

**BROWARD COALITION OF CONDOMINIUMS,
HOMEOWNERS ASSOCIATIONS AND COMMUNITY ORGANIZATIONS, INC.
BYLAWS**

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be: THE BROWARD COALITION OF CONDOMINIUMS, HOMEOWNERS ASSOCIATIONS AND COMMUNITY ORGANIZATIONS, INC., herein after referred to as "The Broward Coalition," or "The Coalition."

ARTICLE II - OBJECTIVES

1. To protect and enhance the welfare and quality of life of its members and the community in matters relating to health, environment, transportation, consumer protection, education and property.
2. To protect and defend the rights and interests of the Broward Coalition membership.
3. To keep the Broward Coalition membership abreast of existing or proposed legislation that could affect the interests of the Broward Coalition.
4. To represent the Broward Coalition before the State Executive and Legislative branches of government, as well as the Broward County Board of County Commissioners, legislative branches of government, the School Board of Broward County, or any other governmental body, to affirm its points of view.

ARTICLE III- QUALIFICATIONS FOR MEMBERSHIP

1. Every distinct and autonomous condominium or homeowners association, planned unit development, Cooperative, or community organization may be granted membership, with the approval of the Board of Directors.
2. Each member organization shall designate one (1) representative to represent it at Broward Coalition membership meetings and one (1) alternate to serve in the absence of the representative.
3. Each representative shall be entitled to one (1) vote at a membership meeting.
4. Each member organization shall furnish the treasurer with the names, addresses, and telephone numbers, and if available, facsimile, (FAX), or Internet/E-Mail addresses of its representative and alternate.
5. All representatives shall serve in that capacity until a successor is certified by their member organizations and approved by the Broward Coalition Board of Directors membership.
6. All individuals who reside in, or are members of a condominium, homeowners association, or community organization may apply for membership in the Broward Coalition. Each such applicant must pay appropriate annual dues.

ARTICLE IV - MEMBERSHIP DUES

1. The types of mandatory dues are:
 - a. The dues for a condominium, homeowners association or community organization.
 - b. The dues for individual or family membership.
 - c. The amount of all dues shall be determined by the Board of Directors.
2. All dues are payable on the first day of January, every year.

ARTICLE V - ORDERS OF BUSINESS

1. The order of business at regular membership meetings shall be as follows:
 - a. Call to order
 - b. Salute to the flag of the United States of America
 - c. Roll Call, as per designated "sign-in sheets"
 - d. Approval of the minutes of the previous membership meeting
 - e. Official correspondence

- f. President's report
 - g. Treasurer's report, upon request
 - h. Committee reports
 - i. Possible guest speakers
 - j. Unfinished business
 - k. New Business
 - l. Good and Welfare
 - m. Adjournment, including announcement of date and location of next scheduled meeting
2. The order of business at special meetings shall be as follows:
 - a. Call to order
 - b. Salute to the flag of the United States of America
 - c. Roll call
 - d. The President opens meeting with the special agenda
 - e. The President opens discussion on each agenda item
 - f. If necessary, a vote is taken on each agenda item
 - g. Adjournment
 3. The order of business at Board of Directors meetings is as follows:
 - a. Call to order
 - b. Salute to the flag of the United States of America
 - c. Roll call
 - d. Approval of the minutes of previous board meeting
 - e. President's report
 - f. Treasurer's report
 - g. Committee reports
 - h. Unfinished business
 - i. New Business
 - j. Comments by board members
 - k. President's closing comments
 - l. Adjournment, including announcement of date and location of next board meeting

ARTICLE VI - BOARD OF DIRECTORS

1. The Board of Directors shall consist of maximum of twenty (20) members in good standing, to be elected in the manner and proportion as hereinafter provided, in addition to all past presidents.
2. A maximum of twenty (20) directors, as defined in Article III, shall be elected by the Board of Directors from a list of nominees furnished to the Board by a nominating committee duly appointed by the President.
3. The Board of Directors shall elect executive officers from its members to serve as president, vice-president, second vice president, treasurer and secretary.
4. The five (5) executive officers will comprise the Broward Coalition Executive Board.
5. The President and the Board of Directors shall meet monthly at a date, time and location to be determined by the President.
6. A majority of the Board of Directors shall constitute a quorum for the Board of Directors meetings.
7. The Board of Directors shall be the governing body of the Broward Coalition. The Board's actions shall be consistent with the stated objectives listed herein.
8. The Board of Directors must approve all proposed expenditures to be made for the Broward Coalition.
9. The Board of Directors shall have the sole authority to invite guest speakers to address membership at regular membership meetings.

ARTICLE VII - ELECTION PROCEDURES

1. Only sealed proxies shall be permitted. Members in good standing may vote by using a form supplied and authenticated by the secretary. The proxy shall designate both the name of the person executing the proxy as well as the name of the candidate voted for by a member. The sealed proxy must be received by the secretary, by mail or in person, prior to the official start of the Election Meeting.
2. In the event a board vacancy occurs between scheduled elections, the Board shall appoint a member in good standing to serve the balance of the vacancy.

ARTICLE VIII - ELECTION OF THE BOARD OF DIRECTORS

1. Election of members of the Board of Directors shall take place at the regular membership meetings held annually, in the month of April, in even-numbered years. If seventy five per cent (75%) of the members in attendance vote affirmatively for the election of proposed board members, such elections shall be deemed official.
2. The election of officers of the Board of Directors shall take place in May, of even numbered years at the Board of Directors meeting.
3. The election of the Board of Directors is confirmed at the swearing-in ceremony held in June.
4. The election of new officers of the Broward Coalition becomes official at the swearing-in ceremony at the June regular meeting.

