

## **CONA BY-LAWS**

### Council Of Neighborhood Associations (CONA) BYLAWS

#### ARTICLE I: NAME

The name of the organization is the Council Of Neighborhood Associations of South Pinellas County (CONA)

#### ARTICLE II: BOUNDARIES

The boundaries shall be the city limits of St. Petersburg

#### ARTICLE III: PURPOSE

1. To unite existing neighborhood organizations dedicated to improving their area, and to foster the formation of such organizations.
2. To promote communication and cooperation between member organizations
3. To foster a sense of community
4. To provide a forum for member organizations
5. To act as a neighborhood advocate for the benefit of our member organizations

#### ARTICLE IV: MEMBERSHIP

1. ACTIVE MEMBER, An active member organization meets the following criteria:
  - a. The organization represents a defined area.
  - b. Membership within the organization is open to all residents of the defined area
  - c. The stated goals of the member organization include promoting a sense of community and addressing issues of public concern.
  - d. The member organizations' CONA dues are paid.
  - e. An Active Member organization that does not send a representative to three consecutive board meetings(without excuse) will become an Associate Member (non-voting) until their eligibility is restored by the Board of Directors.
2. ASSOCIATE MEMBER, An associate member organization supports the objectives of CONA, but does not meet the eligibility requirements of an Active Member organization.  
Associate members are able to serve on the Board of Directors, but are not eligible to vote or serve on the Executive Board.
3. All organizations applying for membership must complete a CONA application, attach a copy of their bylaws, and a check in the amount of CONA's annual dues.
4. The application for membership will be reviewed by the Board of Directors at the next meeting and is subject to approval by a majority of the active members present.

#### ARTICLE V: MEETINGS

1. CONA Board meetings are held the third Wednesday of every month
2. CONA Town meetings are held the first Wednesday of the month at the discretion of the Board of Directors.  
[Currently suspended, subject to special occasions.] All meetings are open to the public
3. A Quorum will be one third of the total active members. A majority vote at a meeting where a quorum is present, constitutes action by the board.
4. Each Active member organization is entitled to one vote.
5. Each member organization will provide in writing, a representative and at least one alternate representative from within their organization

#### ARTICLE VI: FISCAL YEAR AND DUES

1. CONA's fiscal year shall be the calendar year. Dues established by the officers and approved by the majority of the member organizations will be due and payable on January 1st. Any member more than sixty days in arrears will be denied voting privileges until their dues are paid.
2. The President will appoint an audit committee of at least two members to review the years financial records and report to the board at the February meeting.

#### ARTICLE VII: OFFICERS AND BOARD OF DIRECTORS

1. The OFFICERS of CONA shall be the President, a 1st Vice President, a 2nd Vice President, a Secretary, and a Treasurer. The OFFICERS must be a member of an ACTIVE CONA member organization. These officers shall constitute the Executive Board of CONA. The officers are authorized to transact the business of the organization.

All action taken by the Executive Board shall be reported at the next board meeting.

2. The BOARD OF DIRECTORS of CONA shall be OFFICERS and the designated representatives of the ACTIVE or ASSOCIATE MEMBER ORGANIZATIONS. This BOARD OF DIRECTORS will collectively constitute the internal policy-making body of the organization.

3. Individuals who have declared their candidacy for public office or elected officials are ineligible to be a CONA OFFICER. Any officer who so declares or who is appointed to fill an unexpired term of public office shall automatically be released as a CONA OFFICER.

4. Any OFFICER who fails to attend two consecutive meetings, without excused absence from the President and/or the Executive Board, shall be deemed to have resigned their office.

5. An OFFICER of CONA may be removed from office for cause by a two thirds vote of the representatives, voting by written ballot, at a regular or special meeting called for such action. Ten days written notice to the affected officer and the board of directors of any such action shall be required.

#### ARTICLE VIII: NOMINATIONS AND ELECTION OF OFFICERS:

1. A nominating committee will be appointed by the President, and approved by the Board of Directors at the January Board Meeting.

2. The nominating committee will present a ballot of officers at the November board meeting. Additional nominations, will be accepted from the floor, and nominations will then be closed. The nominating committee will conduct the election at the December meeting. A majority vote of the active members present at the December town meeting shall constitute a decision.

3. The nominating committee will propose candidates for any officer vacancy, except President. The 1st Vice President will succeed to the Presidency, and the committee will recommend a replacement for the First Vice President.

4. Officers shall serve a term of one year, unless elected to fill an unexpired term, in which case they will serve until the next election.

#### ARTICLE IX: DUTIES OF OFFICERS

1. The President shall preside at all CONA meetings where possible. In so doing, the President or designated officer shall rule upon all questions of order, enforce the provisions of the charter and the Bylaws, and generally supervise CONA business at the direction of the Board. Standing Committees shall be appointed as necessary and such appointments will be subject to approval by the Board of Directors.

2. The First Vice President shall actively assist the President in the supervision of CONA business and will preside in the absence of the President. In the event the President is unable to complete his/her term of office, the First Vice President shall automatically succeed to the office of President for the balance of the unexpired term.

3. The Second Vice President shall actively assist the President and the First Vice President in the operations of the CONA organization and shall preside at meetings in the absence of both the President and the First Vice President.

4. The Secretary shall attend CONA meetings and will keep an accurate and complete record of all proceedings. The previous month's minutes along with attendance lists will be submitted at each Board Meeting. The Secretary will send all correspondence as requested by the President and the Board of Directors

5. The Treasurer shall be the custodian of all CONA funds, shall keep complete records of all receipts and disbursements and shall present a written report at each Board Meeting. The Treasurer shall make no expenditure of funds except by and with the knowledge of the President and/or the Board of Directors. All checks exceeding \$50.00 shall be countersigned by the President. The books shall be audited annually or at the request of the Board of Directors.

6. All records in the possession of CONA officers are the property of CONA and must be turned over in their entirety to their successors within one week of their installation.

#### ARTICLE X: PUBLIC POLICY

1. Only the President or the President's designee will make public statements on behalf of CONA. While the President may respond to press inquiries, statements should reflect the diverse opinions within the organization.

2. No representative of CONA shall make public statements attacking the integrity of any elected official.

#### ARTICLE XI: RULES OF PROCEDURE

Where not otherwise provided herein, all proceedings shall be governed by Robert's Rules of Order Newly Revised 9th Edition

ARTICLE XII: AMENDING PROCEDURE

These bylaws may be amended at any board meeting by a two thirds vote of the active members in attendance provided the amendments have been submitted in writing to the entire board at least four weeks in advance.