

# **SAN CARLOS PARK CIVIC ASSOCIATION, INC.**

## **BY-LAWS**

**Effective January 1, 2004**

### ARTICLE I - NAME

The name of the Corporation shall be **SAN CARLOS PARK CIVIC ASSOCIATION, INC.** The Corporation shall have a perpetual existence.

### ARTICLE II - PURPOSE

1. Promote and advance the good and welfare of the community
2. Liaison for the community with the Lee County

### ARTICLE III - BUSINESS OFFICE

1. Post Office Box 510, Estero, Florida 33928-0510

### ARTICLE IV - ORGANIZATION

1. The Association shall be a non-profit organization and shall be maintained from funds derived from dues, social functions, contributions and other fund-raising activities.
2. Funds raised by the association may be used to assist individuals and organizations for specific purposes or hardships, and will be done so with membership approval.

### ARTICLE V - MEMBERSHIP

1. This Association shall be composed of residents of San Carlos Park and vicinity as defined by the area bordered by Alico Road (N) & (E), Corkscrew Road (S) and Estero Bay (W).
2. Meetings and activities shall be open to the public.
3. Eligibility for membership shall be restricted to persons:
  - a. 18 years or older
  - b. Residing within the boundaries described in Article V.1
4. Annual membership dues will be five dollars (\$5.00) per household or one hundred dollars (\$100.00) per organization or business per calendar year.
  - a. All members applying for or renewing membership shall be required to fill out an updated membership form each year and provide the Association with their name, address and phone number.

## ARTICLE VI - OFFICERS

1. The officers of the Association shall consist of: President, Vice-President, Secretary and Treasurer.
2. The duties of the President shall include:
  - a. Conducting the monthly meetings
  - b. Keeping the SCPCA focused on its goal of informing the residents of the park about the issues that effect its constituents
  - c. Being a viable, visible emissary to functions and events in which the park has a concern
2. The Vice-President shall assist the President in the operation of the Association and will assume all duties of the President in the President's absence. The Vice-President shall be responsible for coordinating the Good & Welfare functions for the Association and will additionally serve as Assistant Treasurer.
3. The duties of the Secretary will include the recording of the minutes of each meeting of the Association and the handling of correspondence received or to be sent out on behalf of the Association. Preparation of press releases sent to publications in regards to meetings and events and assistance with upkeep of database of memberships.
4. The duties of the Treasurer will include:
  - a. Maintain current and accurate account of all receipts and expenditures
  - b. Prepare a monthly report of the membership money
  - c. Pay all bill, deposit monies
  - d. File yearly corporate form with the State

## ARTICLE VII - OFFICER ELECTIONS

1. Election of officers will be held every two years (even years) at the December meeting.
2. The entire term of office is two years.
3. A Nominating Committee shall recommend officers. The President will appoint said committee at the September meeting. Nominations will begin at the October meeting with the second round of nominations in November and final round in December.
4. Nominees unable to attend the election must submit a written acceptance indicating their willingness to serve if elected.
5. A nominee must be an active member in good standing to be eligible.
6. Election shall be by a majority vote. Voting will be by paper ballot available to members paid in full.
7. Elected officers are required to attend meetings. If more than three consecutive meetings are missed, the Board can declare the position vacant.
8. Vacant positions will be filled by appointment at the next regular meeting following the declaration of vacancy.

## ARTICLE VIII - COMMITTEES

1. Committees are appointed by the President, consisting of one or more members, for the following purposes:
  - a. Special Events Committee shall consist of one or more members to plan social functions and fund raising activities as deemed necessary
  - b. Membership Committee shall consist of one or more members to handle the processing and recruitment of new and old members.

- c. Public Relation Committee shall consist of one or more members who will represent the Association concerning matters of importance to the Association and community at large.
- d. Other committees may be appointed from time to time as required.

#### ARTICLE IX- PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the organization in all cases where they are not inconsistent with these By-Laws and any special rules of order the Organization may adopt.

#### AMENDMENTS TO THE BY-LAWS

Power to amend these by-laws shall be vested in the Board per Article VI of the Articles of Incorporation as amended on August 13, 1980.

#### EFFECTIVE DATE

These revised By-laws were approved by the Board of Directors on [date approved] and will be in effect as of January 1, 2004.