

ARTICLE I: NAME, DEFINITION, AND PURPOSE

Section 1. Name

The name of this organization shall be V.M. Ybor Neighborhood Association, a not-for-profit organization located in Tampa, Florida, hereinafter referred to in this document as “V.M. Ybor NA”.

Section 2. Definition

V.M. Ybor NA is defined as the area bounded by 26th Avenue in the north, I-4 in the south, I-275 in the west, and 15th Street in the east.

Section 3. Purpose

V.M. Ybor NA desires to state its bylaws and continue to engage in activities exclusively for such purposes, including but not limited to the following:

- 1) Civic, economic, educational, safety, cultural, recreational, and environmental conditions in the neighborhood and its adjacent areas.
- 2) Inform its members of public issues impacting the neighborhood including, but not limited to, zoning, transportation, lighting, etc.
- 3) Provide networking opportunities with other organizations for cooperation and information.
- 4) Engage in civic activities, none of which is for profit.

ARTICLE II: MEMBERSHIP

Section 1. Membership Qualification

Membership shall be open to current residents, business owners, non-profit groups, non-residents, and other parties having immediate interest in the business of the V.M. Ybor NA as defined in Article I, Section 2. Members are classified according to the definitions in Article II, Section 2. Voting rights are limited to dues paying (see Article III) members, at least 18 years of age, and according to the guidelines defined in Article II, Section 2.

Section 2. Membership Classifications

Membership is organized into two classifications: Voting and Non-Voting. All members must be at least 18 years of age. Membership renewal is January and July of each calendar year. Those that join for the first time after October, will be granted membership for the following first half of the next calendar year. Description of Membership classifications:

- 1) Voting – Any resident (owner or tenant) or property owner within V.M. Ybor boundaries or an adjacent neighborhood, or business owner within the VM Ybor boundaries or an adjacent neighborhood. A single household may contain multiple resident members. Current, dues-paying, resident members are entitled to one vote.
- 2) Non-Voting – There shall be 3 categories of non-voting membership:
 - a) Simple Non-voting: Anyone interested in promoting the purposes of VM Ybor NA and who does or does not reside within the boundaries of the VM Ybor NA neighborhood or adjacent neighborhoods.
 - b) Honorary: An honorary membership may be conferred by the Executive Board upon members of the community that the organization wishes to recognize for exceptional or outstanding services. Honorary memberships are lifetime.
 - c) Business: Business memberships are available to those businesses operating within the VM Ybor neighborhood or adjacent neighborhoods. (Note: Individual Business Owners are eligible to be voting members per Article II, Section II, Part 1.)

Section 3. Revocation of Membership & Notice of Violation

1. Notice of Violation

- a. In the event that one of the following terms and conditions below have been violated. The V.M. Ybor Neighborhood Association reserves the right to notify the offending party of the violation via a letter, sent from the board.
- b. Any further violations by the notified member will result in the immediate revocation of membership status for one year. The revocation of membership is subjective but not limited to the following:
 - i. Removal from all social media pages concerning the V.M. Ybor N.A including email notifications.
 - ii. Disqualification from future events hosted by the V.M. Ybor N.A.
 - iii. Removal from General Meetings conducted by the V.M. Ybor N.A.

Terms and Conditions

- c. A member repeatedly refuses to follow these Bylaws or Robert's Rules of Order.
- d. A member knowingly claims or threatens to represent the V.M. Ybor NA without consent of the Board.
- e. A member knowingly misrepresents the goals, policies, or decisions of the V.M. Ybor NA.
- f. A member has acted in an inappropriate or improper manner, deemed so by the organizer of the event. In such a case, the member will be notified by letter, sent from the Board, that their membership is being revoked.

ARTICLE III: DUES

Section 1. Dues

Dues, while encouraged to support the growth and sustainability of the organization, are not mandatory for membership, but are required for voting privileges. Dues are reviewed and established by the membership during the Annual Meeting.

Section 2. Enrollment

Dues shall be remitted by the first scheduled meeting of the calendar year, and again by the first scheduled meeting after July 1. New members may enroll at any time. If dues are remitted by a new member after October 1, they shall apply towards the first half of the following calendar year.

