



**NORTH ANDREWS NEIGHBORHOOD ASSOCIATION, INC.
A FLORIDA NOT FOR-FOR-PROFIT CORPORATION #N47804**

**Established in 1959 as Brentwood Estates Civic Association (BECA)
Name changes in 1992 to include our current boundaries**



FLAG OF STATE OF FLORIDA

BY-LAWS

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SEAL OF STATE OF FLORIDA

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**BY-LAWS
OF THE
NORTH ANDREWS NEIGHBORHOOD ASSOCIATION**

ARTICLE 1. ABBREVIATION AND BOUNDARIES:

N.A.N.A. will be used to denote the North Andrews Neighborhood Association, which includes the neighborhoods of Collier Estates, North Andrews Gardens, North Andrews Terrace and Patterson Park.

ARTICLE 2. PURPOSE:

To inform and educate the members about current events that impact our neighborhoods lifestyle. To further the civic and social improvements and to protect and preserve our property values and lifestyles of the North Andrews Neighborhood of Broward County, Florida. N.A.N.A. shall be non-sectarian and non-partisan.

ARTICLE 3. MEMBERSHIP:

Section A. Membership in N.A.N.A. shall consist of residential property owners, home owners, and residents of the neighborhoods of Collier Estates, North Andrews Gardens, North Andrews Terrace, and Patterson Park.

Section B. Members in good standing are those whose dues are paid to date.

ARTICLE 4. DUES

Section A. The annual dues shall be set by the Board of Directors using a flat rate per person.

Section B. The period for payment shall be from January 1 through December 31. Dues paid on or after September 1 shall be good for the balance of the current year and for January 1 – December 31 of the following year.

Section C. The dues monies shall be directed to the treasurer and not be set aside but shall be included in the general fund to be used for the benefit of N.A.N.A.

Section D. Membership in N.A.N.A. shall be automatically suspended if dues are not paid by December 31.

Section E. No dues shall be refunded to any member whose membership terminates for any reason.

ARTICLE 5. FUNDS:

All funds shall be deposited in a bank approved by a majority of the Directors.

ARTICLES 6. MEETINGS:

Regular monthly meetings of N.A.N.A. shall be held on the third (3rd) Thursday of every month. If the date designated falls upon a legal holiday the meeting shall be held on the following Thursday. Notice of meetings shall be communicated to the members in the newsletter.

ARTICLE 7. SPECIAL MEETINGS OF N.A.N.A.:

May be called by the President or the Chairperson of the Board at the President's or the Board's discretion. Then the President/Chairperson must call a special meeting to consider a specific subject and all members must be notified. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

ARTICLE 8. CONDUCT OF MEETINGS:

Meetings shall be conducted according to ROBERT'S RULES.

ARTICLE 9. ORDER OF BUSINESS:

The order of business shall be as follows at all meetings of the members of N.A.N.A. The chair without debate shall declare any questions as to the priority of business. All questions, the manner of deciding, which is not otherwise prescribed, shall be decided by a majority vote.

- Call to Order
- Salute to the Flag
- Roll Call and Presentation of the Minutes
- Treasurer's Report
- Director's Report
- Standing Committees*
- Special Committees*
- Unfinished Business
- New Business
- Nominations or Elections*
- Welcome New Members
- Good and Welfare of N.A.N.A.
- Adjournment

* Reports will be given as needed.

ARTICLE 9.1 VOTING AT N.A.N.A. MEETINGS:

Section A. Eligibility: Each member in good standing as defined in Article 3 shall be entitled to one vote on matters of business affecting N.A.N.A.

Section B. No person may solicit any type of vote, whether on matters of N.A.N.A. business or elections, without the written permission of N.A.N.A., nor may the N.A.N.A. name be used in any type of solicitation without the written permission of N.A.N.A...

ARTICLE 10. OFFICERS:

Officers shall be President, Vice President, Secretary, Treasurer and Sergeant-at-Arms. The Board of Directors shall consist of seven (7) members.

