

PROPOSED LNA Bylaws

Bylaws of Lincolnvile Neighborhood Association

Article I: Name, Purpose, and Philosophy

Section 1: The name of the association shall be Linconville Neighborhood Association (LNA)

Section 2: The purpose of this Association shall be:

- To encourage and promote a sense of community by getting to know one another as neighbors, and develop a venue to welcome, inform and integrate new residents onto our neighborhood;
- To encourage community unity and pride through social interactions, to actively seek ideas, suggestions and participation for the residential wellbeing of this community;
- To act as a vehicle for the dissemination of information to LNA from or by government agencies such as the city or the county which could affect land use, zoning, public safety, health, community ambiance, property values, budget, and security;
- To identify common concerns of the community through open and regular meetings;
- To develop and facilitate discussions with the Neighborhood Council of St. Augustine (NC), other Neighborhood Associations, our city, county, state agencies, and government officials or experts on topics of concern to LNA Members;
- To preserve, enhance and promote our neighborhood's unique heritage, historical structures and landmarks, architectural style, recreational and green spaces, streets, infrastructure, and public safety;

Section 3: The philosophy of this Association shall be:

- This association is and shall remain a non-profit organization. No Board member shall receive compensation for service, or benefit in any manner from the funding accrued from this association;
- The LNA shall not endorse political parties or specific candidates, but may oppose or support legislative or administrative changes in order to accomplish its purpose.

Article II: Membership

- A voting member shall be a property owner, business owner or a fulltime resident with at least a one-year lease who resides within LNA boundaries, be at least eighteen (18) in age, and have attended at least two (2) or more regular meetings within a two (2) year period;
- If membership dues are established by the Board, a voting member must be current with LNA annual dues;
- Members shall provide LNA with contact information (email addresses, mailing addresses, and emergency phone information) for the specific purpose of communicating information;
- Any published membership list will consist of names only;
- The Board shall hold all contact information in confidence;
- One vote per individual member. Members are required to be present at meetings to

vote. Except for election ballots as referenced in Article III Section 1.

Article III: Governance

- The purpose of the Board is to carry out the mission of the Association, to communicate, and make recommendations to the membership on issues, which might affect the community;
- The Board will make every effort to give accurate and balanced communication to the membership;
- No Board member or officer shall represent his/her personal opinion as that of the LNA membership. This action would be considered a violation of bylaws and would be subject to immediate removal by the Board.

Section 1: Elections Process:

- Sixty (60) days before the annual LNA membership meeting (“Annual Membership Meeting”) the voting membership will receive notification of the annual meeting date, and all particulars regarding nominations and volunteering for service on the board.
- Thirty (30) days before the Annual Membership Meeting election ballots, names, and resumes’ of those who have come forward shall be emailed and posted on the LNA website for review by voting members.
- Election ballots may be cast through mail, email response or cast physically during the Annual Membership Meeting.
- “Off the Floor” nominations shall be accepted on the LNA Annual Membership Meeting day, should the current board and membership feel it necessary to fill the required number of board members.

Section 2: LNA shall be governed by its Board of Directors (“Board”) elected by its voting members.

- To be eligible for office a person must be a voting member of the LNA;
- Partners or married couples may not serve during the same term;
- Nominations for office shall be limited to the voting membership list only;
- The Board may appoint an interim officer to serve until the next election should a vacancy develop;
- The Board may assign or reassign a board member to the Neighborhood Council as representative for LNA;
- The Board will consist of five elected members.
- The Board may act as an Executive Committee to take action in the name of the LNA if necessary.
- By-laws shall be interpreted by the Board.

Section 3: Board Officers:

- **President** shall preside in general and special meetings, will serve as the lead in association gathering, and be primary or proxy contact for NC, City, and Governing Agencies. President will be the second signature for Treasurer’s business expenditures.
- **Vice President** shall perform the President’s duties upon his/her absence. VP can also act as NC primary or secondary contact;
- **Secretary** shall be the official custodian of all records, provide a written summary of

- all board meetings and general LNA meetings, and communicate meeting agendas prior to scheduled membership meetings.
- **Treasurer** shall keep an account of funds and expenditures as they develop, will report to the Board as requested and to LNA membership a minimum of three times a year. The Treasurer shall be responsible for completion and filing of all government reports or forms on behalf of LNA as required by the NC and Ameris Bank.
 - **Membership Chair** shall be responsible for maintaining current membership contact list, maintain records of members' attendance, being a point of contact for members and the Board, and facilitating social events approved by the Board.
 - In the event that an Officer is not present to fulfill his or her duties, then the Board shall make arrangements so that all duties referenced in Article III Section 3 are fulfilled to the best of the Board's ability. Board may reassign duties among Officers, as needed.

Article IV: Committees and Appointments

- The Board is authorized to establish and dissolve committees and to appoint and remove committee directors. Committees shall be formed as needed for information gathering and or as decided by membership for projects or other business of welfare for the community. The selected committee/s will present findings to the board before presentations to the membership.
- The Board shall appoint a Sergeant-At-Arms (SAA) and a Sergeant-At-Arms alternate to maintain order at all meetings of the LNA. SAA's shall be familiar with and administer Robert's Rules of Order- Newly Revised (RR), if RR is requested by a Board member.
- The Board is authorized to appoint liaisons/delegates and other persons and organizations to serve the LNA.

Article V: Meetings

- The Board will hold a minimum of two (2) Board meetings during a calendar year held in a venue that is open for Members to attend;
- One (1) Annual Membership Meeting and a minimum of one (1) general membership meeting will held during a calendar year and shall be scheduled by the Board. The Annual Membership Meeting shall occur within the first three (3) months of the year;
- Items of concern or importance will be released to membership as they become available from the NC or other city sources through e-mail blasts and will be posted on the LNA Website;
- Reports of Board meeting actions will be communicated via email and posted on LNA Website as they develop.
- After the annual elections, an email will be distributed to LNA membership and the LNA website will be posted with the names of all elected officials, their contact information, and an updated membership list. (Names only)
- Robert's Rules of Order- Newly Revised will be used in LNA formal and informal meetings when requested by a board member.

Article VI: Quorum

- Bylaws can be amended only during the first annual membership meeting.

- Proposed bylaws changes will be circulated 30 days prior to membership voting.
- Notice of possible bylaws amendments shall be communicated via a web post and email blast to all voting members thirty days prior to the first annual meeting.
- Approved bylaws changes will be communicated via email and website postings to the membership.
- Bylaws may be amended by a 60% margin of vote.
- A simple majority of the Board shall constitute a quorum for doing business with each Board member having one vote.

Article VII: Dissolution

In the event the LNA becomes inactive or dissolves, all monies belonging to it after the satisfaction of its debts and accounts shall be donated to a community-oriented 501(c)3 or 501(c)4 charitable institution or organization in St. Augustine. A majority of the Board shall approve said institution or organization at the time of its dissolution.

Article VIII: Geographical Boundaries:

The LNA has adopted the Lincolnville Community Redevelopment Area (LCRA) boundary as its geographical area. Generally, the northernmost boundary is a block south of King Street, the eastern boundary is a block east of Granada Street until Bridge Street, then it follows Cordova Street and the eastern side of Lake Maria Sanchez, and the western boundary follows Riberia Street and includes all of the lands to the San Sebastian River from St. Francis Street around Dr. Robert B. Hayling Freedom Park and the Matanzas River.