

**BAY PINES ESTATES CIVIC ASSOCIATION
CONSTITUTION**

Adopted March 8, 1972



Article I. NAME AND TERRITORY

Section 1 The name of this organization shall be “BAY PINES ESTATES CIVIC ASSOCIATION”, hereafter referred to as the Association.

Section 2 The territory of this association shall be the area bounded on the west by the centerline of 100th Way North, on the south by the centerline of Bay Pines Boulevard, on the east by a line 100 feet east of 97th Way North, and on the north by the Pinellas Trail right out way.

Article II. PURPOSE

Section 1 – The purpose of this organization shall be:

- A. To promote a means of friendly association for the residents of this subdivision
- B. To participate in such undertakings as may be deemed to make for the well being of the members
- C. To work with the officials of Pinellas County in eliminating unkempt and neglected areas which have detrimental affect on the subdivision
- D. To investigate suggestions and complaints presented by the members and to take any necessary corrective action
- E. To avoid all partisan political discussions in a regularly scheduled meeting, except that when political activity affects the entire membership, both sides of the issue may be heard
- F. To associate with other civic or homeowner groups when, in the option of the majority of the members present at a regular meeting, such association is in the best interest of this community.

Article III. MEMBERSHIP

Section 1 – Membership in this Association shall be limited to residents of the area described in Article I.

Article IV. OFFICERS AND EXECUTIVE BOARD

Section 1 – The officers of this organization shall be a President, First Vice-President, Second Vice-President, Secretary and a Treasurer.

Section 2 – There shall be an Executive Board consisting of the officers of this Association and five (5) elected members.

Section 3 – The President, First Vice-President, Second Vice-President, and Treasurer and Executive Board members shall be elected by a majority vote of the members present at the Annual meeting of this Association.

Section 4 – The Secretary may be elected by the membership or appointed by the Executive Board.

Section 5 – The terms of the President, First Vice-President, Second Vice-President, and Treasurer shall be for one (1) year or until such time as their successors shall be elected and qualified.

Section 6 – The term of the Secretary shall be for one (1) year or until such time as a successor is elected or appointed.

Section 7 – The terms of the five (5) elected Board members shall be for two (2) years with two (2) members elected in odd numbers and three (3) members elected in even numbered years.

Section 8 – Unless provided otherwise herein no members shall hold more than one office in this Association at one time.

Section 9 – Unexcused absence of any elected officer or board member from three (3) consecutive meetings of the Executive Board shall be deemed a resignation and the office declared vacant.

Section 10 – Vacancies of officers and/or board members shall be filled by the Executive Board.

Section 11 – Members of the Executive Board must be current with their Membership Dues for each year in office.

Article V. COMMITTEES

Section 1 – There shall be the following standing committees:

- A. Program (i.e. Block Party) add
- B. Membership
- C. Community Service (i.e. Crime Watch)
- D. Publicity
- E. Historical

Section 2 – Each standing committee shall consist of a minimum of one (1) member.

Section 3 – Special committees may be established at the discretion of the President or Executive Board.

Article VI. MEETINGS

Section 1 – Regular meetings of the Association shall be held on the second (2nd) Monday in September, December, March and May.

Section 2 – A majority present during regular meetings of the Association shall constitute a quorum for the transaction of business.

Section 3 – Regular meetings of the Executive Board shall be held prior to the regular meetings of the Association.

Section 4 – Five (5) members of the Executive Board shall constitute a quorum for the transaction of business for the regular meetings of the Executive Board.

Section 5 – Special meetings of the Association shall be held at the request of five (5) or more members of the Executive Board, or upon written petition of ten percent (10%) of the paid membership of the Association for the current Membership year (this number would change each year).

Section 6 – Special meetings of the Executive Board may be called at the request of the President or upon request of five (5) or more members of the Executive Board.

Section 7 – Annual Meetings

A. The May meeting shall be designated as the Annual meeting of this Association

Article VII. ADMINISTRATION AND FISCAL YEAR

Section 1 – The Administrative year of this Association shall begin on June 1st of each year and end on May 31st of the following year.

Section 2 – The Fiscal year of this Association shall begin on January 1st of each year and end on December 31st of that year.

Article VIII. REVENUES

Section 1 – The funds of this Association shall be derived from Annual Dues and/or other approved activities and donations.

