

SUMMERLAND COVE CIVIC ASSOCIATION, INC.

OFFICIAL BYLAWS

*as approved unanimously by members at Annual
General Membership Meeting January (insert
Annual Meeting date 2026)*

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 Annual Meeting.
- D. Any change to the SCCA Bylaws must be approved by a majority of the membership voting at the Annual Meeting.
- E. The SCCA Bylaws shall govern all organizational proceedings.
- F. The official informational vehicle for the SCCA and its members shall be the SCCA website: www.summerlandcove.com

Article III: Purpose

The purpose of the SCCA shall be:

- A. To maintain and preserve the natural beauty of the area within the Cove (the area South of US1 turning in onto Caribbean Dr., Caribbean Dr., Isles, Gulf, Bay, Lagoon and Flagship Dr.),
- 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 Cove Area as described above. Exceptions may be approved by the board.
- B. Membership shall commence upon payment of annual dues.
- C. Dues shall be determined for current and new members 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 .
- 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, which is that portion of Summerland on the south side of US1, 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 SCCA.
- F. here is business of SCCA to be conducted outside of the annual meeting that the Board determines should be voted on by the members, the Board will also determine the method for voting, e.g. whether should be done via text, email, zoom, proxy or to call an in-person meeting.
- G. 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  majority  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 officer positions: President, Vice-President, Secretary and Treasurer and three (3) elected Committee Directors. The  three  Committee

Directors shall serve as Chairpersons for the SCCA operating committees: Beautification; Social & Entertainment; and Communications/Website.

- C. The term of office for Officers and Committee Directors shall be for one (1) year. Elections will be held at the Annual Meeting and the term shall begin at the conclusion of the Annual 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, or the President's appointee, with the approval of the Board. The appointee's term of office shall be until the next annual election for that vacancy.
- E. Anyone wishing to serve as an elected member of the Board should inform the SCCA Secretary at least **thirty (30) days**  prior to the annual meeting. Information regarding who is on the ballot will be provided on the SCCA website before the Annual Meeting. A proxy ballot may be available on the website for downloading and printing. Those members not able to attend the Annual Meeting and wanting to vote must inform the SCCA Secretary of their vote at least five (5) days prior to the announced Annual Meeting date.
- F. Election of new officials will be the first order of business at the Annual Meeting. Together the Secretary and Treasurer will tabulate any votes provided to the Secretary five days before the Annual Meeting, and then provide the vote results to the President for incorporation in the total vote tally, which will be one (1) vote per household and one (1) vote for each Board position. 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 in a format determined by the Board to discuss and conduct business on behalf of the SCCA. A quorum of four (4) 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 on the SCCA website.
- 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, may be removed from the Board, as

determined and voted upon by 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 that will be provided to the Communications/website Director to be published on the SCCA website. 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:
 - All obligations are approved by the Officer or Committee Director incurring the expense and the President within two months of being incurred.
 - Any proposed expense or group of related expenses which exceed **\$500.00**  are presented to the Board for prior approval,
 - An annual financial report is presented to the membership at the Annual Meeting,
 - That any reports required to keep SCCA's non-profit status are filed, and
 - SCCA financial records will be audited by a Certified Public Account if deemed necessary by the Board.
 - The Treasurer shall also be in charge of the membership dues collection. They shall develop new and innovative techniques to increase membership. They shall devise ways and means to raise funds for the SCCA as needed.

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 website prior to the Annual Meeting. If vacancies occur, the Committee Director will appoint replacements as appropriate.
2. Report to the Board by December 1 summarizing 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.

Article VIII: Committee Responsibilities

- A. Beautification Committee: This committee shall plan projects to enhance the beauty of the SCCA area, as defined above. The committee should receive the approvals necessary to implement the projects and oversee completion of the same.
- B. 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.
- C. Communications Committee: This committee shall advertise SCCA events, maintain the front marquee signage, will strive to publish a quarterly Newsletter to be sent to the membership; and maintain the website.

Article IX: Dissolution

The dissolution of SCCA may be authorized at a meeting of the board of directors by a majority vote of the directors then in office. The president will abide by state statute to communicate and submit dissolution requirements, including the return of the Articles of Incorporation. All pertinent state and federal statutes will be adhered to in all matters of dissolution. With a majority vote, the board will determine the distribution of any remaining physical and financial assets to one or more non-profit, county, or state entities. None of the assets shall inure to the benefit of individual members.