



NATIONAL REGISTER OF HISTORIC PLACES

## LAKE EOLA HEIGHTS HISTORIC NEIGHBORHOOD ASSOCIATION

### **By-laws of the Lake Eola Heights Historic Neighborhood Association**

Established 1985

#### **Article I. Name**

The association shall be The Lake Eola Heights Historic Neighborhood Association, aka, **LEHHNA**.

#### **Article II. Purpose**

The purpose of the association shall be to promote a safe and stable neighborhood while protecting the historic character and integrity of its local as well as national historic status by being good stewards of all its resources, both contributing and non. This shall be accomplished by resident participation in cooperation with elected city officials and staff.

#### **Article III. Boundaries**

The association shall represent properties that are within the boundaries defined by the City of Orlando's designated local Lake Eola Heights Historic District, being Hillcrest St. to the north, E. Ridgewood St. to the south, just inside of Mills Ave. to the east and just inside of Magnolia Ave. to the west.

#### **Article IV. Membership**

1. Membership is open to anyone owning property, renting, or operating a business within the boundaries of the neighborhood.
2. Voting Members are persons who reside or are business principals at an address that has paid the annual dues and are listed on the membership application.
3. Member in Good Standing is any person who is listed on a completed membership application and whose dues are current.

## **Article V. Dues and Money Collection**

1. Dues are to be paid annually and are considered “household” dues. All residents/principals at a single address who have expressed by membership application to be recognized as a member shall be afforded the opportunity. Any dues collected during the year *are not* pro-rated and shall only cover the remainder of the current year.
2. Purpose of dues, though voluntary, allow members in good standing to make motions and vote on neighborhood issues. Dues are collected to help fund the operation of neighborhood programs.
3. Amount of dues shall be determined by the association officers and board and shall be at an amount that encourages participation in an effort to grow membership. Though dues amount modification can be initiated by the officers and board at anytime the recommendation shall be brought to the general membership for final approval.
4. Money Collections for specific projects shall be used only for said specific project.

## **Article VI. Expenditures**

1. Expenditures shall require a receipt.
2. Expenditure greater than \$200 shall require approval from the general membership or if time critical from the executive board.
3. Committee expenditure shall be presented to the general membership or if time critical to the executive board for approval.

## **Article VII. Meetings**

1. General Membership Meetings for regular membership shall be held quarterly. Unless otherwise directed by the board and posted via communication, the meeting formula is the 2<sup>nd</sup> Thursday of the 2<sup>nd</sup> month of each quarter. A set location shall be determined and the membership shall be given advance notice of no less than 3 days. Minutes shall be kept by the secretary and any action shall be read into the record at the following quarterly meeting.
2. Special Meetings may be called by the board and notice shall be given by the secretary and is open to the membership for full participation. A set location shall be determined and the membership shall be given advance notice as time critical permits. Minutes shall be kept and read for the record at the next General Membership meeting.
3. Board Meetings may be held and shall be given notice to the membership of time and location. Though a board meeting may be attended by any member in good standing or invited guest of the board, all discussions shall be open solely to board members and their invited guest. Minutes shall be kept and read for the record at the next General Membership meeting.
4. Committee Meetings may be called and open to any committee member or interested party. Minutes shall be kept and read for the record at the next General Membership meeting.

## **Article VIII. Elections, Officers, Board Members and Alternates**

1. Elections shall be held yearly prior to the conclusion of the 1<sup>st</sup> Quarterly meeting. Nominations may be self-made or by any member in good standing for another member in good standing. Nominations may be either individual or a slate. Any nominated candidate shall either accept or deny the nomination prior to calling for a vote. The term shall run from close of meeting until the following election.
2. Board shall be composed of 5 officers, president, vice president, secretary, treasurer and city liaison and 7 general members.
3. Alternates shall consist of 3 and be given the same privileges as all other board members.
4. Terms are for one year.
5. Term Limits shall not apply to any elected or appointed position.
6. Vacancies created mid-term by officers shall be filled by succession and board vacancies by an alternate. In the event that all 3 alternates are elevated a board meeting shall be called to fill the 3 alternate positions.
7. Outgoing President shall be offered the courtesy of a guaranteed board seat or may run for any open position.

## **IX. Officer and Board Duties**

1. President shall conduct all meetings and shall not be considered a voting member nor shall be permitted to make motions. The president may pass the gavel for the duration of a meeting should it become necessary to continue association business and the meeting shall continue under the direction of the next successive officer. The president is the recognized representative of the association and may conduct action on behalf of the association at any community meeting, hearing or event.
2. Vice President shall assist the president and in the absence of the president conduct any called meeting with the same restrictions and authorities of the president. Should the president be unable to fulfill his/her term the vice president shall fulfill the position.
3. Secretary shall coordinate all communications, prepare meetings, take minutes and record all action. The secretary shall also be the 2<sup>nd</sup> signatory to the treasurer.
4. Treasurer shall maintain all financial records and be responsible for the accurate accounting of funds. The treasurer shall be the 1<sup>st</sup> signatory on the association's bank account. The treasurer shall also be responsible for maintaining the associations 501(c) 3 annual status with the State of Florida.
5. City Liaison shall provide a point of contact with city elected officials or department heads. They shall be responsible to distribute any newsletters to appropriate elected city officials or leaders.
6. Executive Committee shall be recognized as the collective of the officers, board and alternates.

**Article X. Committees**

Committees shall be created by the General Membership and administered by its committee membership. A chair shall be determined by the committee. There shall be no minimum or no set number of committees. Committees shall report all business and action at the quarterly meetings.

**Article XI. Rules of Process**

1. Roberts Rules shall be the protocol of all meetings.
2. Quorums of ½ plus 1 of the board shall be required for all General, Special and Board meetings in order to call and vote on any action. Without a quorum meetings may continue but *no* action shall be permitted. Committee meetings are exempt from this requirement.

**Article XII. E-Votes**

E-votes may be called, recorded and recognized as true when conducted under the following procedure. Any board member may contact the secretary via e-mail expressing a motion. The secretary shall determine a reasonable window of response then record the motion and timeline to all executive board members. The 1<sup>st</sup> member to respond in agreement shall be considered the 2<sup>nd</sup> to the motion. Subsequent votes will be recorded. At the conclusion of the determined time parameter the total number of members shall be counted. If a number equal to or greater than quorum has registered the vote shall be counted and the determination recorded. If a quorum has not responded at deadline the motion shall be treated as a non-action.

**Article XIII. By-Law Amendments**

By-laws may be altered or amended by a 50% +1 of the present voting General Membership. Members shall be given at least a 30 day notice of any proposed alteration or amendment. This shall be considered satisfactory if done through printed or electronic media and shall be voted upon at the next General Membership meeting. Members may cast their vote by written notice. At least one copy of current by-laws shall be in possession at all General Membership meetings.

By-laws approved by majority consent of the General Membership.

Attested by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date