

# BYLAWS OF THE PINE RIDGE CIVIC ASSOCIATION, INCORPORATED

Revised October 13, 2008

## ARTICLE I

### NAME AND FISCAL YEAR

SECTION A. The name of this organization shall be The Pine Ridge Civic Association, Inc. (hereafter referred to as the Association), which shall be a not for profit organization, incorporated under the statutes of the State of Florida, operating for the benefit of the entire Pine Ridge Community (hereafter referred to as Community). The Association address is P. O. Box 640115, Beverly Hills, Citrus County, Florida, 34464.

SECTION B. The fiscal year of the Association will begin on January 1 of each calendar year and end December 31 of the calendar year and will hereafter be deemed the Association year.

## ARTICLE II

### PURPOSES AND OBJECTIVES

The purposes and objects of this Association shall be:

- A. To provide a public forum where matters of common interest and concern for the residents of Pine Ridge Estates may be discussed and, when deemed necessary, provide the means for presenting these concerns to the applicable governing entities.
- B. To create and foster a spirit of understanding.
- C. To take an active interest in the civic, cultural, and social welfare of Pine Ridge.
- D. To unite the members in the bonds of friendship, good fellowship, and mutual understanding.
- E. To provide a forum for the open discussion of matters of public interest: provided, however, that partisan politics and sectarian religion shall not be debated at Association meetings.
- F. To encourage service minded persons to serve their Community, without personal financial reward, and to encourage efficiency and to promote high ethical standards.
- G. To provide the means by which necessary or desirable community activities may be initiated and promoted.

## ARTICLE III

### PRIVILEGES OF MEMBERSHIP

The requirements for and privileges of Association membership are:

- A. **ACTIVE MEMBERSHIP.** Limited to resident homeowners in Pine Ridge whose dues are paid.
- B. **ASSOCIATE MEMBERSHIP.** May be granted to:
  - 1. Non-property owner residents in Pine Ridge Estates.
  - 2. Nonresident property owners.
  - 3. Associate members shall not be permitted to vote or to hold office but shall otherwise be entitled to enjoy all the privileges of the Association membership.

- C. VOTING RIGHT. Each active member, over 18 years of age, whose dues are current, as of November 1, shall be entitled to one vote. Absentee ballots will not be allowed.

ARTICLE IV  
FEES AND DUES

- A. Membership dues will be proposed each year by the Board of Directors.
- B. Membership dues will be voted on according to voting rights of membership.
- C. Dues shall be payable on January 1 of each year and shall cover the current fiscal year. Payments received after November 1 will be considered as payment for membership in the next fiscal year.

ARTICLE V  
OFFICERS

SECTION A. The Association shall be governed by the following elected officers: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and four (4) Directors. These officers shall perform their duties as described in the BYLAWS and in accordance with Robert's Rules of Order as adopted by the Association. At the termination of an Officer or Director's term of office, he/she shall, within five (5) days, deliver to his/her successor, any and all documents, papers or moneys belonging to the Association.

SECTION B. The duties of these officers shall be as follows:

1. PRESIDENT. The President shall preside over all meetings and sign all corporate documents with the consent of the majority of the Board of Directors. The President shall sign all checks, with the Treasurer, for payment of debts incurred by the Association. The President shall also insure that the Association is managed according to its CHARTER and BYLAWS. Any question of protocol not covered by the BYLAWS should be referred to the book, 'Robert's Rules of Order'. The President shall consider the Parliamentarian as legal advisor in all matters of protocol, unless it is determined that legal counsel is required. The President will be required to obtain a vote of approval from the membership before retaining legal counsel. In that the President is the presiding officer, it shall be his/her duty to appoint Committee Chairpersons with the exception of the Nominating Committee, which shall be nominated and elected by the membership, and to supervise Committee progress, with the exception of the Nominating Committee, as well as the performance of the other Officers and Directors of the Association. He/she shall insure that their conduct will not, in any way, demean the office which they are privileged to hold. They will always consult with the Board of Directors on matters of publicity. The Association CHARTER and BYLAWS are to be considered as property of the organization, but shall be available to any member of the organization, at any time, upon request.
2. VICE-PRESIDENT. The Vice-President shall assist the President, as required, in carrying out the duties of the office of President. The Vice-President shall assume the duties and responsibilities of the President only in the absence of the President.
3. CORRESPONDING SECRETARY. Duties will include writing the correspondence for the organization as directed by the President. Corresponding Secretary shall be the registered agent of this Association.
4. RECORDING SECRETARY. The Recording Secretary shall record the minutes of all organizational meetings and keep accurate records of all organizational business. The Recording Secretary shall also read the

minutes from the previous meetings with additions to be made and approved by vote of the membership present.

