



Bylaws of the
South Atlantic Neighborhood Association

I. Name

The name of his organization shall be the South Atlantic Neighborhood Association Inc., also known by the acronym SANA, in all instances both public and private.

II. Boundaries

The South Atlantic Neighborhood Association Inc. is comprised of residents residing within the following boundaries of Daytona Beach, Florida, zip code 32118:

- The North border: the south side of International Speedway Boulevard from the Halifax River to the Atlantic Ocean.
- The South border: the entire length of Temko Terrace.
- The East border: Halifax River from Temko Terrace to International Speedway Boulevard.
- The West border: the Atlantic Ocean from International Speedway Boulevard to Temko Terrace.

III. Mission

The mission of the South Atlantic Neighborhood Association Inc. is to renew and recreate our neighborhood by projecting a positive attitude, encouraging progress, sustainability, community unification, and responsible development; fostering pride, nourishing our roots, and restoring a high quality of life.

IV. Membership

A. Definition

Any current resident, or owner, of property in the South Atlantic Neighborhood boundaries is eligible for membership in the association.

B. Responsibilities

Members of the Association shall be the governing and policy-making body of the

Association. Members will discuss, debate and vote on issues relating to SANA.

C. Voting

1. Any member of SANA, age 18 or older, is entitled to one vote a piece in all SANA elections.

2. Voting will be completed either by a vocal vote of aye or naye, a show of hands, or secret ballot as determined by the presiding executive committee member.

D. Dues

No resident or owner of property in the South Atlantic Neighborhood is required to pay dues to be considered a member of SANA.

V. Organization

A. Executive Committee

- The executive committee shall comprised of the SANA officers: President, Vice-President, Treasurer, and Secretary.
- The executive committee shall be elected by the membership through secret ballot. The executive committee shall serve for one-year term from May to April of each year with eligible renewal for the same officer's position up to four consecutive years.
- In the instance four consecutive years are completed in the same officer position, the officer is required to abstain from that same position for a minimum of two years before being eligible for re-election to that same officer position.

B. Responsibilities of the Executive Committee

1. The President

- Oversee and monitor all primary functions of the association.
- Act as primary contact and public liaison for the association.
- Approve meeting agendas.
- Preside over meetings of the association.
- Chair the Executive Committee (officers) meetings.
- Serve ex officio as a member of committees and attends their meetings when invited.
- Appoint committee chairs in consultation with other Executive Committee officers.
- Facilitate the creation, monitoring and achievement of yearly goals.
- Encourage participation of SANA in order to achieve its mission.
- Create and send letters on behalf of the association when required and approved by the association of members.

2. The Vice-President

- Work closely with the President and other Board members to develop and implement plans.
- Establish meeting Agenda subject to approval by the President.
- Schedule speakers for monthly meetings.
- Take notes at meetings when Secretary is unable to do so.
- Fulfil all responsibilities of the President for the remainder of the

term, if the President is incapable or unwilling to fulfil the duties of the position.

- Share responsibilities listed under President as required and agreed with the President.
- Has fiduciary relationship with President and other members of the Executive Committee.

3. *The Treasurer*

- Receive all association money and pay all association bills.
- Keep records of checking account and bank statements.
- Ensures development and Executive Committee review of financial policies and procedures.
- Provide budget management
- Prepare an annual budget for review of the association at the March meeting for vote and approval by the association at the annual April meeting.
- Provide appropriate budget monitoring reports as required by the executive committee or the association.

4. *The Secretary*

- Keep and distribute minutes of the association meetings.
- Keep archive of association documentation as appropriate.
- Assist in other association communications, as needed (meeting agendas, newsletters, updating contact list, and more).

C. Standing Committees

Through normal course of procedures, the association may elect or authorize the following:

1. Standing committees

- Shall be made up of members of SANA. They will be established to address a specific issue or activity.
- Report to the association on a monthly basis.
- May not take action on behalf of the association without association approval.

2. Delegates

May be appointed by the President from membership volunteers and ratified by membership or elected by the membership to liaison between a specific organization or group and SANA.

VI. Meetings

A. Association Meetings

Regular meetings shall be held on the first Thursday of the month. All notification of meetings must be distributed by the weekend prior to the monthly meetings.

B. Special Meetings

Special meetings may be called by the President upon request of the member(s), or as need requires.

VII. Elections

A. Nominations

1. All nominations (self and otherwise) for the offices of President, Vice-President,

Treasurer, and Secretary may be made from the floor at the regular March meeting (provided consent has been obtained from the person(s) nominated).

2. All nominees must provide a small bio to the Executive Committee (through determined method) at least two weeks prior to the annual election in April.
3. Notification must be distributed to members of such nominations at least 2 weeks in advance of the annual April meeting.

B. Elections

All Executive Committee officer positions will be elected (or re-elected) at the Annual April Meeting by a majority vote of the members present at the meeting by voting in a secret ballot election.

VIII. Procedure

In any situation not covered by these bylaws the most recent copy of Robert*s Rules of Order shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the South Atlantic Neighborhood Association Inc. adopts.

IX. Amendments

These bylaws may be amended by a two-thirds (2/3) vote of members present provided that amendment proposals have been introduced and debated at the previous monthly meeting of the Association and listed on the agenda.

Adopted July 5, 2012 by unanimous vote.

X. Dissolution

In the event of the dissolution of South Atlantic Neighborhood Association, Inc., to the extent that assets exist, such assets shall be distributed to a non-profit organization determined by the majority of the membership at the time of dissolution.

Adopted August 7, 2014 by a vote exceeding a two-thirds majority.