

BY-Laws

CLEARWATER NEIGHBORHOODS COALITION With changes as adopted in March, 2017

ARTICLE 1 Name and Purpose

Section 1 - This Coalition shall be known as the CLEARWATER NEIGHBORHOODS COALITION (herein after referred to as the "COALITION").

Section 2 - The purpose of the COALITION shall be:

- A. To provide a forum to gather and exchange information concerning common and unique goals and problems of neighborhoods and use the combined strength to achieve agreed upon objectives.
- B. To promote desirable development in Clearwater neighborhoods and to support civic and legislative efforts to effect such development.
- C. To assist public authority in policing and maintaining proper behavior within member neighborhood association areas.
- D. To serve as a conduit between the COALITION and local governments, and to monitor and make recommendations on governmental services to neighborhoods.
- E. To engage in such other activities as may be of benefit to the associations which comprise this COALITION.

ARTICLE II Communication With Members and the Public

Section 1 - The post office address of the COALITION shall be Post Office Box 8204, Clearwater, Florida 33758.

Section 2 - The COALITION will maintain a website at www.clearwatercoalition.org. At least three days prior to each meeting a current agenda and minutes from the previous meeting will be posted.

Section 3 - The COALITION will maintain an email address, which will be printed on its literature. That address will be: ClearwaterNeighborhoods@gmail.com, unless changed or modified by an action of the Board.

Section 4 - The COALITION will maintain an official database for the purpose of providing correspondence and notifications. Membership data, including lists of telephone numbers, and home and email addresses, shall not be sold and cannot be shared without prior authorization by the Board of Directors.

ARTICLE III Membership

Section 1 - Membership shall be open to any organized homeowners' association, or condominium owners' association located within the City of Clearwater.

Section 2- A membership shall remain in good standing and shall be entitled to all the rights and privileges of membership so long as such membership shall abide by the By-Laws, resolutions and payment of dues as herein provided.

Section 3 - Official membership recognition at a COALITION function shall allow for not more than two Representatives per association serving for a period as designated to the COALITION Secretary by the association member.

Section 4 - Each association shall have only one vote in the conduct of the affairs of the COALITION.

Section 5 - Membership is on a calendar year basis and shall be renewed upon payment of dues for the ensuing calendar year.

Section 6 - An Individual Membership shall also be open to any person who may reside within the confines of the City of Clearwater where there is no homeowners association or condominium association.

- A. To become an Individual Member, such applicant shall first be approved by a majority of the Board.
- B. An Individual Member shall avow his/her interest in the purposes of the COALITION, as stated on page one (1) of these By-Laws, in Article 1, Section 2.
- C. An Individual Member shall have voting privileges.
- D. An Individual Member shall be eligible for election to the Board of Directors.

ARTICLE IV Dues

Section 1 - Annual dues shall be set by the Representatives and shall remain in effect for the calendar year unless a revision is voted by the Board.

Section 2 - Annual dues shall be payable at the first COALITION meeting in January or at the initial date of membership.

ARTICLE V Directors and Officers

Section 1 - The business of the COALITION shall be managed by a Board of Directors.

Section 2 - Four (4) members shall serve as Officers of the COALITION - President, Vice President, Secretary and Treasurer, hereinafter called the Board of Directors

Section 3 - Each officer (member of the Board of Directors) shall be a Representative from a different neighborhood.

ARTICLE VI Election of Officers and Term of Office

Section 1 - As provided in Article V above, four (4) Representatives shall serve as Officers of the COALITION and shall be elected by a majority vote of the Board at the Annual meeting.

Section 2 - A slate of Officers shall be presented by a Nominating Committee at the COALITION meeting prior to the annual meeting. Nominations may be made from the floor at that meeting.

Section 3 - The term of each office shall be one (1) year with no more than three consecutive terms in the same office.

Section 4 - If a vacancy occurs among the Officers, such vacancy shall be filled for the unexpired term by a Representative elected by a majority of the Board present at their next meeting following the vacancy.

Section 5 - Any officer who misses three (3) consecutive meetings may be removed from office by a vote of the majority of the Board present at the meeting of the third absence.

ARTICLE VII Duties of Board of Directors

Section 1 - The President shall:

- A. Preside at all Board meetings
- B. Appoint such committees as the Board considers necessary.

- C. Be a member ex officio of all committees.
- D. Have the power to fill vacancies in the membership of any committee.

Section 2 - The Vice President shall act for the President during the latter's absence.

Section 3 - The Secretary shall:

- A. Keep the minutes of all meetings of the Board.
- B. Perform such duties as may be required by the President, Board or By-Laws.
- C. In the absence of the President and Vice President, act for the President.

Section 4 - The Treasurer shall:

- A. Be responsible for all monies of the COALITION and deposit these in the name of the COALITION in the depository approved by the Board.
- B. Disburse monies according to procedures authorized by the Board.
- C. Keep accounts of all receipts and disbursements.
- D. Submit accounts for annual audit or when required by the Board.
- E. Give a financial status report at each Board meeting and an annual report at the annual meeting.

Section 5 - Authorized signatures on checks shall be one of the following:

- A. The Treasurer
- B. The President
- C. Such officers as are alternatives designated by the Board.

Section 6 - The calendar year shall be the annual financial period.

ARTICLE VIII Duties and Powers of the Board of Directors

Section 1 - The Board of Directors shall:

- A. Have control of the affairs of the COALITION.
- B. Fix COALITION policies.
- C. Require such surety bonds as it considers necessary.
- D. Accept application for membership in the COALITION.
- E. Have the power to hold meetings.
- F. Have the power to recommend the establishment of committees to the President.
- G. Establish disbursement policies.
- H. Act on the Treasurer's recommendation for the depository to be used for COALITION funds.
- I. Cause to be made, at least annually, an independent audit of the accounts and funds of the Treasury.
- J. Cause to be prepared an annual budget for presentation at the annual meeting.
- K. Take all other proper and necessary steps to carry out the purposes of the COALITION and promote its best interests.

ARTICLE IX Committees

Section 1 - The President may appoint committees when necessary.

Section 2 - A majority of any committee membership shall constitute a quorum.

Section 3 - The President shall have the power to fill vacancies in the membership of any committee.

ARTICLE X Meetings

Section 1 - Meetings of the Board shall be held within the City of Clearwater. All meetings are open to any member of the COALITION and guests, but the conduct of business shall be by members only. (See Article III.)

- A. The time, location and frequency of meetings shall be set by the Board of Directors.
- B. Special meetings may be held at any time as required by the President, provided that three (3) days oral or written notice is given.

Section 2 - One third (1/3) of the members in good standing (Article III, Section 2) shall constitute a quorum.

Section 3 - If neither of the two (2) designated representatives to the COALITION can attend a meeting, a substitute can be named by their neighborhood association for that meeting.

Section 4 - The December meeting shall be considered the annual meeting.

- A. The order of business at the annual meeting shall be as follows:
 1. Report of the roll.
 2. Proof of notice of the meeting.
 3. Submission of the minutes.
 4. Treasurer's report.
 5. Receiving communications.
 6. Report of the officers.
 7. Report of the committees.
 8. Unfinished business.
 9. Note of new memberships and designated Directors.
 10. Election of officers.
 11. New Business.
 12. The above order of business may be altered or suspended at any meeting by the Board and any questions as to priority of business shall be decided by the President without debate.

Section 5 - All matters of parliamentary procedure covered by these By-Laws shall be regulated by the latest edition of Robert's Rules of Order.

ARTICLE XI Amendments

Section 1 - These By-Laws may be amended by a majority vote of the membership. Written proxies will be accepted.