

BY LAWS FOR THE GROVE PARK -- OAK HOLLOW CIVIC ASSOCIATION
2015

Comment [1]: ORIGINAL DOCUMENT
APPROVED IN MARCH OF 1992 BY
GENERAL MEMBERSHIP
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ARTICLE I: NAME AND OBJECTIVE

1. The association shall be known as: The Grove Park Oak Hollow Civic Association (GPOHCA).
2. The principle objective for which the association is organized shall be to further the common good and welfare of the community of the subdivisions of Grove Park and Oak Hollow, in the county of Clay, in the state of Florida. In addition, the association will promote, establish, and maintain civic improvement programs, beautification projects, and other incidental projects as are appropriate for the benefit of the community. The Association promotes communication among members and the community. It also provides a governing body functioning under democratic principles.

ARTICLE II: MEMBERSHIP

1. Each single family dwelling unit in the Grove Park --- Oak Hollow subdivisions shall be eligible for one membership. They shall pay annual general membership dues and submit contact information.
2. Annual membership dues will be established by membership majority vote based on board recommendations at a general membership meeting. These dues shall be payable on the first day of the fiscal year of the Association. Any other dues/fees established in accordance with the By-laws, To cover extraneous expenses and or costs occurred, may be levied when necessary by approval of the general membership.
3. Residents within Grove Park or Oak Hollow may join the Association after payment of annual dues and completion of contact information.
4. Membership dues and fees are not transferable.
5. Any member seeking reinstatement after being dropped for non-payment of dues must file a new application and pay dues applicable under item three above.

6. Dues/fees delinquent for more than thirty (30) days will cause suspension of voting rights until these dues/fees are made current.

ARTICLE III: BOARD OF DIRECTORS

1. The government of the Association shall be vested in the Board of Directors consisting of at least five (5) members. The members of the Board of Directors shall be elected from among nominees submitted by the general membership for the offices of President, Vice President, Secretary, and Treasurer. The remaining member of the Board will be appointed by the elected Board members.
2. It shall be the duty of the Board to:
 - A. Keep complete records of all minutes, acts and proceedings of the Association.
 - B. Present full financial statements annually at one general membership meeting, showing in detail the assets, liabilities, and general condition of the Association and its affairs.
 - C. Provide a quarterly financial statement on request of a general member.
 - D. Hold bimonthly Board meetings on even numbered months and any additional meetings.
3. Specific duties of the Officers.
 - A. The President shall preside at all meetings of the membership and of the Board of Directors. He/She shall appoint the chairmen of the committees, and shall be an ex-officio member of all committees. He/She shall co-sign all contracts and all other instruments in writing which have first been approved by the Board of Directors. He/She shall be responsible for the petty cash funds in the amount of twenty five (\$25.00) dollars made available from the Treasurer for the purpose of making disbursements in behalf of the Association in matters arising between meetings. Such disbursements shall be reviewed and replaced

at the following meeting of the Board of Directors. The President will be a non-voting member on matters requiring a board vote, except, in the event of a tie, the President will have the tie breaking vote.

- B: The Vice President, in the absence of the President, shall assume duties as conferred upon the President. Together with the President, He/She shall be responsible for carrying out the policies and objectives of the Association.
- C. The Secretary shall keep a complete record of all meetings of both the membership and Board meetings. He/She shall prepare all correspondence and shall maintain a file of all correspondence. He/She shall also keep a current roster of the membership. He/She shall serve notices of all meetings of the Board.
- D. The Treasurer shall receive and disburse the funds of the Association. He/She shall maintain a complete accounting of all income and disbursements. He/She shall make financial reports to the membership and Board of Directors at all regular meetings. He/She shall present those records for audit by a committee of three (3) non board members (to be appointed by the Board) annually and at other such times as directed by the Board of Directors. The Treasurer is required to co-sign all contracts or other instruments in writing which have first been approved by the board.

