

By-Laws
St. Augustine Ravenswood Neighborhood Association (SARNA)
Approved by SARNA Members and St. Augustine Neighborhood Council in 2017

ARTICLE I: NAME, PURPOSE, AND TYPE

Section 1 The name of this Association shall be “St. Augustine Ravenswood Neighborhood Association” ("Association" and "SARNA").

Section 2 The Association recognizes that residential and commercial growth in West St. Augustine is inevitable and will work to assure that such growth is beneficial for both residents and businesses. The Purpose of the Association shall thus be to:

- 1) Encourage a sense of community by creating a forum to meet current neighbors, welcome new neighbors, and organize neighborhood activities;
- 2) Facilitate community input and civil discourse regarding issues affecting our neighborhood through open meetings and various communication channels, solicit the input from outside experts, and identify common concerns among participating Members;
- 3) Increase the knowledge Members have of relevant issues and work together to influence decision makers and resolve problems facing the neighborhood;
- 4) Serve as a neighborhood liaison with governmental bodies and with institutions, schools, and businesses in and around our neighborhood, and with other neighborhood associations on common concerns, and collaborate with them to promote the interests of neighborhood;
- 5) Promote, among other issues decided at Association meetings, public safety, sensible and safe mobility, appropriate zoning and land use, and a positive and mutually beneficial relationship between businesses and residents in the neighborhood;
- 6) Recognize and promote historical structures and places, public and green spaces, landmarks, and so forth in our neighborhood, and where feasible work to preserve them;
- 7) Record and disseminate to neighborhood residents and businesses the goals, activities, and accomplishments of the Association and other organizations in the neighborhood.

Section 3 The Association shall not endorse or oppose political candidates but shall endorse or oppose particular public policies and legislation in order to accomplish its Purpose;

Section 4 This Association is and shall remain a non-profit organization and no part of the net earnings thereof, if any, shall inure to any member.

ARTICLE II: JURISDICTION AND MEMBERSHIP

Section 1 SARNA shall encompass only property within City of St. Augustine and shall have the following boundaries: North of but not including West King St., South of and including Ravenswood Dr.; East of and including N Whitney St., except the mobile home park at Helen St. which is in St. Johns County jurisdiction; West of and including the various public roads running closest to and parallel with the San Sebastian River, including Nesbit, Florida, and Nesmith, and including public roads that dead-end into the San Sebastian River, such as Gasper.

- Section 2** Full voting membership in this Association shall be available to any person 18 years of age or older who owns property, resides fulltime as a homeowner or renter, operates a business, or operates a non-profit organization within the boundaries of the Association, as defined in Section 1, and who is current on membership dues, except where a member's dues have been waived by the President at the request of the member.
- Section 3** A business or organization shall have only one voting member, no matter how many non-residential representatives attend a meeting, and no person shall be permitted more than one vote, no matter how many parcels or businesses they own, operate, or occupy within the neighborhood. People who are not voting members may attend meetings and may contribute to the orderly discourse.
- Section 4** Additional membership categories may be established by the Board of Directors.
- Section 5** 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.
- Section 6** Members shall complete a membership form, and the Board shall gather contact information for the sole purpose of communications regarding Association projects and business, shall hold this information in confidence, and shall not share this information with any outside person, organization, or government agency except as required by law, unless such sharing is explicitly approved by the Member.

ARTICLE III: OFFICERS AND ELECTIONS

- Section 1** SARNA shall be governed by a Board of Officers ("Board" and "Officers") consisting of an odd number that is at least 3 and no more than 7 Officers who serve the Association as volunteers, and shall include a President, Vice-President, and Secretary/Treasurer, and may include, as determined by existing Officers, other Officer positions, each of whom must be a voting Member of the Association, as defined in Article II, shall serve a two-year term, is eligible for re-election, and may serve a maximum of 2 (two) consecutive terms in the same officer position.
- Section 2** Detailed Officer duties will be decided by the Board, but basic duties shall include:
- (a) President drafts and disseminates an agenda for Board and General meetings, facilitates or appoints someone to facilitate the meetings, appoints a person to perform the functions of an officer absent from the meeting, appoints Members to perform specific duties on behalf of the Association, and represents the Association in meetings with the government and other organizations;
 - (b) Vice-President assists the President and other Board members and performs all duties of the President in her or his absence;
 - (c) Secretary records and disseminates minutes to all meetings, sends official correspondences, sends notices to the members, creates means by which people and organizations can communicate with the Board, and performs the duties of the Treasurer if no such officer is elected;

(d) Treasurer maintains records of funds, deposits funds into a legitimate banking institution and dispenses funds in accordance with Association business, retains documentation of revenue and expenses, and provides financial reports to the Board, Members at the Annual Meeting, and the Neighborhood Council.

