

REVISED JANUARY 18, 2017
BY-LAWS

The Sea Pines Civic Association, Inc.
Hudson, Pasco County, Florida

The name of this organization shall be “The Sea Pines Civic Association, Inc.” a corporation not for profit, (501-C4) incorporated under the laws of the State of Florida.

The purpose of this Association is to serve the cause and best interest of property owners and residents of Sea Pines Subdivision with respect to property values, to enforce deed restrictions, enforce Pasco County Code, community improvement and beautification. Also, to stimulate and cultivate a spirit of fraternity, cooperation, unity and civic mindedness among its members; to promote programs of recreational and social activities; and to act as “watch-dog” over governmental agencies and officials exercising control and influence over our area.

MEMBERSHIP

ARTICLE 1

Section 1-Membership in this Association is open to adult property owners of Sea Pines, such membership being granted to each household as a unit. Renters cannot have membership in Sea Pines Civic Association.

Section 2-Paid members are entitled to benefits and reduced fee’s associated with the use of Sea Pines Assets and Common Grounds including (Boat ramp, Civic Building and Southwind Park).

Section 3-Each household whose membership is in good standing, shall be limited to no more than two adult votes at all regular and special meetings of the Association.

Section 4-Annual membership dues shall be payable in full on January 1st of each year and the amount to be specified by the membership.
Established members who fail to pay annual dues before February 1st in any year shall be considered delinquent. Established members who fail to pay annual dues before April 1st in any year shall be dropped from the membership rolls. To have your membership reinstated you will be required to pay the annual membership dues, as well as a penalty of no less than \$10.00

Section 5-Dues for new property owners shall be pro-rated starting with the month of entry in the Association, through the following month of December. Dues thereafter shall be payable for a full year.

Section 6-Annual membership cards, signed by the Chairman, Membership Committee or Treasurer, shall be issued upon receipt of dues from a member. Members will pick up their membership card when a vote is required.

Every member must present their membership card in order to vote at any meeting.

MEETINGS

ARTICLE 2

Section 1-Regular monthly meeting of the membership shall be conducted on the 3rd Wednesday of each month at 7:00pm. In such facility as may be designated, excluding the vacation months of June, July and August.

Section 2-Special meetings may be called by the President or at the request of the Executive Board or at the request of ten (10) or more members in good standing.

Section 3-Any 4 members of the Executive Board plus the Sea Pines Association Members present will equal a quorum.

Section 4-Regular monthly meetings of the Executive Board shall be conducted as designated by the President.

Section 5-Special meetings of the Executive Board may be called at the pleasure of the President.

Section 6-A majority of Executive Board members shall constitute a quorum at any meeting of that Board.

Section 7-Any member who proves himself or herself to be actively detrimental to the rules, goals and or objectives of this Association can be removed from that meeting and the next regular scheduled meeting by two-thirds vote of the membership present and voting at a general meeting.

Said member shall be given the opportunity to speak in his/her defense prior to any vote.

Section 8-The following order of business shall be observed at all regular and special meetings of the Association.

1. Call to order
2. Roll call of Officers
3. Approval of Previous Meeting Minutes as published in Newsletter
4. Report of Treasurer
5. Reading of Communications
6. Report of Standing Committees
7. Report of Special committees
8. Unfinished or Old business
9. New Business
10. Good & Welfare
11. Adjournment

Section 9-A paid member desiring to speak must be first recognized by the Chair, state identity, and then proceed.

Section 10-A paid member shall be limited to no more than 5 minutes to speak on any one question after recognition by the Chair.

Section 11-Persons who are not members have no status, and therefore have no voice on any matter under consideration at a meeting.

Section 12-A paid member shall not be recognized by the Chair a second time on the same subject until all other members present have had an opportunity to speak. Exception may be granted by majority consent of membership present.

Section 13-Questions of parliamentary procedure not provided for in these by-laws shall be decided by the Chair in accordance with current Roberts Rules of Order 11th Edition.

COMMITTEES

ARTICLE 3

Section 1-The President shall determine the need for and appoint a Chairman of all committees deemed necessary to the efficient and effective operation of the Association. Each committee chairman shall select their own committee members.

Section 2-The President shall serve as a member “Ex Officio” of all committees.

OFFICERS

ARTICLE 4

Section 1-Officers of this Association shall consist of a President, a Vice President, Secretary and Treasurer.

Section 2-The President shall be the chief executive officer and shall preside at all meetings of the Association and Executive Board. The President shall have general charge, supervision and control of the business affairs of the Association subject, however, to the Executive Boards control and direction.

