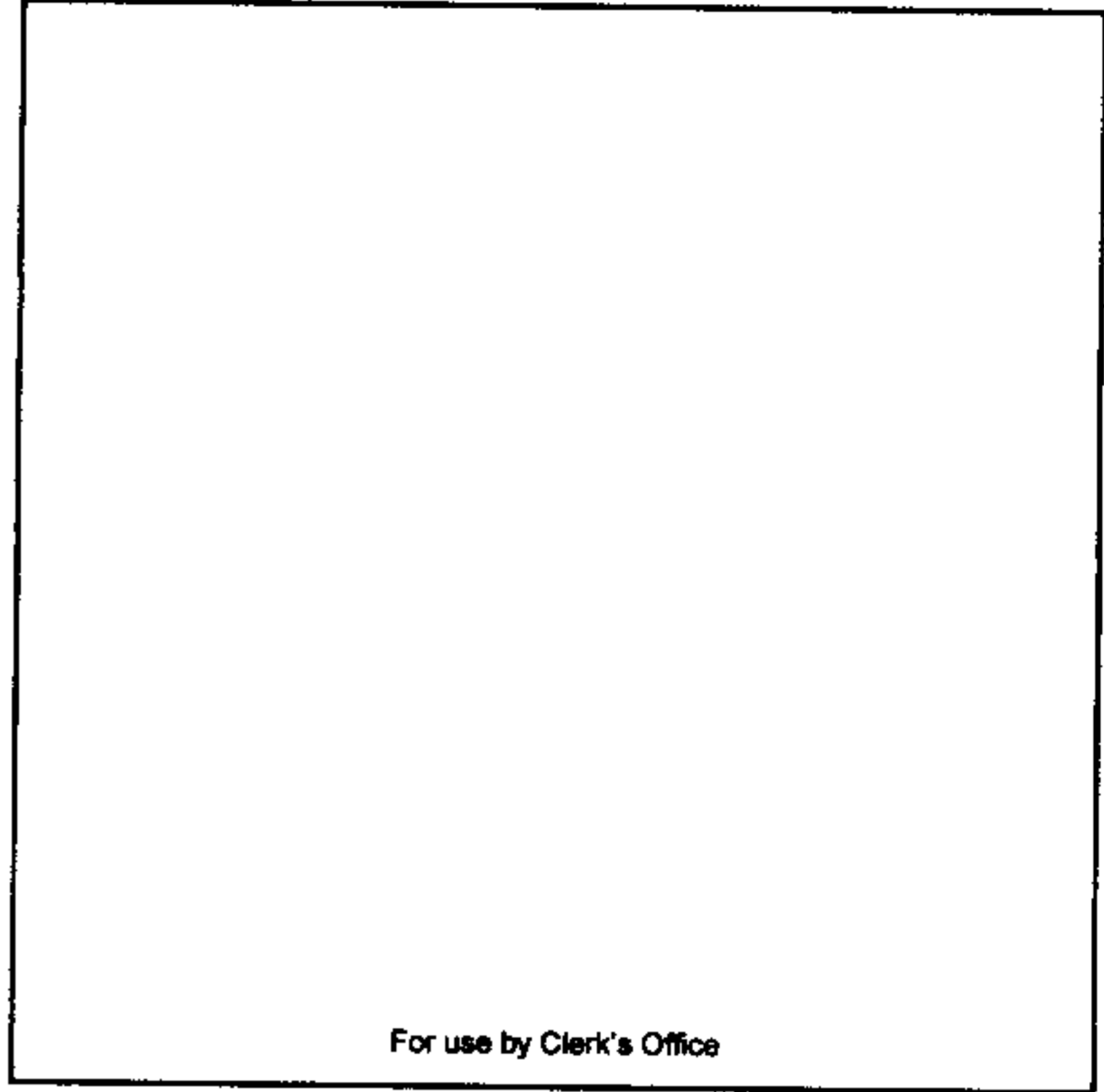


# PROVIDENCE NEIGHBORHOOD ASSOCIATION BYLAWS



## **ARTICLE I: NAME AND BOUNDARIES**

### **SECTION 1: NAME**

This organization shall be known as the Providence Neighborhood Association (PNA).

