

By-laws of the Nelmar Terrace Neighborhood Association

Minor updates - November 2017

Article I: Name, Purpose, and Type

Section 1: The name of this association shall be the "Nelmar Terrace Neighborhood Association."

Section 2: The purpose of this association shall be:

a) To encourage and promote a sense of community by getting to know one another as neighbors, and a venue to welcome, inform, and integrate new residents into our neighborhood;

b) To be a voice for our common neighborhood interests by acting as a liaison with governmental bodies and with institutions, schools, and businesses in and around our neighborhood, and to work with other neighborhood associations on common concerns;

c) To encourage and facilitate vigorous citizen participation in all issues affecting our neighborhood, including land use, zoning changes, traffic patterns, and street modifications. Nelmar Terrace has always had a consistent policy of upholding its residential single family zoning ;

d) To promote neighborhood security by knowing our neighbors and their concerns, providing phones numbers to alert each other of potential problems, and to work with the local police to maintain a safe and secure neighborhood.;

e) To serve as a way to meet socially through annual meetings; and

f) Other lawful purposes.

Section 3: This association is and shall remain a nonprofit organization, and no part of the net earnings thereof, if any, shall profit any member.

II: Membership

Section 1: The boundaries of the Nelmar Terrace Neighborhood shall be defined as follows:

The same borders as the Nelmar Terrace National Register Historic District, which are the RS1 & RS2 Zones that are bordered to the East by Hospital Creek, to the alley behind San Marco Avenue, to the North by Genoply Street, and to the South by East San Carlos Avenue.

Section 2: Full voting membership in this association shall be available to any person who owns and resides in property within the boundaries of this neighborhood, as defined in Section 1.

Nonresident property owners shall also be eligible for voting membership.

No member shall be permitted more than one vote, no matter how many properties he or she may own in this neighborhood.

Renters and non-owners of residential property who live in this neighborhood shall also be welcomed as nonvoting members.

- Section 3:** Additional membership categories may be recommended by the Board and be presented to the full membership for a vote.
- Section 4:** Persons desiring to join the Association may request membership through any association member, who will refer the request to the Board. The Board shall determine the eligibility of the applicant according to the criteria established in Sections 2 and 3.
- Section 5:** Any membership dues shall be recommended by the Board and voted on for approval by the general membership.

If the Association agrees to collect dues, then each household that has paid dues will be eligible to vote.

No more than two residents per household may vote.

Children under 18 will be nonvoting members

Article III: Government

- Section 1:** The Nelmar Terrace Neighborhood Association shall be governed by a Board, who will act as representatives on behalf of the neighborhood. Members are free to contact a Board member at any time with concerns about an issue in the neighborhood. The Board may act as a conduit to resolve problems neighbors are having, particularly on a City level. The Board will keep the membership informed through e-mail updates and newsletters and encourage general membership participation on public hearings.
- Section 2:** The Board shall consist of five officers: a President, a Vice President, a Secretary, a Treasurer, and a Sergeant-at-Arms. The Board may be reduced to three members, in which case the Board would consist of a President, a Vice President, and a Secretary/Treasurer.
- Once elected to office, the Board members shall serve for one year.
- Section 3:** To be eligible for office, a person must be a voting member of the Association, with any required dues paid in full.
- Section 4:** A simple majority of the Board shall constitute a quorum for doing business. Each member shall be entitled to one vote.
- Section 5:** Board members shall serve without compensation.

Section 6:

The powers and duties of the Board may include:

- a) Carrying out the mission of the association as stated in Article I, Section 2. Upholding Nelmar Terrace's residential zoning will be a priority of the Board.
- b) Making recommendations to the general membership on issues that affect the neighborhood.
- c) Communicating with the general membership on issues that affect the Association.
- d) Representing and speaking on behalf of the declared policy of the Association in public forums and in negotiations with public officials, institutions, or businesses on issues which affect the Association.
- e) Recommending dues or fees, as well as establishing a budget and non-budgeted expenditures.
- f) Recommending any persons or organizations to be hired by the Association to the general membership for a vote.
- g) Appointing all committees, which will be open to any member wishing to serve. Also dissolving all committees when they are no longer needed.
- h) Interpreting the By-laws.

