

SUMMERLAND COVE CIVIC ASSOCIATION, INC.
OFFICIAL BYLAWS

as approved unanimously by members
at Annual General Membership Meeting
January 26, 2017

Article I: Name

- A. The official name of the organization shall be "Summerland Cove Civic Association, Inc." herein referred to as the SCCA. SCCA is a non-profit organization incorporated under the laws of the state of Florida.

Article II: Policy and Authority

- A. The principal governing document of the SCCA shall be the Organization's Bylaws.
- B. SCCA shall be governed in accordance with the Bylaws, the contents of which shall remain under the purview of the membership and the organization's Board of Directors.
- C. Any member in good standing may submit recommended changes to the SCCA Bylaws by forwarding said changes to the Secretary in writing. All such submissions must be signed by the member proposing the change(s) and must be submitted at least sixty (60) days prior the the Annual Meeting.
- D. Any change to the SCCA Bylaws must be approved by a two-thirds (2/3) majority of the membership voting at the Annual Meeting.
- E. The rules contained in *Robert's Rules of Order* shall govern all organizational proceedings except when they are inconsistent with the SCCA Bylaws. In such cases, SCCA Bylaws shall govern.
- F. The official information vehicles for the SCCA and its members shall be the SCCA Newsletter, the Summerland Cove Quarterly, which shall be published on a quarterly basis; the SCCA website, www.summerlandcove.com; and/or if circumstances warrant, in e-mails to the membership.

Article III: Purpose

The purpose of the SCCA shall be:

- A. To maintain and preserve the natural beauty of the area,
- B. To serve as a means to further social contacts and foster community friendship,
- C. To serve as a forum wherein any member may be heard on any subject relative to the association's purpose, and
- D. To serve any other purpose the membership should decide upon.

Article IV: Membership, Dues and Voting Rights

- A. SCCA Membership shall be open to homeowners and renters of real estate or unimproved property in Summerland Key and any others with Board approval who are interested in membership.
- B. Membership shall commence upon payment of annual dues.
- C. Dues shall be determined by the Board prior to the Annual Meeting and membership will coincide with the SCCA fiscal year which shall run from January 1 thru December 31. New members who pay dues in September, October or November shall have their dues applied to the following years membership.
- D. In order to be eligible to vote, a member's dues must be current. Delinquent membership and voting rights will be reinstated upon payment of past and current dues as applicable.
- E. Each household shall constitute a single membership and be entitled to one vote. If a household owns more than one property within the SCCA boundaries, the household only pays dues once and is only entitled to one vote. If real property is being rented on a long term basis (1 year or more) and both the property owner and tenant want to be members, only one may be the voting member and the other must be a non-voting member of the association.
- F. Members agree, as a condition of membership, to hold harmless all Officers, Committee Directors and volunteers while in the course of conducting SCCA business as prudent individuals. If an SCCA dispute arises among differing groups of members, all agree to abide by the vote of the membership at large.

Article V: Board of Directors

- A. The Board of Directors shall have management responsibility of the affairs, finances and assets of the SCCA.
- B. The Directors of the board shall consist of four (4) elected officers: President, Vice-President, Secretary and Treasurer and five (5) elected Committee Directors. The five Committee Directors shall serve as Chairpersons for the SCCA operating committees: Government & Legislation; Beautification; Social & Entertainment; Membership; and Communications.
- C. The term of office for Officers and Committee Directors shall be for one year. Elections will be held at the Annual Meeting and the term shall begin at the conclusion of the meeting.
- D. Should a vacancy occur in the Office of President, the Vice President shall succeed to that office. Any other Board vacancies occurring shall be filled by the President, with the approval of the Board. The appointee's term of office shall be until the next annual election for that vacancy.
- E. Those wishing to serve as an elected member of the Board should submit their nomination to the SCCA Secretary at least sixty (60) days prior to the annual meeting. Solicitation for nominees will also be included in the 3rd quarterly newsletter. Information regarding the ballot for the Annual Meeting with a proxy ballot will be available on the website for downloading and printing. Those members not able to attend the Annual Meeting and wanting to vote must send their ballot to the SCCA Secretary and make sure it is received at least five (5) days prior to the announced meeting date.
- F. Election of new officials will be the first order of business at each Annual Meeting. The Secretary and Treasurer will oversee and tabulate the proxy ballots and provide the results to the President for incorporation in the total vote tally. The newly elected officers take over their positions at the conclusion of the annual meeting.

Article VI: Board of Directors Meetings

- A. Board meetings will be held as needed to discuss and conduct business on behalf of the SCCA. A quorum of six (6) board members, one of which must be the President or Vice President, is required. Special

meetings of the membership may be called by the Board of Directors. Meeting highlights will be included in the association newsletter.

- B. After an appropriate review by the Board, a director who misses three (3) consecutive meetings may be asked to voluntarily resign from the Board. Any Board member missing four (4) consecutive meetings, without Board approval, will be automatically removed from the Board.

Article VII: Duties of the Officers and Committee Directors

- A. The President shall preside at all meetings of the Association and of the Board. He/she may sign checks or drafts of the Association. He/she is also an ex-officio member of every Committee.
- B. The Vice-President shall, in the absence of the President, exercise the office of President of the Association. The Vice-President shall perform various ad hoc duties as requested by the President. The Vice-President shall serve as Parliamentarian for all official meetings.
- C. The Secretary shall record and publish the minutes of all official organizational meetings. When requested by the President, the Secretary shall prepare and sign certain official correspondence.
- D. The Treasurer shall be custodian of all funds of the Association and shall keep an accurate record of all dues paid, all monies received and all monies expended together with substantiating vouchers. Additionally, the Treasurer shall ensure:
 - 1. All obligations are approved by the Officer or Committee Director incurring the expense and the President within two months of being incurred.
 - 2. Any proposed expense or group of related expenses which exceed \$100.00 are presented to the Board for prior approval,
 - 3. All SCCA checks over \$250. are signed by two officers,
 - 4. An annual financial report is presented to the membership at the Fall meeting, and
 - 5. SCCA financial records will be audited by a Certified Public Account if deemed necessary by the Board.

Committee Directors shall be responsible for the following:

1. Heading and managing all aspects of their respective committee. Committee Directors should strive to have at least three (3) volunteers on their committees. The volunteers will be solicited from the membership via the newsletter prior to the annual elections. If vacancies occur, the Committee Director will appoint replacements as appropriate.
2. Submitting a written report to the Board by December 1 that summarizes the Committee's achievements for the past year and proposed projects for the upcoming year. The Board shall combine and present all Committee reports to the general membership at or prior to the annual meeting.
3. Preparing and disseminating their committee's written correspondence. Said correspondence must be reviewed and approved by the President prior to dissemination.

Article VII - Committee Responsibilities

- A. Government & Legislation Committee: This committee shall keep the Board and membership aware of proposed and existing acts of public entities that might affect the SCCA and make recommendations as appropriate.
- B. Beautification Committee: This committee shall plan projects to enhance the beauty of the SCCA area. The committee should receive the approvals necessary to implement the projects and oversee completion of the same.
- C. Social & Entertainment Committee: This committee shall plan and direct such programs and entertainment functions as requested by the members or the committee itself upon approval of the Board.
- D. Membership: This committee shall develop new and innovative techniques to increase membership. They shall devise ways and means to raise funds for the SCCA as needed.
- E. Communications Committee: This committee shall advertise SCCA events, maintain the front marquee signage, publish a quarterly Newsletter to be sent to the membership; and maintain the website.