Article IX. ZONE AREAS

Section 1 – The territory of this association shall be divided into the following zones:

- A. Zone 1 shall extend from the centerline of 100th Way North along the Pinellas Train right of way to a point 100 feet east of 97th Way North, south to the centerline of 54th Avenue North and west to the centerline of 100th Way North and then north to the intersection of the starting point.
- B. Zone 2 shall extend east from 100th Way North along the centerline of 54th Avenue North to the centerline of 98th Way North, south to the centerline of 51st Avenue North, west to the centerline of 100th Way North and north to the intersection of 54th Avenue North.
- C. Zone 3 shall extend east from 98th Way North along the centerline of 54th Avenue North to a point 100 feet east of 97th Way North, south to the centerline of 51st Avenue North extended, west to the centerline of 98th Way North and north to the intersection of 54th Avenue North.
- D. Zone 4 shall extend east from the centerline of 100th Way North along the centerline of 51st Avenue North to the centerline of 98th Way North and south along the centerline of 98th Way North to the centerline of Bay Pines Boulevard, west to the centerline of 100th Way North and north to the intersection of 51st Avenue North.
- E. Zone 5 shall extend east from the centerline of 98th Way North along the centerline of 51st Avenue North to a point 100 feet east of 97th Way North, south to the centerline of Bay Pines Boulevard, west to the centerline of 98th Way North and north to the intersection of 51st Avenue North.

Article X. AMENDMENTS

Section 1 – Proposed amendments to this Constitution may be initiated by the Executive Board or by presentation of a petition to the Executive Board recommending the proposed amendments bearing the signatures of not less ten (10%) of the total paid membership for the current Membership Year (this number would change each year).

Section 2 – Proposed amendments to this Constitution shall receive a recommendation from the Executive Board prior to submission to the membership at a regular meeting.

Section 3 – Amendments to this Constitution may be adopted by a majority vote of paid members present at least one (1) regularly scheduled meeting following the approval of the Executive Board decision upon initial presentation of the proposed amendment.

CONSTITUTION & BY-LAWS COMMITTEE

FIRST READING:
JANUARY 11, 1972

___(s) Ray V. Adomite_____

SECOND READING:
FEBRUARY 9, 1972

___(s) A. F. Hayden_____

ADOPTED AFTER THIRD
READING: MARCH 8, 1972

___(s) Mary U. Gildroy_____

(s) O. D. Harper, President

(s) Jane Franz, Secretary

Article XI. DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1 – THE PRESIDENT SHALL:

- A. Preside at all meetings of the Association and the Executive Board
- B. Enforce the provisions of the Constitution and By-Laws
- C. Decide all questions of order, subject to appeal, to the Chair and/or Executive Board
- D. Appoint all special committees
- E. Be “ex-officio” member of all committees
- F. Perform such other duties as the Executive Board may assign

Section 2 – THE FIRST VICE PRESIDENT SHALL:

- A. In the absence or inability of the President to serve, preside and perform the duties of the President
- B. Serve as Chairman of the Program Committee and as such provide suitable programs at all regular meetings
- C. Assign members of the Executive Board to furnish refreshments at the regular meetings
- D. Perform such other duties as the President and/or the Executive Board may assign

Section 3 – THE SECOND VICE-PRESIDENT SHALL:

- A. In the absence or inability of the President and First Vice-President to serve and perform the duties of the President
- B. Serve as Chairman of the Membership Committee and as such shall conduct the Annual Membership Drive and report to membership the progress being made
- C. Perform such other duties as the President and/or the Executive Board may assign

Section 4 – THE SECRETARY SHALL:

- A. Keep accurate reports of the proceedings of all meetings of the Association and the Executive Board
- B. Handle all general correspondence, have charge of and maintain all records, and issue reports as the President and/or Executive Board may direct
- C. Perform such other duties as the President and/or the Executive Board may assign

Section 5 – THE TREASURER SHALL:

- A. Receive and be custodian of all money and keep the accounting in such place as the Executive Board may designate
- B. Keep the Association and the Executive Board fully advised on all matters connected therein
- C. Keep an accurate book record showing all receipts and disbursements and a correct balance
- D. Pay all bills upon the authority of the Executive Board
- E. Have the President or First Vice-President countersign all checks
- F. Perform such other duties as the President and/or Executive Board may assign

Section 6 – THE EXECUTIVE BOARD SHALL:

