

**CONSTITUTION AND BY-LAWS
OF
CORAL RIDGE ISLES CIVIC (++) ASSOCIATION, INC.**

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ARTICLE I – NAME

The name of this Association shall be “Coral Ridge Isles Civic (++) Association, Inc.”

ARTICLE II – AREA

The AREA of eligible property owners is bounded on the SOUTH by the north side of NE 48th Court, on the EAST by the west side of NE 18th Avenue and on the west by NE 17th Terrace (as to those properties south of Commercial Boulevard)(++); on the NORTH by both sides of NE 62nd Street; and on the WEST by the east side of NE 14th Avenue. (***)

ARTICLE II – PURPOSE

The general nature and purpose of this Corporation shall be to represent the property owners in the area known as Coral Ridge Isles and to protect the interests of the members of this Corporation; to guard the neighborhood against deterioration by unsightly, objectionable features that would tend to depreciate real estate values and jeopardize the investments of said property owners; to keep abreast of political problems directly affecting the community; to present a united front on all matters of mutual interest to the membership and the community; and to maintain a high level residential community.

ARTICLE IV – MEMBERSHIP

The membership of this Association shall be comprised of two classes, to-wit:

- A. ACTIVE MEMBERSHIP – An active member is an owner of real property in the AREA who has paid current annual dues.

- B. HONORARY MEMBERSHIP – An honorary member may be a person, firm, association, partnership or corporation, which owns property in the AREA and which has paid current annual dues. An honorary member may be elected by the Association in recognition of his/her or its contribution in time, effort or money in the furtherance of the purposes of this Association, and the Association may waive the requirements of property ownership and payment of dues.
- C. VOTING RIGHTS – Only a dues-paying, active member is entitled to vote in Association meetings or by mail ballot and only one vote per member for each property folio number owned.(++) Each eligible household is entitled to one vote. (***)
- D. PROXY VOTING – Any dues-paying, active member may vote by written proxy where such proxy appoints a resident of the AREA, which resident may then cast one vote for such absent member.
- E. DUES – Notice of dues will be mailed in November for the ensuing calendar year, and said dues shall be due and payable upon receipt of notice.(****)
- F. MEMBERSHIP SUSPENSION – It shall be within the jurisdiction of the membership to suspend or revoke a membership upon the recommendation of the Board of Directors in cases where it has been determined by the Board that a member has ceased to have the consideration and qualification herein above set forth.

ARTICLE V – MEETINGS

- A. ANNUAL MEETINGS – An Annual Meeting shall be held upon a day and time fixed within the month of April as shall be determined and announced prior to such meetings by the Board of Directors. The Secretary shall send by email or U.S. mail to every member of the Association a written notice of the call of the annual meeting giving the time, date and place of said meeting at least 14 days prior to the scheduled meeting.(++)
- B. REGULAR MEETINGS – Regular quarterly (++) meetings shall be held following the Annual Meeting at a time and place to be announced by the Board of Directors.(***)
- C. SPECIAL MEETINGS – Special meetings of the membership may be called by the President or the Board of Directors at any time provided, however, a formal notice of 72 hours in advance of such meeting is given to the membership. Any group of members presenting a written call for such meeting to the Secretary of the Association and addressed to the Board of Directors, must set forth the time, place and purpose of said meeting and said written call must be signed by all of the said members. Said call for a special meeting shall be made within at least ten

(10) days prior to the time set for said meeting, and at which time it becomes the responsibility of the Secretary to send formal notice to the membership, setting forth the time, place and purpose of said special meeting of the Association.

- D. QUORUM – Five percent (5%) and/or 15 members (****) of the membership shall constitute a quorum for the transaction of all business to come before the Association in any general meeting, and a majority of the members present shall determine the official action of the Association at said meetings.(***)
- E. ANNUAL AUDIT – The Coral Ridge Isles Home Owners Association shall conduct an annual audit of its books and records to be completed no later than four months following the close of the recording year.(**)
 - 1. The close of the reporting year shall be the 31st day of December of the calendar year.
 - 2. The audit shall be in the form of a year-end filing to the Internal Revenue Service.
 - 3. The audit shall be conducted by someone other than a current elected Officer or Director, and the auditor/auditors will be selected by the Board of Directors.

ARTICLE VI – DIRECTORS

- A. The management of the affairs of this Association shall be the responsibility of a Board of Directors comprised of the four quadrant leaders (SW, SE, NW and NE), plus the officers of the Association. At the Annual Meeting, two Directors shall be elected for two-year terms to alternate with the two-year term Directors elected at the previous Annual Meeting. Directors or Officers may serve two successive terms and then, after an absence of a year, be eligible for re-election. After three (3)(****) consecutive absences from the board meeting, the President (****) shall write to any board member asking if he intends to remain active. If not, the President, with the approval of the Board, shall appoint his/her replacement to complete the term.(***)
- B. The Board of Directors shall meet quarterly or more often if, in the discretion of the Board, it shall become necessary to do so. It shall be the responsibility of the Board of Directors to assume active management of the affairs of the Association and to make investigations and recommendations to the membership. The Board of Directors shall so far as possible carry out the policies of the Association as may be established by the membership.
- C. Individuals convicted of a felony within the past 10 years or a misdemeanor involving moral turpitude cannot be elected to the Board of Directors.++ Should an elected Officer or Director be convicted of such a felony or misdemeanor, he/she will immediately be removed from office, and the President shall appoint a

member to complete the term of office of that individual, with the approval of the Board of Directors.(+)