ARTICLE 11. NOMINATIONS:

A search committee consisting of five members in good standing shall be appointed by the President at the September meeting of N.A.N.A., said committee to present a list of interested candidates at the October meeting. Members in good standing may make nominations at the October meeting.

ARTICLE 12. ELECTIONS

Section A. Date: There shall be an election each year at the November meeting.

Section B. Eligibility: A candidate for Officer or Director must meet the following requirements:

- (1) A candidate cannot be a member of another homeowner's association.
- (2) Candidate must be a resident of one of the N.A.N.A. neighborhoods as described in Article 1.
- (3) Candidates must be a member in good standing of N.A.N.A. as defined in Article 3 for at least three months prior to the nomination meeting in October (the third Thursday in July)

Section C. Voting: Each member of N.A.N.A. in good standing as defined in Article 3 shall be entitled to one vote, with a majority required for election.

Section D. Election procedure:

- (1) Prior to the election, N.A.N.A. shall prepare paper ballots with the names of all candidates and write in space for additional candidates who may be nominated the day of the election that qualifies under Section B. (1.) (2.) and (3.) Only votes submitted on these ballots shall be valid. No other matter of business requiring a vote, other than the election, shall be included on the ballot.
- (2) At the election meeting, ballots shall be distributed to N.A.N.A. members in good standing, and voting shall be conducted at the meeting.
- (3) In accordance with N.A.N.A.'s Articles of Incorporation, there is no provision for absentee or proxy voting.

ARTICLE 13. TERM OF OFFICE:

The aforesaid officers shall be installed at the December meeting each year. Three (3) or four (4) directors elected alternate years shall serve a term of two (2) years. All officers shall serve a one (1) year term.

ARTICLE 14. VACANCIES:

The Board of Directors shall fill vacancies caused by resignation or otherwise for the unexpired term.

ARTICLE 15. DUTIES OF OFFICERS:

All Officers and Members of the Board of Directors shall act in an appropriate manner in all matters that concern N.A.N.A. No Officer or Director shall offer the name of N.A.N.A. to be used in any function or event without prior written approval of such activity by the Board. If any Officer or Director violates this directive, or any of the listed duties and powers that follow, then the Board at its discretion has the authority to take the appropriate action.

The duties and the powers of the officers shall be as follows:

Section A. President: The President shall preside at the meetings of N.A.N.A. and shall be a member ex-officio of all committees except the nominating committee. The President, in the absence of the Secretary, may appoint a Secretary Proterm. The President shall also communicate to N.A.N.A. or the Board of Directors such matters, and make such suggestions as may, in his or her opinion, tend to promote the prosperity and welfare, and increase the usefulness of N.A.N.A. and shall perform such other duties as are necessary or incidental to the office of the president of N.A.N.A.

Section B. Vice President: The Vice President will be in charge of the monthly program and preparing the agenda for those meetings. In case of the absence of the President or of his/her inability to act, the Vice President shall perform the duties of that office.

Section C. Secretary: It shall be the duty of the secretary to make audio recordings of meetings, keep written meeting minutes in the same general format as the meeting agenda, and retain both for five (5) years from the date of the meeting. The Secretary is also to notify all members of meetings, handle all correspondence, keep on file all papers relating to the business of N.A.N.A. and provide all minutes, records, papers and any other documents pertaining to N.A.N.A. business to the President or Board of Directors upon written request.

Section D. Treasurer: It shall be the duty of the Treasurer to keep a correct account of all receipts and the disbursements of monies and shall pay all bills. All checks drawn on N.A.N.A. greater than one hundred dollars (\$100.00) shall bear any two of the following officer's signatures: President, Vice President or Treasurer. No funds of N.A.N.A. greater than one hundred dollars (\$100.00) shall be withdrawn or transferred from the general fund without the approval of a majority of the Board of Directors. A written report shall be rendered at each regular meeting of all receipts and disbursements and upon request, books submitted to the President or the Board of Directors. The office shall not be declared vacant or a successor shall not take office until the books have been audited and approved by the Board of Directors.