ARTICLE IX - DUTIES OF THE EXECUTIVE BOARD OFFICERS

A. President

1. The president shall preside at all Board of Directors meetings as well as at regular and special meetings of the membership.
2. The president shall appoint all standing committee chairpersons with the approval of the Board of Directors. Chairpersons will appoint the members of standing committees.
3. The president shall implement the directives of the Board of Directors.
4. The president and the treasurer shall co-sign checks drawn upon the funds of the Coalition.
5. The President, in the absence or unavailability of the treasurer, shall have the authority to co-sign checks with the First Vice President or in his/her unavailability, the second Vice-President.
6. The president may appoint assistants to the secretary and treasurer. Their appointments must be approved by the Board of Directors. They will not serve as directors on the Board.
7. The president cannot be a candidate for, or be an elected official of a city, county, state or federal office.
8. The president shall, upon completion of the term of office, assume the title of "President Emeritus," and automatically retain the lifetime position of director on the Board of Directors.

B. First Vice President

1. In the absence or inability of the President to serve, the First Vice President shall assume all of the above duties of the President.
2. The First Vice-President shall also have the ability to co-sign checks when necessary, due to other officer absences.

C. Second Vice President

1. In the absence or inability of the President and the First Vice-President to serve, the Second Vice-President shall assume the above duties of the President.
2. The Second Vice-President shall also have the ability to co-sign checks when necessary due to other officer absence.

D. Treasurer

1. The Treasurer shall receive all monies due to the Broward Coalition.
2. The Treasurer shall promptly place all monies received in a depository designated by the Board of Directors.
3. The Treasurer shall co-sign checks drawn upon funds of the Broward Coalition.
4. The Treasurer shall keep the Book of Accounts and submit monthly accounting reports at Board of Directors meetings.
5. The Treasurer, or the Membership Committee, shall mail delinquency statements to non-paying members.
6. In the event of the absence or inability of the Treasurer to serve, the President shall appoint an Assistant Treasurer who will assume all the duties of the Treasurer, with the exception, that the Assistant Treasurer shall not be permitted to sign Broward Coalition checks.
7. An annual review of the Coalition funds shall be performed by a committee appointed by the President.

E. Secretary

1. The Secretary shall maintain an attendance record of each board meeting.
2. The Secretary shall record and maintain the minutes of each meeting.
3. The Secretary shall report the minutes of the previous meeting at each meeting.
4. The Secretary shall respond to, or create, any correspondence as directed by the President.
5. The Secretary shall maintain all pertinent correspondence and, at the discretion of the President, report same regular membership meetings.
6. The Secretary shall keep a permanent record of the names, addresses, and telephone numbers and, if available, facsimile (FAX) or Internet/E-mail addresses of each member and representative.

ARTICLE X - MEETINGS

A. Regular Membership Meetings.

1. A regular membership meeting shall be held once per month (except for any declared vacation period), at a date, time and place designated by the Board of Directors.

B. Special Membership Meetings.

1. A special membership meeting may be convened by:
 - a. The President; or
 - b. A majority of the Board of Directors; or
 - c. A minimum of seventy five (75) members in good standing.
2. Notice of such a special meeting shall be mailed to each member in good standing, and must be verified by such US Postal Service documentation as a completed proof of mailing, containing names and addresses of all recipients. Any such notice must advise the proposed agenda with a minimum of fifteen (15) calendar days from the date of mailing.

C. Board of Directors Meeting.

1. Board of Directors meetings are to be held at least ten (10) times per year at a date, time and place designated by the President.

D. Quorum

1. Twenty Five (25) members in good standing shall constitute a quorum for general membership meetings.
2. Seventy Five (75) members in good standing shall constitute a quorum for special membership meetings.
3. A majority shall constitute a quorum for Board of Directors meetings.

ARTICLE XI - TERMS OF OFFICERS AND BOARD OF DIRECTORS

A. Terms

1. Board members are elected for a two (2) year term of office.
2. Officers are elected for a two (2) year term by the Board of Directors.
3. Such officers shall serve until a successor is elected.
4. Officers and board members may serve for unlimited terms.

B. Attendance

1. Any board member who fails to attend a board meeting may submit a reason for his/her absence. A majority of the Board of Directors may declare such absences excusable.
2. Should any board member fail to attend three (3) meetings without board-approved absences, that position shall be declared vacant by the President.
3. If, for any reason, a vacancy is declared, the Board of Directors may act to fill the unexpired term of such designated officer or board member.

C. Recall or Removal of Officers of Board Members.

1. All reasons for recall or removal must be noted in writing at least two (2) weeks prior to discussion and vote. All sides shall be heard.
2. A majority vote of the Board of Directors is required for recall or removal.

ARTICLE XII - AMENDMENTS TO THE BYLAWS

A. Method

1. Any proposal to amend the by-laws shall be submitted in writing to the Board of Directors.
2. Upon approval by the Board of Directors, the proposed amendments shall be published in the Broward Coalition newsletter for membership consideration and review.
3. If the published proposed amendments are approved by seventy five per cent (75%) of the members in good standing in attendance at the next regular meeting the Bylaws shall be deemed amended.

ARTICLE XIII – ROBERT’S RULES OF ORDER

The latest edition of Robert’s Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or specific rules or procedures adopted by the Board of Directors.

Revised, January, 2009