

1 By-Laws of the Shore Acres Civic Association, Inc.
2 Proposed revisions are highlighted in red- January 2011.
3

4 **Article I-Name:**

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

7 Section 2.0-The name of this organization shall be the "Shore Acres Civic Association, Incorporated"; hereafter referred to as
8 SACA or the Association (Assn.).
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10 **Article II-Location:**

11 Section 1.-The association shall be located in St. Petersburg, Florida. Its principal place of business shall be at such address as
12 the Board of Directors may designate.
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14 **Article III-Purpose:**

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

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

25 Section 1.01-The boundaries of SACA are as follows: All land north of Patrician Point and Snell Isle Bridge: South of 62nd
26 Avenue North East; West of Venetian Isle subdivision or waters of Tampa Bay; East of Placido Bayou and through 62nd
27 Avenue North East; East of Shore Acres Boulevard North East including all addresses on Shore Acres Boulevard North East
28 and Overlook Drive North East. The following interior areas within the above boundaries are specifically excluded:

29 (a) All addresses on Venetian Boulevard North East between its two intersections with Bayou Grande Boulevard
30 North East;

31 (b) All addresses on Bayou Grande Boulevard North East between 62nd Avenue North East and its intersection
32 with Venetian Boulevard North East;

33 (c) The following addresses on Pennsylvania Avenue North East: 1585, 1600, 1601, and 1701;

34 (d) The following addresses on Denver Street North East: 6040,6050,6060,6070, and 6080;

35 (e) The following address on 62nd Avenue North East: 1946.

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

39 Section 3.0-All residences containing at least one Association member shall be provided one copy of the Association BY-
40 LAWS for each residence, upon joining the Association.

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

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45 **Article V-Officers:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

93 **Article VII-Board of Directors:**

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

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

97 **Article VII-Term of Office:**

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

101 Section 2.0-The term of office for the six (6) directors shall be for one calendar year, running from the date of the February
102 General Membership elections of one year to the date of the February General Membership elections in the following year.

103 **Article IX-A Quorum:**

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

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

107 **Article X-Meetings:**

108 Section 1.0-General Membership meetings shall be held quarterly, normally during the months of January or February, May,
109 September, and November. The ~~February~~ meeting held in January or February shall include elections for Officers and
110 Directors.

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

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

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

117 **Article XI-Nominating Committee:**

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

120 **Article XII-Elections:**

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

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

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

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

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

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

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

131 Section 7.0-Voting shall be by candidates for each office, ~~not~~ or by slates of candidates.

132 **Article XIII-Committees:**

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

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

137 **Article XIV-Records:**

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

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

145 **Article XV-Parliamentary Authority:**

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

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

149 **Article XVI-Amendment of the BY-LAWS:**

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

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

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

155 **Article XVII-Council of Neighborhood Associations (CONA):**

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

158 **Article XVIII-Financial Policy:**

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

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

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

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

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

169 **Article XIX-Audits:**

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

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

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