

By-Laws of the Shore Acres Civic Association, Inc.

Updated January 2018.

Article I-Name:

Section 1.0-The Association shall be incorporated with and in accord with the laws of the State of Florida. This status shall be maintained.

Section 2.0-The name of this organization shall be the "Shore Acres Civic Association, Incorporated"; hereafter referred to as SACA or the Association (Assn.).

Article II-Location:

Section 1.-The association shall be located in St. Petersburg, Florida. Its principal place of business shall be at such address as the Board of Directors may designate.

Article III-Purpose:

Section 1.0-The purpose of SACA includes: to promote the common interests of the residents to enhance property values; to cooperate with City, County and State government and all other organizations to continually seek to improve the quality of life within the Association boundaries: to keep members informed, to determine consensus on issues and to represent the majority; and pursue other such activities complementary to the above, as the Board of Directors may prescribe.

Article IV-Membership:

Section 1.0-The membership of SACA will be restricted to those residents, whether homeowners or tenants, and non-resident property owners, 18 years of age or older, within the boundaries of the Association, residing at a residence with a parcel legal description designated as "SHORE ACRES" as designated by the Pinellas County Property Appraiser, or as described hereafter:

Section 1.01-The boundaries of SACA are as follows: **All land south of 62nd Avenue North East; north of the Snell Isle bridge and east of Placido Bayou waterbody not including those houses that lie within the boundaries of the deed restricted community of Venetian Isle.**

Section 2.0-Membership shall be established upon payment of the Association's annual dues. The annual dues shall be based on the calendar year of 01 January through 31 December.

Section 3.0-All residences containing at least one Association member shall be provided **information on the electronic location of the BY-LAWS,** upon joining the Association.

Section 4.0-Any member who willfully commits an act contrary to the good of the Association may be removed from membership by a majority vote of the General Membership, present and voting, at a membership meeting in the spirit of Robert's Rules of Order Revised.

Section 5.0-A non-voting associate membership may be granted to a person or business upon payment of dues established by the Board. This associate membership benefits will be also determined by the Board.

Article V-Officers:

Section 1.0-The officers of the Association shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.

Section 1.01-Officers of SACA must be members in good standing and residents, living within the boundaries of the Association as described in Article IV, Section 1.01 or residing at a residence with a parcel legal description designated as "SHORE ACRES" as designated by the Pinellas County Property Appraiser.

Section 2.0-The President of the Association shall be the chief executive of the Association and shall preside at all General Membership meetings, special meetings, and board meetings.

Section 2.01-The President shall appoint members to the Standing and necessary Special or Ad Hoc Committees and perform other such duties as will forward the purpose and business of the Association.

Section 2.02-The President shall represent the Association as the lead delegate to the Council of Neighborhood Associations (CONA) and assign a back-up.

Section 2.03-The President shall represent the Association, as the lead delegate to the St. Petersburg City Council and assign a back-up.

Section 2.04-The President shall represent the Association, as the lead delegate to the Pinellas County Commission and assign a back-up.

Section 2.05-The President may appoint a substitute delegate to any of the aforementioned bodies.

Section 2.06-None of the preceding sections are intended to preclude any member of the Association from representing a position or opinion to any of the aforementioned bodies, but that such persons shall not represent themselves as representatives or agents of the Association without prior Board approval.

Section 3.0-The First Vice President shall undertake all duties of the President in the absence of the President.

Section 4.0-The Second Vice President shall undertake all duties of the President in the absence of the President and First Vice President.

Section 5.0-The Secretary shall keep complete and accurate minutes of the proceedings of general membership meetings, special membership meetings, and board meetings, and inventory of all corporate properties valued in excess of \$25.00 and such other books as are required in the interest of such business. All said books are to be supplied to the secretary by the Association. The Secretary shall keep an inventory of all Association papers provided to all officers, directors, and committee chairmen.

Section 5.01-The Secretary will have current minutes available for membership review at all Association meetings. All Association records are open to the general membership at reasonable times convenient to the Secretary.

Section 5.02-The Secretary shall chair the General Membership meetings in the absence of the aforementioned officers.

Section 6.0-The Treasurer shall receive all monies paid into the Association, except for special events (refer to Financial Policy), and shall deposit all monies in the corporate account, in the name of the Association, in a financial institution in the City of St. Petersburg, Florida, which shall have been approved by the board.

Section 6.01-The Treasurer and/or the President shall countersign all checks in payment for authorized Association financial obligations.

Section 6.02-The Treasurer shall submit all Association records for audit one month prior to the January /February General Membership meeting and at such other times as the Board shall delegate.

Section 6.03-The Treasurer shall report at each General Membership and Board meeting, the financial status of the Association. In the event of the Treasurer's incapacitation, The Board of Directors shall designate and empower an interim successor, subject to the financial institution of record's signature/record requirements.

Section 6.04-These Association records are open to the general membership at reasonable times convenient to the Treasurer.

Section 6.05-The Treasurer shall chair the General Membership meetings in the absence of the aforementioned officers.

Article VI-Directors: Section 1.0-The directors of SACA shall be six (6) in number.

Section 2.0-Directors of SACA must be members in good standing and residents, living within the boundaries of the Association or residing at a residence with a parcel legal description designated as "SHORE ACRES" as designated by the Pinellas County Property Appraiser.

Article VI-Board of Directors:

Section 1.0-The Board of Directors (also known as "The Board") shall be composed of the directors and officers of the Association.

Section 2.0-It is the duty of the Board to conduct the business of the Association.

Article VII-Term of Office:

Section 1.0-The term of office for the five officers shall be for one calendar year, running from the date of the General Membership elections of one year to the date of the General Membership elections in the immediate following year.

