

Tanyard Neighborhood Community Association Bylaws

Article 1. Name

The name of the neighborhood association shall be **Tanyard Neighborhood Community Association, Inc. (TNCA)**

Article 2. Principal Place of Business

Section 1. The principal address (place of business) of TNCA shall be the residence of the President.

Section 2. The Board of Directors, however, may change the principal address, mailing address, and/or registered agent & address on Association documents filed with the Secretary of State (Sunbiz.org) on its annual report at their discretion.

Article 3. Boundaries

The boundaries of TNCA are from South Reus Street to South Pace Street and from West Garden Street to West Main Street.

Article 4. Objective/Purpose

The objective of TNCA is to provide an organized framework to promote, preserve, and enhance the quality of life and values in the neighborhood by:

- Extending opportunities to residents, landowners, entrepreneurs and other interested parties through education about neighborhood and community affairs and local topics of immediate interest
- Elevating and promoting the image of the neighborhood and creating a sense of neighborhood pride and identify
- Creating a safe environment
- Encouraging neighborhood involvement in community affairs
- Creating a unified voice to address issues that impact the neighborhood
- Conducting social activities to generate civic pride
- Enhancing property values
- Establishing a direct line of communication with the City of Pensacola and other local community agencies
- Advising on available funding, loans and programs designated for the betterment and improvement of the neighborhood
- Establishing a relationship with other neighborhood associations and coalitions
- Educating residents, landowners and interested parties about TNCA and its purposes
- Providing a forum for the airing of grievances

Article 5. Legal Status/Policies

Section 1. TNCA shall be organized and operated Not-for-Profit. No part of any net income shall ever be payable to any member.

Section 2. TNCA does not have nor shall exercise any authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent qualifying as a non-profit corporation described in Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3. TNCA shall be a non-partisan, non-profit organization and shall not support candidates for public office. TNCA may take positions on neighborhood issues by majority vote.

Article 6. Membership and Dues

Section 1. Each Member shall pay annual dues. Resident Members and Non-Resident Members are eligible for one (1) vote on any voting issue. Associate Members are non-voting members.

- A. **Resident Member:** Any dues-paying person residing within TNCA Boundaries.
- B. **Non-Resident Member:** Any non-resident property owner, business, or organization operating within TNCA Boundaries.
- C. **Associate Member:** Any person, business, organization, or corporation who maintains an interest in TNCA's objectives/purposes but does not reside, own property, or operate a business within TNCA boundaries.

Membership Dues

Annual dues are \$25 per member. Dues shall be paid at the beginning of the calendar year and are effective from January 1 through December 31.

Voting rights are effective 30 days after dues are paid-in-full.

Section 3. The Board of Directors may cancel by majority vote, the membership of any member whose conduct is deemed prejudicial to the objectives, welfare, or character of TNCA, including any member of the Board of Directors. Notice of the alleged misconduct must be mailed to the said member at least ten (10) days prior to the meeting at which the misconduct is to be considered. The Member may appear in person to challenge the proposed action of the Board.

Section 4. Any individual may petition the Board of Directors for a waiver of the membership dues.

Proxy votes are only allowed for Board of Directors elections.

Article 7. Sources of Revenue

Section 1. Collection of Annual Dues.

Section 2. TNCA may engage in fundraising activities related to its purposes.

Section 3. The Board of Directors may accept or decline, on behalf of TNCA any contribution, gift, bequest, or device for the general purposes or for any special purpose of TNCA.

Article 8. Meetings

Section 1. Regular meetings of TNCA shall be held monthly on the First Tuesday of the Month. If that is a HOLIDAY then it will be re-scheduled to the 2nd Tuesday.

Section 2.

A quorum at monthly meetings shall be at least three (3) Board of Directors plus at least two (2) Members with voting rights.

Section 3. The Board of Directors shall meet as needed and in cases of Emergency. A Majority of the Board constitutes a quorum.

Section 4. All meetings (Regular and Board meetings) shall be Open and Announced to all Members Via Email.

Article 9. Board of Directors and their Powers

Section 1.

The five (5) elected Officer positions, President, Vice President, Secretary, Treasurer, and At-Large Representative shall form the Board of Directors of TNCA.

Section 2. The Board of Directors shall:

supervise the affairs of TNCA in accordance with its stated purposes and policies; set the agendas for the regular meetings; transact any business between meetings of TNCA and report thereon at the next meeting; and make recommendations to the general membership on the matters before TNCA.

