

**BYLAWS**  
of the  
**MEADOWS AND DELLS**  
**NEIGHBORHOOD ASSOCIATION, INC.**

**ARTICLE I. OFFICIAL NAME**

This organization shall be known as the **MEADOWS AND DELLS NEIGHBORHOOD ASSOCIATION, INC.**

**ARTICLE II. MISSION**

To promote unity among all residents of the Meadows and Dells neighborhood. To educate the residents in matters of code enforcement, law enforcement and local neighborhood customs. To keep property values high through the involvement of the residents with projects that enhance the beautification of the neighborhood, keep properties maintained according to city code standards and improves the general quality of life in the neighborhood.

**ARTICLE III. MEMBERSHIP AND CLASSIFICATION**

**Section 1.** Membership in this association shall be primarily of the active class as herein defined. There may be only one (1) other class of membership which shall be honorary.

**Section 2.** Active membership shall be open to all residents of the Meadows and Dells neighborhoods of the city of Coral Springs, Florida who have attained the age of 18.

**Section 3.** Each applicant for active membership shall pay a membership induction fee and the annual membership dues and shall be entitled to all privileges of membership. However, only one payment of the annual dues is required per household.

**Section 4.** Honorary membership can be given to any non-resident who has performed some distinguished service for the Association. Honorary members could be Business Owners, Clergy, Private Organizations, Government Officials or other members of the general public who have rendered significant assistance to the Association. This membership will be at the discretion of the Board of Directors and at no cost to the member. The Honorary members shall be non-voting members.

## **ARTICLE IV**

**Section 1.** The officers shall be a President, Vice-President, Treasurer and Secretary.

**Section 2.** All officers shall enter upon their official duties on the first day of October of each year and shall serve for a term on one (1) year or until their successors shall be duly elected and qualified.

**Section 3.** The President has the following duties and responsibilities:

- a. Be the executive officer of the Association.
- b. Preside over all meetings of the Association and the Board of Directors.
- c. Be an ex-officio member of all standing and special committees.
- d. Present the views of the Association to the City Commission, City Staff and other entities.
- e. Perform such other duties and responsibilities as usually pertain to such office.

**Section 4.** In the absence of the President, the Vice-President shall preside at all meetings of this Association and of the Board of Directors.

**Section 5.** The Vice-President shall perform such duties as usually pertain to such offices or as may be assigned by the President or Board of Directors.

**Section 6.** The Treasurer has the following duties and responsibilities:

- a. Receive all funds paid to this Association and promptly deposit them in the official depositories.
- b. Present all bills to the Board for approval.
- c. Disburse funds on the order of the Board of Directors.
- d. Maintain the Association financial accounts and records.
- e. At all times, make available for inspection by the President, the Board or any authorized auditors, the financial account and records of the Association.
- f. Make a financial report to the Board and membership monthly, and at such other times as the President or Board may require.
- g. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

**Section 7.** The Secretary has the following duties and responsibilities:

- a. Keep the Association records including membership and attendance.
- b. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the Association books and records.
- c. Keep minutes of the meetings of the Association, Board and committees.
- d. Reply to correspondence and submit reports at the direction of the President or Board.
- e. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

## **ARTICLE V. BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of the officers, the Immediate Past President, and four (4) elected directors and if possible should have representation from both of the named sections of the neighborhood.

**Section 2.** Each director shall be an active member in good standing. There will be only one (1) officer or director per household.

**Section 3.** The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

**Section 4.** The Board of Directors shall determine the policies and activities of the Association, approve the budget, approve all bills, take counsel with committees and have general management of the Association.

**Section 5.** The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairpersons shall meet in joint session with the Board.

**Section 6.** A majority of the Board of Directors shall constitute a quorum for the transaction of all business, except in cases where a larger vote of the entire Board is required under these bylaws.

## **ARTICLE VI. CONTINUING OR LONG-TERM PROJECTS**

**Section 1.** The Association may adopt or discontinue a project that may last more than one (1) year, by the approval of a two-thirds (2/3) vote of the active members present at any regular meeting, providing written notice of the proposed adoption or discontinuance shall have been given to the members at least two (2) weeks prior to the meeting. One-third (1/3) of the active members shall constitute a quorum. There shall be no voting by proxy or absentee ballot.

## **ARTICLE VII. RECONSIDERATION OF BOARD ACTION**

**Section 1.** Whenever a petition signed by a majority of the entire Association membership alleges that a decision of the Association Board of Directors should be reconsidered by the membership of the Association, the Association secretary shall give at least fourteen (14) days written notice to the entire membership of a special meeting to reconsider the decision the Association Board of Directors in question. Such meeting shall be held within thirty (30) days of the date of the petition. Service of such notice shall be deemed effective five (5) days after such notice is mailed. At this meeting, the decision of the Board of Directors may be reversed by a two-thirds (2/3) vote of those members present.

