

GREATER FULLERWOOD NEIGHBORHOOD ASSOCIATION BY-LAWS

Article 1: Name and Purpose

Section 1. The name of the association is "Greater Fullerwood Neighborhood Association." Also known by the acronym "GFNA."

Section 2. GFNA will represent the interests of all neighborhood residents, homeowners, and businesses for the purposes outlined below. Neither the GFNA Board nor any individual member is authorized to speak on behalf of or take a position on any matter in the name of the Association or the Neighborhood, except for decisions decided by majority vote.

The purpose of this association:

- a) To encourage and promote a sense of community by getting to know one another as neighbors.
- b) To offer a welcoming venue, informing and helping all residents without exception take part in our neighborhood affairs.
- c) To be a voice for our common neighborhood interests by acting as a liaison with governmental bodies, institutions, schools, and businesses in and around our neighborhood. To work with other neighborhood associations on common concerns and goals.
- d) To encourage, seek and facilitate vigorous citizen participation in all issues affecting our neighborhood, including land use, zoning changes, traffic patterns, and street modifications.
- e) To promote neighborhood security by knowing our neighbors and their concerns, providing phone numbers and emails to alert each other of potential problems, and to work with the local police to maintain a safe and secure neighborhood.
- f) To foster community spirit and camaraderie by organizing annual meetings and social events.
- g) To create awareness and appreciation of our history, preservation, archeology and cultural resources in our neighborhood; to promote pride in our neighborhood, and to be an example to other neighborhood associations within the City of St. Augustine.
- h) To actively seek ideas, suggestions and participation to improve our effectiveness.
- i) To recognize our stewardship of our neighborhood, the generations who came before and those who will come in the future.

Section 3. This association is and will remain a nonprofit organization. No part of the net earnings will profit any member.

Article 2: Membership and Voting

Section 1. The boundaries of the GFNA are – Bordered to the West by San Marco Avenue, both the east and west sides; to the East by the Marsh Line; to the North, up to but not including Las Palmas, and to the South by Macaris Avenue.

Section 2. Full voting membership in this Association is 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 Article 2, Section 1. Eligibility for membership will be determined by the Board.

A business or organization will have only one voting member, no matter how many non-residential representatives attend a meeting. No person will be permitted more than one vote, no matter how many parcels or businesses they own or operate within the neighborhood. People who are not voting members may attend meetings and may contribute to the orderly discourse.

When a vote is required in matters of neighborhood importance, the secretary will distribute email or paper ballots. Members will have no less than 10 days and no more than 21 days from the date ballots are distributed to vote. Electronic and ballot voting results will be communicated electronically to the entire membership within five days of vote closing.

Article 3: Governance

Section 1. The elected members of the board will govern GFNA. Association members are encouraged to contact a Board member at any time about neighborhood issues. The Board can act to help resolve problems neighbors are having, particularly on a city level.

The Secretary of the Board will inform the membership of activities and other matters requiring the attention of members by email.

Section 2. The Board will have four officers: a President, a Vice President, a Secretary, and a Treasurer. Officers can recruit association members to serve as “Board Members at Large” with a maximum of two Board Members at Large.

When elected to office, the Board members will serve for one year. If re-elected, they may serve no more than two consecutive terms in that office. After two terms, that member may serve on the Board in another office but must wait at least one year before running for the original office.

Section 3. To be eligible for office, a person must be a voting member of the Association.

Section 4. A simple majority vote of the membership will make decisions for the Association.

Section 5. Board members will serve without compensation.

Section 6. The responsibilities of the Board include:

- a) Carrying out the mission of the Association as stated in Article 1, Section 2.
- b) Making recommendations to the membership on neighborhood issues.
- c) Communicating with the membership on issues affecting the Association.
- d) Representing the Association in public forums and in negotiations with public officials, institutions, or businesses on issues that affect the Association.
- e) On public policy issues affecting our neighborhood, positions of the Association will be determined by a vote upon full membership as stated in Article 2, Section 2.
- f) Recommending any persons or organizations to be hired by the Association to the general membership for a vote.
- g) Appointing all committees that will be open to any member wishing to serve and dissolving committees when they are no longer needed.
- h) Interpreting these by-laws.

Section 7. The President will preside at all meetings of the Association. The President will serve as the primary representative of the Association at public meetings. The President's address is the official mailing address of the Association.

Section 8. The Vice President will perform duties assigned by the President or Board and will be the presiding officer in the President's absence.

Section 9. The Secretary will keep a record of the minutes of membership meetings. If not present, the duty of taking minutes must 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. In the event the Treasurer is unable to carry out the duties listed in Article 3, Section 10, the Secretary will be responsible for those duties.

Section 10. The Treasurer is responsible for all funds as needed. Funds will be deposited into an account in a recognized financial institution in the name of the Greater Fullerwood Neighborhood Association, with statements mailed to the address of the Treasurer. Checks may be signed, and funds dispersed on behalf of the Association, with statements mailed to the address of the Treasurer. Any Board member with a signature on file with the account may sign checks and deposit funds. All monies received will be delivered to the Treasurer, and the Treasurer will give a receipt. The Treasurer will annually provide reports of all transactions and prepare financial statements as directed by the Board. All financial records must be available for review upon request.

Section 11. Officers must decide among themselves on an annual basis which Officers will serve as the Association Delegate and Alternates to the Neighborhood Council.

Article 4: Committees

Section 1. A Nominating Committee of three members may be formed annually to submit names of members who would like to be considered for a Board position.

Section 2. 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.

Section 3. Membership in committees is open to Association members only.

Article 5: Meetings

Section 1. Membership meetings will be held February, May, and August. (Dates to be announced).

Section 2. Committee meetings to be held as needed, or as directed by the President or the Board.

Section 3. The Association's annual meeting will be its February meeting. Board elections will be held 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. Such meetings will be announced by email at least 10 days in advance.

Article 6: 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 will also be the fiscal year.

Section 2. The GFNA Officers will make its annual report each year to the general membership at its annual meeting.

Article 7: 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 8: Amendments

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

Article 9: Dissolution

In the event that the Greater Fullerwood Neighborhood Association becomes inactive or dissolves, all monies in the general fund will 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 disbursed.

Version 1: 2/21/15

Version 2: 3/25/15 - typographic corrections only

Version 3: 2/15/18 By-laws Review Committee - Gina Burrell, Ralph Collinson, Elizabeth Balaschak.

Version 4: 08/08/2022 Updated by GFNA Board Members – Ted Mooney, Carol Metterhouse, Nicole Eubanks, Kelsey Kolisnyk, Nancy Bertogli.

Version 4 Revisions:

- Article 1. Section 2. Updated the bullet points. Added and goals to bullet letter c.
- Article 2. Section 2. Added and no more than 21 days from the date ballots are distributed to vote...ballot voting results will be communicated electronically to the entire membership within five days of vote closing.
- Article 3. Section 2. Added Officers can recruit association members to serve as "Board Members at Large" with a maximum of two Board Members at Large. Changed the officers' term of office from two years to one year.

Whole document revisions: Removed roman numerals and replaced with numbers, changed the font to Segoe UI, removed archaic language, added the acronym GFNA to replace the Association, removed the word shall and replaced with the word will,