

**2025 BY-LAWS FOR  
NORTH BUENA VISTA CIVIC ASSOC. INC.  
THIS ORGANIZATION SHALL BE KNOWN AS THE  
NORTH BUENA VISTA CIVIC ASSOC. INC**

**ARTICLE I    PURPOSE**

- A) To further the aims of civic pride in our community.
- B) To improve, develop, beautify and manage North Buena Vista Park.
- C) To promote and stimulate an interest in our community, i.e. neighborhood watch.
- D) To supervise activities and entertainment programs.

**ARTICLE II    DEFINITION OF CIVIC ASSOCIATION**

- A) Our civic association is a type of organization whose official goal is to improve our community through work by its volunteer members.
- B) To support county codes; I.E. county, building, health and animal control.
- C) No firearms are to be allowed on the premises, with exception of law enforcement officers.
- D) No smoking in the hall.

**ARTICLE III    MEMBERSHIP**

- A) Membership in the Community hall is limited to property owners and residents of the North Buena Vista Park who pay their quarterly or annual assessments for each property owned or rented.

- B) All members must be residents in North Buena Vista Park and be in good standing in order to use the hall. "In good standing" is defined as a member who pays their quarterly billing.
- C) No one under eighteen (18) is to be allowed in the hall without adult supervision.
- D) Honorary memberships (non-voting) are at the discretion of the Board of directors for outstanding services and dedication to the community.

## ARTICLE IV OFFICERS

- A) The officers of this association shall be President, Vice-President, Secretary and Treasurer One these should be a full time resident, when possible. Two of these shall elected on alternate years, if possible.
- B) All officers must be resident property owners and in good standing.
- C) All officers must be a resident for a minimum of five (5) months of each calendar year in North Buena Vista Park.
- D) The board can vote on emergencies by e-mail or by phone if the President deems it necessary.

## ARTICLE V BOARD OF DIRECTORS

- A) The Board of Directors shall consist of the four officers and a minimum of three (3) but not more than eight (8) directors. Residents in good standing can be a member on the board of directors only but must be a resident for a minimum of 5 months per year.
- B) The Board's function is to develop and review projects which must be submitted to a general membership for a vote.
- C) The Board of Directors shall meet prior to each month's Civic Association general meeting or at the call of the President.
- D) Directors shall serve a term of two (2) years with four (4) being elected each year. A Director may be re-elected.
- E) Directors responsibilities shall include but not be limited to the following:
  - Attend all meetings, in person or through unforeseen circumstance a conference call may be used.
  - Officers and Board of Directors shall have the authority to appoint a new member to the Board when a vacancy occurs due to death, illness or resignation and must do so at the next regular meeting. The hours of the hall will be determined by the Board of Directors.

Any board member who misses three (3) consecutive meetings will be considered resigned from the board, unless absence is due to medical or family emergency.

## ARTICLE VI MEETINGS

- A) Regular meeting shall be held on the first Monday of each month at 7pm from November to April with the exception of National Holiday and in the month of November due to local or national elections which will be changed to the 2<sup>nd</sup> Monday.
- B) Special meetings may be called at any time by the President. Resident property owners may request a special meeting to be called by the President.
- C) Anyone wishing to address the board during a bi-weekly board meeting needs to have prior approval of said meeting as well as subject matter. Approval is not needed for monthly Civic meetings.

## ARTICLE VII VOTING REQUIREMENTS

- A) Voters must be property owners in good standing. New members may be required to provide proof of ownership.
- B) Ownership shall entitle attending resident property owners in good standing to cast two (2) votes for each property he or she owns.
- C) Voting may be done by majority show of hands or ballot vote if the President deems it or a request for a ballot is made from the floor, a quorum of 15 members must be present in order to hold a vote.
- D) No one under the age of eighteen (18) years of age is allowed in the hall on election night.
- E) Members must be eighteen (18) or older at Civic Meetings to vote.
- F) President will appoint three (3) tellers to count the votes.
- G) Ballot count shall not be disclosed.
- H) Ballots shall be kept in a sealed envelope by the Secretary for one (1) year and then properly disposed of by burning or shredding.
- I) Non-Owner residents are allowed to vote on social issues but are not allowed to vote on financial issues.