Section 3 Officers shall decide amongst themselves which Officer shall serve as the Association Delegate to Neighborhood Council meetings.

Section 4 Members may nominate themselves or others for Officer positions, and Officers shall be elected at the Annual Business meeting by all present voting members and absentee votes received by the Board prior to the meeting, with majority vote deciding each vote winner, and where a run-off of the top two candidates is held in the event no candidate gets a majority.

Section 5 The Board may appoint interim officers to serve until the next election should a vacancy or the need of a new officer position arise. The Board may appoint an interim or proxy Officer in the event of temporary absence of an Officer.

ARTICLE IV: GOVERNANCE

Section 1 The Board shall carry out the Purpose of the Association, as delineated in Article I, and in such a capacity may communicate with agencies and organizations on behalf of the Association, schedule and direct activities and events, form and dissolve committees as needed, appoint representatives or liaisons with other organizations, recommend to the Association the hiring of outside experts, establish the budget and approve expenditures not voted on by the members, interpret the By-laws, and create policies that do not contradict these By-laws.

Section 2 The Board shall meet as often as necessary to carry out Association business; a simple majority of the Board shall constitute a quorum for doing business at Board meetings; Officers may attend through electronic means; each member shall be entitled to one vote; and a simple majority of the voting Board members shall carry the vote.

Section 3 The Board may act as a conduit to resolve neighborhood problems, particularly on a City level, and will keep the Members informed of such efforts.

Section 4 Board members shall make every effort to give accurate, substantiated, and balanced communication to the Members, and no Officer shall represent her or his personal opinion as that of the Association.

Section 5 Should the need arise, the Board may act as an Executive Committee to take action in the name of and on behalf of the Association.

ARTICLE V: ANNUAL BUSINESS MEETING AND GENERAL MEETINGS

Section 1 The Association will hold one Annual Business meeting within the first 3 months of each year in which officers may be elected, dues voted on, the financial report presented to the Members, and Amendments to the By-laws considered.

Section 2 General Meetings of the membership may be called by the President, the Vice President, or the Board, or at the request of five (5) voting Members of the Association, and shall be announced to Members at least one week prior to such meeting, except in the case of

emergency meetings that are called with an identified and time-sensitive purpose and may provide less notification.

Section 3 As is practical, a meeting agenda will be circulated to members before the meeting.

Section 4 Decisions shall be made by simple majority of present voting members. Absentee votes received in writing (electronic or hard copy) by the Board prior to the Meeting will be accepted for topics that are officially circulated prior to the meeting. Copies of the written vote must be presented at the meeting. For topics and votes that emerge during the meeting, no absentee votes will be accepted. No proxy voting shall be permitted on any vote. The quorum for a general meeting is a minimum of five general members and a minimum of one officer or officer proxy appointed by the Board or President.

Section 5 While the Association recognizes that some issues will be contentious, Members also agree to adhere to civility and fairness during meetings. On all topics, the President or presiding officer will make a concerted effort to give every voting Member time to present her or his position, and on contentious issues this may require a more formalized time limit on speakers' presentation. If a Member or other attendee is disruptive, rude, offensive, or insulting and refuses to curtail the disruptive behavior after a verbal request, the President or presiding officer may dismiss the person from the meeting.

ARTICLE VI: AMENDMENTS

Section 1: These By-Laws may be amended by a 2/3 vote at the Annual Meeting, with each voting member and each Officer having one vote.

Section 2 As is practical, amendment proposals will be solicited and proposed amendments will be circulated to members a week or more before the meeting.

Section 3 Approved Amendments will be communicated to members via mail, email, web posting, and/or other electronic communication.

ARTICLE VII: DISSOLUTION

Section 1: In the event the SARNA becomes inactive or dissolves, all monies in the general fund shall be distributed to a tax-exempt, community-oriented institution or organization approved by a majority of Members present at the time of dissolution.