- *Approve any and all changes necessary on annual reports filed with the Secretary of State (Sunbiz.org) at their discretion.*
- *Transact any business pertaining to the Enumerated Powers of the Board of Directors between meetings of TNCA and report thereon at the next meeting. The Board will make binding recommendations to the general membership on those matters.*
- *Be given the Authority to Sanction the membership of any member for misconduct as stated in Article 6. Section 3.*
- *Determine if a waiver of Dues is justified after receiving a request in writing for such a waiver as stated in Article 6. Section 4.*
- *Decide to Accept or Decline any contribution, gift, bequest or device including any cash donations as Stated in Article 7. Section 3.*
- *Empower the vice-president to sign any documents requiring the President's signature in the absence of the President; and*
- *Approve a financial institution for all Association funds.*

Article 10. Officers and Elections.

Section 1. The elected Officers of TNCA shall be President, Vice President, Secretary, Treasurer, and At-Large Representative.

Officers shall assume their duties in January and shall serve for one year or until their successors are duly elected.

Section 2. Resident and Non-Resident members of TNCA are eligible for election to office and may declare their candidacy at the October monthly meeting and commence campaigning activities. Nominations from the floor will be accepted and candidates may also nominate themselves.

Section 3. Annual Elections will be held at the Regular Monthly Meeting in November. Election shall be by a simple Majority Vote of those Members present and voting at that meeting. The Officer duties will start in January.

Section 4. All those seeking office, declared or otherwise, will be allowed to give a 3-minute speech to the membership at the November meeting extolling their virtues/qualifications for office.

Section 5. Vacancies in office will be filled by election of the membership at a monthly meeting.

Article 11. Duties of Officers

- A. Each officer shall deliver to his or her successor within fifteen (15) days after vacating/retiring from office, all records, papers, and other property belonging to TNCA.
- B. The **President** shall be the principal officer of TNCA and shall:
- Establish and approve monthly agenda. The Secretary will publish the agenda in advance of each scheduled meeting.
 - Preside at all meetings of TNCA and maintain Proper Decorum
 - Follow Robert's Rules of Order
 - Be the primary spokesperson for TNCA, except that he/she may designate another member to serve in this capacity as necessary.
 - Appoint Chairpersons for all committees
 - Sign with the Secretary all the contracts and other legal documents
 - Serve as TNCA's primary representative to the City of Pensacola
- C. The **Vice President** shall:
- Preside at meetings in the absence of the President
 - Represent the President when so requested by the President
 - Be temporarily empowered by the Board of Directors to sign any documents requiring the President's signature in the absence of the President
 - Perform duties as requested by the President
- D. The **Secretary** shall:
- Keep minutes of the proceedings of all general membership and Board of Director meetings of TNCA.
 - Provide minutes of previous meeting for membership approval
 - Preserve in a file all records of value to TNCA to include a chronological file of all minutes of all meetings
 - Sign with the President all contracts and legal documents
 - Retain current membership roster for records.
 - Collect completed membership application; include name, address, phone/mobile number, email address, and membership category from all members
 - Conduct correspondence of TNCA
 - Perform such other duties as requested by the President
 - Publish agenda for upcoming meetings
- E. The **Treasurer** shall:
- Administer all funds of TNCA
 - Deposit receipts in a financial institution in TNCA's name as approved by the Board of Directors
 - Pay all bills and disperse funds in a timely manner
 - Present all financial status reports at all meetings
 - Keep itemized and complete records of all receipts and expenditures in a permanent file
 - Collect dues from all members

- Perform such other duties as requested by the President

F. The **At-Large Representative** shall:

- Fill in for the role of vacated Board position until position has been filled per Article 10.
- Assume role of absent Board member if requested (share financial reports, present previous minutes, take meeting minutes, etc.)
- Assist with use of Robert's Rules of Order
- Be authorized to help maintain the Proper Decorum for the Presiding Official
- Perform such other duties as requested by the President

Article 12 Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern TNCA in all cases in which they are not inconsistent with these bylaws and any special rules adopted by TNCA.

Article 13 Amendments

These articles may be amended by a majority vote of the members present at any general meeting, provided that a notice has been given to the membership of the proposed Bylaw changes in the Meeting Announcement via email.

Article 14 Audits

- At least one (1) month prior to the annual election, the President shall accept a volunteer member (a Non-Board of Director member) to perform an Audit Review of the Treasurer's books and/or records.
- The report of the results shall be made at the regular membership meeting prior to the actual elections.
- A copy of the report shall be retained by the Secretary and placed in the Permanent Files of TNCA.

Article 15 Dissolution

TNCA may be dissolved in the same manner as the procedure outlined in Article 13, provided that the disbursement of all moneys and properties be acted upon prior to dissolution, and in accordance with the requirements of the Articles of Incorporation and Florida Non-profit Corporation Act then in existence.

Article 16 Adoption of Bylaws

Approved by the membership on April 7, 2026 as witnessed by

President

Troy Stepherson

Secretary

Angela Carter