4. Replacing a Board Member

- A. Any officer may be removed from office with just cause by a majority of the Board of Directors at any regular or special meeting of the Board of Directors. Missing three consecutive meetings shall justify removal from office.
- B. Any officer may resign at any time by giving written notice to the President or the Secretary of the Association. Any such resignation shall take effect at the date of receipt of notice, or any later date stated therein.
- C. Any vacancy on the Board of Directors (caused by death, resignation, disqualification, or any other cause) shall be filled by appointment of

the President with approval by the Board. The appointee shall then fulfill the remainder of the vacated term.

5. Disbursements:

- A. No disbursements of funds of the association shall be made unless the sum shall have been approved, authorized, and ordered by the Board of Directors or membership. Except as provided herein, all disbursements shall be made by checks which have been co-signed by two (2) authorized signatures..
- B. The Board of Directors shall authorize the expenditure of funds not to exceed fifty dollars (\$50.00) per month and a report shall be given of the amount expended to the membership at the next regular meeting of the Association. For expenditures greater than fifty dollars (\$50.00), an approval from the membership consisting of a majority of the of membership present shall be required.

ARTICLE IV: VOTING

- 1. Voting rights -- each single family unit is entitled to one vote on elections and issues at membership meetings.
- 2. Election of Board Members
 - A. Elections, to be held annually, shall be conducted so as to insure a continuity of the board members of fifty percent. Each year two (2) board members shall be elected for a period of two years. The first year the President and Secretary will assume two year tenures and the Vice president and Treasurer will serve one year terms.
 - B. A majority of the votes cast at the election meeting shall be required to elect any member to the Board of Directors.
- 3. Proxy/Absentee Voting
 - A. At all membership meetings voting will be in person or by proxy. Proxies may be used to obtain a majority vote but no person shall be

entitled to vote by proxy unless his/her attendance is impossible by reason of illness, military duty, civilian employment, absence from the area or other good cause acceptable to the Board of Directors.

- B. At least five (5) days prior to a membership meeting, a program of the upcoming meeting shall be made available, including a list of issues to be decided. A proxy which lists these issues in ballot form may be picked up from the Secretary, completed and returned to the Secretary. By proxy, the member relinquishes his vote to the Board of Directors on any additional issues raised at the meeting and voted upon. Proxies must be signed and submitted at least one day before that membership meeting.

ARTICLE V: MEETINGS

1. Board of Directors meetings will be held bimonthly, (on even numbered months) and as called by the President. No meeting will be held without a simple majority of Board members present. Special meetings of the Board shall be held when called by the President, Vice President, Secretary, or Treasurer, or upon request of Directors.
2. General Membership Meetings
 - A. General membership meetings shall be held bimonthly, (on odd numbered months) at a time and place to be selected by and conveyed to the membership by the Board of Directors.
 - B. All adult members of families subscribing to the Association shall have the right to attend all meetings of the membership or of the Board and shall have the right to discuss all matters before the group. Voting shall be limited to adult members in good standing (i.e., all dues/fees paid). Voting shall also be limited to one vote per household. Approval of a topic shall be constituted by a majority vote of members present.
3. Special meetings
 - A. May be called by a majority of Board members or upon written request by ten (10) general members.

- B. Notice of special meetings shall be given in writing to the members by the Secretary and Officers of the Association. Written notices of each special meeting shall be given or sent to each member by letter or by notice in bulletin form, delivered at least five (5) days before the time of holding such meetings.

ARTICLE VI: COMMITTEES

1. There shall be the following standing committees:
 - A. Communication/Technology (Website, Facebook, Telephone, E-Mail)
 - B. Membership/Social/Fundraising
 - C. Community Action
 - D. Beautification
2. The specific duties of the committees shall be assigned by the Board of Directors. The members of the Board of Directors shall serve as chairmen to the standing committees.
3. The Board of Directors may, at its discretion, provide for the appointment of additional temporary or permanent committees.
4. All committees shall be ultimately responsible to the Board of Directors and, upon request, present a formal report of their progress.

ARTICLE VII: AMENDMENTS

These By Laws may be amended by a majority vote of the membership present at any general membership meeting. Written notification of amendments must be distributed at least thirty (30) days prior to voting on the proposed amendments.