Section E. Sergeant-at-Arms: The Sergeant-at-Arms shall attend all meetings of N.A.N.A. and shall be subject to the order of the President during the meetings and preserve order.

Section F. Board of Directors: The affairs, business concerns, maintenance and supervision of real and personal property of N.A.N.A., including sponsoring and approval of an annual audit of the financial records, shall be vested by the Board of Directors. The seven (7) members of the Board of Directors shall elect a Chairperson and hold monthly meetings prior to the regular meeting. It has the power to hold other meetings at such times and places as they may deem proper. The Chairperson shall notify each member at least twenty-four (24) hours in advance of any meetings, except upon the unanimous consent of all members of the board. The Board of Directors shall elect a Vice Chairperson, to perform the duties of the Chairperson in the event of the Chairperson's temporary absence, illness, resignation or inability.

ARTICLE 16. COMMITTEES:

The president shall appoint chairpersons for each of the following committees:

Beautification,
Special Events,
Local Affairs,
Membership,
Public Relations, and
Fundraising

Each chairperson shall designate his/her committee.

Section A. Duration: Chairpersons and members of standing committees shall serve for the calendar term but may be replaced by the President upon written notice to the member to be replaced.

Section B. Special Committees: The President may also appoint special committees and they shall serve at the pleasure of the President.

Section C. Quorum: A majority of the members of a committee shall constitute a quorum.

Section D. Standing Committees' Projects and Activities: The Board of Directors must approve major committee projects.

Section E. Beautification: Monitor the appearance of the neighborhood and promote programs that enhance that appearance. Homeowners whose property is below the average of the area should be brought to the attention of the board, which shall decide the appropriate action.

Section F. Special Events: This committee shall plan and organize small events to attract members to meetings and larger special events that bring the neighborhood together and benefit the quality of life in the neighborhood. They should offer activities for the children and support N.A.N.A.'s treasury and/or community efforts.

Section G. Local Affairs: Shall keep abreast of local issues affecting N.A.N.A., like traffic and road concerns along with code and zoning services, and bring those issues to the attention of the President and/or the Board of Directors. This would include attending meetings of civic groups N.A.N.A. may be a member of and promoting groups which work towards the betterment of our area.

Section H. Membership: Shall promote membership on a regular basis, have a member table to sign in new members at every event, keep accurate lists of dues-paying members and issue membership cards each year. The committee should also maintain an active list of volunteers.

Section I. Public Relations: The committee shall publish a newsletter and keep the residents and the public informed about our activities, including placing notices and ads in the "Sun-Sentinel", preparing posters, flyers and signs along with the appropriate distribution to publicize our events. The Board of Directors has the right of review for all publications.

Section J. Fundraising: The Fundraising Committee shall organize and promote fundraising activities for N.A.N.A. on a regular basis.

ARTICLE 17. RESIGNATIONS:

A member may resign by filing with the Secretary a written statement to that effect signed by such member. The resignation shall take effect immediately upon request and acceptance thereof. Ratification by the membership is not necessary. All property of N.A.N.A. must be returned to an officer immediately upon cessation of good standing.

ARTICLE 18. AMENDMENTS:

No part of these by-laws shall be altered, suspended, or replaced unless a proposal to that affect is submitted in writing signed by three (3) members in good standing. At the third (3rd) meeting thereafter, having been read at the two previous meetings, the members of N.A.N.A. having been fully notified in writing thereof, if two-thirds (2/3) of the members present vote in favor of the amendment it shall be adopted.

ARTICLE 19. ATTENDANCE:

If any elected Officer or Member of the Board of Directors is absent from **four (4) meetings** during a calendar year (General Meetings for Officers or Board Meetings for Directors) the Board at its discretion shall be empowered to terminate the violator's position after hearing any and all reasons for the absences.

If the Board decides by majority vote to terminate the offender from their office the decision is final and a replacement shall be selected as per **Article 14, VACANCIES**

**LAST AMENDED
Nov. 16, 2006**