- A. Be the governing body of the Association and supervise all of its affairs
- B. Draw and attest all orders on the Treasurer
- C. Advise and consult with Committee Chairmen in their work of maintaining and interpreting Association methods and practices
- D. Appoint the elected members of the Executive Board to serve as Chairman of each of the five (5) zones
- E. Appoint members to fill vacancies and un-expired terms of Officers, Executive Board and all standing committees
- F. Certify that the list of nominees are eligible to hold office in accordance with the Constitution and By-Laws
- G. Investigate all matters brought to its attention by committee or zone chairmen and recommend action
- H. Approve all sources of revenue other an annual dues
- I. Prescribe regulations regarding Association matters not provided for the Constitution or By-Laws, subject to approval by the members
- J. Pass upon all petitioned amendments to the Constitution and/or By-Laws and recommend action

Article XII. DUTIES OF STANDING COMMITTEES

Section 1 – THE PROGRAM COMMITTEE SHALL:

- A. Plan and supervise all features of hospitality and entertainment in connection with Association activities
- B. Endeavor to develop and maintain recreational activities for members and their dependents

Section 2 – THE MEMBERSHIP COMMITTEE SHALL:

- A. Endeavor to bring into the Association all who are eligible for membership

- B. Report to the membership the progress being made in informing new arrivals in our subdivision of Association activities
- C. Bring to the attention of the Executive Board problems they are unable to solve

Section 3 – THE COMMUNITY SERVICE COMMITTEE SHALL:

- A. Endeavor to develop and maintain an interest in those activities which benefit this community
- B. Provide the opportunity for personal development and satisfaction through service to others
- C. Care for the welfare activities of the members, such as visiting, telephoning, sending greetings and/or providing flowers or other suitable gifts to sick and bereaved members

Section 4 – THE PUBLICITY COMMITTEE SHALL:

- A. Contribute Association news regularly to local news media
- B. Handle other publicity as requested by the President and/or the Executive Board

Section 5 – THE HISTORICAL COMMITTEE SHALL:

- A. Be responsible for preparing and maintaining a history of this Association and the Bay Pines Estates Subdivision
- B. Be responsible for assembling a collection of historical material and manuscripts
- C. Perform any other desirable historical functions as are approved by the Executive Board

Article XIII. NOMINATIONS AND ELECTIONS

Section 1 – Nominations

- A. The President shall appoint a Nominating Committee of three (3) or more members at the regular meeting in December (prior to the beginning of the Fiscal Year, which begins each January 1st).
- B. The report of the Nominating Committee shall be made at the regular meeting in March.
- C. Additional nominations may be made from the floor at the March meeting

Section 2 – Elections

- A. Election of officers and Board Members shall be held at the Annual meeting in May

- B. When two (2) or more candidates are nominated for the same office the voting shall be by secret ballot

Section 3 – Installation of New Officers

- A. Newly elected Officers and Board Members shall be installed into office at the regular meeting in May

Article XIV. AUDITING

Section 1 – Auditing

- A. The President shall appoint an Audit Committee of three (3) or more members at the March meeting
- B. The Audit Committee shall audit the books and records of the Treasurer and report to the membership at the May meeting

Article XV. FINANCES

Section 1 – Dues

- A. Membership dues shall be twenty (20) dollars per year per "home" – physical address
- B. Dues shall be paid by 12/31 of each year. Those dues not delivered in person to the Membership Chair or the envelope is postmarked after 12/31 shall be deemed delinquent and not eligible for BPE's contracted Trash & Recycling service provider's discount rate.
- C. Dues shall be posted and the BPE Member Listing will be sent to the Trash & Recycling service provider no later than January 10th. This Member Listing indicates which residents were paid members by the 12/31 deadline and eligible for the service provider's discount rate.
- D. Exceptions to the acceptance of dues after the deadline date of 12/31 of each year will only be granted to those residents who purchased or leased their "home" after said dates with verification of said resident change being done from BPE's current resident database.

AMENDMENTS (September 8, 2003)

Article IV, Section 7

Article IV, Section 11

Article V, Section 1/Section 2

Article VI, Section 1/Section 2/Section 4/Section 5/Section 6/Section 7

Article X, Section 1/Section 3

Article XIII, Section 1/Section 3

Article XIV, Section 1

Article XV, Section 1

AMENDMENTS (April 15, 2006)

Article XV, Section 1