

SOUTH SEMINOLE HEIGHTS CIVIC ASSOCIATION BY-LAWS

Rev. 7/18/2018

ARTICLE 1

Name, Purpose and Membership

Section 1. Name: The name of this organization shall be the South Seminole Heights Civic Association, Inc., a non-profit organization located in Tampa, Florida. Hereinafter referred to in this document as SSHCA.

Section 2. Purpose: To educate, promote and encourage civic pride and awareness of issues impacting the neighborhood in the area known as South Seminole Heights while revitalizing a sense of community in a safe and healthy residential neighborhood as further defined in the Articles of Incorporation. This area shall include the area south of Hillsborough Avenue; and bounded on the west by the Hillsborough River; and on the east by Florida Avenue; Dr. Martin Luther King Jr. Boulevard to the south.

Section 3. Membership

[1] Individual Membership. Any person eighteen years of age or older or business enterprise interested in promoting the purpose of the SSHCA is eligible for membership. Individual membership shall be granted upon the payment of \$12.00 or \$20.00 for two adults (at the same address) in annual dues, renewable on an annual basis, not to exceed twelve (12) months. Voting privileges are limited to residents (owner/tenant) of South Seminole Heights and property owners (landlords) in South Seminole Heights. Individual Membership shall be limited to one (1) vote per item. Household Memberships shall be limited to two (2) votes per item. These votes must be made by members whose names are listed on the Membership form. *{Amended January 2017}*

[2] Business membership shall be granted upon the payment of \$35.00 dollars annual dues, renewable on an annual basis, not to exceed twelve (12) months. Business shall be limited to one (1) vote in the SSHCA. Voting privileges are limited to property owners/tenants physically located within the SSHCA boundaries. *{Amended January 2017}*

[3] Not-for-Profit/Association Membership shall be granted upon the payment of \$20.00 dollars annual dues, renewable on an annual basis, not to exceed twelve (12) months. Not-for-Profit/Association Membership is open to stakeholders who are community organizations. Voting privileges are limited to property owners/tenants located within the SSHCA boundaries. *{Amended January 2017}*

[4] Individuals facing financial hardship are permitted to petition for membership from the board. Said individual may substitute 6 hours of approved volunteer work for the association in lieu of payment for an individual membership. *{Amended July 2018}*

[5] Mailed General Meeting Notices: If Member would like to receive General Meeting notification mailed specifically to address of record, an additional \$10.00 annual charge will apply to cover cost of printing and mailing. This is due to increasing costs of supplies,

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printing, and postage. *{Amended January 2017}*

ARTICLE
Meetings

II

Section 1. General membership meetings shall be on the third Wednesday of each quarter, (January, April, July, October) unless it is a holiday, in which case the meeting date and place shall be established at the preceding general membership meeting, or at other times as deemed necessary by the executive board. *{Amended October 2015}*

Section 2. Executive Board Meetings: The executive board shall meet monthly, and at other times as necessary. Any member or resident may attend the executive board meetings.

Section 3. Rules of Order: The following simple rules of order will guide the conduct of all meetings:

The chairperson shall conduct all meetings.

A member wishing to speak will stand to be recognized by the chair. When given the floor, the member will state his name and, while speaking, is not to be interrupted.

A motion is first made, then seconded, and then restated by the chairperson who then opens the motion to discussion. No one may speak on an issue a second time until all who wish to speak have spoken once.

Secondary motions must be disposed of before the main motion, then action is taken of the main motion.

Robert's Rules of Order: If a consensus cannot be reached regarding rules of conducting meetings, the latest edition of Robert's Rules of Order may be used to determine questions of parliamentary procedure.

Section 4. Meeting location: Meetings shall be held in locations accessible to people with disabilities and be held as near as practicable to the SSHCA's boundaries. *{Amended January 2017}*

Section 5. General Meeting Notice: SSHCA is required to provide at least 21 days advance notice of the time, date and location of general membership meetings and elections by e-mail and at least one of the following communication methods: [2] Social Media, and [3] Website, [4] Rivercrest Park Bulletin Board, [5] Publication in The Banner. All electronic notice shall be maintained (not deleted) for a two-year period. *{Amended January 2017}*

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ARTICLE III

Quorum

Section 1. General Membership Meetings: For the general membership to conduct business, a simple majority of elected officers and an additional twenty (20) percent of or fifty (50) members, whichever is less, must be present. Motions may be passed by a majority vote of members present, except as provided in Article IX, Section 1, regarding by-law amendments.

