

Harbordale Civic Association Bylaws

Approved at the June 3 2009 General Membership Meeting

Purpose

The purpose of the Harbordale Civic Association is to provide a forum wherein ideas and information concerning the improvement of our neighborhood may be discussed and then provide a system through which these ideas and information may be put into action. We are specifically concerned with neighborhood improvement, safety and security, as well as our community image and lifestyle. The Nondiscrimination Articles of the City of Fort Lauderdale shall prevail in all circumstances.

Goal

The goal is to engage our diverse groups – residents and business owners alike and to work together to maintain, improve and protect the quality of life and daily living in Harbordale. Through our members and with interaction with local leaders, city officials and police we are able to provide a safe environment by reducing crime and drug dealing activity and increase the beauty and tranquility of the area the goodwill among neighborhoods.

ByLaws

ARTICLE I

Establishment of Civic Association

Section 1

The name of this Association shall be “ Harbodale Civic Association, Inc”

Section 2

HCA shall be bound on the North by Southeast 12th up to the cemetery & 15th Street, West by South Federal Highway, East by the Intracoastal Waterway, and South by State Road 84. See attached map.

Section 3

HCA records and minutes from all board and general membership meetings shall be saved for at least four (4) years to meet the following criteria to be officially recognized by the City of Fort Lauderdale.

ARTICLE II

Membership

Section 1

Full authority for direction of the above-mentioned Association (herein referred to as HCA) shall be vested in the general membership.

Section 2

Property owners, Tenants, and Businesses Owners/Representative can become a member of HCA as long as they reside or own property within the Harbordale boundaries.

Section 3

Dues: The Executive Board shall recommend and vote on the amount of yearly membership dues and present it to the general membership for a majority vote.

Section 4

All memberships renew annually on January 1. The membership year is defined as January 1 through December 31 of each year. Individuals who become members during the period of January 1 through October 31 will need to renew the next membership term (no membership will be prorated). New memberships processed during the months of November and December will automatically be renewed for the next membership term.

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Section 5

Voting: One paid member has one vote. A member may vote by proxy by authorizing another member to vote in their stead. The proxy must be in writing naming the voting representative and signed by the member who wishes to vote by proxy. The proxy must be presented to the meeting chair prior to voting.

Section 6

Expulsion Clause: Membership is a privilege. Any individual who is considered by the General Membership not to have the Association's interest at heart may be refused or expelled from membership permanently by the General Membership. Said expulsion must be voted upon by the General Assembly and pass by two-thirds votes of the General Membership present. Said member shall be given a time-limited opportunity to speak before said vote is taken.

ARTICLE III

Meetings

Section 1

General Meetings shall be held in a public place on the first Wednesday of each month at 7:00 PM, unless advance notice of one week or more is given to the General Membership of a necessary change of date or time. The regular monthly Executive Board Meetings shall be held in a public place on the first Wednesday of each month prior to the regular association meeting at 7PM, unless advance notice of one week or more is given to the Executive Board of a necessary change of date or time. Additional Executive Board Meetings shall be scheduled as deemed necessary.

Section 2

Ten (10) or more members shall constitute a quorum at any and all meetings of General Membership. Voting shall be by a two-thirds (2/3) vote of the active members present. At least three members from the Board must be present at the time of the vote.

Section 3

Meetings may be canceled due to emergency situations, such as hurricanes, without notice to the membership.

ARTICLE IV

Officers and Responsibilities

Section 1

The Executive Board of HCA shall consist of a President, Vice President, Secretary, Treasurer and three (3) directors at large with a maximum of five (5) directors at large. Said seven (7) and maximum of nine (9) members shall constitute the Executive Board. A quorum of a majority of board members, of which one shall be an officer, shall be required to conduct business at a board meeting.

Section 2

President:

The President shall monitor all functioning committees and preside over all general and executive meetings, represent the organization at public occasions, make appointments from the general membership as deemed necessary for effective conduction of the association's business. The President shall engage local elected officials at the County and City level and shall attend both Commission meetings and the District Commissioners Neighborhood meeting as able. If unable to perform this duty, the President shall make an appointment to ensure participation at these meetings. The President shall remain accessible to members. The President shall appoint a representative and alternate to the Council of Civic Associations. Also, the President may call for an independent audit of the association's financial records at any time as deemed necessary.

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Section 3

Vice President:

The Vice President shall assist the President as requested, to preside in the absence of the President, and represent the Association on appropriate occasions. The Vice President, in consultation with the President shall oversee the internal performance of the organization. The Vice President shall assume responsibility for meetings of any other group that hold strategic significance to the Association as designated by the President as able. The Vice President shall serve as liaison with the committees, the association members and outside organizations and provide support, materials and reports to and from the Executive Board.

Section 4

Treasurer:

The Treasurer shall account for all funds and to deposit such funds in the name of the Association in such banks, trust companies or safe deposit boxes, as the Executive Board shall designate. The Treasurer shall cosign with another officer, make and endorse in the name of the Association all checks, warrants, and orders for payment of money and pay out and dispose of same in receipt thereof, under the direction of the Executive Board. The President has the authority to sign checks in the absence of the Treasurer, and both Treasurer and President are the designated holders of Banking Account and BankCards. The Treasurer shall prepare monthly financial statements or reports and shall present such reports at the General Membership and Executive Board meetings for approval. HCA shall adopt generally accepted accounting principles and the Treasurer shall abide by these principles and present reports that meet these standards. The books and accounts of the Association shall be open to any director or member of the Association per request and during reasonable hours. The Treasurer shall prepare and submit to the Executive Board an Annual Report based on the calendar year. The Executive Board shall appoint an Audit Committee to review the Annual Report. The audited Annual Report shall be presented to the membership at the February Annual Meeting. In addition the Treasurer shall keep correct books of account, as required by the Executive Board and perform all other duties pertaining to this office. The Treasurer shall also be responsible for updating the membership database and lists and shall distribute these to the Executive Board on a monthly basis at a minimum. The Treasurer shall be responsible for the annual membership renewal drive and to alert the Executive Board of funding sources, datelines and requirements. Examples of such funding sources are the Board County Grants, City of Fort Lauderdale Grants such as Neighborhood Capital Improvement Grants and others.

