

By-Laws of the Golfview Civic and Garden Association, Inc.

Tampa, Florida

Article I Name

This organization shall be known as the Golfview Civic and Garden Association, Inc. (the "Association").

Article II Purpose/Mission

The purpose/mission of the Golfview Civic and Garden Association, Inc. shall be to promote interest among the members in the neighborhood regarding all issues that may impact the neighborhood and adjacent areas; encourage maintenance and improvements that promote the unique history, beauty and character of the neighborhood while encouraging good fellowship among the residents of the area.

Article III Membership

A. Classification/Eligibility of Membership:

1. *Active Members* shall be residents or owners of property within the Golfview boundaries. The Golfview boundaries shall be defined as the geographical area bordered by:

W. Swann Avenue - Clearview to Lincoln/W. Morrison Avenue - Lincoln to MacDill to the North
S. MacDill Avenue - San Miguel to Morrison/S. Lincoln Avenue - Morrison to Swann to the East
W. San Miguel Street to the South
S. Clearview Avenue to the West

2. *Associate Members* shall have served as active members but no longer reside in the Golfview area and have no voting privileges.

B. Responsibility of Membership

1. *Active Members and Associate Members* shall pay fifty-dollars (\$50.00) annual dues per household.

2. It is strictly against the policy of the Golfview Civic and Garden Association for any member to use or distribute information from our membership directory for any purpose other than that of the Association.

C. Membership Standing and Payment of Dues:

1. A member is in good standing upon payment of dues, which are due after January 1 of the current year. Dues are delinquent after August 31 and name of delinquent members may not be included in the publication of the new directory.

2. All members in good standing will have their name(s), address, telephone number and email address listed in the yearbook unless a specific request is made to omit any of the information.

Article IV Officers and Board Directors

A. The Officers of the Association are comprised of the President, First Vice President, Community Affairs Liaison, Secretary, Treasurer, Membership Chairman, Hospitality Chairman and Board Advisor.

1. Officers shall serve a term of two years. No person may serve in any one office for more than two consecutive terms except the Community Liaison. (The Board feels the Community Liaison position needs consistency and a seasoned board member with experience in handling our increasingly complicated land use issues in the neighborhood.)
2. Officers shall have full voting privileges requiring a majority vote.
3. Officers are empowered to conduct business of the Association between regular meetings.
4. The Officers may appoint a replacement in the event a need arises.

B. The Board of Directors shall consist of the Officers of the Association.

Article V Meetings

- A. Regular meetings of the Association shall be held in the winter and spring unless otherwise decreed by the Officers.
- B. The Annual Business Meeting shall be in the winter for the installation of Officers, who take office immediately.
- C. Meetings of the Officers/Board shall be called at the discretion of the President or any three Officers.

Article VI Duties of Officers

- A. The *President* shall:
 - Preside at all Officer/Board meeting and Association meetings.
 - Perform all the other tasks assigned in these by-laws.
- B. The *First Vice President* shall:
 - Assume the duties of the President in the absence of the President.
 - Work with the President in overseeing committees.
- C. The *Treasurer* shall:
 - Have charge of monies belonging to the Association.
 - Pay all bills and maintain records of receipts.
 - Present a financial report at each monthly Officer/Board meeting and at the general membership meetings.
- D. The *Secretary* shall:
 - Keep minutes of the Officer/Board meetings and general membership meetings. Send monthly meeting minutes to Officers/Board for approval prior to the next regularly schedule meeting
 - Have charge of the papers of the Association.
- E. The *Hospitality Officer* shall:
 - Be responsible for events of the Association including timely notification of the events.
- F. The *Membership Officer* shall:
 - Be responsible for the content, publication, and distribution of the directory.
 - Be responsible for the processing of all memberships and updating the membership roster.
- G. The *Civic and Community Affairs Officer* shall:
 - Serve as a liaison between the Association and the City of Tampa/Hillsborough County and shall be responsible for development issues, neighborhood concerns, and other such activities.
 - Keep neighborhood members updated with property land use changes.
- H. The *Board Advisor/Officer* shall:
 - Have served as two different Officers of the Association.
 - Act as a consultant to the Officers/Board
 - Have a non-voting position unless there is a tie vote.

Article VII Committees

A. The Duties of the *Committees* shall be:

1. The *President* shall have the power to establish special committees.
2. Each *Officer* shall select a committee with the exception of the Nominating Committee.
3. The *By-Laws Committee* shall review the by-laws September 30th of each year. The President shall serve as Chair of the Committee and as Parliamentarian of the Association.
4. The *Civic and Community Affairs Committee* shall be chaired by the Community Affairs Officer and shall serve as a liaison between the Association and the City of Tampa/Hillsborough County. They are responsible for development issues, concerns, and other such activities.
5. The *Hospitality Committee* shall be chaired by the Hospitality Officer and is responsible for planning and executing the programs for all Civic and Garden Committee meetings and locations.
6. The *Membership Committee* shall be chaired by the Membership Officer and responsible for the processing of all memberships, changes membership classification and resignation of members. In addition the committee shall be responsible for the content, publication and distribution of the directory.
7. *Legal Committee*. Shall review and approve all proposed Association communications deemed to have a possible legal ramification prior to its mailing. The Legal Committee shall report to the President.
8. The *Newsletter Committee* shall be responsible for all Association Publications.
9. The *Crime Watch Committee* will establish block captains to disseminate crime alerts and information on a timely basis to the neighborhood and reports to the Community Liaison Officer.
10. The *Nominating Committee* shall consist of three members appointed by the President, the immediate Past President or the nominated Incoming President of the Association. The current President shall serve as Chairman of the Nominating Committee and submit a single slate of nominees for Officers at the Winter Business Meeting.

Article VIII Amendments

The by-laws may be amended by a two-thirds (2/3) vote of members present at any regular business meeting provided that the Board of Directors has approved the proposed amendment. Further notice of the proposed amendment must be given to the membership at least two weeks prior to the meeting.

Article IX Parliamentary Authority

The parliamentary authority for this organization shall be Roberts Rules of Order, newly revised.