



# POMPANO BEACH HIGHLANDS CIVIC IMPROVEMENT ASSOCIATION, INC.

## Highlands Boundaries

*From Dixie Highway to Federal Highway  
and from N.E. 54th Street to Sample Road*

P.O. Box 5788  
Lighthouse Point  
Florida 33074-5788

## BY-LAWS

### ARTICLE 1

#### NAME:

1.1 Pompano Beach Highlands Civic Improvement Association, Inc.

1.2 A non-profit association.

1.3 Purpose:

The purpose shall be to develop a maximum degree of Civic Pride and Cooperation among all residents of the area with the intent of improving their general welfare.

1.4 Boundaries:

Bounded by Sample Road on the south, 54th Street on the north, Dixie Highway on the west, and Federal Highway on the east.

## ARTICLE 2

### MEMBERS:

2.1 Qualifications for regular membership shall be confined to those residing within the Pompano Beach Highlands Civic Improvement Association, Inc. Boundaries, and are 18 years of age, owners and/or tenants. The Association will not become involved with landlord-tenant disputes.

2.2 Associate Members:

An Associate Member will be a non-voting person, someone who wants to be affiliated with our Association and work within our guidelines and who resides outside the Association boundaries.

2.3 Annual Dues:

Shall be at the rate of \$10.00 per year per household and \$6.00 for single head of household. Of these amounts, \$5.00 per household and \$3.50 per single shall go to the Newsletter Fund. Dues are from date of issue for one year.

2.4 Voting Privileges:

All members, 18 years of age or older whose dues are paid for the current year, shall be entitled to vote in any meeting. Only qualified members are permitted to vote. Members will hold up membership cards in a show-of-hands vote or will show their cards to receive a ballot when a secret vote is deemed appropriate. The Membership Chairperson may inspect any member's card prior to voting.

2.5 Nomination committee shall handle all absentee ballots.

2.6 QUORUM GENERAL MEETINGS:

Qualified members present at a general meeting shall constitute a quorum for transaction of business at all meetings.

2.7 QUORUM COMMITTEE MEETINGS:

A majority of the appointed members present shall constitute a quorum.

2.8 GRIEVANCE:

All Grievances shall be handled by the Board of Directors.

2.9 SUSPENSION OF MEMBERSHIP:

Any member in this Association who by irregular conduct at meetings that is objectionable to other members shall be summoned before the Board of Directors and advised of the reason for such action. Failure to correct the irregularity may result in written notification of suspension of membership. There shall be no refund of dues. No one shall use the Civic Association name to settle an issue with a neighbor, etc.

### ARTICLE 3

#### BOARD OF DIRECTORS

The Board of Directors shall be an eight (8) person body consisting of the President, Vice President, Secretary, Treasurer, Sergeant at Arms, and three (3) elected Directors. Each member of the Board shall serve on at least one of the standing committees, but may chair that committee.

3.1 HOW SELECTED AND ELECTED

A nominating committee of 3 to 5 members shall be appointed by the Board of Directors in October prior to the election of officers and directors. The committee shall select, qualify and procure the consent of suitable candidates for each elective position. To qualify for any office, a candidate shall have attended six (6) previous general meetings during the year. Candidates shall be present at the November meeting and indicate acceptance of nomination. If absent due to illness, a written acceptance of nomination may be submitted.

Nominations from the floor may be made and accepted under the same conditions at the November meeting. They must be qualified and seconded. Nominations to be closed at November meeting.

Election will be held during the December General Meeting. All members in good standing present will have one vote for each office being elected. Absentee ballots will be accepted in writing with proof of membership. Nominating committee will be responsible for counting all ballots with the assistance of the Sergeant at Arms.

### 3.2 LENGTH OF TERM

The President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, three Board of Directors shall be elected for the term of one (1) year.

### 3.3 VACANCIES ON THE BOARD

All officers and directors shall serve until their successors have been qualified and elected. Any vacancy in elective offices will be appointed by the Board of Directors to finish the term.

### 3.4 RECALL OF OFFICERS OR DIRECTORS

Any elected officer may be recalled and a successor elected by members present at a special meeting called for that purpose. Notice of the intent of such a meeting shall be given to all members at least ten (10) days before such action.

### 3.5 DUTIES OF THE BOARD OF DIRECTORS

- 3.5A President: Shall preside at all meetings, either general membership or Board of Director meetings. Approve all bills jointly with the Treasurer; maintain order; authorize special expenditures (that is, items not budgeted for) not to exceed twenty-five dollars (\$25.00) per month and one hundred dollars (\$100.00) in one term; perform any other duties normally assigned to the position. The President shall have membership on all committees.
- 3.5B Vice President: Shall preside at any meeting when the President is unavailable and shall perform any other duty assigned to the presiding officer when authorized by the President or Board of Directors.
- 3.5C Secretary: Shall keep the minutes of all General and Director Meetings, file them in a safe and secure manner; shall receive and discuss all correspondence with the President for appropriate action. All communications transmitting an action or decision of the Association shall be signed by the President, and initialed by the Secretary.
- 3.5D Corresponding Secretary: Shall be appointed by the Board of Directors to assist the secretary.
- 3.5E Treasurer: Shall receive all dues and other moneys and pay duly authorized bills. Bills in excess of seventy-five dollars (\$75.00) shall be

presented to the membership for approval before payment. An up-to-date financial report shall be given to each Board Member before the Board of Directors meeting. A verbal report will be given at the monthly general membership meetings and filed with the Secretary's report. Prior to the inauguration ceremony, the records of the Treasurer shall be reviewed by a committee of three (3) or more members.