Section 3- During the Presidents absence the Vice President shall perform all the duties and exercise the powers of President.

Section 4-The Secretary shall attend all meetings of the Association and of the Executive Board, record all votes taken, and keep minutes of all proceedings. Under the direction of the President, the Secretary shall type correspondence, maintain Association files and perform other related duties.

Section 5-The Treasurer shall have custody of all Association general and special funds, shall keep full and accurate account of Association receipts and disbursements in books belonging to the Association. Books shall be open to inspection by any club member in good standing upon request. The Treasurer shall deposit all monies in the name of and to the credit of the Association in such depositories as may be designated by the Executive Board. Association funds shall be disbursed by debit card or withdrawn only by checks specifically authorized by the President and /or the Executive Board, and signed by any of the following, President, Vice-President or Treasurer. Receipted statements shall be required as evidence of each disbursement and retained in the Treasurer's records. Under the direction of the President, the Treasurer shall perform such other related duties as required. (File annually 990-EZ and Florida Corporate papers.)

EXECUTIVE BOARD

ARTICLE 5

Section 1-The Executive Board shall consist of seven (7) members. The Association President, Vice-President, Secretary, Treasurer, and three elected representatives. The out-going President shall serve as advisor at the request of the Executive Board following his/her term of office.

Section 2-The property and lawful business of this Association shall be held and managed by the Executive Board which shall have the power and authority given it by these By-Laws. The Board shall establish such policies as may be required for the legal and orderly conduct of Association affairs.

TERM OF OFFICE

ARTICLE 6

Section 1-The term of office for the President, Vic-President, Secretary, and Treasurer shall be for one year. However, upon re-election, they may serve for succeeding terms.

Section 1a-The term of office of the elected representatives to the Board of Directors shall be for three years. One new representative to be elected each year to fill the vacancy created by the expiration of the term of the senior Representative. One representative to be elected from the “woodlands” area one from the “canal” area and “one at large.”

Section 2-Candidates for each office and Executive Board Representatives must be members in good standing at the time of nomination. They must also be year around home owner residents of Sea Pines, and have lived here more than a calendar year, except for normal vacations. Also, candidate member must have demonstrated a will to volunteer.

Section 3-Vacancies in any elected office, for any reason, shall be filled for the remainder of term, at the discretion of the Executive Board.

Section 4-Any member holding an elective office, who is absent from two consecutive regular or Executive Board meetings, without reasonable cause as determined by the Executive Board, shall be removed from office and his position declared vacant.

Section 5-Two members of the same household may not serve on the Executive Board at the same time.

ELECTIONS

ARTICLE 7

Section 1-At the regular meeting in October of each year, the President shall appoint a Nominating Committee Chairman who shall select two members to serve with him/her.

Section 2-The Nominating Committee shall present a list of nominations for each elective office at the regular meeting in November. For each office, additional nominations from the floor may be made by any member in good standing, after which all nominations shall be closed at the end of November meeting. Having met the qualification defined in Article 6, Section 2

Section 3-Election of officers shall be conducted at the regular meeting in December of each year, following normal order of business. Nominees can be submitted only for one office by the Nominating Committee shall be presented to the membership for each individual office.

Section 4-The President shall appoint the necessary number of tellers to conduct the balloting among eligible voters. Immediately following the tally of votes, election results shall be announced to the membership and posted.

Section 5-Newly elected officers, determined by a majority vote of the membership present will take office January 1st. They shall be installed following the election.

AUDITS

ARTICLE 8

Section 1-Immediately following the annual election of officers, the in-coming President shall arrange for an audit of all Association accounts by at least two non-office holding members who are deemed qualified. A report of the audit shall be presented to the membership at the regular February meeting.

Section 2-In the event that the office of Treasurer becomes vacated for any reason prior to the expiration of the regular term, the President shall immediately institute the procedure outlined in Article 6, Section 3.

Section 3-Immediately following the annual election of officers, the incoming President shall appoint an Association Property Officer, who shall be responsible for making a written inventory of all equipment owned by the Association. The Property Officer shall further arrange for safe storage of such equipment.

AMENDMENT TO BY-LAWS

ARTICLE 9

Section 1-Proposals for amendment or revision of the By-Laws may be made in writing by any member in good standing to the Executive Board. The Board shall then consider the worth and desirability of the proposal at its next meeting. If approved by the Board it shall then be presented to the membership for approval or rejection by a two-thirds majority of the members present, at the next regular meeting.

Section 2-The Executive Board shall periodically review existing By-Laws. The Board, on its own initiative, may propose amendment or revision in accordance with procedure outlined in Section 1, this article.