Section 2. Executive Board Meetings: For the executive board to conduct business, a simple majority of the executive board must be present. Motions may be passed by a majority vote of members present.

Section 3. Committee Meetings: A majority of the committee members shall constitute a quorum.

ARTICLE IV

Officers

Section 1. There shall be seven officers comprising the SSHCA Executive Board, with the following titles:

President

Vice

president

Secretary

Treasurer

Three At-Large Delegates

All officers shall have a term of office of two years or until a successor has been chosen by the membership. *{Amended April 2008}*.

Section 2. Standing Committee Chairs shall be appointed by a majority vote of the SSHCA officers. Committee Chairs serve a one year term unless removed or appointed again by the officers. Once appointed Committee Chairs become voting members of the Executive Board on

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all matters except their tenure or tenure of other Committee Chairs. Officers can serve as Committee Chairs on an interim basis pending recruitment of a suitable Chair from SSHCA members. Chair appointments are for a one year term, renewable in January of each year. There are no assigned term limits for the number of times a Member may serve as a Committee Chair. *{Amended January 2017}*

Section 3. Successorship: If the President resigns, then the Vice-President will assume role as Interim President until the end of the current term. If the Vice-President cedes the role, then another Executive Board member can be nominated and appointed by the Executive Board. If a candidate is not found on the Executive Board, then a general election period will commence and follow the rules as stated in Article V with the following exceptions;

- 1) The election vote will occur at the next general membership meeting; no change to Nominations for Office or Notice to Members.
- 2) Office will be assumed at conclusion of General Meeting when the election vote occurs.
- 3) Length of term will be for the remainder of abdicated term.

If a committee chair resigns, standard appointment procedures apply as outlined in Article VIII, Section 2. *{Amended January 2017}*

ARTICLE V
Elections

Section 1. Time:

- [1] The election of the Officers shall be held at the fourth quarterly membership meeting of the current year.
- [2] Newly elected officers will assume office on December 15th of the election year.
{Amended October 2003}

Section 2. Eligibility: Any member in good standing of the SSHCA is eligible to hold any office. However, no two members of a family/household may be candidates at the same time. No person can seek to hold two positions. Executive Board positions are restricted to Members residing, owning a business, and/or not-for-profit or association, within the South Seminole Heights boundaries. *{Amended January 2017}*

Section 3. Voting: Voting shall be by written ballot or absentee ballot as provided for by the Elections Committee. Those individuals holding both individual and business membership shall be limited to one vote.

Section 4. Conduct of the Election:

- [1] At the third quarterly membership meeting, the president shall appoint a chairperson of an elections committee. The chairperson cannot be a candidate in the forthcoming elections
- [2] Nominations for Office: The elections committee shall accept nominations for a period of

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thirty (30) days following the third quarterly membership meeting.

[3] Notice to Members: No later than fifteen (15) days prior to the fourth quarterly membership meeting, the elections committee shall prepare and cause to be mailed to all members a sample ballot containing the names of all candidates for office, with a space for write-in votes for each office.

[4] The Election of Officers: The election of officers shall be held at the fourth quarterly general membership meeting. The elections committee shall oversee the election by insuring that only members in good standing cast ballots. The election committee shall be responsible for counting the ballots and reporting the results to the chairperson.

[5] Confirmation of Election: Any member can request a recounting of ballots when the results are reported. If no request is received the results shall be determined to be final. If a recount confirms the results the outcome shall be determined to be final.

ARTICLE VI

Executive Board

Section 1. Composition: The executive board shall be composed of the seven elected officers. No person shall hold more than one office simultaneously not withstanding the provisions of Article IV.

Section 2. Chairman: The president shall be the chairman of the executive board. In the absence of the president a chairman pro-tempore may be elected by a majority vote of the executive board members present at any executive board meeting at which there is sufficient quorum to conduct business.