Section 2.0-The term of office for the six (6) directors shall be for two (2) years with three (3) directors elected in even numbered years and three (3) directors elected in odd numbered years, running from the date of the General Membership elections of one year to the date of the General Membership elections in the following year. For the 2018 election year three (3) directors will be elected for one year and three (3) directors elected for two (2) years.

Section 3.0-The president if not re-elected to office shall serve as a Director-at-Large for the term of one year.

Section 4.0-The Board shall vote to retain or replace any director who is not present for 40% of the regular board meetings.

Article IX-A Quorum:

Section 1.0-A Quorum for the purpose of General Membership meetings shall be fifteen percent (15%) of the enrolled membership.

Section 2.0-A Quorum for the purposes of Board of Directors meetings shall be a majority of the membership of the Board.

Article X-Meetings:

Section 1.0-General Membership meetings shall **be held at least once quarterly**. The meeting held in January or February shall include elections for Officers and Directors.

Section 2.0-The Board of Directors shall meet at least once between each General Membership meeting except in December.

Section 3.0-Special Meetings of the membership can be called for any purpose, including special elections, by, the President, a majority of the Board or by written request of at least 25 members of the Association. The written request can be filed via electronic means such as e-mail.

Section 4.0-Written or electronic notice of General Membership meetings will be given to the membership at least ten (10) days prior to the meetings. The association will utilize the internet and e-mail for notification of meetings to membership.

Article XI-Nominating Committee:

Section 1.0-Use web site to advertise for nominees (name, address, and phone number). Ballots will be on the website. All information must be submitted one (1) week prior to the January or February meeting.

Article XII-Elections:

Section 1.0-A member must be in good standing to vote at any meeting.

Section 1.01-Any member of the Association may nominate another member to fill a director or officer vacancy. A member may nominate himself/herself. All nominations must be seconded.

Section 2.0-Annual selection of, or between, candidates for officer or director vacancies must be made by a majority vote of any General Membership meeting or a SACA Board meeting.

Section 3.0-Selection of, or between, candidates for officers or directors to fill interim vacancies, shall be made and the position filled by 2/3rds approval vote of a quorum of the Board.

Section 4.0-SACA shall function on the principle of "one person shall have one vote."

Section 5.0-Absentee voting, in any form, will not be allowed.

Section 6.0-Voting by mail, for any reason, on any topic or issue, will not be allowed.

Section 7.0-Voting shall be by candidates for each office, or by slates of candidates.

Article XIII-Committees:

Section 1.0-Standing Committees may be formed to promote a positive image of Shore Acres, be alert to issues, deter crime, and keep members informed.

Section 2.0-Committees shall be appointed by the President, and are subject to veto by the Board of Directors or the membership.

Article XIV-Records:

Section 1.0-All records of the Association, whether maintained by the President, the Secretary, the Treasurer, or any other officers, directors, committees, agents, representatives, employees or other assigns, shall be turned over to the succeeding administration in an orderly fashion within 14 days of the election.

Section 2.0-The Outgoing Treasurer shall assist and expedite the transfer of financial authority with whatever documentation the incoming Treasurer and/or the Association's financial institution may require (e.g., signature cards) to facilitate financial responsibility transfer. This transfer shall be completed within 14 days of the election. This transfer is subject to resolution, by the outgoing Treasurer, or any outstanding items as identified by the annual audit.

Article XV-Parliamentary Authority:

Section 1.0-Parliamentary Authority for the Association shall be in the spirit of Robert's Rules of Order, Revised. The most current edition available at the time of need shall prevail in all cases not in conflict with the Association BY-LAWS.

Section 2.0-The President may appoint a qualified member of the Association as Parliamentarian of the Association.

Article XVI-Amendment of the BY-LAWS:

Section 1.0-The BY-LAWS may be amended by a two-thirds (2/3rds) affirmative vote of the membership present and voting at a General Membership meeting.

Section 2.0-BY-LAWS amendments must be presented to the membership for their review with proper due notice (e.g., Quarterly meeting as scheduled).

Section 3.0-The President will announce all changes to the BY-LAWS as approved by SACA Board at Quarterly meetings.

Article XVII-Council of Neighborhood Associations (CONA):

Section 1.0-The Association shall maintain membership in the Council of Neighborhood Associations (CONA), as long as CONA's purpose and positions do not conflict with SACA's as determined annually by the Board.

Article XVIII-Financial Policy:

Section 1.0-The President of the Association has the authority to obligate the Association's treasury for amounts up through one hundred dollars (\$100.00). Greater authority shall be on the basis of a case-by-case approval of the Board.

Section 2.0-The board has the authority to obligate the Association's treasury for the amounts up through one thousand dollars (\$1,000.00) or fifty percent (50%) of the treasury, whichever is the lesser amount. This limit encompasses a project's total cost, whether obligated at one time or by installments.

Section 3.0-Amounts greater than those specified in Article XVIII, Section 2.0, above, can be submitted to the membership or the President and current SACA Board for their authorization.

Section 4.0-Monies raised from any fund-raising event shall be the immediate responsibility of the chair of the event, and thereafter turned over to the treasurer, with appropriate documentation, for deposit to the Association's amount.

Section 5.0-All Association checks must be signed by the Treasurer or the President.

Article XIX-Audits:

Section 1.0-Audits of SACA financial records shall be performed annually, in January, by an audit committee chosen by the President and approved by the Board or the President himself/herself. The results of the audit shall be reported at the January or February General Membership meeting.

Section 2.0-Deficiencies discovered during the audit(s) must be reported to the February General Membership meeting.