

B Y - L A W S

Historic Inlet Beach Neighborhood Association, Inc.  
A South Walton County Neighborhood Association  
In Inlet Beach, FL; Between the Beach and Highway 98

ARTICLE 1 -- Name of Organization

The name of this organization shall be Historic Inlet Beach Neighborhood Association, Inc., a South Walton County neighborhood association in Inlet Beach, Florida, or (hereafter) the "Association". The "historic" designation relates to the fact that the area in question, though settled shortly after World War Two, was one of the last in the United States settled through homesteading. The homesteading was intended as one way to assist World War Two veterans in establishing homes (though it was not limited to veterans) and a number of the initial homestead dwellings remain and are used to this day. The neighborhood takes its character from the fact that one-and-one-quarter acre government lots were deeded to the first homesteaders. Consequently, a community of oversize lots was established. No developer had a hand in its creation. Though the beachside has evolved with smaller lots, much of the rest of this neighborhood retains the large-lot character, a reflection of its historic roots.

ARTICLE 2 -- Statement of Purpose

The purposes of this Association shall be: to bring to light and disseminate important information impacting the neighborhood; to be especially concerned about preserving the local environment, especially our beaches, dunes, scrub oak and pine, the purity and sufficiency of the fragile aquifer upon which Inlet Beach depends for drinking water, and finally concern for all plants and animals native to our unique environment; and to provide a springboard for action with respect to representing the best interests of our Inlet Beach neighborhood--within the South Walton Community Council, Walton County, the State of Florida and the United States Government in whatever forums as may be appropriate.

ARTICLE 3 -- Policy and Circulation

The Historic Inlet Beach Neighborhood Association, Inc. is a nonpartisan, nonprofit, and nonsectarian organization.

A current copy of the Association By-Laws shall be available to each member.

The membership of this Association shall be public knowledge. However, a membership list shall not be sold, traded, or distributed for solicitation by any organization for commercial, political, charitable, social, news media or similar use.

#### ARTICLE 4 -- Powers

In furtherance of the purposes described above, this neighborhood association shall have the authority to engage in various funding and fund-raising activities and to hold meetings and to engage in informational efforts, utilizing the association's treasury for such purposes. The Association also may enter into contracts and acquire, own, hold, operate, and maintain such property as is necessary to enable it to carry out its purposes.

## **ARTICLE 5 - Membership**

**The Historic Inlet Beach Neighborhood Association, Inc. shall meet the following standards:**

**Upon payment of the annual dues, membership shall be open to households residing or owning property within the borders of Inlet Beach, Florida, a coastal community bordered on the south by the Gulf of Mexico, on the north by Lake Powell, on the east by Walton/Bay County lines (Camp Helen State Park), and on the west by Winston Lane and West Shore Drive.**

**All household members may attend meetings and participate in discussions. Also any household member may hold office. However, only one vote is allowed per household and only one representative of any household may hold office at any one time. A household is defined as adults (persons 18 or older) within the same residence.**

**This neighborhood association is organized for nonprofit purposes. Financial records will be kept and internally audited by its membership annually. Independent auditing will be required**

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to once a year if requested any given year by a simple majority vote at a regular meeting of the membership.

The governing Board of Directors will be composed of elected residents and/or property owners who are members in good standing of the Historic Inlet Beach Neighborhood Association, Inc. The association agrees to furnish in writing, annually, the names of its Board of Directors and date and method of their election, as may be required.

The authority to remove existing members shall be vested in the board of directors. A vote of the board to deny membership can be overturned by 2/3 vote of the members attending a duly organized meeting.

## **ARTICLE 6 -- Board of Directors**

**The association shall be managed by a Board of Directors of up to seven and no fewer than five members. The board shall be responsible for the transaction of all business of the association, including the appointment and operation of on-going or ad-hoc committees.**

**At all times two-thirds of the members of the Board of Directors shall reside or own residential property within Inlet Beach south of US 98 and CR30A.**

**The Board of Directors shall consist of seven members, including the president, vice president, secretary, treasurer and delegate to the South Walton Community Council, membership chairman, and newsletter editor. A director may serve in two capacities except that a president may only also serve as delegate to the SWCC.**

**The Historic Inlet Beach Neighborhood Association, Inc. shall hold its annual meeting in July. At this meeting directors will be elected for the up-coming term. Directors will serve from August 1 to August 1. The fiscal year will run from June 30 to June 30, being offset, from the**

directors' term and the annual meeting date to facilitate full fiscal year reporting of the association's financial records.

Each year, a nominations committee shall be appointed by the president with the approval of the board to develop nominees for board positions. Names of nominees shall be presented to each member 30 days prior to the annual meeting. Additional nominations will be accepted from the floor at the annual meeting. A simple majority will serve to elect new directors. If, for example, four are nominated for three positions, the three with the more votes shall be elected. Seven directors are to be initially elected -- four shall be elected to two-year terms and the remaining three to one-year terms. Thereafter, terms will be for two years but will be staggered, with four directors elected one year and three the next. The Board of Directors shall elect officers.

Concerning the Board of Directors, five members shall constitute a quorum at board meetings with seven total members, four with six, and three if ~~in the~~ five make up the board.

