

**Wexwood Glen Community Association  
Bylaws**

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**Table of Content**

**Article I      Name of Organization**

**Article II     Purpose**

**Article III    Boundaries**

**Article IV    Membership**

    Section 1. Qualifications

    Section 2. Voting Rights

**Article V     Finances**

    Section 1. Dues

    Section 2. Expenditures

**Article VI    Meetings**

    Section 1. Regular Meetings

    Section 2. Executive Meetings

    Section 3. Special Meetings

    Section 4. Meeting Participation

    Section 5. Action Without a Meeting

    Section 6. Parliamentary

**Article VII   Officers**

    Section 1. Positions/Duties

    Section 2. Officer Eligibility

    Section 3. Election officers

    Section 4. Terms of officers

    Section 5. Officers' Replacement

**Article VIII Committees**

**Article IX    Non-Discrimination**

**Article X     Amending the Bylaws**

# **Wexwood Glen Community Association Bylaws**

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## **Article I Name of Organization**

The legal name of this organization is: **Wexwood Glen Community Association (WGCA)**

## **Article II Purpose**

The purpose of **WGCA** is:

1. To enhance the livability of the neighborhood by establishing and maintaining an open line of communication throughout the neighborhood and to serve as a liaison to municipal agencies as well as other neighborhoods/homeowner associations.
2. To provide an open process by which all members of the neighborhood may get involved in neighborhood affairs.
3. To uphold standards that create a community with a high quality of life for its residents.

## **Article III Boundaries**

Homes located as follows:

**Enon Road** (eastside) from Erin Road to Dublin Drive

**Erin Road** from Enon Road to Kenny Road

**Dublin Drive** from Enon Road to Erin Road

**Limerick Drive** from Erin Road to Dublin Drive

**Kerry Drive** from Limerick Drive to Dublin Drive

## **Article IV Membership**

### **Section 1. Qualifications**

Membership shall be open to all residents located within the boundaries as defined in Article III of these bylaws.

### **Section 2. Voting Rights**

1. Voting eligibility shall be based on payment of the approved **WGCA** dues assessed for the current calendar year.
2. Dues payment is assessed per household and represents two votes per residence.
3. If a member of a household cannot be present for a vote, they may submit a vote to the Secretary prior to the meeting. This vote is counted in the quorum.

## **Article V Finances**

### **Section 1. Dues**

1. Dues shall be voted on at the last meeting of each year and take effect in January of the following year.
2. Members shall be notified in writing within 30 days of said meeting.
3. The calendar year of **WGCA** runs from January 1 – December 31<sup>st</sup> of each year.

# **Wexwood Glen Community Association Bylaws**

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4. All dues received and additional donations are solely for the use as approved by Wexwood Glen. If it is determined by the membership that additional fundraising is necessary, all **ideas will be discussed and voted on.**

## **Section 2. Expenditure**

1. **All expenditures must be within the approved annual budget and submitted to the Financial Secretary with a Disbursement Request Form (see attachment A) and all supporting documents.**
2. **The Financial Secretary will review the documents and, if in order, prepare a check for disbursement.**
3. **All checks must be signed by the Financial Secretary and the Treasurer except when the Financial Secretary or Treasurer is the payee. Then, the President substitute as the co-signer for the payee after reviewing the supporting documents.**
4. For unbudgeted emergency expenditures, the President can consult with Executive Board and submit a Disbursement Request Form with the supporting documentation to receive a check. A full written explanation of the emergency circumstances should be submitted at **the next meeting.**
5. **WGCA** is not a 501(c)3

## **Article VI Meetings**

### **Section 1. Regular Meetings:**

1. **WGCA** shall hold regular meeting quarterly (March, June, September, and December).
2. **Meetings shall be virtual unless otherwise specified in advance.**
3. Meetings shall be held at such **day and time** designated by the Executive Board.
4. The last meeting shall have the purpose of:
  - a. Setting the annual membership dues for the next calendar year
  - b. Reporting on the activity of **WGCA** for the current year, and
  - c. Transacting any such business as may properly come before the meeting.

