transportation
    6. Code Enforcement
    7. Communication
    8. Senior and Youth Engagement

- Section 4: Each committee will have a chairperson and a designated Executive Board member as a liaison.

ARTICLE XI: PARLIAMENTARIAN AUTHORITY

- Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases not inconsistent with these bylaws and any special rules adopted by the organization. A quorum at Executive Board meetings shall be a majority of Executive Committee members.

ARTICLE XII: AMENDMENTS

- Section 1: Amendment Process by Members

    1. The organization’s bylaws can be changed by a resolution passed by the executive board and approved at a members' meeting.
    2. Any group of five members can propose a change by submitting a petition to the secretary. Members must be notified of the meeting's purpose at least 14 days before the vote. The amendment can be adopted at any meeting with a two-thirds vote of members present.
    3. Notice Requirement: The proposed amendment must be provided in writing to each member at least 10 days prior to the meeting at which the amendment will be considered.

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- Section 2 - Amendment Process by Executive Board: The executive board can also change the bylaws in the following manner:

    1. Members, by a majority vote at a duly called meeting, can authorize the executive board to amend the bylaws as outlined in the organization's rules.

    2. Once authorized by the members, the Board of Directors can amend the bylaws with a two-thirds vote of Executive Board Members' present at any board meeting. Notice of the meeting and proposed amendment must be given at least 14 days beforehand.

    3. Members can revoke the board's authority to amend the bylaws with a majority vote at a duly called meeting.

ARTICLE XIII: INDEMNIFICATION

The organization, acting through its Executive Board, or as otherwise provided in these By-Laws, shall as fully as may be permitted from time to time by the statues and decisional law of the State of Georgia or by any other applicable rules or principles of law, indemnify each officer of the organization against the expense of any action to which he/she was or is a party or is threatened to be made a party thereof by reason of the fact that he/she is or was an officer of the organization. Any provision in these Bylaws which would prevent such indemnification to the full extent permitted by law, as it may from time to time be expanded by statute, decision of court or otherwise, shall be deemed amended to conform to such expanded right of indemnification without formal action by the Executive Board.

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ARTICLE XIV: DISSOLUTION

- Section 1: Upon dissolution of the Organization, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the Organization, dispose of all assets of the Organization exclusively for the purposes of the Organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

- Section 2: As stated elsewhere in these bylaws, dissolution of the organization shall require a two-third (2/3) vote of all dues paying members.

ARTICLE XV: STATEMENT OF NON-DISCRIMINATION

- Section 1: The Organization shall not discriminate based on race, color, religion, gender, national origin, age, disability, sexual orientation, or any other protected status. We seek to promote equity in our action procedures, methods and parties and seek to ensure all means of participation in this organization's activities for members, staff and other community residents. The organization encourages people and other organizations to make recommendations about how this organization can act to increase participation in the activities of the organization.

ARTICLE XVI: COMPLAINTS

- Section 1: Any member may submit a complaint in writing to the Secretary. The complaint will be addressed at the next Executive Board meeting. The member will be notified of the outcome within 30 days.

ARTICLE XVII: ADOPTION OF BYLAWS

- Section 1: These bylaws shall be effective immediately upon adoption by a two-thirds vote of the members present at the meeting.

- Approved by the membership on September 28th, 2024 as Witnessed by John Sears, President and Chika Chikodili, Treasurer.

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ARTICLE XVIII: INTELLECTUAL PROPERTY

- Section 1: All content created by the Organization, including but not limited to logos, trademarks, website content, and marketing materials, shall be the property of the Organization.

- Section 2: Any use of the organization's name, image, brand, or likeness for promotional or commercial purposes must be authorized by the executive board or designated authority.

- Section 3: The organization's name, image, brand, and likeness are considered intellectual property and are protected from unauthorized use. Members are prohibited from using the organization's name, image, brand, or likeness in a manner that could be damaging to the organization's reputation or interests.

APPENDIX

The OCCO defines Oakland City using the boundaries recognized by the city of Atlanta. Commencing from the northwest at the intersection of Westmont Avenue and Beecher Streets, the northern border follows Beecher Street eastward to Donnelly Avenue, Donnelly Avenue eastward to Lawton Street; Lawton Street northward to the railroad right-of-way; it follows this right-of-way southeastward to a point beyond Allene Street where this right of way junctures with the railroad. The border follows this byline westward to Sylvan Road, southward to Avon Avenue, Avon Avenue westward to Murphy Avenue; Murphy Avenue southward to Ingram; Ingram westward to Ryan Street; Ryan northward to Epworth Street northward to Avon Avenue, Avon westward to Westmont Avenue and Westmont Avenue northward to the northwest starting point at the corner of Westmont Avenue and Beecher Streets.

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