3.5F Sergeant at Arms: Shall assist in maintaining order. Shall have the authority to ask anyone who is disruptive to leave the premises. Also assist in vote counting.

3.5G Board of Directors: Shall assist in orientation of new officers and directors and the carrying out of their duties; be responsible for providing a historical background of board decisions during their tenure for the purpose of continuity within the organization. Shall authorize action not otherwise delegated and shall authorize any special expenditures (that is, items not budgeted for) in excess of twenty-five dollars (\$25.00) per month and not to exceed two hundred dollars (\$200.00) per year. Expenditures in excess of this limit shall be referred to a vote of the General Membership.

This being a non-profit organization, no member of the Board of Directors shall receive any remuneration in any form for services performed as an Officer or Director. This shall not prevent the recompense of legitimate expenses incurred in performance of authorized functions.

## ARTICLE 4

### COMMITTEES:

Any necessary committee can be appointed at any time for any purpose and for such period as the presiding officer or board shall decide. All committees shall submit it in a written report at the discretion of the board of its progress. A verbal report shall be given at the general meetings. All committees shall prepare a written budget or plan of action. Each committee shall have three members.

#### 4.1 Standing Committees:

4.1A Membership: Shall be responsible for encouraging membership and acquainting new residents with this Association; providing a list of any special abilities of new members that may be of value to the Association;

introducing new members at general meetings and providing them with a copy of the Constitution and Bylaws. Membership shall be responsible for the collection of dues and issuance of Membership Cards.

- 4.1B Equipment: Shall be responsible for the maintenance of all property under supervision of the Association. They shall provide such instruction as may be needed for the proper use and maintenance of all equipment.
- 4.1C Program and Entertainment: Shall arrange for speaker, entertainment and all features incidental to meetings and social activities.
- 4.1D Beautification Committee: Shall promote property care and improvement by owners and/or tenants. Chairman shall present a "House of the Quarter" certificate (framed) at the first monthly meeting of each quarter, and, if possible, to have the winner present. This award may be issued to anyone living within the Civic Improvement Association boundaries. The Association shall install a "house beautiful" sign on each such property, to be displayed for one quarter.
- 4.1E Complaint Committee: Shall receive written complaints. Complaints shall be documented and brought before the Board of Directors and then forwarded to the proper authority. They will follow up for disposition and report back to the Board of Directors of all actions taken. This committee shall be comprised of the entire Board of Directors.
- 4.1F Parks & Recreation Committee: Promote regular contact with the County Parks and Recreation Division. Goals will be to observe conditions and activities in our park areas. Develop ideas and programs with the County within our area.
- 4.1G Fundraising Committee:
- 4.1Ga General Fund: Provide funds for the General Fund to finance the normal activities of the Association. This committee shall be comprised of the entire Board of Directors.
- 4.1Gb Committee Funds: Each committee to be responsible for coordinating the fundraising of its project with the fundraising committee. A record will be kept of all income and expense, and filed with the Treasurer. Any committee that ceases will have its funds forwarded to the General Fund.
- 4.1H Public Relations Committee: Relations of the Association with the general public through publicity. Goals will be to publish a regular Association

Newsletter to our membership area, and contact the local news media about important events or happenings regarding our Association.

- 4.1I Government and Zoning Committee: Shall observe all civic, political or legal activities that may affect the welfare of this Association and its community, and bring such information to the attention of its chairman. This committee shall be comprised of the entire Board of Directors.
- 4.1J Sunshine Person: Shall send cards to persons upon being informed by general membership of illness or death.

## ARTICLE 5

### SCHEDULE OF MEETINGS

5.1 Regular Meetings:

Shall be held on the first Thursday of each month at 7:30 p.m.

5.2 Annual Meetings: To elect officers and directors:

Shall be held on the first Thursday of December. Elected officers will be installed at the January meeting.

5.3 Special Meetings:

May be called by the President, Board of Directors or by a written petition of twenty (20) members. Notice shall be given at least ten (10) working days before the meeting. All meetings shall be held at Highlands Community Center unless notice is posted in advance with the change of location, including address and directions.

## ARTICLE 6

### CONDUCT OF MEETINGS

6.1 Conduct and Rules:

The primary rule of conduct shall be courtesy and good sense. Technicalities may be resolved by "Roberts Rules of Order" insofar as they do not conflict with the Bylaws of the Association.

6.2 Members:

Shall not address the meeting for more than five (5) minutes except by special permission of the presiding officer.

6.3 Non-Members:

Shall request permission of the presiding officer before addressing the meetings.

6.4 Motions:

When a motion has been made and seconded, it shall be discussed. If further information or advice is needed to act upon this motion then it can be tabled. In such cases, the presiding officer shall refer the motion to a committee for further study and report at the next regular meeting. If referred or tabled, it shall become unfinished business of the next regularly scheduled meeting.

6.5 Amendments:

Proposed amendments shall be offered and discussed by a member in any regular meeting. Such amendment requires a second reading at the next monthly general meeting followed by a vote of the membership present.

## ARTICLE 7

### LOCAL, STATE, AND NATIONAL GOVERNMENTS

7.1 Offices Recommendation:

No formal action shall be taken to approve or disapprove the candidacy of any person for partisan political office.

7.2 Legislation:

Will be handled same as 7.1.

No part of these Bylaws shall discriminate against any person because of race, sex, color, religion, national origin, physical or mental handicap.

These By-Laws are corrected to September 1998.