### **Section 1.1 Meeting Quorum**

A quorum shall be at least one-third (1/3) of the total **WGCA** households who have paid **WGCA** assessed dues for the calendar year.

### **Section 1.2 Agenda**

1. The President shall prepare the meeting agenda with consultation from the Executive Board.
2. Any member may add an item to the agenda by submitting the item in writing to the President at least seven days in advance of the meeting; or by making a motion during the meeting to add an item to the agenda.

### **Section 1.3. Meeting Notice:**

1. **Notice of the time, place, and, as appropriate, purpose of each meeting shall be given by the Communication Chair.**

# Wexwood Glen Community Association Bylaws

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2. Meeting notices will be posted on the community website, through direct email, through community signs, and/or other means of communication.

## Section 2. Executive Board Meetings

1. Executive Board meetings shall be held at a minimum quarterly or more frequently at the discretion of the President.
2. The place and time shall be determined by the President.
3. Additional meetings shall be at the call of the President or upon request by three members of the Executive Board.
4. A majority of the members of the Executive Board shall constitute a quorum for all meetings of the Executive Board.
5. Executive Board members shall consist of all officers and standing committee chairs. Others may be invited as nonvoting participants.

## Section 3 Special Meetings:

Special meetings may be called by the Executive Board at any time or shall be called by the written request of 1/3 of dues paying members.

## Section 4. Meeting Participation:

1. Regular meeting: all residents will be able to attend but only members can vote.
2. Executive Board meetings: all Board members will be able to participate and vote; nonmembers may attend but cannot vote.
3. Standing Committee meetings: all Committee members will be able to participate and vote; nonmembers may attend but cannot vote.

## Section 5. Action Without a Meeting

1. Any action required or permitted by the Executive Board, or by any committee thereof may be taken without a meeting if all members of the Executive Board consent in writing or by electronic means (email) to such action.
2. Also, such action shall be explained in detail at the next scheduled meeting.

## Section 6. Parliamentary Rules

The rules contained in the current edition of Roberts Rules of Order shall be followed in all areas not covered by the bylaws and any special rules or order adopted by WGCA.

## Article VII Officers

### Section 1. Positions/Duties

#### 1.1 President

1. Shall preside at all WGCA meetings and shall perform such duties as outlined in the bylaws and other actions authorized by WGCA as necessary.
2. Shall represent the position and the interest of WGCA at all official functions.

# **Wexwood Glen Community Association Bylaws**

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## **1.2 Vice President**

If the President is unable to fulfill all or part of his/her responsibilities, the Vice President shall preside until such time the President can resume the responsibilities.

## **1.3 Treasurer:**

1. Shall deposit checks forwarded by the Financial Secretary.
2. Shall meet with the Financial Secretary at a mutually agreed upon time and place the second week in each month, as necessary to:
  - Verify the supporting documents for checks to be issued
  - Verify deposit details
  - Reconcile the bank statement
  - Co-sign checks, as necessary

## **1.4 Secretary**

1. Shall record and maintain minutes of all Executive and **WGCA** meetings.
2. Shall present minutes from prior meeting for review and approval by eligible voting members.
3. Shall maintain a current record of all members and their voting eligibility.

## **1.5 Financial Secretary:**

1. Shall receive and record all funds.
2. Shall forward checks and cash to Treasurer for deposits
3. Shall receive check disbursement requests with adequate supporting documentation (See ATTACHMENT A - Disbursement Request Form)
4. Shall prepare disbursement checks and retain appropriate supporting documentation
5. Shall maintain a record of all Committees budgeted transactions.
6. Shall meet with Treasurer and provide information as stated in Article VII Officers, 1.3 Treasurer, 2.
7. Shall distribute checks after Treasurer co-signs.
8. Shall present a report of all financial transactions at each WGCA meeting and other meetings as requested.

## **Section 2. Officer Eligibility**

Only voting members, as described in Article IV, Section 2, shall be eligible to hold an elected or appointed position.

