

**REVISED BYLAWS OF THE  
SOUTH END NEIGHBORHOOD ASSOCIATION, INC.  
West Palm Beach, Florida**

Adopted and Effective October 25, 2023

**Article I – Name**

The name of the corporation shall be the South End Neighborhood Association, Inc. ("Association").

**Article II – Organization and Purpose**

*Section 1. Organization.*

The Association is organized as a not for profit corporation pursuant to the Florida Not For Profit Corporation Act, Chapter 617 of the Florida Statutes. The Association is not organized as a mandatory homeowners' association under the Florida Statutes.

*Section 2. Purpose.*

The purpose of the Association shall be to exercise all powers provided by law, the Articles of Incorporation and these bylaws to promote the highest quality of neighborhood and the recreation, health and welfare of the residents of the geographic boundaries shown in Article III.

**Article III – Geographic Boundaries**

The geographic boundaries of the Association shall consist of and be limited to the boundaries depicted on the map annexed as Exhibit A to these bylaws, also known as the area bounded by Southern Boulevard on the north, the West Palm Beach Canal on the south, the Intracoastal Waterway on the east and the Florida East Coast Railway tracks on the west. Exhibit A is part of these bylaws and is specifically incorporated herein by reference.

**Article IV – Place of Business**

The general office of the Association shall be located at the home of the President. The mailing address for the Association shall be the Association's post office box or any other address as designated by the Board of Directors.

**Article V – Membership**

*Section 1. Membership Eligibility.*

Membership in the Association shall be voluntary and available to all residential and commercial property owners or residents and businesses currently residing or operating within the geographic boundaries of the Association.

*Section 2. Regular Voting Members*

Residential property owners, commercial property owners, residents currently residing within the boundaries of the Association, or businesses currently operating within the Association boundaries, are eligible to become a Regular Voting Members of the Association. Regular Voting Members may participate and vote at any general membership meeting, or election of officers, providing their annual dues is paid and current. More than one individual of any residential or commercial property, household or business is eligible to become a Regular Voting Member, providing the annual dues is paid and current.

*Section 3. Affiliate Members.*

Affiliate Membership shall be available to persons or business entities within or outside the geographic boundaries of the Association. However, Affiliate Members are not entitled to vote or serve on the Board of Directors.

*Section 4. Dues.*

Annual dues amounts for Regular and Affiliate Membership shall be set by the Board of Directors.

*Section 5. Representation of the Association.*

No member shall take any action or speak on behalf of the Association without prior approval of the Board of Directors.

## **Article VI – Meetings**

*Section 1. General Membership Meetings.*

General Membership meetings of the Association shall be held in a place open to the public no less than two times per year. General Membership meetings may be called by the President or upon a majority vote of the Board of Directors. Notice of General Membership Meetings shall be provided to all regular voting members of the Association no less than 14 days prior to the date of the meeting by mail, email, website or flyer. There shall be no quorum requirement for General Membership meetings. Minutes of each General Membership meeting shall be maintained. Only regular voting members are eligible to vote on any item at General Membership Meetings.

*Section 2. Annual Meeting.*

There shall be an Annual General Membership meeting of the Association which shall be held during the month of October, whenever possible, for the specific purpose of electing members to the Board of Directors. Other agenda items requiring a vote of the general membership may be added if approved by the Board of Directors no less than seven days before the date of the Annual General Membership meeting, notifying the regular voting membership by mail, email, website or flyer.

- A. There shall be no quorum requirement for the annual meeting.
- B. Notice of the Annual General Membership meeting shall contain the list of proposed candidates for the Board of Directors submitted by a Nominating Committee, which shall be provided to the membership not less than 14 days prior to the date of the Annual General Membership meeting by mail, email, website or flyer.

- C. In addition to the list of candidates proposed by the Nominating Committee, nominations for candidates shall be open from the Floor during the Annual Meeting from the regular voting membership in attendance.
- D. There shall be no proxy voting.
- E. The President or Vice President, in the President's absence, or presiding officer, may appoint a parliamentarian if determined necessary.