5. TREASURER. The duties of the Treasurer shall include the Chairman of the Budget Committee and depositing all incoming moneys in the name of the Pine Ridge Civic Association, Inc. in an institution to be determined by the Board of Directors. The Treasurer shall also keep an accurate record of incoming and outgoing moneys of the organization. The Treasurer shall prepare and sign all checks for the President or Vice-President to sign. Two of the three stated signatures will be required for the issuance of any check for the payment of debts of the organization. No un-budgeted expenditures exceeding ONE HUNDRED DOLLARS (\$100.00) shall be incurred by the Officers or Board without the voted approval of a simple majority of members present at a general membership meeting. A petty cash fund of FIFTY DOLLARS (\$50.00) may be established, which will be the responsibility of the Treasurer.
6. DIRECTORS. The Directors shall be present at all Board of Directors and Membership meetings and shall perform all duties assigned by the President. The number of Directors may be expanded as necessary, provided the total number of Board members remains an odd or uneven number.

## ARTICLE VI

### PARLIAMENTARIAN, PREV, PINE RIDGE POST

SECTION A. PARLIAMENTARIAN. A Parliamentarian may be appointed by the President and shall serve as the legal advisor to the President on all matters of procedure. He/she shall be in possession of a copy of the Association CHARTER, BYLAWS, and the book 'Robert's Rules of Order', and refer to them as necessary. If a situation should arise that is not covered by the above, the Parliamentarian should advise the President for possible legal counsel. The Parliamentarian shall attend all meetings of the Board of Directors and Membership meetings.

### SECTION B. PINE RIDGE ENTERTAINMENT VOLUNTEERS (PREV)

1. Committee of Association member volunteers who will be responsible for all social aspects of the Association except those specific events to be hosted by the Board of Directors.
2. Chairperson will be nominated by the PREV Committee, and then may or may not be appointed by the President.
3. Objectives
  - a. Provide periodic social activities for Association members and guests.
  - b. Be a liaison between the Association Board and social aspects of the Pine Ridge community.
  - c. Plan, organize, and carry out all activities associated with Association social activities.
  - d. Provide a financial accounting per event to the Association Board in a timely manner so Treasurer can include same in the monthly report. This accounting will be incorporated into all financial records of the Treasurer of the Association and subject to audit.
4. Funding will be by ticket sales and supplemented by the Association as necessary. All moneys will be turned over to the Association Treasurer who in turn will write checks for all disbursements as well as maintain appropriate accounting. In the event of cash disbursement from ticket sales or petty cash, acceptable receipts will be submitted to the Treasurer.
5. A proposed budget of income and expenditures will be submitted to the Association Board two weeks prior to

the January Board of Directors meeting to facilitate inclusion in the Association proposed annual budget.

SECTION C. PINE RIDGE POST. The POST is the official monthly publication of the Association, governed by the Board of Directors, and mailed to Association members except during the month of January when it is mailed to all Pine Ridge Estates residents. Costs of publication and circulation are budgeted by the Association. Editor shall be appointed by the Board of Directors and auxiliary volunteers recruited by the Editor. Written guidelines for article publication will be approved by the Association Board of Directors and made available to members on request.

## ARTICLE VII EXECUTIVE BOARD

SECTION A. The members of the Executive Board (Board of Directors, hereinafter called Board), shall be the President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and four (4) Directors. Board members shall not serve simultaneously on any other elected Board in Pine Ridge.

SECTION B. The Board shall have general supervision of the affairs of the organization between its regular business meetings, set the hour and place of meeting, make recommendations to the organization, and shall perform such duties as are specified in these BYLAWS. The Board of Directors shall be subject to the orders of the membership and none of its acts shall conflict with actions taken by the organization.

SECTION C. Unless otherwise ordered, regular meetings of the Board shall be held prior to each regular meeting. Special meetings of the Board can be called upon written request of three (3) members of the Board. At all Board meetings a quorum of the Board shall consist of a majority of the Board.

## ARTICLE VIII MEMBERSHIP MEETINGS

SECTION A. REGULAR MEETINGS. Regular membership meetings shall be held on the second (2nd) Monday of the month at the Pine Ridge Community Center except for the months of July and August when there will be no regularly scheduled meetings. The regular meeting on the second (2nd) Monday in January shall be known as the Annual Meeting, and shall be for the purpose of electing officers and the reading of Annual Reports. Forty (40) members shall constitute a quorum at all regular meetings.

