



## **Nedonna Beach Neighborhood Association By-Laws**

### **As Modified August, 2021**

#### **Article I Name**

The name of this organization shall be the Nedonna Beach Neighborhood Association, hereafter referred to as Association.

#### **Article II Area**

The Association shall serve the Area bordered by Beach Street, Morgan Street, Beach Drive, Section Line Street, Hwy 101 and Scenic View Drive. Properties with addresses on these border streets shall be within the area served by the Association.

#### **Article III Purpose**

The purpose of this Association is to protect and promote the interests of the property owners or full time residents of this area by:

1. Obtaining feedback from residents about specific concerns;
2. Disseminating information to residents about governmental activities affecting them;
3. Giving voice to the concerns of Association members at public hearings; and
4. Enhancing communication between members of the Association.

The purpose of this Association is not to create or enforce local zoning or property uses, nor to impose any conditions on residents.

#### **Article IV Membership**

Association membership is limited to individuals meeting the membership requirements defined in Article IV Section I and Section 3.

##### **Section 1: General Membership**

The general membership shall be open to property owners and/or full time residents of the area specified in Article II .

## **Section 2: Associate Membership**

Associate Members shall be others interested in Nedonna Beach issues, but who are not property owners in the area specified in Article II. Associate members can not serve on the Executive Board and have no voting rights. Associate members shall pay such dues as may be set by the Executive Board and will receive email bulletins and information about events.

## **Section 3: Dues**

Dues shall be set at twenty (20) dollars per annum per member in 2021 and twenty-five (\$25) beginning in 2022. The Association membership shall have the ability to change dues through a vote at a duly-noticed Association meeting. There shall be only one Association member per piece of property; co-owners of a single piece of property, or family members of an Association member, shall be eligible for Associate membership.

## **Section 4: Voting**

All Association members are eligible to cast a single vote in an Association meeting. One vote per property.

## **Section 5: Association Meeting**

There shall be at least one (1) annual meeting of the Association, and such other additional meetings as shall be scheduled by the Board. The Board shall also schedule a special Association meeting upon receipt of a petition signed by at least 10% of Association members requesting such a meeting. There shall be at least seven days notice given of all Association meetings.

## **Section 6: Notice.**

Where notice is required under these by-laws, it shall be given in a manner deemed by the Board to reasonably inform members of a pending issue. Notice may be by the sending of electronic mail to those members participating in the Association's electronic mail list, posting on the web page, and applicable social media platforms.

## **Article V Executive Board**

### **Section 1: Composition**

The Executive Board (known as the Board) shall consist of at least five (5) and no more than seven (7) members elected by the Association's members at the Annual meeting. Board members must be property owners and members of the Association.

### **Section 2: Board Officers**

Within 30 days of the Association's annual meeting, the current Chairperson shall convene a Board meeting to elect a Chairperson, Vice Chairperson, Secretary &

Treasurer. Each person should hold only one office at a time if possible.

### **Section 3: Duties of the Officers**

**Chairperson:** The Chairperson shall have general supervisory and directional powers of the activities of the Board and the Association, shall preside at all meetings of the Board and Association.

**Vice Chairperson:** In the absence of the Chairperson, the Vice Chairperson shall execute all the powers of the Chairperson.

**Secretary:** The Secretary shall record the minutes of all Association and Executive Board meetings.

- A draft of the minutes of the Association's annual meeting shall be provided to the members within 60 days of the meeting.
- A draft of the minutes of Board meetings shall be provided to the Executive Board for approval within 14 days of the meeting. The Executive Board will have 14 days to revise the minutes and then they will be sent to the Association's members. All minutes shall be retained in the Association's file.

**Treasurer:** The Treasurer shall maintain the financial records of the Association. ● Be accountable for the funds of the Association as per the adopted budget. ● The Association's funds shall be deposited in a federally-insured account. ● Manage membership fees and lists.

### **Section 3: Term of Office**

Executive Board members shall be elected for a term of three (3) years. Board officers shall be elected for a term of two (2) years.

### **Section 4: Vacancies**

Executive Board: Vacancies on the Executive Board shall be filled by a majority vote of the remaining Executive Board members for the remainder of the term.