*Section 3. Conduct at Meetings.*

The President or Vice President, in the President's absence, or presiding officer, has the authority to request the removal by the Sargent of Arms of any member attendee from any General Membership or Board meeting for disruptive or disorderly conduct during the meeting.

**Article VII – Directors**

*Section 1. Membership on Board of Directors.*

The Association shall be operated and managed by a Board of Directors of 15 persons. Directors must be a Regular Voting Member of the Association, providing their dues are paid and current. The immediate past President of the Association shall serve as one of the Directors. At least one Director, but not more than two Directors, shall be a commercial property owner or business entity operating within the boundaries of the Association.

*Section 2. Election of Directors.*

The election of Directors shall be conducted at the Annual General Membership meeting according to Robert's Rules of Order. The President of the Association may appoint a presiding officer or parliamentarian to conduct the Election of the Board of Directors.

*Section 3. Nomination of Directors.*

- A. The President shall appoint a Nominating Committee at least 45 days prior to the date of the annual general membership meeting. Members serving on the Nominating Committee may be individuals who are either Regular Voting Members or current Directors of the Association.
- B. The Nominating Committee shall meet and present their nominations to the Board of Directors and to the general membership no less than 14 days prior to the date of the annual general membership meeting by mail, email, website or flyer.
- C. Additional nominations shall be open to regular voting members from the Floor at the annual general membership meeting.

*Section 4. Terms of Directors.*

- A. The term of office of each Directors of the Association, shall be two years and serve until their successor is duly elected.
- B. At the annual general membership meeting, in which these bylaws are adopted, five Directors shall be elected for a term of one year and five Directors shall be elected for a term of two years. Thereafter, all Directors shall serve a term of two years or until their successor is duly elected.
- C. The immediate past President shall serve as a Board of Director member until the current President becomes immediate past President.
- D. No Board member may serve for more than six consecutive years as a Board member. Board members are not eligible to be elected or appointed to fill a vacancy if the elected term or unexpired term will exceed six consecutive years as a Board of Director. A period of not less than 12 months must expire before a regular voting member is eligible to serve as a Director after six consecutive years.

*Section 5. Powers, Rights and Duties of the Board of Directors.*

The Board shall have all of the powers, rights and duties provided by law, the Articles of Incorporation and these bylaws, including:

- A. The Board shall establish and approve Association policy, planning and all operations of the Association;
- B. The Board shall elect officers of the Association following the election of Directors at the Annual General Membership meeting;
- C. The Board shall establish and approve the Association's annual budget;
- D. The Board shall have the authority to approve all expenditures;
- E. The Board shall establish and maintain an ongoing calendar of events;
- F. No director or officer of the Association shall receive any compensation for their service as a director or officer.

*Section 6. Board of Director Vacancy.*

Vacancies that occur to the Board of Directors due to a resignation or removal by the Board, may be filled by a majority vote of the Board at a duly called Board meeting. Only Regular Voting Members of the Association shall be eligible to be appointed by the Board. Appointment by the Board of Directors shall be for the unexpired term of the Board member vacancy. If the vacancy occurs in the first year of the two year term, the Board of Director's appointee serves until the next annual general membership meeting. Elections to fill the vacancy by the regular voting members of the Association, shall be for the remaining term of the Board member vacancy.

*Section 7. Removal of Directors.*

Any director may be removed upon a majority vote of the entire Board of Directors at a duly called meeting of the Board for that purpose.

## **Article VIII – Meetings of the Board of Directors**

### *Section 1. Regular and Special Meetings.*

- A. Regular meetings of the Board shall be held at a time and place as determined by the President or a majority of the Board upon notice to the Board no less than seven days prior to the meeting. Special meetings of the Board may be called as needed by the President, or Vice President in the absence of the President, or any two members of the Board upon notice of no less than 48 hours prior to the meeting. Notice of regular or special Board meetings shall be provided to Directors by mail, email, or telephone.
  
