

# **By-Laws of The Village of De La Vista North Association**

## **As Amended**

May 26, 2021

The Village of De La Vista North Association is a nonprofit nonsectarian and nonpartisan Association of individuals living within the confines of De La Vista North in the community of "The Villages", located in the Central portion of the State of Florida. Its purpose is social in nature and shall not endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

### **Article 1. MEMBERSHIP**

Membership in this organization is limited to those residents and those familial to them - provided that such familials meet the requirements of The Villages for the use of the recreational facilities - now or formerly living within the borders of the area known as The Village of De La Vista North and who are current in their yearly dues, hereafter known as active members. Anyone who has not paid their dues by January 31st of any year shall be removed from the active roster. They may be reinstated by paying their dues at any time during the year. Anyone who is once a member may always remain as a member as long as dues are paid.

### **Article 2. OBJECT**

The objective of this organization is to foster a social environment of the active membership through activities and events which bring residents together in group settings and interactive functions.

### **Article 3. FUNCTIONS**

The Association shall foster togetherness and a social climate through activities for all active members by conducting functions such as,

- A) Monthly Socials
- B) Holiday Socials
- C) Evening Dinners
- D) Sporting Events

### **Article 4. MEETNGS**

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Regular-Social meetings shall be held on the 4<sup>th</sup> Wednesday of the month at a time designated by the Board. The meeting site shall be as designated by The Village Resident Council or a site designated by the Board. The “Board” shall consist of the officers of the Association then in office.

The annual meeting shall be held at the March social meeting at which time annual reports will be presented, proposed by-law changes will be voted upon and nomination of officers will be accepted and voted into office.

Other social meetings may be called by the Board with a 7-day notice to the active members and must be called if requested by more than 20 of the active members. Such a requested meeting must take place within 30 days after receipt, in writing, is received by the Secretary. Such a request shall define the reason for the meeting and the objectives of the meeting.

#### Article 5. YEARLY DUES

The annual dues for membership in this Association shall be set by the Board at any time during the year and run from January 1 to December 31 and are not to be prorated in any event.

#### Article 6. ASSOCIATION OFFICERS

The officers shall consist of a President, Vice President, a Secretary, and Treasurer and collectively shall constitute the “Board” of the Association.

Term of office shall be Two (2) years unless there are no candidates and incumbents elect to remain in office. No person shall hold the same office for more than four (4) consecutive years.

#### Article 7. NOMINATIONS

The Nominating Committee shall present a list of potential candidates for the vacant seats to the active members no later than the February monthly meeting for consideration at the March annual meeting. The President shall also accept nominations from the floor.

#### Article 8. ELECTIONS

The election of officers shall take place at the annual meeting in March and the elected officers shall take office immediately following the election.

#### Article 9. VOTING

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### Monthly Meetings

All active members in attendance are eligible to vote. Each person shall have one vote. Voting method shall be by show of hands.

### Annual Meeting

All active members are eligible to vote at the annual meeting. Each person shall have one vote. All voting at the annual meeting shall be by show of hands.

### Article 10. VACANCIES

Vacancies on the Board should be announced at the next regular meeting and shall be filled within 45 days by the Board.

### Article 11. QUORUM

#### Monthly Meetings

A majority vote of those active members present at any monthly meeting shall be sufficient to conduct business.

#### Annual Meeting

A majority vote of those attending shall be sufficient to elect Officers at the annual meeting.

A 2/3rds vote of the active membership in attendance at the meeting is required to amend, add, or delete changes to the by-laws. In the event there are insufficient votes to meet the 2/3rds vote criteria, the by-laws shall not be changed.

### Article 12. PROPOSED CHANGES

Proposed changes to the by-laws must be submitted to the Secretary in writing at least 30 days prior to the February meeting to allow Board review and distribution at the February meeting. Any proposed change received after this date shall be unacceptable.

Revised by-laws shall become effective at the conclusion of the annual meeting. Copies of the revised by-laws shall be available upon request as soon as practical.

In the event of an emergency, as determined by the Board, these by-laws may be suspended to respond to the situation.

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## Article 13. DUTIES OF OFFICERS

See addendum 1 for details.

## Article 14. COMMITTEES

The association shall consist of the following standing committees.

- A) Social
- B) Publicity

The following are Ad Hoc committees.