SECTION B. SPECIAL MEETINGS. Special meetings may be called by the President or Board of Directors and shall be called upon written request of ten (10) members of the organization. The purpose of the special meeting shall be stated in the call, and no other business than that stated in the call shall be conducted at a special meeting. Except in case of emergency, three (3) days minimum notice shall be given to call a meeting. Forty (40) members of the organization shall constitute a quorum at all special meetings.

SECTION C. Members shall show proof of paid membership status any time when requested prior to a meeting or a vote.

ARTICLE IX  
COMMITTEES

SECTION A. The President shall appoint the Chairperson of all committees considered required to conduct the affairs of the organization with the exception of the Nominating Committee. The President shall be, ex-officio, a member of all committees except the Nominating Committee. Each fiscal year in February, the Board will evaluate and determine the status and need of each committee. All committees recognized by the Board become a part of the Civic Association and are governed by the BYLAWS of the Association.

SECTION B. A chairperson for an Auditing Committee of three (3) members shall be appointed by the President at the regular December meeting, whose duty shall be to select two (2) additional members, to complete the committee, and to audit the Treasurer's accounts at the close of the fiscal year which shall be the Annual Meeting in January.

SECTION C. NOMINATING COMMITTEE

1. At the regular October meeting, a Nominating Committee of three (3) members shall be nominated by a motion from the floor and elected by vote of the membership present. This committee shall present its selections for Officers and Directors at the regular December meeting. Further nominations shall be called for from the membership present. Current Officers and Directors shall not be members of the Nominating Committee. There shall be no further nominations after the close of the December meeting.
2. After the December meeting nominations are closed, all candidate who has officially accepted the nomination and permitted his/her name to be read as a candidate will remain on the ballot during the election procedure. After the election procedure is complete, and any candidate is in fact elected then he/she has the option of resigning from the office with a written letter of resignation submitted to the President. In the event of such an occurrence, the Board will then appoint a replacement to that vacated office.
3. If the Nominating Committee is unsuccessful in placing a candidate in nomination for any position, and nominations have been closed with no nominee, and in the election process no write-in qualifies under Article X-C, then the Board of Directors at the next regular Board meeting will exercise Robert's Rules of Orders for 'Filling the Vacancy' and appoint an individual to that office.

ARTICLE X  
ELECTIONS AND VOTING

SECTION A. Elections shall be held at the Annual Meeting in January. Voting shall be ballot only of the membership present, unless no opposition, then by acclamation. Candidates must receive a majority of the votes cast for their office to be declared elected.

SECTION B. In the event a candidate does not receive a majority of the votes cast for that office, the two (2) candidates receiving the highest number of votes shall be re-voted upon by the membership and the candidate then receiving the majority of the votes shall be declared elected. The incumbent Officer or Director shall remain in office until his/her successor is sworn in and installed at the Annual Meeting in January.

SECTION C. In the event there is no candidate for a specific office, any write-ins must receive fifty-one per cent (51 %) of the voting members to be declared elected. In this event of no candidate, and an inadequate write in percent, then the Board shall exercise the option of appointing an individual to fill that vacancy.

SECTION D. TERMS OF OFFICE

1. Officers shall be elected for two (2) year terms, and shall not serve more than two (2) full consecutive terms per office. For this purpose, the interpretation of a full term is considered to be any time in excess of one (1) year and six (6) months.

ARTICLE XI

REQUIREMENTS FOR OFFICE

Must be a member in good standing for at least six (6) months prior to nomination. An Officer or Director who has resigned or has three (3) unexcused absences shall be deemed to have vacated said office and the Board shall appoint a member in good standing to fill the vacated office for the remainder of that term.

ARTICLE XII

AMENDMENT OF BYLAWS

The BYLAWS can only be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the membership present, providing that the amendment has been submitted in writing to the Active Bylaws Committee or Board of Directors and read at two (2) previous general meetings.

ARTICLE XIII

CHARITABLE DONATIONS

Charitable donations may be proposed in writing to the Executive Board two (2) weeks prior to the regular membership meeting. Each such proposed donation shall be fully described and explained to the membership and shall be subject to a majority vote. The amount permitted will be determined by the actual amount allocated in the budget for charitable donations. It is the responsibility of the Board of Directors to determine if the Association can accommodate such donation prior to any vote being taken. Membership shall be informed if the charitable nature coincides with the policy of the Association in making such charitable donations.

ARTICLE XIV

DISPOSITION OF ASSETS

Refer to the Pine Ridge Civic Association, Inc. CHARTER, ARTICLE VIII, which reads thus: "In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501C(3) and 170C(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or Local Government for exclusive public purpose."