

BY-LAWS  
OF  
Palmetto Beach Community Association, Inc.

ARTICLE I  
NAME, PURPOSE, AND MISSION

SECTION 1. NAME

This organization shall be known as the Palmetto Beach Community Association, Inc. (PBCA).

SECTION 2. PURPOSE

The purpose of this association shall be to:

(a) Foster interest among its members in civic, economic, educational, cultural, recreational, and environmental conditions in Palmetto Beach and its adjacent areas.

For purposes of this organization, Palmetto Beach is defined as that area bounded by Adamo Drive on the North, Tampa City Limits on Causeway Blvd, and McKay Bay on the South, Ybor Channel on the West, and McKay Bay on the East.

(b) Inform its membership of public issues impacting Palmetto Beach, including but not limited to zoning, transportation, sewer, water, and drainage.

(c) Network with other organizations for cooperation and information.

SECTION 3. MISSION

PBCA is committed to building connections throughout the community, fostering neighborhood pride, and improving the overall quality of life for all residents. By protecting the natural beauty of the neighborhood, preserving its unique history, and promoting responsible economic opportunities that will light the way for the future, the PBCA hopes to ensure the vitality of the Palmetto Beach neighborhood.

Objectives:

1. To ensure the safety of all residents.
2. To be a voice for Palmetto Beach in the wider City of Tampa, Hillsborough County, and the Tampa Bay area.
3. To promote civic pride.
4. To promote economic growth.
5. To promote environmental integrity.
6. To preserve the unique history and rich culture of the neighborhood.

ARTICLE II  
MEMBERSHIP AND DUES

SECTION 1. MEMBERSHIP

Membership shall be limited to those having immediate interest in promoting the purpose, mission, and objectives of the Palmetto Beach Community Association.

A member shall be a current, dues-paying individual.

SECTION 2. CLASSIFICATION OF MEMBERSHIP

- (a) Resident: Member who resides in Palmetto Beach, is over the age of 18 and has voting privileges.
- (b) Business: Member who holds a business license within Palmetto Beach and has voting privileges.
- (c) Property Owner: Member who owns property but does not reside in Palmetto Beach and has no voting privileges.
- (d) Junior Resident: Member who resides in Palmetto Beach, is under the age of 18 and has no voting privileges.

SECTION 3. DUES

The dues for all classes of membership shall be established by the membership.

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ARTICLE III  
MEETINGS

SECTION 1. ANNUAL MEETING OF MEMBERS

An annual membership meeting shall be held during the month of November, normally at 6:45pm on the third Tuesday of the month. One purpose of this meeting shall be the election of Officers and Directors for the forthcoming calendar year. Notice of the time and place of the meeting shall be furnished each member at least seven (7) days previous thereto. Sample ballots and information about each candidate shall be furnished each member at least seven (7) days previous thereto. Members must be present at the annual membership meeting to cast votes for Officers and Directors. Voting by proxy shall be allowed if a member cannot attend the meeting.

SECTION 2. MEMBERSHIP MEETINGS

Meetings of members may be called by the President at any time on his/her own initiative or by the President or Secretary at the request of the majority of the Board of Directors. Notice of the meeting shall be furnished each member at least seven (7) days prior to the meeting.

### SECTION 3. MEETING AGENDAS

The agenda is a listing of items of business that will come before the meeting. The agenda for each meeting will be proposed by the Board of Directors and adopted at the beginning of each meeting. Items may be added or re-ordered prior to adopting the agenda.

### SECTION 4. ORDER OF BUSINESS

At all meetings of the Association, the order of business shall be as follows:

- (a) Call meeting to order and call the roll;
- (b) Determine if a quorum is present;
- (c) Adopt proposed agenda;
- (d) Read minutes of immediate prior meeting for information and approval;
- (e) Reports of Officers;
- (f) Reports of Committees, if any;
- (g) Correspondence Reports;
- (h) Elect Directors and Officers, if appropriate;
- (i) Unfinished business;
- (j) New business; and
- (k) Adjourn meeting.

### SECTION 5. MEETINGS OF THE BOARD OF DIRECTORS

At least quarterly meetings of the Board of Directors shall be held on the first Tuesday of the first month of each calendar quarter (i.e. January, April, July, and October). Special meetings may be called by the President anytime on his/her own initiative or by the President or Secretary at the request of a majority of the Board of Directors. Three (3) days notice shall be furnished each Director, and shall be deemed sufficient notice of such meetings.

Four Board Members would need to be present in order to pass a measure.

### SECTION 6. GENERAL

At the onset of each meeting, the Board of Directors will appoint a meeting Chairperson to chair the meeting.

At all meetings of the Association, the proceedings will be conducted in accordance with Roberts Rules of Order, if not otherwise specified in these By-Laws.

Decisions will be arrived at by the vote of a majority of the members present constituting a quorum. A quorum is defined as twenty (20) percent of the voting members. These By-Laws may be amended only by a minimum two-thirds majority vote of a quorum present at a meeting, after notification to the membership of the proposed changes to the By-Laws with seven (7) days notice.

ARTICLE IV  
ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. ELECTION OF OFFICERS

The Officers of the Association shall be elected at the annual membership meeting to serve in office during the following calendar year for two (2) years. The Officers will include a President, Vice-President, a Secretary, and a Treasurer.

The Officers will also serve during their term of office as ex-officio members of the Board of Directors.

Officers and Directors are permitted a maximum of 4 absences per year. Any above that without just cause may be reason for a possible recall.