ARTICLE IV: MEETINGS

Section 1. General Membership Meetings

Meetings shall be held monthly, with the date to be published two weeks prior.

Section 2. Executive Board Meetings

The Board shall meet quarterly.

Section 3. Special Membership Meetings

Special meetings may be called by the Executive Board at any time, and may or may not be open to the community/Association at large. For open meetings, notice shall be furnished to the general membership at least two days prior to the meeting.

Section 4. Annual Meeting

An annual meeting will be held at the last calendar meeting (December) to hold elections for the incoming Executive Board.

Section 5. Quorum

Five Board Members constitute a quorum for Board Actions

Section 6. Rules of Order

The following simple rules of order will guide the conduct of all meetings:

- 1.) The chairperson shall have the authority to establish rules governing discussion or debate
- 2.) A member wishing to speak must be recognized by the chairperson and has 3 minutes to speak. A non-voting member or non-member wishing to speak, may do so at the end of discussion or after all voting members have spoken once. Non-members and non-voting members are allowed 3 minutes to speak.
- 3.) When given the floor, members must state their name and address; while speaking, a member must not be interrupted.
- 4.) A motion is first made, then seconded, then restated by the chairperson, who then opens the motion to discussion. No one may speak on an issue a second time until all those who wish to speak have spoken once.
- 5.) Robert's Rules of Order: If a consensus cannot be reached regarding rules of conduct for a meeting, the latest edition of Robert's Rules of Order may be used to determine parliamentary procedure.

ARTICLE V: ELECTIONS

Section 1. Election of Officers

The officers of the V.M. Ybor NA Executive Board shall be elected at the annual meeting to serve office the following calendar year. The officers include President, Vice-President, Secretary, Treasurer, and Trustees (4). Candidates must be a voting member in good standing. The officers may be elected for successive terms. Board members elected by simple majority.

Section 2. Board Vacancies

If any Executive Board vacancies or standing committee leaders occur for any reason, said vacancy shall be appointed by the remaining Executive Board for the unexpired portion of the term.

ARTICLE VI: DUTIES

Section 1. Attendance

All officers shall attend General Membership meetings and Executive Board meetings. Failure to attend three meetings in one fiscal year, without prior notice may, at the Executive Board's option, be considered as resignation. Notice of anticipated absences shall be given to the presiding officer of the meeting to be missed.

Section 2. President

The President shall preside over the General Membership meetings and the Executive Board meetings; represent V.M. Ybor N.A. with government agencies, other neighborhood and civic associations, and other bodies as needed; be responsible for overall leadership of the organization; and shall ensure that matters requiring Executive Board approval are presented to that Board.

Section 3. Vice-President

If, at any time, the President shall be unable to act by reason of absence or otherwise, the VP shall act in place of the President to perform his/her duties and other specific assignments as required or needed. The VP shall also attend other relevant (adjacent) community meetings on behalf of the Association and Executive Board Members. The Trustees shall report to the VP regarding committee actions and updates.

Section 4. Secretary

The Secretary shall keep an accurate record (minutes) of all meetings' proceedings and maintain a database of such minutes. The Secretary shall maintain current contact information on the members of the Association. The Secretary shall be the custodian of all records of the Association which are not in the custody of other officers, and will maintain the membership database and meeting rosters.

Section 5. Treasurer

The Treasurer shall keep an accurate and current record of any dues collected, expenses, receipts, and banking relationships applicable to the Association. The Treasurer may make deposits and withdrawals for the association. The Treasurer shall provide membership payment information to the Secretary so that the membership database may be maintained. The Treasurer shall present a financial report at the annual meeting.

Section 6. Trustees, 4 positions

The Trustees are at-large members of the executive board, and shall serve, along with the other officers, as the Executive Board. The President may appoint Trustees to oversee various committees as needed. At the first Executive Board meeting of the year, Trustees will choose a committee to oversee.