### **SECTION 2: BOUNDARIES**

The Providence Neighborhood Association is located on the southwest side of Tallahassee, Florida. The neighborhood is bounded by railroad tracks (between Pepper Drive and Stuckey St.) to the north, Hutchinson Avenue to the South, Iamonia Street to the west, and Lake Bradford Road to the east. Florida State University's Alumni Village is outside of the bounded territory.

## **ARTICLE II: PURPOSE**

### **SECTION 1: MISSION**

The mission of the Providence Neighborhood Association is to improve the overall living conditions of the citizens of the area by promoting sound community revitalization and economic development.

### **SECTION 2: PURPOSE**

The purpose of this Association shall be to assist neighbors, property owners, and the city, county and/or state government(s) in the following:

To ensure the maintenance of a safe neighborhood

To promote sound community revitalization and development

To foster positive interaction among neighbors, and the city, county and state governments

To educate neighbors about the decision making process in business and government

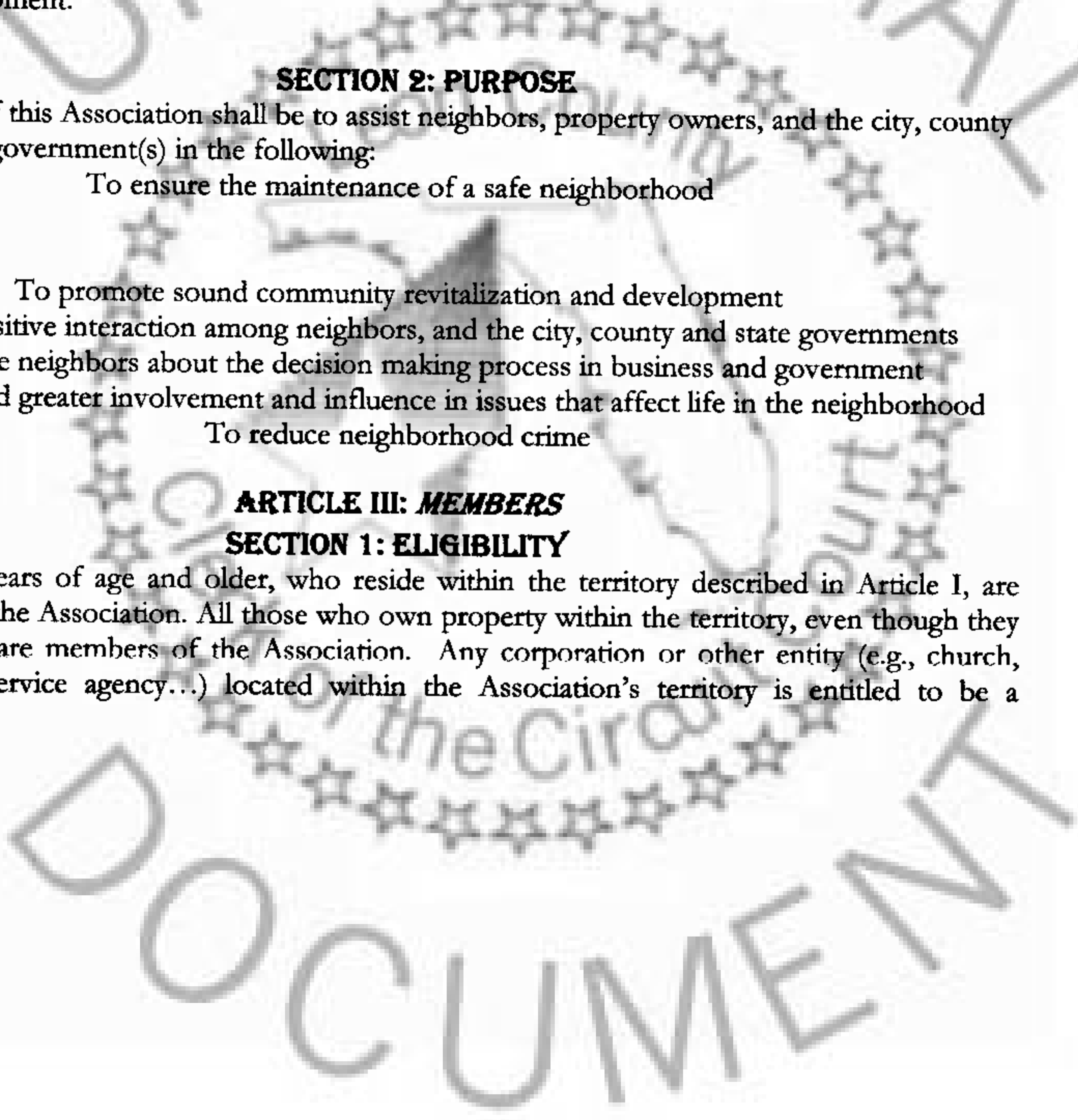
To work toward greater involvement and influence in issues that affect life in the neighborhood