## ARTICLE VIII ELECTION OF OFFICERS

- A) Those wishing to fulfill a position on the board, a signup sheet will be posted a month prior to the elections.
- B) Nominations may be made from the floor.
- C) All officers and directors shall be elected in March and shall be installed the first meeting in March. The new Officers and Directors shall assume their positions the first Board meeting.
- D) All officers shall serve a term of two (2) years or until their successors have been duly elected and installed.
- E) All officers may succeed themselves.
- F) All executive positions must have served as a Board of Director a minimum of one (1) year.

## ARTICLE IX DUTIES OF OFFICERS

- A) The President shall preside at all meetings of the Association and of the Board of Directors and may call special meeting when necessary.
- B) The Vice-President shall assume the duties of the President in his/her absence.
- C) The Secretary shall keep accurate minutes of all meetings, write all things proper to be written, keep all records open for inspection by proper authorities, keep and preserve Association records, keep a roster of the members and issue notices when required. The Secretary shall have custody of the Corporation Charter, By-laws and other legal documents. All secretarial papers shall be kept in a secure place in Holiday, Florida that has been approved by the Board of Directors.
- D) The Treasurer shall have custody of all monies, pay bills by order of the President with the consent of the Membership and render a just and true account of the same and shall deposit all the Associations funds in a bank designated by the Board of Directors for such purpose. Each activity (party, program etc.) must be reported separately. Every effort shall be made to obtain a bank account that will fulfil the needs of the Association without any costs or fees. Two (2) signatures will be provided for the bank. The Treasurer will sign along with the President. In the event of an emergency, the Vice-President will be the authorized signature. All treasurer papers shall be kept in a secure place in Holiday, Florida that has been approved by the Board of Officers.
- E) The Board of Directors shall engage a qualified bookkeeper/accountant to handle the books quarterly, including papers, and file all proper tax documents.
- F) The books shall be audited prior to the first meeting in March by an independent bookkeeper/ accountant.
- G) A reserve account will be set up for unforeseen repairs and maintenance to the hall. The annual contribution to be subject to approval by the Board of Directors.

## ARTICLE X COMMITTEES

- A) Programs: The Vice President will take on presidential responsibilities when the President is unavailable.
- B) Social Committee: comprised of three (3) officers and/or Directors and will be responsible for any active social program, including pot luck dinners, Thanksgiving, Christmas party, etc.
- C) Kitchen Committee: Shall oversee all functions involving kitchen activities including clean-up.
- D) Bingo Committee: Shall be all the officers and a Bingo Chairperson.
- E) Publicity Committee: Shall publicize Club Activities in the press, when feasible, edit a Newsletter to be available for every home in North Buena Vista Park and available at the Community hall in a blue box east of the building and by e-mail if possible.
- F) Building Committee: Shall be responsible to report necessary repairs and/or maintenance for the North Buena Vista hall to the Board of Directors.
- G) Special committees may be appointed by the President as is deemed necessary.

## ARTICLE XI COMMUNITY HALL RULES

- A) The hall is available for scheduled committee functions and business meetings.
- B) The hall may be rented or used, at the discretion of the Board of Directors, as long as it does not conflict with Committee functions.
- C) A security deposit of \$100. will be collected upon booking of the hall which will be returned to the renter if the hall is left in the same condition as it was found. If it needs to be cleaned, the deposit will be forfeited.
- D) If the hall is used by a resident member for profit (tickets being sold) a donation of \$120. is required. The resident must do their own set up and at the completion of their function, put the hall back to the way it was found.

## ARTICLE XII ORDER OF BUSINESS

- 1) Meeting called to order.
- 2) Meetings begin with an invocation and Pledge of Allegiance to the flag.

- 3) Roll call of Officers and Directors.
- 4) Secretary's minutes of previous meeting.
- 5) Treasurer's report.
- 6) Correspondence.
- 7) Bills.
- 8) Reports of standing and special committees.
- 9) Unfinished business.
- 10) New business: A maximum of 10 minutes per person to express their views on any given subject.
- 11) Committee reports of Women's Club, Bingo, Neighborhood Watch, and any other committees with information to pass on to the members.
- 12) Announcements.
- 13) Adjournment
- 14) If there is a speaker, he/she should be introduced at the discretion of the President.
- 15) Roberts Rules of Order will be followed when these By-Laws do not apply.

## ARTICLE XIII      ADD-ON PAST PRESIDENTS

Past Presidents will remain a sitting member of the Board of Directors for at least two (2) years.

## ARTICLE XIV      BY-LAW REVIEWS

The By-Laws will be reviewed at least once every five (5) years.