Officers: If there is a vacancy in the office of Chairperson, the Vice Chairperson shall assume duties of Chairperson. If there is a vacancy in the positions of Vice Chairperson, Secretary, or Treasurer, or if the positions of Chairperson and Vice-Chairperson are simultaneously vacant, the Executive Board shall appoint new Officers for the remainder of the term.

### **Section 5: Powers and Duties**

The Executive Board shall conduct business and take such action as may be

necessary to accomplish the purpose of the Association at their meetings. Four members of the Executive Board members shall constitute a quorum for the transaction of business.

Special meetings of the Executive Board, for any purpose or purposes, may be called by the Chairperson, or if absent, by the Vice Chairperson. Notice of the time and place of any special Executive Board meeting shall be given to each Executive Board member, either personally, or by e-mail or postal mail, at least 3 days prior to such meeting. The notice shall state the purpose of the meeting.

### **Section 6: Meetings**

The Executive Board will meet bi-monthly or as necessary.

### **Section 7: Removal**

Members of the Executive Board may be removed before the end of their term by the vote of Association members at a duly-noticed Association meeting.

## **Article VI Nominations and Elections**

### **Section 1: Nominations**

Candidates for board positions will be nominated by current board members, by May prior to the annual meeting. Potential board members must be a current member of the NBNA. Candidates with a history of involvement in NBNA committees and projects will be given preference in consideration. Members interested in being involved as a board member should contact a current board member.

### **Section 2: Elections**

Members of the Board shall be elected at the Association's Annual meeting. NBNA members will receive names of board candidates and the election prior to the annual meeting.

Election shall be by a majority of those voting. If no candidate receives a majority of votes for a particular office, the candidate receiving the most votes shall be declared the winner of the election.

## **Article VII Finance**

### **Section 1: Fiscal Year**

The fiscal year of the Association shall be January 1 to December 31.

### **Section 2: Annual Budget**

The board will establish an annual budget that will be shared with members by the end of the first quarter of the fiscal year.

### **Section 3: Expenditures**

Expenditures outside of the approved budget, over \$100 must be approved by a majority vote of the board.

#### **Section 4: Dissolution of the Association**

In the event of dissolution of the Association, its assets after payment of all indebtedness, obligations, and cost of dissolution, shall be distributed by action of the Executive Board for one or more exempt purposes within the meaning of Section 501C(3) or Section 501C(4) of the Internal Revenue Code, or shall be distributed to the local government for a public purpose related to the Nedonna Beach Neighborhood Association.

### **Article VIII Committees**

#### **Section 1: Establishing**

In order to carry out the work of the Association, committees (i.e., land use, crime watch, parks, government liaison, etc.) may be created by a majority vote of the Executive Board.

#### **Section 2: Composition**

Committee membership shall consist of all those Association members interested in serving on a particular committee. Each committee shall elect its own Chairperson and Secretary.

#### **Section 3: Chairperson**

The Chairperson shall keep the Board's Chairperson apprised of the Committee's activities and a copy of any meeting minutes.

### **Article IX Parliamentary Authority**

#### **Section 1: Amendments**

##### **Association:**

The By-Laws may be amended or revised by a majority vote of members voting at an Association meeting or by mail-in/return or electronic ballots, provided that the number of voters is equal to at least 10% of the membership and that notice of the proposal and manner of voting has been given.

Amendments to the By-Laws may be proposed by the Association, the Executive Board, or at a request made to the Chairperson by twenty-five (25) members of the Association. Proposed amendments to the By-Laws shall be submitted to the Association's members at least 30 days before the annual meeting or deadline for mail-in ballots.

##### **Executive Board:**

With the exception of Article V, Section 1 and section 2 or the adoption of a new set of By-Laws, the Board may amend these By-Laws by a 2/3 vote of its members; provided notice of such proposal has been given at the previous Board

meeting and notice sent to those members not present at the meeting. The general membership shall be notified of any By-Laws changes in the newsletter and/or at the Annual meeting.

These bylaws were adopted in September of 2007, and were last amended by the executive board, and approved by members on December 1, 2021.

These bylaws will be reviewed by the board and members every five (5) years.

Cheryl Bland - Chairperson

Tom Heckenberg

Ellen Boggs

Gillian Holbrook

Gloria Tarnasky

Stacy Stone