

## VENICE GARDENS CIVIC ASSOCIATION, INC. BYLAWS and POOL RULES

### **ARTICLE 1 – VENICE GARDENS CIVIC ASSOCIATION, INC. (VGCA)**

Formerly VGHOA, Venice Gardens Homeowner's Association, the name legally changed on Documents of Incorporation, is located at 406 Shamrock Blvd, Venice, Florida. 34293.

### **ARTICLE 2 – MISSION STATEMENT**

The mission of VGCA is to further the common good, promote the general welfare and community improvements by bringing about civic betterment and enhancing social relations.

### **ARTICLE 3 – MEMBERSHIP**

1. *Regular members.* The area covering VGCA eligibility for membership shall include all residents in the area between Banyan Road on the west to Briarwood on the south and Center Road on the north, running east to the Jacaranda West Golf Course.

2. *Associate Members.* Those persons who have previously maintained a regular membership in the Association, who no longer live in Venice Gardens, but wish to continue to belong and pay the same dues as regular members and shall be entitled to vote and hold office.

3. *Out of Venice Gardens* memberships shall be made available to non-Venice Gardens persons. Those persons shall pay the fee prescribed and be in entitled to all member privileges including the pool. They will not have a vote or be able to hold office.

An exception to this rule is if an Out of Venice Gardens member, who consistently volunteers and whose actions significantly affect the revenue/savings to the club, may petition the Board for regular membership to include being able to vote but not hold office. The Board will consider petitions on a case-by-case basis and vote to accept/reject their petition. Their membership will be reviewed yearly.

4. Any member may be expelled for not complying with the VGCA Bylaws and Pool Rules. A member may also be expelled from VGCA for any conduct or disparaging remarks that would discredit or endanger the welfare or character of VGCA and whose remarks would interfere with the pleasant, friendly, and congenial social relationship among the members.

### **ARTICLE 4 – DUES**

Dues will be collected annually and be effective January through December. Any changes to membership dues shall be presented to the membership for a vote.

### **ARTICLE 5 – MEETINGS AND VOTING**

1. There shall be a general meeting of the members of the Association on the last Monday of each month. The Board of Directors shall determine the date of the May and December meetings.

2. Special meetings may also be called at any time by the president, or by any ten (10) members who have submitted a request for the same to the president in writing. Business conducted at a special meeting will be confined to the meeting subject.

3. A quorum shall consist of a majority of those voting-eligible members at any general or special meeting, and no motion or election shall be voted upon unless a quorum is in attendance.

4. Voting shall be by simple majority unless otherwise provided by these bylaws. Each member shall have one vote, and if two persons of a single household shall be present, each shall have a single vote, maximum votes per household shall be two (2) votes. Absentee voting is not permitted for regular meetings. Absentee voting is allowed for the Board of Directors meetings.

5. When a motion is on the floor, a member wishing to speak shall rise, state (his/her) name to and express opinions to the topic under discussion, avoiding any irrelevant remarks.

### **ARTICLE 6 – OFFICERS AND ELECTIONS AND EXECUTIVE BOARD:**

1. The governing body of the Association shall be the Board of Directors, which shall consist of the following: President, First Vice President, Second Vice President, Secretary, Treasurer, Preceding President and six Directors. Some positions may not always be filled, but the positions of President, Secretary and Treasurer are required. The position of Secretary and Treasurer may be combined. The Board of Directors shall hold monthly meetings as scheduled by the president. Board members, not present at monthly Board meetings, may vote by phone. Special meetings may be called by the president or any five members of the Board by submitting a written request to the president or secretary. The presence of at least six members shall constitute a quorum at any meeting of the Board. The preceding president shall serve on the Board as an advisor and will not have a vote.

2. In the event the president leaves office before the end of the term, the vice-president becomes president.

3. Elections will be held at the November general meeting and the new Board will become effective the January 1 of the next year. Nominations may be from the floor at either the October or November general meeting prior to the election. Secret ballot voting shall take place whenever there is more than one nominee for an office. All officers shall be elected for a period of one year. Directors shall be elected for a term of three years. When a new president is elected in November, the outgoing president's authority of spending up to \$500 will be suspended.

4. In the event that a Board vacancy occurs at any time, the president shall fill the vacancy with the approval of the Board.

5. In the event a candidate is not elected to an office at the November general meeting, the sitting officer shall remain in office until the next general meeting. Thereinafter, an election shall be held until an officer can be elected.

### **ARTICLE 7 – DUTIES OF OFFICERS AND DIRECTORS**

1. The president shall preside at all meetings and have such authority as is normally associated with the office of the president.

2. The first vice-president shall assist the president in the discharge of duties, and it shall be the first vice-president's duty to act for the president in the latter's absence or incapability, or in case of resignation.

3. The Second Vice-President shall assist the president in the discharge of duties and shall act for the president in the absence of the president and first vice-president.