Section 3. Powers and Duties: The executive board is entrusted with conducting the financial and administrative business of the SSHCA. In the discharge of its duties, the executive board is responsible for ensuring the perpetual existence of the SSHCA; preserving the good name and reputation of the SSHCA; and in maintaining a sound financial standing.

Section 4.[1] Interim Officers: Notwithstanding other provisions of these bylaws, the Officers constituting the initial Board of Directors named in the Articles of Incorporation shall appoint three persons to serve as At-Large Delegates with the elected Officers of the SSHCA until the time of the regularly scheduled election to be held at the October 1997 general membership meeting. Specific powers and duties are as follows: Approve any and all expenditures of the SSHCA funds. Approve any and all contracts, agreements and understandings which require, or may require, the expenditure of funds. Any and all such contracts, agreements and understandings shall be in writing. Approve the use of the SSHCA name and/or logo by other parties. However, the Board cannot make official endorsements of candidates. The Board may take a position on non-partisan issues important to the community. Expel members whose actions or conduct embarrass or jeopardize the best interest of the SSHCA. Approve nominations of the president for the positions of chairpersons of respective committees. Adopt policy statements and guidelines on the routine conduct of SSHCA business by officers, committees, and members. Appoint members of the audit committee.

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Appoint members to fill vacancies on the executive board.

Section 4 [2] Conferring of Powers and Duties: The powers and duties enumerated in Section 4 [1] are conferred to the elected executive board in so much as they not withstand other provisions of these by-laws.

Section 5. Online Voting: To aid in efficiency, the SSHCA Executive Board may vote on issues electronically via email or other preferred social media site. This platform may also be used to share information in between meetings. The limitations of business conducted in this manner are:

[1] The motion offered for a vote must concern a topic first discussed in a regular SSHCA Board Meeting unless the Board consider the subject as critical and requiring immediate attention. Discussion and voting can proceed so long as a simple majority of the Board agrees to vote on the matter with online discussion.

[2] A quorum of members must respond by a date and time set in the initial email or social media post set by either the President or Vice-President. If a discussion expires, it may be re-addressed by setting new boundaries under a subsequent communication.

[3] The Secretary shall record the material elements of the discussion as minutes and offer at the next regular meeting for Board approval and inclusion in the minutes. *{Amended January 2017}*

ARTICLE VII

Duties of Office

Section 1. In general: All officers shall attend general membership meeting and the executive board meetings. Failure to attend three consecutive meetings without prior notice shall constitute resignation. Notice of anticipated absences shall be given to the presiding officer of the meeting to be missed. All officers are eligible to serve as interim chairs in the event of a vacancy on a standing Committee.

Section 2. Chairperson of the Executive Board: The president shall conduct the executive board meetings, and may call special meetings when the need arises.

Section 3. At-Large Delegates: Delegates are at large members of the executive board, and shall serve, along with the president, as the SSHCA corporate board of directors per the Articles of Incorporation.

Section 4. President: The president shall preside over the general membership meetings and the Executive Board meetings and shall ensure that matters requiring Executive Board approval are presented to that Board. The president shall be responsible for officially representing SSHCA before government agencies, other neighborhood/civic associations and other bodies as needed. If unable to attend, the president shall appoint an alternate representative. *{Amended January 2017}*

Section 5. Vice president: The vice president shall assist the president in fulfilling the duties of

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that office. The vice president shall preside over general membership meetings in the absence of the president. Committee chairs will report to Vice-President. *{Amended January 2017}*

Section 6. Secretary: The secretary shall keep minutes of the general membership and executive board meetings, shall outline minutes of the previous meetings at each general membership and executive board meeting; shall maintain a record of members and visitors attending general membership and executive board meetings; shall maintain a list of officers and committee chairpersons to include the name address and telephone number of each; and shall be the custodian of the corporate seal of the SSHCA, all correspondence, and all other records of the SSHCA which are not in the custody of other officers. Minutes shall be published on website and via Facebook. They are also available upon member request. *{Amended January 2017}*