## **Section 3. Election of Officers**

1. Officers shall be elected during the last meeting of the year to fill the vacancies for the upcoming year. Members who wish to serve must have their names in nomination by the last meeting.
2. Officers will be chosen by the majority vote of those members in attendance at the last meeting of the year.

# **Wexwood Glen Community Association Bylaws**

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## **Section 4. Terms of Officers**

1. Each officer shall serve a two-year term.
2. Each officer may serve successive terms except for the Treasurer and Financial Secretary.
3. The Financial Secretary shall serve one two-year term.
4. The Treasurer shall succeed the Financial Secretary after each term.

## **Section 5. Officers Replacement**

1. If an officer cannot complete their term, an election shall be held to nominate and vote on a replacement to complete the term.
2. The election date, time, and place will be determined by the Executive Board to be held no later than the next regular meeting.
3. At the discretion of the President, a voting member may be appointed by the President until a successor is elected.

## **Article VIII Committees**

### **Section 1. Standing Committees**

Standing Committees are defined as those committees whose activities are deemed permanent. The Standing Committees are as follows:

#### **1.1 Hospitality**

1. Shall provide community courtesy by acknowledging illness/bereavement and graduation for members and immediate family members only i.e., spouse, children, grandchildren. Members will receive a greeting card with a \$25.00 check; non-members will receive greeting card only.
2. Shall provide “welcome basket” to new neighbors. Welcome basket can include copy of Wexwood Glen By-laws, list of community officers with contact information, a green plant, and snack treat bag.
3. Shall coordinate other social events as approved by the executive board or voted on by the body at a community meeting.

#### **1.2 Code Enforcement**

Shall report all presumed code enforcement offenses (per the city of South Fulton/Fulton County) to the resident in the form of a notification letter.

#### **1.3 Neighborhood Watch**

Shall observe and collect information regarding safety and criminal activity and coordinate with the proper authority to mitigate the situations.

#### **1.4 Beautification**

1. Shall work to maintain neighborhood beautification projects year-round, as well as maintaining entryways and organizing garden tours and special meetings with topics of interest to neighborhood gardeners.

# **Wexwood Glen Community Association Bylaws**

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2. Only one (1) yard within the community will be selected each month during Yard-Of-The-Month season.
  3. Winner of Yard-Of-The-Month will receive a \$25 gift card **and** Yard-Of-The-Month sign if the resident has paid dues for the year.
  4. Winner of The Yard-Of-The Month will **only** receive the Yard-Of-The-Month sign if the resident has not paid dues for the year.

## **1.5 Communication**

1. Shall be responsible for all communications including community meetings, announcements, community news, etc.
2. Shall maintain community email account, community website, online meeting platform, and any other communication programs or systems for the benefit of WGCA.

## **Section 2. Special Committees**

Special Committees (ad-hoc committees) may be appointed by the President with the approval of the Executive Board to perform specific duties or responsibilities pertaining to the needs and requirements of **WGCA**.

## **Article IX Non-Discrimination**

**WGCA** shall not discriminate against residents becoming members on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, income, or political affiliation in any of its policy recommendations or actions.

## **Article X Amending the Bylaws**

The Bylaws shall be reviewed every two years by a review committee appointed by the President. They may be amended by two-thirds (2/3) vote by any eligible members present and voting at any regular or special meetings of **WGCA** provided that the proposed amendment has been presented and explained at the prior meeting, or provided that the proposed amendment has been mailed or emailed to each voting member at least two weeks prior to the date of the meeting. They shall take effect immediately upon approval.

# Wexwood Glen Community Association Bylaws

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## ATTACHMENT A

Date \_\_\_\_\_

Requestor \_\_\_\_\_

Committee \_\_\_\_\_

Name for Check \_\_\_\_\_

Item Description	Purpose	Amount
<b>Total Disbursement</b>		\$

(Note: All items must be accompanied by supporting documentation)

### (FOR FINANCIAL SECRETARY ONLY)

Check Date		Check Number	
Check Name		Check Amount	

Financial Secretary Approval \_\_\_\_\_ Date \_\_\_\_\_

Treasurer Review \_\_\_\_\_ Date \_\_\_\_\_