Section 6. Executive Board

Non-withstanding other provisions of these by-laws, the executive board shall have specific powers and duties as follows:

- 1.) Approve any and all expenditures of the V.M. Ybor NA funds.
- 2.) Approve all contracts, agreements, and understanding which require, or may require, the expenditure of funds. Any and all such contracts, agreements, any understandings shall be in writing.
- 3.) Approve the use of the V.M. Ybor NA name and/or logo by other parties including, but not limited to, endorsements of products or businesses.
- 4.) Adopt policy statements and guidelines on the routine conduct of V.M. Ybor NA business by officers, committees, and members.
- 5.) Appoint members to fill vacancies on the executive board.

ARTICLE VII: COMMITTEES

Section 1. Committees

Standing Committees shall be created as necessary by the Executive Board. Trustees will oversee the committees. All committees formed will work with a Trustee liaison and will keep the liaison informed of committee business. Committees requiring funds or generating income in accordance with the not-for-profit status shall work in cooperation and collaboration with the Executive Board. Standing committees of the V.M. Ybor NA shall be as follows:

- 1.) **Communications Committee:** A committee whose purpose is to compile and publish V.M. Ybor NA digital and print communications including email notifications and social media presence; to notify and communicate with the General Membership about events; and to utilize other methods of communication as directed by the Board. This committee will also maintain the V.M. Ybor NA's website.

- 2.) **Membership Committee:** A committee whose purpose is to work with the Secretary in maintaining the official list of membership in the V.M. Ybor NA, to increase awareness of, and increase membership in, V.M. Ybor NA through recruitment of new members and retention of current members.
- 3.) **Neighborhood Involvement Committee (events):** A committee whose purpose is to organize and coordinate community service or special events activities undertaken by V.M. Ybor NA; to enlist volunteers, donations, and involvement by public/private and neighborhood sources; to accomplish such activities; and to publicize such efforts. The committee shall maintain the official voluntary email list to notify and communicate about events and activities of general interest.
- 4.) **Advocacy Committee:** A committee whose purpose is to proactively identify advocacy opportunities for the V.M. Ybor NA including, but not limited to, land use, zoning, code enforcement, housing, historic preservation, transportation, green space, and other development-related issues. This committee is encouraged to work proactively to address issues identified by the general members and/or the Board.

ARTICLE VIII: AMENDMENTS TO BYLAWS

Section 1. Amendments

The bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the Executive Board present at any general or special meeting. Bylaws will be made public via the association website or hard copy distributed at the General Meeting.

ARTICLE IX - Electronic Voting (E-Voting)

Electronic Motions will be allowed so long as all participants have access to the necessary equipment for participation in the e-vote. ***Below are the terms and conditions for electronic motions.***

1. A minimum of 24 hours notice shall be provided to all board members via email. Such notice shall provide the motion and supporting documentation for the e-Vote.
2. A second is necessary for a motion to be considered and acknowledged virtually by the chair.
3. New motions in a new message thread (may or may not be) be introduced while there is another motion currently being debated. There is a limit of no more than 2 motions that can be considered at once.
4. In the event that there are multiple motions, The chair shall assign a number to the motion and shall include the number in the subject line. (Example: Motion 1)
 - a. A board member submitting a virtual motion must include the word Motion in the subject line.

Debating a motion

1. Board Members shall use "Reply All" in all messages concerning the motion.
2. Members may respond at will that is without seeking recognition from the chair during the debate phase of the motion.
3. The Chair shall close the debate by asking "Are you ready for the question on Motion 1?" in the subject line.

Voting

1. The Chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "Vote" shall be in the subject line. (Example: Motion 1 Vote)
2. The Chair shall include the timeframe/deadline for the vote.
3. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All".
4. The secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
5. The chair shall announce the results of the vote.

6. The chair shall either state the next pending motion and open debate or shall declare the thread on "Motion (number)" closed.

Secretary's Records and Minutes

1. The secretary (or committee member so designated) shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
2. The secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
3. These minutes shall be approved at the next regular meeting.
4. Any member shall have the right to request a copy of the message thread of a motion.