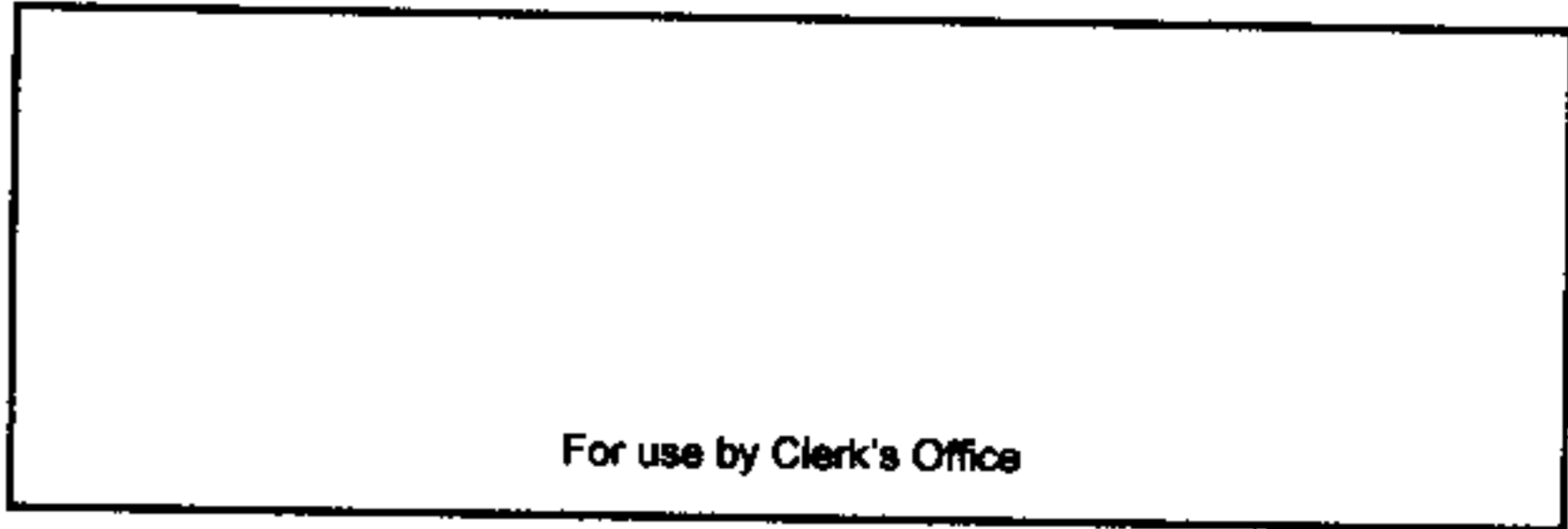
To reduce neighborhood crime

## **ARTICLE III: MEMBERS**

### **SECTION 1: ELIGIBILITY**

All those 18 years of age and older, who reside within the territory described in Article I, are members of the Association. All those who own property within the territory, even though they reside elsewhere, are members of the Association. Any corporation or other entity (e.g., church, business, social service agency...) located within the Association's territory is entitled to be a member.





**SECTION 2: VOTES**

Only members who are present at a meeting shall be entitled to vote, provided members have attended at least three meetings within the six months immediately prior to the time of voting. There shall be no proxy voting. No member shall have more than one vote. Non-resident multiple owners of property are entitled to just one vote. Any corporation or other entity located within the Association's territory is entitled to one vote.

**SECTION 3: DUES**

No dues of any kind shall be assessed of any member.

**ARTICLE IV: NOMINATING COMMITTEE**

The Providence Neighborhood Association Officers shall appoint the Nominating Committee.

**SECTION 1: NOMINATIONS**

The Nominating Committee shall submit a list of candidates for each office at least 60 days prior to the Annual Meeting. Candidates for office shall have attended at least three general meetings since the previous Annual Meeting. This slate shall be published in the *Providence Association Newsletter*.

**ARTICLE IV: OFFICERS**

**SECTION 1: OFFICERS**

There shall be four officers for the Association: a President, a Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by the parliamentary authority as determined in Article VI, and in items 1 - 4 of this section.

