

Parkwood Garden Club
By-Law Review

The following sections of the PGC By-Laws might need to be revised based on recent conversations of the PGC Board of Directors and the way the organization actually operates. The review was based on a copy of the By-Laws dated March 19, 2012.

Section 3.1 – Boundaries. The “Parkwood Neighborhood” consists of the following streets located in DeKalb County, Georgia: East Parkwood Road, West Parkwood Road, Upland Road, Parkwood Lane and Wimberly Court.

A. Do we want to expand this to include any of the houses on Ponce de Leon Avenue or West Ponce de Leon? We have several associate members who live there and, particularly for the houses at the entrances to the neighborhood at Upland and West Parkwood Roads, they visually appear to be part of the neighborhood. Since East Lake Road appears to be allocated to the City of Atlanta, I wouldn't recommend including any reference to it.

B. Do we want to include some reference to the City of Decatur?

Section 3.3 – Membership. Membership (“The Membership) in PGC is open to all owners of property located within the Parkwood Neighborhood and

i) Voting Members are Parkwood Neighborhood property owners.

A. There are several members who live in their homes within the neighborhood, but the houses are shown in the property tax rolls as being owned by a “Trust”, not the individuals living there. Not that we want to take away membership from anyone, but I think we should get someone to comment legally on how the Trust versus Owner issue should be interpreted. This issue may have arisen also in the annexation petition verification process.

Section 3.5 – Transition of Membership. Residents who move to the Parkwood Neighborhood during a Membership Period are immediately eligible to become Members and are exempt from paying dues for the Membership Period during which they move to the Parkwood Neighborhood

A. Many of the new neighbors are either paying dues themselves, or the realtors are paying them for the new residents. Although the PGC budget needs all the money it can get, we seem to be ignoring this section of the by-laws.

Section 5.2 – President.

A President-elect may also appoint up to two additional Board Members (“At-Large Directors”) (as long as the total number of Board Members does not exceed the limit established in Section 4.2) and give them such responsibilities as he or she sees fit.

- A. Based on the outcome of the discussion on a new Communications Committee, this section may need to be revised to read: “*A President-elect may also appoint one additional Board Member (“At-Large Director”) and give him or her such responsibilities as the President sees fit.*”

Section 5.3 – Vice-President.

... The Vice-President will have such other powers and perform such other duties as may be assigned by the Board or the President.

- A. Based on the outcome of the discussion on a new Communications Committee, this section may need to be revised, if the decision is made to assign communications activity to the Vice-President.

Section 6.1 – Committees Generally. *There shall be three (3) standing committees, the Parkwood Park Committee, the Civic Committee and the Membership Committee.*

- A. Based on outcome of the discussion on a new Communications Committee, this needs to be revised to read: “*...the Parkwood Park Committee, the Civic Committee, the Membership Committee, and the Communications Committee.*”

Section 6.2 – Committee Chairs. *The Parkwood Park Committee Chair, the Civic Committee Chair and the Membership Committee Chair ...*

- A. Based on the outcome of the discussion on a new Communications Committee, this section may need to be revised to read: “. *The Parkwood Park Committee Chair, the Civic Committee Chair, the Membership Committee Chair, and the Communications Committee Chair ...*”

Section 6.6 – Special Committees

- A. Based on the outcome of the discussion on a new Communications Committee, a NEW SECTION may need to be created that should read:

Section 6.6 – Communications Committee. The Communications Committee is responsible for providing mechanisms for the Officers and Committees to communicate with the members using traditional, electronic and social media, and assisting the Officers and Committees in drafting and/or reviewing materials, and for publishing communications in appropriately and in a timely manner.

- B. At the October, 2014 board meeting the Board approved the following change to the By-Laws to be presented to the PGC membership:

Section 6.7. Recognition of Neighborhood Groups. The Board shall have the authority, at its sole discretion, to recognize ad hoc neighborhood groups and grant them access to resources normally reserved for use by the standing committees authorized in this Article. However, these groups shall not be entitled to monetary support or access to PGC funds. Recognition would follow receipt of a written request by a representative of the group and would require a simple majority vote of the Board. Recognition would last for no more than one year and would be renewable for one additional year. If a need for recognition continues, the Board should consider modifying these By-Laws with the addition of a new standing committee.

- C. Based on the outcome of the discussion on a new Communications Committee, this section may need to be revised to read: “Section 6.8 – Special Committees”

Section 11.1 – Books and Records. PGC will keep correct and complete books and records of account and will also keep minutes of the proceedings of its Board. Along with the minutes of each meeting (both of the Board and of the Membership), such records shall include a record of attendance, all motion(s) presented, the result of any vote(s) and a summary of dissenting views. PGC will also keep a record giving the names and addresses of the Board Members. Non-financial records shall be kept on file with the Secretary.

- A. Add a new sentence to the end of this paragraph this should read: “*The financial records of the PGC will be maintained by the Treasurer, and will be subject to an annual audit according to policies and procedures developed by Board.*”

Section 11.4 – Gifts. *The Board may accept on behalf of PGC any contribution, gift, bequest or devise for the general purposes or any special purpose of PGC.*

- A. Consider adding the following: “*The Board may establish relationships with other civic or charitable organizations to facilitate and/or increase the number and amount of gifts and donations to the activities of the PGC or its committees. The Board may actively solicit donations, gifts and grants from other civic or charitable organizations in order to further the goals and objectives of the PGC or its committees.*”