The Board of Directors will govern itself as a whole in matters of absences. If the Board votes there is a problem with a member's absences they may hold a special meeting to decide the outcome.

SECTION 2. ELECTION OF DIRECTORS

The Board of Directors shall consist of three (3) Directors, in addition to the four (4) officers. To ensure some continuity these three (3) Directors shall be elected in a staggered fashion (two on even years and one on odd years), each to serve on the Board for a two-year period. A member of the Board must be a Resident Member.

All Board members shall be Resident Members. A minimum of five (5) Board members must be property owners. Two (2) Board members may be renters, but not necessarily.

SECTION 3. VACANCIES

If any vacancy occurs for any reason among the Board of Directors, the unexpired term of such vacancy shall be filled by a majority vote of the Board of Directors.

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ARTICLE V  
DUTIES OF OFFICERS AND DIRECTORS

SECTION 1. PRESIDENT

The president serves as spokesman for the Board of Directors in most matters relating to general association business. Like all officers of the association, the President has an affirmative duty to carry out the responsibilities of the office in the best interests of the association. Unless otherwise specified in governing documents, the president serves at the will of the board of directors and can be removed with just cause at any time by a unanimous vote of the other Board members.

SECTION 2. VICE-PRESIDENT

In the absence of the President, the Vice-President shall perform the presidents' duties. In the absence of both of these Officers, the Treasurer shall preside and assume the duties of President. The vice President shall also actively assist the President in the guidance and coordination of committee activities.

SECTION 3. TREASURER

The Treasurer shall collect and have charge of all receipts and monies of the Association, deposit them in the name of the Association in a bank approved by the Board of Directors, and disburse funds as ordered or authorized by the Board. He/she shall keep regular accounts of his/her receipts and disbursements, and submit an itemized statement at each membership meeting. The signature of the Treasurer and either the President or Vice-President shall be required on checks issued by the Association. The Treasurer shall also develop an annual budget with the Board of Directors, identify new expenditures, and call for a vote prior to disbursement of funds not previously in the approved budget.

SECTION 4. SECRETARY

The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, and shall submit these for approval at the subsequent such meeting. The Secretary shall oversee the distribution of notices for all meetings of the Association and Board, and shall perform such other duties as may be required by the President or the Board. The Secretary shall also maintain accurate membership records, maintain a record of all members and guests at meetings, and distribute correspondence.

SECTION 5. DIRECTORS

Directors shall serve on at least one (1) committee, and actively participate in the PBCA.

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ARTICLE VI  
COMPENSATION

Neither the Officers, Directors, nor members serving on committees shall receive any salary or compensation other than the necessary expenses approved by the Board of Directors for their services rendered to the Association.

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ARTICLE VII  
COMMITTEES

SECTION 1. TYPES OF COMMITTEES

There shall be two types of committee. Standing committees are those named in these By-Laws, are permanent, and represent continuing needs in the promotion of the purposes of PBCA. Special committees are those which are not listed in the By-Laws and may be formed either by a majority vote of the general membership or by the President with the Board of Directors.

SECTION 2. CHAIRPERSON APPOINTMENT

Chairpersons of committees shall be appointed by the President, with the approval of the Board of Directors. Members of the committees shall be appointed by the committee Chairperson.

### SECTION 3. CHAIRPERSON DUTIES

Chairperson shall have the authority to set committee meetings and deadlines. Chairpersons shall attend Board meetings as requested, communicate with the President on a regular basis, and provide a report about committee activities at each membership meeting. Committee Chairpersons shall report to the President. Committee findings and recommendations are to be presented to the general membership. Committee Chairpersons shall abide by these By-Laws and by any and all policies and guidelines established by the Board of Directors. Committee chairpersons shall attend Board meetings as requested by the Board.

### SECTION 4. STANDING COMMITTEES

Standing committees shall be as follows:

- (a) Beautification Committee: A committee whose purpose is to encourage the proper care and maintenance of properties through the enforcement of applicable building, zoning and minimum housing codes. This committee shall also serve as contact with the City on various beautification efforts.
- (b) Membership and Welcome Committee: A committee whose purpose is to increase awareness of and membership in PBCA. This committee shall also welcome new residents and business owners to the neighborhood.
- (c) Communications Committee: A committee whose purpose is to compile and publish the PBCA newsletter; to have oversight of the editing, publishing, and distribution of the newsletter; to manage the sales, content, and placement of advertising; to notify and communicate with the general membership about events of general concern; and to utilize other methods of communication (i.e. website) as requested by the Board of Directors.
- (d) Special Events Committee: A committee whose purpose is to organize and coordinate special events or activities undertaken by the PBCA; to enlist volunteers, donations and involvement by public/private and neighborhood sources to accomplish such activities; to publicize such efforts.
- (e) Neighborhood Crime Watch Committee: A committee whose purpose is to facilitate awareness of crime prevention activities, and facilitate communication between the neighborhood and Tampa Police Department.
- (f) Planning and Design Standards Committee: A committee whose purpose is to plan for the redevelopment of Palmetto Beach. This committee shall also protect Palmetto Beach as an area of historic significance, and promote the identity of the community.
- (g) 22<sup>nd</sup> Street Committee: A committee whose purpose is to improve and maintain the property owned by PBCA at 308 22<sup>nd</sup> Street, and promote business development in the 22<sup>nd</sup> Street corridor.
- (h) Elections Committee: The Election Committee shall consist of at least two members of the PBCA, of which one shall be a on the Board of Directors. The committee shall recruit candidates, compile the sample ballot, notice the election, and tally the election votes at the Annual Membership Meeting.