Section 7:

The President shall preside at all meetings of the Association and the Board and shall perform such duties as directed by the Board. The President shall serve as the primary representative of the Association at public meetings and act as Delegate to the Neighborhood Council. The address of the President shall serve as the official mailing address of the Association..

Section 8:

The Vice-president shall perform all duties as may be assigned by the President or Board and shall be the presiding officer in the absence of the President. The Vice-president shall also serve as the Alternate to the Neighborhood Council, although another Alternate may also be chosen.

Section 9:

The Secretary shall keep a record of the minutes of general membership meetings. If not present, the duty of taking minutes may be delegated to another member present at that meeting. Any Board member may take notes at Board meetings and submit them to the Secretary as part of the records. The Secretary will also handle the duties of Treasurer, as listed in Section 10, if the Board consists of three members.

Section 10:

The Treasurer shall be responsible for all funds, if any, of the Association as well as maintenance of the membership records. Funds, if any, shall be deposited into an account in the name of the Nelmar Terrace Neighborhood Association, under the umbrella account of the Neighborhood Council of St. Augustine at a recognized financial institution. Checks may be signed and funds may be deposited by any Board member with a signature on file with the account. All monies received shall be delivered to the Treasurer, for which she/he shall give a receipt. The Treasurer shall provide regular reports of all transactions and prepare financial statements as directed by the Board of Directors. All financial records will be available for review upon request.

Section 11: The Sergeant-At-Arms will make up the fifth member of the Board. He/she shall maintain order at the Association meetings, and will also have duties as assigned by the President or Board.

Article IV: Committees

Committees may be formed to study and make recommendations on special issues that affect the neighborhood. A committee will report to the Board as needed. They will present options and make joint recommendations to the general membership for a vote. The Board may determine the need for a committee and ask for those interested in the issue to serve on the committee. Individuals may bring forth an issue to the Board and request that they form a committee to study that issue. Committees may be formed to take care of social functions of the Neighborhood.

Article V: Meetings

Section 1: Regular meeting times for the Board will be set by the Board and be made known to the general membership. Any member of the general membership may request to attend a Board meeting. General members may ask questions and have input at the Board meetings, but will not have a vote on the Board. Members may request that issues be brought forth for a vote before the general membership in a special meeting.

Section 2: Committee meetings shall be held as needed or as directed by the President or the Board.

Section 3 The Association will hold one annual meeting each year. The Board elections will be held at that meeting, and the amount of annual dues will be voted on at that meeting. Special meetings of the membership for any purpose may be called by the President, or in the President's absence, the Vice President, or at the request of three members of the Association.

Section 4: At each general meeting of the membership, each member shall be entitled to one vote, as defined in Article II, and decisions shall be made by simple majority. Absentee voting shall be permitted, if the vote is received by the Board before the general meeting.

Article VI: Association Year

Section 1: The Association year will commence and end each year on the day of the annual meeting. For accounting purposes, the Association year shall also be the fiscal year.

Section 2: The Board of Directors will make its annual report each year to the general membership at its annual meeting

Article VII: Procedure

Roberts' Rules of Order will not generally be used in meetings of the Association and Board. However, if the use of Roberts' Rules is deemed necessary at any meeting due to lack of order, their use at that meeting can be mandated by any Board member.

Article VIII: Amendments

These By-laws may be amended by a simple majority of the general membership at a regular or special meeting.

Article IX: Dissolution

In the event that the Nelmar Terrace Neighborhood Association becomes inactive or dissolves, all monies in the general fund shall be distributed in a manner decided upon by the majority of the members of the Association at the time of dissolution. The Board may make recommendations on options of how the monies should be dispersed.