Section 7. Treasurer: The treasurer shall receive all SSHCA funds and deposit them into SSHCA accounts; maintain records of SSHCA finances in the form of income, expenditure and account balances; provide a report current financial information at each general membership and executive board meeting. *{Amended January 2017}*

Section 8. Committee chairpersons: With the exception of the audit committee, the committee chairpersons shall report to the Vice-President. Committee findings and recommendations are to be presented to the general membership. All committee members must be members in good standing. Committee chairpersons shall abide by these by-laws and by any and all policies and guidelines established by the executive board. *{Amended January 2017}*

ARTICLE VIII

Committees

Section 1. Types of Committees: There shall be two types of committee: standing committees are those named in the by-laws and are permanent, and which represent continuing needs in the promotion of the purposes of the SSHCA. Special committees are those which are not listed in the by-laws and may be formed either by a majority vote of the general membership or by the president with the approval of the executive board. With the exception of the audit committee and the election committee meetings, the president may attend committee meetings.

Section 2. Appointment of Committee chairpersons: chairpersons of standing committees shall be appointed by the president, with the approval of the executive board, no later than the first month following the election of officers. Chair appointments are for a one year term but there is no term limit on the number of times a Member can hold a position. *{Amended January 2017}*

Section 3. Except for the audit committee, chairpersons of special committees shall be appointed by the president with the approval of the executive board. Section 4. Except for the audit committee, members of standing and special committees shall be appointed by committee chairpersons. Section 5. Standing Committees: Standing committees of the SSHCA shall be as

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follows:

Membership Committee: A committee whose purpose is to increase awareness of and membership in SSHCA; maintain records of members address, phone, and membership date; to link new members to their areas of interest and expertise; to notify and communicate with members meetings and events via the newsletter and other methods; to generally promote greater neighborhood involvement.

Beautification Committee: A committee whose purpose is to promote the improvement of the residential areas within the boundaries of the SSHCA; to facilitate enhancement of neighborhood parks and greenspaces; to encourage preservation efforts; and to encourage neighborhood friendly commercial uses in the commercial corridors of Florida Avenue, Dr. Martin Luther King Jr. Blvd, Hillsborough Avenue, and North Boulevard Avenue.

Neighborhood Crime Watch Committee: A committee whose purpose is to facilitate awareness of crime watch activities; communication between existing watch groups; support the expansion of watch groups in the South Seminole Heights area; communicate to the membership and executive board meeting places and times.

Communication Committee: A committee whose purpose is to communicate via newsletters, fliers, and other media to the members of SSHCA, residents of South Seminole Heights, and owners of property in South Seminole Heights the time and location of meetings and events. To publish The Banner on a quarterly basis as the official publication of the SSHCA as long as the necessary funding, resources, staff and interest is available. *{Amended January 2017}*

Land Use Committee: A committee whose purpose shall be to review all requests for zoning changes, reclassifications and other land development within South Seminole Heights. The committee will obtain and review City of Tampa Land Development Staff Reports to verify Residential Overlay District guidelines have been met. The committee will present to the Board of Directors, and the General Membership regular updates and reports. The Chairman may be required to attend City Council Zoning Hearings to represent the Association in matters of Land Use Development. The committee will also represent future Residential Overlay and Business Strategic Overlay plans for South Seminole Heights. *{Amended October 2006}*

Heights Unites Committee: A committee whose purpose is to plan and execute the Heights Unites Music & Arts Festival annually. Committee chair is responsible for developing goals, a planning committee, sponsorship/business partnerships, working closely to meet all city/county/state obligations, communicating with the SSHCA Board, and attending SSHCA Board/General meetings. *{Amended July 2018}*

ARTICLE IX

Amendments to By-Laws

Section 1. General Membership vote: Amendments to these by-laws must be passed in a vote by

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the general membership by a two thirds majority of those voting.

Section 2. Proposals for By-law amendments: By-law amendments may be proposed by a majority vote of either the executive board or the general membership. Once proposed, the amendment must be presented at the next general membership meeting. The proposed amendments, as presented, shall then be put to a vote at the following general membership meeting.