ARTICLE VII – OFFICERS

- A. The Officers of the Association shall be a President, Vice President, Treasurer and Secretary.(+)
- B. The Officers shall be elected at the Annual Meeting of the Association and shall serve as Officers for a two-year (2)(****) term or (+) until their duly elected successors have been qualified. Officers may serve two successive terms and then after an absence of one (1) year, be eligible for re-election.(****)

C. DUTIES OF OFFICERS

1. President

The President shall preside at all meetings of the Association, and of the Board of Directors. It shall be the responsibility of the President to appoint the chairpersons of the Committees and Liaisons of the Association to Governmental Bodies or Community Organizations, with the approval of the Board (++) . Further, it shall be the duty of the President to call special meetings of the Association and the Board of Directors as the President (++) deems it necessary. The President (++) shall be an ex-officio member of all committees, other than the Nominating Committee, and shall sign all formal contracts, documents and instruments of a formal nature entered into by the Association, when authorized by the Board of Directors of the Association.

2. Vice President

The Vice President shall perform all the duties imposed upon and have all the powers conferred upon the President when for any reason the President is unable to act. The Vice President (++) shall procure a place for all meetings and other activities of the Association (+) and shall serve as Program Chair. (++)

3. Treasurer

The Treasurer shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Association in such bank or banks as the Directors shall select. The Treasurer (++) shall sign all checks, drafts, notes and orders for the payment of money.(+) All checks shall be supported by appropriate vouchers or invoices. Any expenditure over Two Hundred Fifty dollars (\$250)(+) must be approved in writing ++ by a majority of the Board members. The Treasurer (++) shall have available all books and accounts at every meeting of the Association and Directors, and the Treasurer (++) shall perform any and all other duties usually required of a person holding the office of Treasurer.

4. Secretary

The Secretary shall keep the minutes of the meetings of the Association and of the Board of Directors. The Secretary (++) shall be responsible for giving and serving all notices of the Association by email or U.S. mail, as well as for the correspondence for the Association.(+)

ARTICLE VIII – COMMITTEES/LIAISONS++

Committees and Liaisons++ shall be created as required. The President shall appoint, with the approval of the Board++, the chairpersons of the following.

- A. Membership Committee – The Membership Committee shall be comprised of at least five (5) members who shall serve for a term of one (1) year. It shall be the responsibility of the Membership Committee to encourage membership in the Association, to acquaint new owners with the purposes of the Association and to generally improve the membership of the Association quantitatively and qualitatively. It shall be the duty of the Membership Committee to recommend and to nominate Honorary Members.
- B. Nominating Committee – The Nominating Committee shall be comprised of at least five (5) members who shall serve at the discretion of the President and the Board of Directors. It shall be the responsibility of the Nominating Committee to present a slate of candidates for Directors and Officers, and said slate shall be presented at the Annual Meeting.
- C. Other Committees – The following committees, including, but not limited to, those listed below, may be created on an as-needed basis, with said chairperson being appointed by the President and approved by the Board: Community Relations, Recycling Community Relations, and Waterways Committee. Liaisons can be appointed to address other communication needs of the Association such as Executive Airport, Code Compliance, Crime Watch/Traffic/Safety. (****) ++

ARTICLE IX – SPECIAL ASSESSMENT

Two-thirds (2/3) of the members present at a duly-constituted meeting may vote a special assessment, which assessment shall then become binding on all members.

ARTICLE X – GOVERNMENTAL AFFAIRS

It shall be the established policy of this Association to refrain from taking political stances or supporting candidates for elected office on a city, county, state or national level.(+)

ARTICLE XI – AMENDMENTS

These by-laws may be amended at any regular or special meeting of the membership of the Association provided, however, that the following procedure is strictly complied with:

- A. The Secretary shall send by email or U.S. mail(+) to every member of the Association a written notice of the call of the regular or special meeting of the membership of the Association giving the time, date and place of said meeting. Said notice shall be sent by the Secretary at least fifteen (15) days before the time set for said meeting. The Secretary further shall send a copy of the proposed amendment with the notices hereinbefore mentioned.
- B. The proposed amendment shall be adopted by at least a two-thirds (2/3) vote of the membership present at said meeting.

ARTICLE XII – INDEMNIFICATION (**)**

Any person served with process and made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he or she is or was an Officer or Director of the Association, shall be and hereby is indemnified and held harmless by the Association against all judgments, fines, amounts paid in settlement and reasonable expenses including attorney's fees actually and necessarily incurred as a result of any such action or proceeding, or any appeal therein, to the full extent permitted and in the manner prescribed by law.

ARTICLE XIII – RULES OF ORDER

All proceedings of this Association shall be conducted under and pursuant to “Robert’s Rules of Order, Revised.”

ARTICLE XIV – MISCELLANEOUS

The Corporation will not have or issue shares of stock. No dividends will be paid. No part of the income or assets of the Corporation will be distributed to its members, Directors or Officers without full consideration. No member of the Corporation has any vested right, interest or privilege in or to the assets, property, functions or activities of the

Corporation. The Corporation may contract in due course with its members, Directors and Officers without violating this provision. The Corporation shall only operate in furtherance of its not-for-profit purposes.

Amendments:

- * By-Laws amended December 10, 1987
- ** By-Laws amended December 19, 1991
- *** By-Laws amended October 21, 1993
- **** By-Laws amended January 16, 2003
- + By-Laws amended April 19, 2016
- ++ By-Laws amended July 11, 2019

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