

Canterbury Chase Homeowners Association, Inc.

Seminole, Florida 33772

Constitution and By-Laws

Original Constitution and By-Laws adopted in June, 1971
First Revised Constitution and By-Laws in April, 1986
Current Revised Constitution and By-Laws in October, 2020)

ARTICLE I

Name: The name of this organization shall be Canterbury Chase Home Owners Association, Inc. (hereinafter in this document referenced as “Canterbury Chase.”)

ARTICLE II

Object: The purpose of Canterbury Chase, is to bring about a closer friendly working relationship of the people in this community. In carrying out this purpose, this organization shall support and encourage worthwhile local improvements, engage in community activities, and participate in community meetings and programs.

The Canterbury Chase subdivision is a deed restricted community. Canterbury Chase will administer the deed-restrictions that have been approved by the homeowners.

ARTICLE III (MEMBERSHIP)

Membership: The general membership of Canterbury Chase is voluntary, and shall consist of resident, family home-owners of real property in the subdivision of Canterbury Chase, Pinellas County, Florida. Auxiliary membership of this organization is voluntary, and may consist of resident, family non-home-owners of the subdivision of Canterbury Chase, Pinellas County, Florida.

Section 1. Membership and Dues

Yearly dues are payable in advance on or after the annual meeting, or upon joining Canterbury Chase. If not paid within 90 days of the annual meeting, members will be removed from membership and can only be reinstated by payment of back dues and an administrative fee of one half of annual dues or twenty dollars, whichever is lesser.

Annual dues shall be adjusted no more often than once a year and must be approved first at a Board of Directors meeting, and finally at a general meeting, where all general members have received at least three-day notice of the recommended change in dues.

Section 2. Termination of Membership

Any general or auxiliary member who fails to conduct himself or herself in accordance with the rules of Canterbury Chase or who ceases to have the stated qualifications of Canterbury Chase may be terminated by a vote of the majority of the members of the Board of Directors.

In case of such termination of membership, such former member may within thirty days after date of notice of the action of the Board of Directors submit a written notice to the Secretary of their intention to appeal to Canterbury Chase. The former member shall be given a

hearing on such appeal at the next regular meeting of Canterbury Chase, where a vote of 60% of general members present may overrule the Board of Directors decision of termination.

ARTICLE IV (MEETINGS)

Section 1.

The date of the annual meeting of Canterbury Chase shall be the regular meeting in any of the three months of April, May, or June of each calendar year, at which time the election and installation of Board of Directors (Officers) to serve for the ensuing year.

Section 2.

The regular meeting of Canterbury Chase shall be held on dates set by the Board of Directors.

Section 3.

Notice as to when and where meetings are to be held shall be provided at least three days prior to the meeting and as the Board of Directors' discretion, and may include but not be limited as follows:

- Posted Signs
- Newsletter paper or electronic
- Flyer
- Electronic or regular mail
- Phone Call/Message

Section 4.

The order of business of the annual meeting shall be as follows:

1. Pledge of Allegiance to the Flag of the United States,
2. Reading of prior minutes with opportunity for amendments and approval of minutes,
3. Report of Officers (as needed).
4. Report of Committees (as needed).
5. Unfinished or passed business,
6. New business (not including the election of new Board of Directors (Officers)),
7. Election and installation of new Board of Directors (Officers),

Section 5.

Board of Directors meetings shall be held at such time and place as the President may designate or at the call of two members of the Board of Directors, provided that in either case twenty-four hours' notice must be given to each member of the Board of Directors. Notice to members shall follow this Article, Section 3 above.

Section 6.

Three or more members of the Board of Directors shall constitute a quorum at a Board of Directors meeting, and twenty members shall constitute a quorum at a meeting of Canterbury Chase. Voting on affairs of Canterbury Chase will be one vote per resident, family home-owner membership. Auxiliary members shall have no vote in the business affairs of Canterbury Chase.

ARTICLE V (BOARD OF DIRECTORS, OFFICERS)

Section 1.

The Board of Directors (Officers) shall consist of four general members, consisting of President, Vice-President, Treasurer, and Secretary. The Board of Directors may seek additional input from other sources; however, other sources may not vote on any proposal before the Board of Directors.

Section 2.

The President's duties shall be to preside at Canterbury Chase and Board of Directors meetings, exercising a general supervision of the interest and welfare of Canterbury Chase, and performing such other duties as ordinarily pertain to this office.

Section 3.

The Vice-President's duties shall be to preside at Canterbury Chase and Board of Directors meetings in the absence of the President, and to perform such other duties as may be assigned by the President.

Section 4.

The Secretary's duties shall be to maintain membership records, send our notices as appropriate, and keep records of Canterbury Chase and Board of Directors meetings to include; attendance, minutes, and as directed by the President, and perform such other duties as pertain to the office. Upon retirement from office, the Secretary shall turn over to the successor Secretary or to the President all Canterbury Chase records in their possession.

Section 5.

The Treasurer's duties shall be to have custody of all funds, account for the same to Canterbury Chase and to perform such other duties as pertain to their office. Countersignatures shall be required on all checks and Board of Director approval on all other disbursements.

Canterbury Chase shall maintain insurance or a fidelity bond for all persons who control or disburse funds. This includes at a minimum anyone authorized to sign checks and the Treasurer, Secretary, and President. The insurance policy or fidelity bond must cover the maximum funds that will be in the custody of Canterbury Chase. Canterbury Chase shall bear the cost of any insurance or bond. However, if annually approved by a majority of the voting interests present at a properly called and noticed meeting, Canterbury Chase may waive the requirement of obtaining an insurance policy or fidelity bond for all persons who control or disburse Canterbury Chase funds. (for reference note 2020 Florida Statute §720.3033)

ARTICLE VI

Section 1. Terms of Service

Board of Directors (Officers) shall be elected and installed as prescribed above and shall hold office until the following years designated annual meeting. This intentionally provides for terms of service that may vary between ten and fourteen months, depending upon the annual meeting date. There is no term limit on the length of service for Board of Directors (Officers).

Section 2. Vacancies

A vacancy in any office shall be filled by the Board of Directors, except that a vacancy in the Presidency shall be filled by the Vice-President.

Section 3. Voting

Board of Directors action shall proceed only upon a vote of at least three (3) Officers.

Section 4. Committees

The President with the Boards concurrence at the next available Board of Directors meeting may appoint the following committees: Block Captains, Other as needs may dictate.

Section 6. Administrative Rules

The Board of Directors shall develop and maintain administrative rules for enforcement of deed restrictions. However, regardless of these administrative rules, any general member may appeal the Board of Directors final decisions to Canterbury Chase at regular meeting, where a vote of 60% of general members present may overrule the Board of Directors final decisions.

Section 5. Roberts Rules of Order, revised

Roberts Rules of Order, revised, shall be parliamentary authority for all matters and procedures not sufficiently covered by this Constitution and By-Laws.

ARTICLE VII (AMENDMENTS)

This Constitution and By-Laws may be amended by a 60% majority vote of the general members present. The following parliamentary procedures will apply at two consecutive meetings:

1. First Meeting

Proposed amendments will be offered by motion, seconded and discussed. No final vote shall be taken, but the matter tabled for the next consecutive meeting.

2. Second Meeting

The motion offering proposed amendments shall be recalled from the table, discussed, and a vote will be taken.