ARTICLE X

Non-Discrimination

Section 1. No person, group, or business shall be denied membership, participation in the SSHCA, and/or participation in SSHCA activities on the basis of race, religion, color, sex, sexual orientation, gender identity, disability, religion, national origin, marital status, age, legal citizenship, economic status, political affiliation, or the ownership of property except as stated in Article I, Section 3 and Article V, Section 2. If the City of Tampa Community Partnerships & Neighborhood Engagement division determines discrimination has taken place, the Neighborhood Empowerment Administrator has the authority to remove recognition of the SSHCA. *{Amended January 2017}*

ARTICLE XI

Non-Profit Provisions

Section 1. SSHCA funds are not to be spent, committed or distributed in any manner which would or may invalidate the eligibility of the SSHCA to meet Internal Revenue Service requirements for non-profit charitable organizations.

ARTICLE XII

Control and Disbursement of Funds

Section 1. Bank Accounts: Checks, drafts and/or withdraws of funds from SSHCA accounts shall require the signature of any two of the following officers: President, Treasurer, Secretary. Debit cards from bank or online banking service (i.e. PayPal, Square) shall only be issued to President and Treasurer. *{Amended January 2017}*

Section 2. Expenditures in excess of fifty dollars (\$50.00) must have board approval with the exception of those expenditures from designated funds.

Section 3. The executive board may audit, or cause to be audited, any and all financial and

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inventory records and property of the SSHCA, including those in the custody of the secretary, treasurer, or any committee or member. If the audit is to be conducted by a committee, the executive board shall appoint the chairman and members of the committee. This audit committee shall be disbanded upon acceptance of its final report.

Section 4. Financial reports are to be provided at each board meeting, including income and expenditures. It is also available for membership upon request. *{Amended January 2017}*

Section 5. Membership dues shall be accepted via cash, personal or business check, or electronic methods deemed acceptable by Executive Board. All membership dues transactions will have a receipt provided but the methodology of receipt may change based on form of payment. Written receipts will be provided for cash. A cancelled check will also serve as a receipt. E-mail confirmations/receipts will be provided by the electronic service provider, as long as an accurate e-mail address has been provided by member. *{Amended January 2017}*

ARTICLE XIII

Code of Conduct and Resolution of Conflict

Section 1. SSHCA recognizes that Board Member and Committee Chair conduct has an impact on public perception, resident involvement, and organization morale. As such, Board Members and Committee Chairs are expected to conduct themselves in a professional and ethical manner at all times. Board Members and Committee Chairs shall not willfully or deliberately: [1] Commit felonies or misdemeanors, [2] Commit egregious or inappropriate actions that negatively impact or reflect on SSHCA and/or its members, [3] Violate SSHCA By-laws, [4] Be negligent in performing duties. As the list of specific qualifying offenses is impossible to list, SSHCA defers to the City of Tampa's Personnel Manual for applicable supplemental definitions, policies, and acceptable behaviors as well as sound judgement and common sense behavior. SSHCA recognizes that not all policies contained in the City of Tampa's Personnel Manual may be applicable to Board Members, and shall only utilize those that support the four points listed above.

Section 2. SSHCA reserves the right to dismiss a Board Member or Committee Chair [referred to hereafter in this section as Board Member] for violating the Code of Conduct policy. Progressive discipline shall be followed with a minimum of one (1) warning to be issued prior to dismissal with a maximum of three (3) warnings. Progressive discipline does not apply in cases of a felony or an egregious offense.

[1] President shall investigate allegation of misconduct and Board Member will be suspended during the investigation. If President is the offending Board Member, then Vice-President or other appointed Executive Board Member can conduct investigation. Investigation is not to exceed the greater of thirty (30) days or two (2) monthly Board Meetings. During the investigation, Board Member will be suspended. Upon its conclusion, investigation findings are

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to be presented to Board. Offending Board Member will be offered opportunity to explain.

[2] A motion shall be made whether to issue a warning, suspension, or dismissal following Robert's Rules of Order. Majority vote shall determine if formal warning should be issued; offending board member will not be allowed to vote.

[3] If motion to warn carries, formal warning shall be issued. Warning, investigation details and Code of Conduct Violation shall be noted in Meeting Minutes.

[4] If a felony or egregious offense occurs, the Board may immediately dismiss offending Board Member or Committee Chair or it may present dismissal motion to Members at next General Membership meeting.