Section 5

Secretary:

The Secretary shall keep the minutes of the Executive Board and the general meetings, to be custodian of all official records; to prepare and transmit notices and minutes to the General Membership and Executive Board in written format at the following meeting for approval; to present to the Executive Board all communications addressed to the Association for their actions; and to attend to all correspondence under the direction of the Board of Directors and perform all other duties incident to this office. Minutes from the Executive Board and Membership meetings shall be made available one week prior to the next meeting and shall be distributed accordingly. The Secretary shall also maintain the Association's archives, which shall include minutes, financial statements, copies of publications, notices and programs. Programs initiated by the Executive Board shall be kept available to all Directors and members in a readable and accessible format at all meetings. The Secretary shall have a copy of Bylaws available at all meetings of the Association. The Secretary shall set up the membership sign in table prior to beginning of the membership meetings.

ARTICLE V

Executive Board and Responsibilities

Section 1

HCA shall elect a minimum of three (3) and a maximum of five (5) directors with duties and titles to be defined as necessary by officers and directors.

ARTICLE VI

Executive Board Members

Section 1

An Executive Board Members who misses three regular meetings within a one-year period, without justifiable cause and notification will have their position on the Board deemed vacant.

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Section 2

Should a vacancy occur on the Executive Board for any reason, it shall be the duty of the Executive Board to nominate a replacement for the balance of the term of office. This appointment must be ratified by a majority vote by the General Membership at the next general membership meeting.

Section 3

A member may state they are representing HCA in/at public form and/or on HCA Stationary only after receiving a consensus of approval from the Executive Board or President.

Section 4

Expenditures on behalf of HCA under \$100 must be approved by the President, in excess of \$100 require approval by the Executive Board. Over \$300 requires approval of a majority of the general membership. This limitation does not apply to normal recurring administrative/operating cost or motions vote on and ratified at either Executive Board meetings or general membership meetings.

ARTICLE VII

Nominating and Election of Officers

Section 1

A nominating committee may be appointed by the Executive Board prior to the Election meeting.

Section 2

A slate of officers and directors shall be presented by the nominating committee or the Executive Board to the General Membership at the October meeting.

Section 3

Nominations can be made from the floor by the general membership prior to voting. All nominations will be closed by a vote at the beginning of the November meeting. Elections of officers shall be held at the November General Membership Meeting. All offices have a twelve-month term. Voting is by ballot from the list of all nominees.

ARTICLE VIII

Committees

Section 1

The Chair of the Committee in whom the project responsibilities fall upon shall determine the scope and parameters of each committee.

Section 2

The committee chairperson or a representative shall report any findings and recommendations to the President and the Executive Board. The Executive Board will review and discuss the recommendations.

Section 3

Any Committee that does not report to the board within 2 months will have assumed to disband and the project responsibilities fall back upon the Executive Board for new recommendations. At any time, the Executive Board can vote to disband a committee.

ARTICLE IX

Order of Business at General Meetings

Section 1

All General Meetings and Board Meetings shall be conducted in accordance with the agenda presented at the inception of the meeting.

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ARTICLE X

Amendments of Bylaws

Section 1

These by-laws can be changed by amendments. Any amendment to the by-laws shall be two-thirds (2/3) majority vote of the active members present at the time of the vote and the proposed amendment must be voted on at two separate meetings.

Section 2

Procedure: Any member may submit a request for a by-law change. The request must be in writing to the Executive Board. After reviewing and clarifying any issues with the requestor as needed, the Board will notify the general membership in advance by usual means that an amendment change will be considered at the next meeting. A meeting itself may serve as the notification with discussion and voting on the amendment withheld until the subsequent meeting. If notice is given 10 days prior to a meeting, discussion and a first vote may be taken at that meeting.

Section 3

Voting: After the first vote on the amendment has been taken and passed by two-thirds (2/3) majority of the active members present, a second vote will be placed on the agenda for the next regularly scheduled monthly meeting. At least three members of the Board must be present at the time of the votes.

ARTICLE XI

Confidentiality

Section 1

Electronic membership data shall be made available to all Officers and Directors on an as needed basis. Information is for official uses only, however it is not considered confidential.

ARTICLE XII

Communications

Section 1

HCA shall communicate with the residents of Harbordale by providing a newsletter or flyer and post meeting signs before every general meeting. The association should also attempt to communicate with the media, newspaper and cable throughout the year to promote the Association.

Section 2

The HCA shall keep a yearly log with copies of the bylaws, minutes, attendance record, correspondence, and items of importance and have it at each general meeting for viewing by the membership.

Section 3

HCA may have membership drives though out the year.

ARTICLE

Robert's Rules of Order

Section 1

Robert's Rules of Order shall prevail in any circumstances not covered by these ByLaws.

P&VP