**PRESIDENT**

The President shall preside at all meetings of the Association; prepare tentative agendas for these meetings; enforce by-laws, call special meetings; perform all duties as provided by Robert's Rules of Order. The President shall be the official representative to the Council of Neighborhood Associations (CONA).

**VICE PRESIDENT**

The Vice President shall preside at Association meetings in the President's absence; assist the President in performing the duties of the chair.

**SECRETARY**

The Secretary shall be responsible for the minutes of the Association meetings; keep accurate attendance records; present minutes of the prior meeting at each meeting; send meeting announcements; maintain Association contact information; maintain records and other official PNA documents.

**TREASURER**

The Treasurer shall have charge and custody of all funds and securities of the Association; keep full and accurate accounts of all receipts payable to the Association; present an annual report to the Association officers and members.

**SECTION 2: ELIGIBILITY**

A candidate for Association office must be a Providence Association member as determined in Article III; candidate must reside in the Providence territory; candidate must have attended at least three general meetings prior to the election. Candidates must be capable of being bonded. If a potential candidate is not capable of being bonded, and wishes it, the Association will help him or her with this process.

**SECTION 3: ELECTION**

The officers shall be elected by ballot of the general membership at the Regular Meeting in October for a term of one year, or until their successors are elected. No member may serve in the same capacity for more than three years. If there is but one nominee for an office, the assembly may agree to dispense with the ballot vote. A majority vote is required for election. If there are more than two candidates for an office, and no one receives the required majority on two successive ballots, only the two candidates with the greatest number of votes are eligible for election on the third ballot. Lot will break a tie on the third ballot.

**SECTION 4: VACANCIES**

A vacancy in any of these offices shall be filled by nomination of an eligible candidate by the current officers, and the majority vote of the members at the Association's next meeting following the existence of the vacancy.

**ARTICLE V: MEETINGS****SECTION 1: REGULAR MEETINGS**

There shall be general membership meetings on the third Monday of each month at 6:30pm, at a convenient location within the Association's territory. Any member of the public may attend such meetings. Notice of meetings shall be published in the *Providence Association Newsletter*.

**SECTION 2: ANNUAL MEETING**

The Regular Meeting in November is designated as the Annual Meeting at which the installation and inaugural celebration of the new officers, as well as the anniversary celebration/meeting will occur.

**SECTION 3: SPECIAL/EMERGENCY MEETINGS**

A special meeting of the general membership may be called by agreement of the officers. Notice of such meeting shall be given at least one week prior to the meeting in the same manner as notice of the regular meetings; notice shall include time, place, and the nature of the business to be transacted. No other business is in order at a special meeting.

**ARTICLE VI: QUORUM**

Twenty percent of the number of members who voted in the last election of officers or 10 members, whichever is greater, shall constitute a quorum.

**ARTICLE VII: PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable.

**ARTICLE VIII: AMENDMENT**

At any regular meeting of the Association that constitutes a quorum, these bylaws may be amended by two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting, and notice of the proposed amendment is included in the *Providence Neighborhood Association Newsletter's* call to the meeting.

Providence Neighborhood Association Bylaws

For use by Clerk's Office

**ARTICLE IX: ADOPTION OF BYLAWS**

**T**hese bylaws were initially adopted by the Providence Neighborhood Association's general membership on

**APRIL 21, 2003.**

Leslie L. Harris  
Leslie Harris President

5/2/03  
May 2, 2003

**S**tate of Florida

**C**ounty of Leon

**T**he foregoing instrument was acknowledged before me this 2<sup>nd</sup> day of May, 2003 by

Leslie L. Harris  
Leslie Harris

**W**ho is personally known to me and did take an oath.

Annette B. Stephens  
Annette B. Stephens Notary



Annette B. Stephens  
MY COMMISSION # CC941424 EXPIRES  
June 1, 2004  
BONDED THRU TROY FAIN INSURANCE, INC.

**T**he Following information supplied to meet the requirements of recording by the Leon County Clerk's Office:

**LEGAL DESCRIPTION**

**B**loxham Heights Blocks A through T, Hutchinson Heights Blocks A through C and Sunny Hill Re Plat Blocks B and C.

**P**repared by: A. C. Douglass  
P. O. Box 12274  
Tallahassee, FL 32317  
(850) 574-3650