[a] If dismissal is effective immediately, dismissed Board Member has right to appeal and request a majority Member vote at next General Meeting

[b] If dismissal is recommended, dismissal motion and investigative findings will be presented to Members at next General Membership Meeting. If quorum obtained, board member or committee chair can be dismissed with majority member vote. Dismissals shall be effective immediately.

{Added January 2017}

ARTICLE XIV

Social Media Policy

Section 1. SSHCA website, E-mail communications, Official Facebook Page, Neighborhood Watch Page, and Facebook Community Discussion Group are designed to be community builders and methods for residents to engage with each other and receive news and information by SSHCA. Participation in these forums is encouraged, however, SSHCA expects social media community members to treat each other with respect that neighbors deserve. This article will govern social media as listed above as well as those to be utilized or created in the future.

Section 2. Comments that are offensive according to commonly accepted communication standards are unacceptable. This includes, but is not limited to: inappropriate language, personal attacks, comments that are discriminatory in nature (actual or perceived), bullying, threats, and/or comments that contribute to a hostile online environment.

[1] Posts/comments found in violation of the guidelines in Article XIV, Section 1 will be deleted as deemed appropriate by Facebook Page Administrators. Screenshots must be taken to document offending post prior to deletion. Social media member must be notified of incident.

[2] If the offense is severe, social media member may be immediately suspended and/or removed. The severity of the action or repeated offenses will determine disciplinary course selected. This determination will be made at the discretion of the SSHCA Board.

[3] If suspended, a meeting will be conducted between suspended social media member and an Executive Board member to discuss infraction and future expectations. If another incident of a similar nature occurs after suspension, then member can be removed from social media.

[4] A majority of Executive Board vote will determine removal of a social media member. General membership must be advised at next General Meeting of any removals from Social Media Groups.

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Section 3. Facebook Page Administrator rights will be limited to interested members of the Executive Board and the Communications Chair.

Section 4. Facebook Community Group members cannot block or otherwise interfere with administrators' ability to administer page/group. Individuals found to be blocking one or more administrators will be removed from Facebook Community Group.

{Added January 2017}

ARTICLE XV

Dissolution

Section 1. Dissolution - SSHCA may be dissolved only with the authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of current Fiscal Year voting eligible members. Upon dissolution or termination of SSHCA in the following order:

[1] Pay outstanding debts, obligations, and necessary final expenses

[2] Remaining funds will revert to the City of Tampa to be utilized in an improvement project for South Seminole Heights neighborhood. Project must receive approval by City Staff and by majority of City Council.

Section 2. Merger – SSHCA may merge with another neighborhood/civic association only with the authorization by its Board of Directors given at a special meeting called for that purpose and with a minimum of a majority general membership vote. Specific conditions to be met for merger are to be set and controlled by the City of Tampa.

{Added January 2017}

ARTICLE XVI

Paint Your Intersection Projects

Section 1. Paint Your Intersection is a project that will allow neighborhood to paint a street mural at an intersection to provide some traffic calming measures, promote a sense of neighborhood identity and provide a piece of public art.

Section 2. Resident Notification and Consensus - SSHCA must develop residential consensus by circulating a finalized scale street mural drawing and site plan to all property owners within a one block radius of the street mural. 80% of property owners in one block radius must consent via signature to the street mural drawing. 100% of property owners adjacent to intersection must consent via signature to the street mural drawing

Section 3. Maintenance – SSHCA is required to maintain the painted intersection for a period of 4 years from date of project completion. This includes re-painting due to sun exposure, water

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damage, road re-paving or any other damage to the road. Generally speaking, the intersection will be required to be repainted every 18 – 24 months. After 4 years, General Membership can determine whether to continue maintenance for another time period or to allow the project to sunset.

{Added January 2017}

These By-laws, as presented, are subscribed to by the members and officers of the **South Seminole Heights Civic Association, Inc.**

As approved in a meeting of the general membership meeting on April 8th, 1997

Richard Fifer, President_____

Jon Gifford, Vice-President_____

Patricia Alexander, Secretary_____

Louise Everett, Treasurer_____