## **ARTICLE VIII. COMMITTEES**

**Section 1.** From time to time, committees shall be formed by the Board of Directors to support and carry out the major community activities of the Association. The duties of such committees shall be determined at the time they are created.

**Section 2.** Each standing committee shall be composed of two (2) or more members and shall serve for a term of one (1) year, commencing on the first day of October. All members of a committee are appointed by and are subject to removal by the Board of Directors. Each committee shall be responsible to the President and shall make such reports as the President or Board of Directors may direct.

## **ARTICLE IX. MEETINGS**

**Section 1.** This Association shall hold one (1) regular general membership meeting the second Tuesday of each month. The time and place shall be determined by the Board of Directors and such notice of the time and place will be provided to the membership at least two (2) weeks in advance of the meeting.

**Section 2.** The Board of Directors of the Association shall hold one (1) monthly meeting on the fourth (4<sup>th</sup>) Tuesday of each month. The time and place shall be determined by the Board of Directors and such time and place will be announced to the general membership at the regular monthly meeting. Members are encouraged to attend Board meetings to render ideas and input to topics of discussion but shall have no vote on matters being considered by the Board.

**Section 3.** If the Association's regular monthly meeting falls on a legal holiday or eve thereof, the Board may reschedule the meeting for another day; during the affected week or cancel the meeting.

**Section 4.** The annual meeting of this Association should be held at the regular meeting in the month of August. The membership shall be given at least four (4) weeks notice of the date and place of the annual meeting. One-third (1/3) of the active members of the association shall constitute a quorum.

## **ARTICLE X. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS.**

**Section 1.** The election of officers and directors, shall be held at the annual meeting.

**Section 2.** Voting shall be by ballot and shall not be cumulative. Only active members present and in good standing may vote. There shall be no voting by proxy or absentee ballot.

**Section 3.** At the regular meeting in June, the President shall appoint a Nomination Committee. The committee shall consist of not less than five (5) members and, if possible a majority shall be Past Presidents. The President shall designate the chairperson of this

committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors.

**Section 4.** At the regular July meeting, the Nominating committee shall submit:

- a. a list of nominees not exceeding two (2) in number for each office to be filled; and
- b. a list of nominees for Director not exceeding the number of directors to be elected plus four (4).

At the regular July meeting of the Association, nominations from the floor may be made for any office and, when so made, together with the list submitted by the Nominating Committee, shall then be the list of nominees submitted for an election of officers and directors.

**Section 5.** The President shall appoint an elections Committee consisting of not more than seven (7) members. The duties of this committee shall be to distribute, collect, and count the ballots and report the results to the President, who shall announce them. A majority of all votes cast shall be necessary to elect any officer. If any ballot does not have a majority for a nominee for any office, the nominee having the lowest vote on the first ballot shall be dropped; and in each ballot, the same procedure shall be followed until one (1) nominee shall have received a majority of all votes cast.

**Section 6.** If the names of more than the number of directors to be elected are placed in nomination, the individuals who receive the highest number of votes up to the number to be elected shall be declared elected.

**Section 7.** Nothing contained in this Article shall be construed as limiting the right to make further nominations from the floor of the meeting.

## **ARTICLE XI. VACANCIES IN OFFICE**

**Section 1.** In the case of a vacancy in the office of President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice-President, Treasurer, Secretary or Director, the vacancy shall be filled at a regular Association meeting, upon one (1) month's notice of nomination(s) by the Board of Directors.

**Section 2.** After the election and prior to October 1, in the event of the disability or inability to serve by an officer or director designate, the vacancy shall be filled at a regular Association meeting, upon one (1) month's notice of nomination(s) by the Board of Directors-designate.

## **ARTICLE XII. REMOVAL OF OFFICERS OR DIRECTORS**

**Section 1.** Whenever it shall appear to the President or a majority of the Association Board of Directors, or by a petition signed by a majority of the entire association membership and presented to the Association Board of Directors, that an officer or director may be engaging in conduct detrimental to the purpose of the Association or is failing to perform the duties of that office, the Association Board shall give written notice of the alleged facts to the officer or director within thirty (30) days.

A meeting of the Association membership to consider the alleged facts shall be held within thirty (30) days thereafter, with as least fourteen (14) days clear notice being given to the entire membership of such meeting. Service of such notice shall be deemed effective five (5) days after such notice is mailed. In the event that the Association, by a two-thirds (2/3) majority vote of those members present at the meeting, finds that the officer or director has engaged in conduct detrimental to the purpose of the Association or is not performing the duties of such office and declares such office vacant, the membership shall proceed forthwith to elect a new officer or director to fill such vacancy.