4. The secretary shall keep full and accurate minutes of all general and Board meetings

5. The treasurer shall keep an accurate and detailed account of all monies which may come into his/her hands for the Association and shall pay in due time all properly itemized legitimate invoices with a check or draft that shall be signed by the treasurer or the acting treasurer. The treasurer shall promptly deposit all incoming monies of the Association in a bank located in Sarasota County Florida designated by the Board.

All deposits shall be made in the name of the Venice Gardens Civic Association, Inc. The Treasurer shall make all long-term investments in safe FDIC insured, non-stock, interest bearing accounts, in a financial institution designated by the Board and in the name of VGCA. The treasurer shall have complete financial records available at all general and Board meetings for use in case of related discussion. Furthermore, he/she shall close the books of the Association as of the end of the calendar year. The treasurer shall provide the membership secretary with a complete listing of all collections of members' dues, this listing to provide name(s) and address(s) of the members, the date a member's dues were received by the Treasurer and the date they were deposited in the bank.

6. Authority shall be vested in the office of the president to authorize such expenditures as are needed for the operation of the organization, not more than \$500 per incidence. The Board may authorize expenditures from \$501 to \$1000 per incident. Any expenditures over \$1000 must be approved by a quorum of the members at the general meeting. A proposed expenditure shall be considered in its entirety and not broken down into components to avoid the said dollar limitation. The Board shall have the authority to pay bills for emergency repairs, that if not done promptly, would cause VGCA to shut down or incur an additional expense. The Board is required to report such emergency expenditures at the next general meeting.

7. The president shall appoint all committees as necessary.

8. Any member of the Board that is absent from three Board meetings in one year, unless excused in advanced by the president, may be removed from the Board. A Board member may be removed from the Board without cause by a 2/3 vote of the Board meeting a quorum.

## **ARTICLE 8 – EXPENDITURES**

Any expense made by the Board, or a member must have prior approval from the president before being paid by the treasurer.

## **ARTICLE 9 – USE OF FUNDS**

All funds transferred or otherwise coming into the Association shall be invested or dispersed in strict conformity with the laws of the United States of America and the State of Florida, that regulate non-profit corporations and investment trust funds.

## **ARTICLE 10 – GENERAL INFORMATION REGARDING COMMITTEES**

VGCA will have two standing committees: Audit Committee and Bylaws Committee. All other committees will be formed outside of the bylaws to support the organization as necessary.

## **ARTICLE 11 – AUDITING COMMITTEE**

The Board shall appoint up to three people who will examine and verify the financial reporting of VGCA once a year. A successful audit would result in a reasonable person being able to understand the books and confirm that the information is being represented fairly and accurately.

## **ARTICLE 12 - BYLAWS COMMITTEE**

The bylaws committee, appointed by the president when needed, shall analyze the bylaws and recommend changes to the Board. The Board will consider and recommend changes to the membership. The recommended changes shall be made available to the membership by the publication in the bulletin or via email for two consecutive months. After publication, the membership shall vote on the final disposition.

## **ARTICLE 13 – OTHER PROCEDURES**

All other procedures, not provided for in these Bylaws shall be conducted according to Robert's Rules of Order, September 2020, 12 Edition or later.

## **ARTICLE 14 – DISSOLUTION**

Dissolution of the Association Should the membership of the organization drop to such an extent it is unable to function properly, it may be dissolved by affirmative vote of 80% of members who are eligible to vote and hold office. All remaining assets shall be put into escrow until all debts are satisfied.

When this is accomplished, the remaining assets will be donated and transferred to an appropriate organization whose purposes are found to be like those for which this association was formed, pursuant to Florida Statute 617.1403 Articles of Dissolution.

*Presented and accepted by the general membership September 2026.*

### **POOL RULES**

- The pool is only operated at advertised times with a pool attendant present. Operating hours are Sunday and Monday 1:00 to 6:00. Tuesday thru Saturday 10:00 to 8:00 (or dusk, whichever comes first).
- Swim at your own risk. **NO LIFEGUARD ON DUTY.**
- Swimmers must sign in and out on the sign-in sheet.
- Non-swimmers must stay in the shallow end of the pool.
- Children must be able to swim across the pool to be able to be in the pool alone.
- Children under 16 are the responsibility of the accompanying adult.
- Proper swimwear is required (this is a family-oriented facility – no thongs allowed).
- Children not fully potty trained must wear swim diapers.
- Toys, noodles, rafts, etc. are available for your use.
- Personal toys, noodles, rafts, etc. are allowed at the discretion of the pool attendant.
- No alcoholic beverages allowed. Food and drinks are allowed at tables only.
- **NO RUNNING or DIVING.**
- Pool equipment and furniture should be used only for the purposes intended; for example, do not lean back on four-legged straight chairs.
- Guests must be accompanied by an adult VGCA member.
- Safe jumping is at the discretion of the pool attendant.
- The pool will be evacuated when lightning is 10 miles or less away. WeatherBug is VGCA's official weather APP.
- Only service animals are allowed in the pool area.
- The pool attendant can deny anyone access at any time. VGCA reserves the right to refuse anyone membership in accordance with the law.

**FAILURE TO OBEY THESE RULES IS GROUNDS FOR MEMBERSHIP REVOCATION**