

Griffin DownTown Council

Guidelines for operation

1. Name: The name of the Association shall be "Griffin Downtown Council."

2. (A) Purpose: The objective of the association shall be to promote business downtown, to develop existing business downtown, to recruit new business downtown, and support the Downtown as a Main Street City in being a center for business, culture, and entertainment on a local and regional basis.

(B) Goals: Specific goals will be determined annually by the Board of Directors based on GDTC's purpose. GDTC will maintain working relationships with the Griffin Main Street Program, the Downtown Development Authority, and the Griffin-Spalding Chamber of Commerce to facilitate special events, downtown promotions, and other activities that further the GDTC purpose.

3. Membership: The membership shall be open to all persons owning property or operating businesses or professions within the Downtown area. The Downtown area shall be defined as that area bounded by either the street or straight line projection of East- 3rd Street; North- Chappell Street; West- 13th Street; South- Oak Street. Memberships outside the of Downtown area, Non-profit & Supporting Organizations, and Friends of the Downtown are available and are described.

Businesses, organizations, and individuals may join GDTC at any time during the year. Memberships will run on a calendar year basis (January 1 – December 31). Any dues paid during the course of the year will be done so on a pro-rated basis. All memberships are to be renewed before January 1st of the following year. (Prior to Annual Meeting)

Membership and dues will be based on the following categories:

Full membership: (\$75 annually) A business, property owner, or individual located within the boundaries of Downtown Griffin that supports the purpose of GDTC may join the GDTC and participate in GDTC events and programs.

Full membership benefits include:

1. Opportunity or expression of business and downtown concerns to the GDTC Board, and from there to city and county officials.
2. Business listing and website link on GDTC website
3. Discounted booth and sponsorship rates for GDTC events
4. Opportunity to be featured as business of the month on GDTC website
5. Opportunity to participate in all types of advertising campaigns, including Co-op advertising
6. Opportunity to host quarterly meet-and-greets
7. Promotional opportunities on all forms of GDTC social media accounts.

6. Directors: The business of Griffin Downtown Council shall be managed by a Board of Directors consisting of not less than (5) or more than (20) members. Vacancies occurring in the Board of Directors may be filled by majority vote at any regular meeting of the Board of Directors. In the event that a Board Member is consistently unable to make the regular scheduled GDTC Board Meetings, the Board, at their discretion, may meet with that member and they have the ability to replace that position on the Board. The Board of Directors will meet regularly on the 3rd Monday of each month unless rescheduled or cancelled by GDTC President.

The Board of Directors of GDTC shall consist of a minimum of five (5) and maximum of fifteen (15) At-Large members in good standing, the Griffin Main Street Program Director, a representative from the Griffin Downtown Development Authority, a representative from the Griffin-Spalding Chamber of Commerce, a Spalding County Commissioner appointee and a Griffin City Commissioner appointee.

7. Officers: the officers of the Griffin Downtown Council shall be elected at the first meeting of the Board of Directors after the annual meeting of the membership and shall consist of President, Vice-President, Secretary and Treasurer. The elected officers and directors shall not receive any compensation directly from the association. Employees of the Association shall receive compensation as determined by the Board of Directors.

President- The GDTC chairperson shall preside at all meetings of the membership and Board, be ex-officio member of all committees, exercise general supervision over affairs of GDTC, and perform such other duties as are ordinarily incumbent upon a chairperson.

Vice President The vice-chair of GDTC shall perform such duties that are ordinarily incumbent upon the vice chairperson and such other duties as may be assigned by the chairperson.

Secretary- The secretary of GDTC shall conduct all correspondence as may be required by the chair, will monitor attendance and shall take and prepare the minutes of the meetings, and generally perform such duties that are ordinarily incumbent upon a secretary.

Treasurer- The treasurer of GDTC shall keep and maintain records of all financial actions of GDTC, which shall include all records and invoices of annual membership investments, and all monies collected and disbursed. The treasurer shall prepare financial reports for GDTC and perform such duties that are ordinarily incumbent upon a treasurer

8. Committees: Committees of the board shall be appointed by the President from the membership, and shall consist of, but not limited to, the following:

- a. **Promotion:** Objective – The planning and coordination of events designed to increase customer traffic and sales in the Downtown area.
- b. **Membership:** Objective - To promote membership in the Griffin Downtown Council.

- c. Finance: Objective – To prepare annual operating budgets and monthly reports.
- d. Business Development: Objective – To assist the development of existing businesses through educational seminars and to aid in recruitment of new businesses for the Downtown area.
- e. Image and Appearance: Objective – to enhance Downtown's image as the premiere location to shop and work, and to assist in beautification efforts for the downtown area.
- f. Parking: Objective – The maintenance of adequate, secure, and convenient parking for employees and customers in the downtown area.