- B. Meetings of the Board of Directors may be conducted through use of Internet meeting services (i.e., "Zoom" or otherwise) designated by the President that support visible displays identifying those participating and identifying those seeking recognition to speak. A physical location of all such meetings of the Board of Directors or otherwise, shall also be provided in all such meeting notices for the purpose of allowing those persons who do not have access to Internet related services to attend the meeting(s) in person. These electronic meetings of the Board shall be subject to all rules adopted by the Board. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any provision contained within the Bylaws of the Association.

### *Section 2. Board Meeting Agenda.*

Regular meetings of the Board shall be open to the general membership of the Association. An agenda shall be prepared by the President or Vice President and be distributed to the Board prior to the Board meeting.

### *Section 3. Quorum and Voting.*

A majority of the total number of Board members shall constitute a quorum at any meeting of the Board of Directors. Except as otherwise by the Articles of Incorporation or these bylaws, a majority of the Board members present at a meeting shall be sufficient for the passage of any corporate resolution.

## **Article IX – Officers of the Association**

### *Section 1. Officer Elections and Terms.*

The officers of the Association shall consist of the President, a Vice President, a Secretary, and a Treasurer. To be eligible to serve as an officer of the Association, the individual must be a regular voting member of the Association, provided their dues is paid and current, and is a current member of the Board of Directors of the Association. Officers are elected following each annual general membership meeting as soon as practicable, from the duly elected or appointed Board of Directors. Officer terms are two years. No officer may serve more than two consecutive terms in the same office. Vacancies occurring in any office shall be filled by the Board of Directors for the unexpired term of the officer.

### *Section 2. Office of President.*

The President shall be the chief executive officer of the Association and is charged with management of the daily business activities of the Association, subject to the directions of the Board of Directors. The President shall preside at all general membership meetings and Board meetings of the Association.

*Section 3. Office of Vice President.*

The Administrative Vice President shall assist the President with the management of the daily business and administrative activities of the Association and perform such other duties as may be prescribed by the Board or the President. In addition, the Vice President shall serve as President in the President's absence.

*Section 4. Office of Secretary.*

The Secretary shall have custody of and maintain all corporate records (except the financial records). The Secretary shall record the minutes of all meetings and perform such other duties as may be prescribed by the Board or the President. The Secretary shall maintain all the minutes, correspondence and any other recorded actions of the Association in a manner that can be easily turned over to their successor following any election in which a new Secretary may be elected.

*Section 5. Office of Treasurer.*

The Treasurer shall have custody of all Association financial records, keep full and accurate accounts of receipts and disbursements and render accounts thereof at all meetings and whenever else required by the Board or the President, and perform such other duties as may be prescribed by the Board or the President. In addition, the Treasurer shall deposit all funds, pay all bills approved by the Board notify all members who are delinquent in their dues, and provide the Board with a written and itemized financial statement at each general membership meeting and Board meeting when requested. The Treasurer shall maintain all the financial records of the Association in a manner that can be easily turned over to their successor following any election in which a new Treasurer may be elected.

*Section 6. Appointment of Sargent-of Arms.*

A Sargent-of-Arms may be appointed by the President of the Association and serves at the pleasure of the President at any and all general membership meetings for the purpose of assisting the President maintain decorum and respectful conduct during the meetings of the Association.

*Section 7. Executive Committee*

The President, Vice President, Secretary and Treasurer shall comprise and serve as the Association's Executive Committee. The Executive Committee shall have the authority to meet and carry out the duties of the Association, as needed, in between Board meetings and General Membership meetings for the purpose of administering actions adopted by the Board or General Membership; paying bills; responding and taking action on items requiring immediate response; securing event venues; and any other actions in the furtherance and betterment of the Association. The Executive Committee shall have the authority to approve expenditures of up to five hundred dollars (\$500.00).

**Article X – Amendments**

These bylaws may be amended by the affirmative vote of a majority of all Regular Voting Members present at a general membership meeting.

#### **Article XI – Effective Date**

These bylaws shall become effective, as amended, upon approval of the members at a general membership meeting.

The foregoing bylaws were adopted as amended as the Bylaws of the South End Neighborhood Association, Inc., a not for profit corporation under the laws of the State of Florida, at a duly called Annual General Membership meeting of the members of the Association on October 13, 2022.

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