- A) Nominating/Election
- B) Audit

## Article 15. FINANCES

In as much as this Association is for social enhancement of the membership, all monies spent from the account shall be for events, material, etc. which is intended to benefit all active members. Members may choose to not participate in any of the activities, but the opportunity must be present. Charitable donations not to exceed \$200.00 can be approved by the Board from the Association's treasury.

No part of any funds collected or received from any source shall benefit any member or individual. No officer shall receive compensation for services to the Association.

## Article 16. NEWSLETTER

A monthly newsletter may be published and distributed by email. Information provided in the newsletter will be at discretion of the newsletter editor(s) with oversight by the Board.

## Article 17 WEBSITE

A website, "DLVN.org", is made available to residents and former residents of the Association. The "webmaster" shall be designated by the Board. Information provided on the website will be at discretion of the webmaster with oversight by the Board.

## Article 17. ORDER OF BUSINESS

The monthly Social meetings shall be conducted as follows:

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- A) Call to order
- B) Reading of the minutes
- C) Treasurer's Report
- D) Report of officers, if applicable
- E) Report of committees if applicable F) Unfinished Business
- G) New business - Annual meeting by-laws, elections, etc.
- H) Adjournment

#### Article 18. DISSOLUTION

This Association may be dissolved subject to a recommendation to dissolve by not less than 50 percent of the total active members and adopted at any regular meeting by 2/3rds of those in attendance and eligible to vote. All assets shall be consigned to a charity as voted upon by the members in attendance.

## ADDENDUM

### 1. DUTIES OF OFFICERS

#### 2. DUTIES OF THE PRESIDENT

- a. Preside at all meetings of the Board and members.
- b. Ensure that all by-laws are followed.
- c. Arrange for an account to be set up in a recognized banking institution in the name of the Association.
- d. Appoint, from time to time, ad hoc committees required to conduct association business, Example. newsletter editor/writer.
  - 1) Duties of the Nominating/Election Committee
    - e. Prepare a slate of candidates for the February monthly meeting.

#### 3. Duties of the Audit Committee

- 1) Each year the President shall appoint at least two active members to serve on the Audit Committee to audit the financial books and records of the Association during the month of February.
- 2) The Audit Committee chair shall report the results at the annual meeting.

4. Prepare a proposed budget for the coming year.

5. Turn over all reports and records to the new/incoming President as appropriate.

#### 1) DUTIES OF THE VICE PRESIDENT

- a) In the absence of the President the Vice President shall perform the duties of the President
- b) The Vice President shall chair the Social Committee.
- 2) The Social Committee shall plan social activities which are for the benefit of all active members of the Association 2) Maintain financial records of all functions.
- 3) Prepare and report accomplishments and events at monthly meetings. Report to become part of meeting minutes.
- 4) The Vice President shall chair the Publicity Committee.
  - a) Primary function is to publicize the Association to nonmembers by:
    - i) Visiting new residents and outlining the benefits of the Association

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- ii) Periodic flyers to nonmembers about Association activities
- iii) Articles in the Daily Sun and/or Village News Network
- iv) Inviting non-members to sit in on one of our monthly meetings.
  - 1) Present articles of interest to the newsletter editor for publication
- d) Turn over all reports and records to the new/incoming Vice President as appropriate.

### 3) DUTIES OF THE SECRETARY

- a) Record and retain minute of all meetings of the Board and monthly member meetings.
- b) Handle all correspondence for the Association.
- c) Notify Board members of any meetings and notify' members of any special membership meetings.
- d) Prepare a composite of proposed by-law changes and other annual meeting items for distribution at the February meeting.
- e) Perform functions as assigned by the Board.
- f) Turn over all reports and records to the new/incoming Secretary as appropriate.

### 4) DUTIES OF THE TREASURER

- a) Establish a bank account in the name of the Association with the President, Vice President and Treasurer signatures as each may access account.
- b) Arrange to have all monies deposited within two weeks of receipt.
- c) Be accountable for complete accounting of all receipts and disbursements.
- d) Prepare and present at each monthly meeting, a current financial statement to the attendees.
- e) Retain all reports and records for annual audit.
- f) Turn over all records to the incoming Treasurer, as appropriate.
- g) Turn over all reports and records to the new/incoming Treasurer as appropriate.