## **ARTICLE XIII. DISCIPLINE OF MEMBERS**

**Section 1.** A complaint against a member charged with conduct unbecoming a member of the Association shall be referred to a special committee appointed by the Board for the purpose of investigating, reporting, and making a recommendation before any action is taken on such charges by the Board of Directors. Proper notice of the charges, the investigation, and the hearing shall be given to such member. A member against whom such charges are sustained after a hearing before the Board may be disciplined or removed as a member by a two-thirds (2/3) vote of the entire Board.

If the offending member requests such, the Board's decision may be put before a two-thirds (2/3) vote of the membership. Written notice of such vote will be given at least 10 days prior to the regularly scheduled meeting. In the event that the Association, by a two-thirds (2/3) majority vote of those members present at the meeting, finds that the member has engaged in conduct detrimental to the purpose of the Association, ratifying the Board's decision to discipline or remove.

**Section 2.** Conduct unbecoming a member of the Association is defined as any conduct that:

- a. is incompatible with the best interests of the Association or the best interests of the public at large; or
- b. tends or threatens to harm the standing or reputation of the Association in the community.

Violation of the policy defining "conduct unbecoming a member" may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the Association. A private reprimand is communicated

to the individual violating the “conduct policy” as a warning. A public reprimand requires notification of the general membership of the Association. Dismissal means removal as a member of the Association.

Any individual receiving written notice as provided in the applicable bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The Board shall hear evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

#### **ARTICLE XIV. PUBLIC ACTIVITIES**

**Section 1.** This Association, by fair discussion at its meetings and in other ways, is encouraged to keep its members and the community informed on all questions of public importance and any proposed legislation affecting the community in which this Association is located.

**Section 2.** This Association shall have the right, and it shall be its duty, from time to time to give expression by proper means of its attitude on such public questions and such proposed legislation affecting the community in which this Association is located.

#### **ARTICLE XV. REVENUE**

**Section 1.** The membership induction fee and annual dues shall be as determined by the Board of Directors and shall be approved by a two-thirds (2/3) vote of the active members present at a regular Association meeting, provided written notice shall have been given the members at least one (1) month prior to the meeting. Such membership induction fee or annual dues shall remain in effect until changed in accordance with the provisions of this Section.

**Section 2.** Revenue from sources other than those defined in this Article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of the active members present at any regular meeting, provided written notice shall have been given the members at least one (1) month prior to the meeting.

**Section 3.** Monies received from fund-raising projects in which this Association participates, or from members or others, for the service activities sponsored by this Association, shall be used only for charitable, educational and neighborhood beautification activities that are approved by two-thirds (2/3) vote of active members present.

## **ARTICLE XVI. FINANCE**

**Section 1.** The Association books of account shall be audited at least once each year. The auditors shall be named by the Board of Directors. The auditors should be familiar with financial statements and should reconcile bank statements (if necessary) and conduct tests of income and expenditures for the past year. The auditors may be Association members but, shall not be the Secretary or the Treasurer. A copy of the auditor's report shall be provided to the current Board of Directors and, upon request, to any Association member.

**Section 2.** The Board of Directors shall determine the official depository or depositories and shall designate those persons who shall sign the checks. Officers shall be signors on the account, with two signatures required.

**Section 3.** If this Association is dissolved, or otherwise ceases operations, and if there are funds or other Association assets remaining after the Association obligations are paid, such funds shall be donated to the City of Coral Springs for use in beautification efforts in the Meadows and Dells subdivisions.

## **ARTICLE XVII. OTHER AUTHORITIES**

**Section 1.** For authority on all matters not specifically covered by these bylaws, the following entities shall be consulted to determine such matters.

- a. Code of the state of Florida.
- b. Code of Broward County, Florida
- c. Code of the City of Coral Springs, Florida

## **ARTICLE XVIII. SEVERABILITY**

**Section 1.** In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

## **ARTICLE XIX. PARLIAMENTARY AUTHORITY**

**Section 1.** *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of substance or procedure not specifically covered in these bylaws.

## **ARTICLE XX. AMENDMENTS**

**Section 1.** Any amendment of these bylaws, may be adopted by two-thirds (2/3) vote of the active members present at any regular meeting, provided written notice of the proposed



**DUES AND MEMBERSHIP APPLICATION FEE**

1. A one time membership application fee of \$5.00 per member.

Note: A household may have more than one member.

2. Annual dues of \$30.00 which may be paid annually or semi-annually. Only one payment of the annual dues is required per household, payable by October 1<sup>st</sup> of each year. After the fifteenth of April, \$15.00 per household (semi-annual rate) will apply.