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A majority of the board may remove any board member who has been absent without approved cause from three consecutive meetings. Removal of a board member for other reasons first requires a 2/3 vote of the board followed by a 2/3 vote of the members attending a called meeting. A written notice must be mailed to all members postmarked 30 days in advance of such a called meeting.

Vacancies on the board may be filled by special election at a regular or special meeting of members if a replacement is deemed essential.

The duties of the membership chairman shall include:

- Organizing a membership committee to assist in carrying out the work associated with membership recruitment and renewal.
- Being responsible for on-going membership recruitment.
- Being responsible for an annual membership renewal drive to collect renewal dues from existing members and canvassing for new members. This annual campaign will be concluded by May 31.
- Being responsible for social activities of the Association, such as refreshments, if any, at meetings and any mixers or entertainment in conjunction with the association, should such activity be viewed as appropriate.
- Co-signing checks with another officer (two must sign).

The duties of the newsletter editor shall include:

- Filling in during the absence of the secretary.
- Collecting information of importance to members and preparing a periodic newsletter to be mailed to the full membership.
- Coordinating with the secretary so that meeting notices and newsletters may be mailed at the same time in order to save postage.
- Conducting simple surveys among the membership to help the board of directors make certain their goals coincide with the goals of the membership. This responsibility includes reporting back to the membership the results of each such survey.
- Co-signing checks with another officer (two must sign).



ARTICLE 7 --Duties of Board Member Officers

The duties of the president shall include:

- Presiding over meetings of the Board of Directors and meetings of the full membership.
- Calling special meetings of the board.
- Representing the association to other bodies and the news media. However, a spokesperson may be appointed and a different person may be elected to represent the neighborhood association at meetings of the South Walton Community Council.
- Appointing special committee chairpersons and, as appropriate, committee members.
- Arranging speakers or information specialists to address or interact with the board of directors or with the full membership.
- Co-signing checks with another officer (two must sign).

The duties of the vice president shall include:

- Assisting the president in the president's duties.
- Serving as president in the president's absence.
- Coordinating the work of all committees and recommending formation of new committees, as may be appropriate.
- Co-signing checks with another officer (two must sign).

The duties of the secretary shall include:

- Maintaining all records other than financial records of the Association.
- Keeping/reading minutes at all member meetings and board meetings.
- Co-signing checks with another officer (two must sign).

The duties of the treasurer shall include:

- Receiving and co-disbursing, with another officer, all association funds.
- Maintaining the financial records of the Association.
- Preparing on-going financial reports for each board meeting.
- Providing a written financial report to every member in conjunction with the annual meeting. This annual financial report shall reflect the fiscal year in its entirety.
- Co-signing checks with another officer (two must sign).

The duties of the delegate to the South Walton Community Council shall include:

- Representing Association interests at meetings of and within the workings of the South Walton Community Council.
- Reporting on the South Walton Community Council's work, position, action and information to the Association's board of directors and, as appropriate, to the full membership.
- Conveying petitions for signatures from the South Walton Community Council to the Association or those petitions generated by the Association to the South Walton Community Council.
- Co-signing checks with another officer (two must sign).

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**ARTICLE 8 - - Meetings and Dues**  
Meetings of the membership shall be scheduled by the Board of Directors as needed. Because many property owners reside elsewhere, meetings will be scheduled in order to facilitate their attendance - - such as on weekends. Directors will meet quarterly. The president may call additional meetings of the board as needed.

Annual dues shall be uniformly assessed for all member households and may be adjusted prior to June of any year at a regular or special meeting of the Board of Directors. No action is required to continue the prior year's amount unchanged. A two-thirds vote of an Article 6 specified quorum of the Board must vote affirmatively to change the dues amount.

Dues shall be payable June 1. The yearly membership drive will be conducted by the membership chairman shortly before the end of the each fiscal year.

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**ARTICLE 9 -- Committees**

Committees and task forces may be established by the president in consultation with the board. The membership may recommend through a simple vote the creation of an ad hoc committee.

## ARTICLE 10 --Other Operating Procedures

All procedural items not covered in the by-laws shall be governed by the current edition of Robert's Rules of Order.

All documents, minutes or other records of the Association shall be retained for five years and then reviewed for retention or disposal. An archive committee shall be established for such record review.

## ARTICLE 11 -- By-Law Amendments

A motion to amend or repeal any by-law, in whole or in part, must be submitted in writing at an all-member meeting, and must be voted on at a subsequent meeting held at least 25 days later. Prompt written notice of the motion to amend or repeal must be given to each member.

Adoption of amendments or repeal thereof requires the affirmative vote of two-thirds of members present and voting.

## ARTICLE 12 -- Dissolution

This Association may be dissolved and its affairs discontinued in accordance with the following procedures. A motion to dissolve the Association must be submitted in writing at a meeting of all members and must be voted on at a subsequent meeting held at least 25 days later. Prompt written notice of the motion to dissolve must be given to each member. A two-thirds vote is required for dissolution.

In the event this association is dissolved, any remaining assets shall be donated to a tax-exempt charitable organization or governmental entity of similar nature, as designated by the board of directors at the time of dissolution.