

**BYLAWS OF
SPRING VALLEY CIVIC ASSOCIATION, INC.**

Article I

- Section 1.1 The name of this Organization is SPRING VALLEY CIVIC ASSOCIATION, hereinafter referred to as the “Association.” The organization name may be abbreviated as “SVCA” in this document and elsewhere.
- Section 1.2 The primary purpose of the Spring Valley Civic Association is to perform functions for the common good and general welfare of the members. The SVCA strives to operate in such a manner as to provide a clean, pleasant, well-maintained, well-run community.
- Section 1.3 The principal office of the Association shall be 3526 Springside Drive, Decatur, GA 30032.
- Section 1.4 These by-laws, in accordance with and appurtenant to the Declaration of Covenants and Community Vision Statement, all combine to govern the Association.

**Article II
Objective**

- Section 2.1 SVCA is a non-profit organization incorporated under all applicable Georgia laws to provide services for the common good and general welfare of the Spring Valley community.

**Article III
Definitions**

- Section 3.1 **Association** means Spring Valley Civic Association, its successors and assigns.

Section 3.2 **Board** means the Executive Board of the Association.

Section 3.3 **Bylaws** are the rules and regulations of the SVCA.

Section 3.4 **Common Property** means all real property (together with any and all improvements now or hereafter located thereon) owned by the Association for the nonexclusive common use and enjoyment of all Members.

Section 3.5 **Member** means annually paid property owners and/or residents in Spring Valley.

Section 3.6 **Owner** means the DeKalb County record owner, whether one or more persons or entities, of the fee simple title to any lot, excluding those having such interest merely as security for repayment of a loan or other obligation.

Article IV Members

Section 4.1 Members are property owners and/or residents who have paid required dues and fees. Only active members have the right to vote in meetings and the right to hold office.

Section 4.2 **Dues.** Annual dues are set at \$75.00 for a regular membership and \$200.00 for an all-inclusive membership. Dues are payable annually by check or money order payable to SVCA.

Article V Officers

Section 5.1 **Board.** An Executive Board of officers shall manage the affairs of the Association. Officers must be dues paying members of SVCA.

Section 5.2 **Officers.** The Executive Board shall be comprised of ten (10) officers. Elected offices include: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasure, and Parliamentarian. The remaining four (4) officers are At Large positions and include: Neighborhood Watch Coordinator and three (3) Block Captain Coordinators

Section 5.3 **Officer Duties.** Officers shall perform the duties prescribed in these bylaws. Leaving Board members must submit all pertinent documents and records to the newly elected Officer by December 31st.

- (a) **President.** The President shall preside at all meetings of the members and Board, shall see that the business of the Board is carried out, appoints the chairperson of standing and special committees, and shall sign all legal documents and co-sign all checks.
- (b) **Vice President.** The Vice President shall act in the absence of the President, and such other duties as required by the Board.
- (c) **Recording Secretary.** The Recording Secretary is the recording officer and the custodian of the records of the Association. The Secretary shall: (1) record the votes and keep the minutes of all meetings, proceedings of the Board and of the members; (2) keep current records showing the names, addresses and telephone numbers of all members of the Association and, (3) such other duties as required by the Board.
- (d) **Corresponding Secretary.** Duties are to: (1) serve in the absence of the Recording Secretary (2) serve notice of meetings of the Board, of elections, and of the members; (3) and conduct the correspondence of the Association.
- (e) **Treasurer.** The Treasurer shall: (1) receive and deposit in appropriate bank accounts all monies of the Association, (2) disburse such funds as directed by resolution of the Board, (3) keep records of paid membership, (4) sign all checks, (5) keep proper books of account, (6) prepare an annual budget and statement of income and expenditures, that shall be audited, to be distributed to the members at the regular annual meeting, (7) be prepared with a written financial statement at every meeting.
- (f) **Parliamentarian.** The Parliamentarian shall keep order at meetings according to Robert's Rules.
- (g) **Neighborhood Watch Coordinator.** The Neighborhood Watch Coordinator creates a network of neighbors to report suspicious activity, reduce crime and increase neighborhood safety.
- (h) **Block Captain Coordinators.** Block Captain Coordinators work with Block Captains as a liaison between the Board and neighbors to maintain contact and stay connected.

Section 5.4 **Removal of Officers.** Officers who are unable or otherwise fail to carry out their duties may be removed from office by a two-thirds vote of the Board.

Section 5.5 **Vacancies.** Any vacancy on the Board may be filled by the affirmative

vote of a majority of the remaining members. The officer thus appointed shall serve for the remainder of the term of the officer being replaced.

Section 5.6 **Compensation**. No fee or compensation shall be paid to Board members for their services. The Board shall be entitled, however, to reimbursement for reasonable expenses incurred by them in the performance of their duties.

Section 5.7 Quorum

Six votes are required to constitute a quorum. In the event of a tie, the president will be the tie breaker

Article VI Meetings

Section 6.1 **Annual Meeting**. A meeting of the members of the Association shall be held annually in October. The annual financial report, all Committee reports and the **swearing in** of Officers are due at this meeting.

Section 6.2 **Quarterly Meetings**. Quarterly meetings of the members of the Association shall be held on the 2nd Saturday in February, May, August and October.

Section 6.3 **Special Meetings**. The President of the Association may call special meetings of the members at any time. Additionally, it shall be the duty of the President to call a special meeting of the members at the request of any Board member, or upon written request signed by at least twenty percent (20%) of the members of the Association.

Section 6.4 **Notice of Meetings.**

It shall be the duty of the Corresponding Secretary to give notice of any annual meeting at least twenty-one (21) days in advance, or regular meeting at least fourteen (14) days in advance. Special meetings require 72 hours notice. Each meeting notice shall state the time and place the meeting is to be held and shall be posted at the intersection of Spring Valley Road and Columbia Drive on the northeast corner, and at the intersection of Columbia Drive and Finesse Drive on the northeast corner. In addition, it is the responsibility of Block Captains to ensure that members are made aware of the meetings by telephone or email.

Section 6.5 **Quorums.**

Ten percent (10%) of the total members present at a meeting shall constitute a quorum.

On all matters upon which members are entitled to vote, ten percent (10%) of the members present shall constitute a quorum.

Section 6.6 **Voting.**

The President votes only in the event of a tie.

A vote can be taken by voice, by show of hands, by standing, by ballot, by roll call, and by general consent.

On all matters upon which members are entitled to vote, each household shall be entitled to one (1) vote, whether one or more persons or entities are considered Owners.

In all matters that affect the community as a whole, voting must be by ballot or roll call. In matters that affect the operation, maintenance and/or changes to the pool in particular, only current pool members shall be entitled to vote. The Corresponding Secretary in advance of the meeting will provide active members a ballot.

Members must be present at meetings in order to vote.

Section 6.7 **Conduct of Meetings.** Meetings shall be conducted in accordance with **Robert's Rules of Order.**

Article VII

Elections

Section 7.1 **Elections**. Beginning August 2023 Officers of the Executive Board shall be elected during the August quarterly meeting.

Section 7.2 **Elections Schedule**. With the August of 2023 election, the President, Treasurer, and Corresponding Secretary are to be elected in years ending in odd numbers while the Vice-President, Recording Secretary, and Parliamentarian are to be elected in years ending in even numbers.

In order to transition to a new election cycle, the Vice-president, Recording Secretary, and Parliamentarian elected in August of 2023 shall serve a term of one year.

Section 7.3 **Term**. Officers shall serve a term of two years which is to begin the first day of January following the officer's election.

Article VIII Committees

Section 8.1 The Association has the following standing committees:

1. Neighborhood Watch
2. Hospitality
3. Beautification / Pool and Tennis Court
4. Communications (Email, Calling Post, Newsletters)
5. Zoning / Code Enforcement / Public Safety
6. Fundraising
7. Financial Auditing (Annually)

Section 8.2 The Association has the following Ad Hoc committee:

Nominating Committee. The President shall appoint a Nominating Committee consisting of at least three (3) members for the purpose of reviewing and selecting nominees for upcoming Board vacancies. The slate of candidates shall be presented to the members during the **May** meeting.

Article IX Parliamentary Authority

Section 9.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article X Amendment of Bylaws

Section 10.1 These Bylaws may be amended by a two-thirds (2/3) majority vote of members present at a regularly scheduled meeting. Any proposed amendment shall be submitted to the Board President in writing at least one month prior to the scheduled meeting.

Article XI
Rights of the Association

Section 11.1 The Association has the right, acting through the Board, to promulgate rules and regulations relating to the use, operation and maintenance of the Common Areas and to charge reasonable admission and other fees for the use of any recreational facility located in the Common Area.

Section 11.2 No resident shall plant or place items in any common area of the subdivision without written consent from the Executive Board or property owner. If items are planted or placed on any common area, the Association or property owner should have the right to remove them and a letter sent to the resident.

Article XII
General Rules and Regulations for
Swimming Pool and Tennis Court

Section 12.1 Key holders are responsible for their assigned keys and will be accountable for the use by family members and guests.

Section 12.2 Key holders are allowed to have up to 5 GUESTS accompany them for pool or tennis court use.

Section 12.3 Children under 18 must be accompanied by a parent to the SVCA swimming pool.

Section 12.4 Key holders are responsible for securing the entry gates upon entering & exiting. Key holders are expected to uphold good moral values and be courteous to other pool patrons as well as surrounding residents. *(No offensive language or loud music)*

Section 12.5 Current pool members are prohibited from bringing SVCA non dues paying and general member residents (\$75.00 membership fees) as guests.

Section 12.6 The use of alcohol and illegal drugs is prohibited. SVCA properties are nonsmoking facilities.

Section 12.7 Possession of any article defined as a weapon whether lethal or not, is prohibited, with the exception of federal, state, or local law enforcement personnel required to carry such weapons.

Section 12.8 Removal of pool & tennis court furniture and equipment is prohibited. Bikes, skates or skateboards are not permitted on tennis court or pool deck.

Section 12.9 A charge of \$25.00 will be assessed for lost keys.

Section 12.10 Paying pool members may reserve use of the cabana during the pool season on a space available basis.

Section 12.11 Cabana reservations are not permitted on U.S. holidays.

Section 12.12 All SVCA Pool Members must have their I.D. badges visible for security purposes.

Revised March 2023