

Poinciana Park Neighborhood Association (PPNA) Bylaws

Newly Created 2/19/2024

ARTICLE I – IDENTITY

POINCIANA PARK NEIGHBORHOOD ASSOCIATION

(Previously known as Willa Park / Morningside Park / Mackle Park Neighborhood Association)

These Bylaws will refer to the Association as PPNA throughout this document.

PPNA will reapply to be a new Non-Profit in 2024.

The PPNA boundaries are in the City of West Palm Beach, Palm Beach County, Florida, north of Hampton Road, west of Parker Avenue, on the east side of I-95, and south of Belvedere Road.

The mailing address used for PPNA is:

Treasurer's Address

The website for PPNA is:

Poincianaparkwpb.org

The email address for PPNA is:

ppna33405@gmail.com

The Facebook Page for PPNA is:

Poinciana Park Neighborhood Association

ARTICLE II - MISSION STATEMENT

To establish a cohesive community identity, to protect the character of our neighborhood, and to promote historic preservation. To develop pride, safety, communication, and awareness amongst all neighbors.

ARTICLE III – MEMBERSHIP

PPNA Membership is open to all neighbors and is voluntary. Neighbors are owners/renters who own or occupy property within the boundaries or individuals interested in maintaining neighborhoods through community service and are approved by the Board. Neighbors are not required to participate; however, they are encouraged.

· Voting eligibility for PPNA members: Dues must be paid by January 31st to vote for board and alternate board members at the next annual meeting.

ARTICLE IV – DUES

Annual Membership Dues are voluntary and support the purpose of our neighborhood. Dues enhance our neighborhood by enabling neighbors to host community events, i.e., picnics, dinners, holiday celebrations, neighborhood signage, and newsletters, etc.

- Voting eligibility for PPNA members: Dues must be paid by January 31st to vote for board and alternate board members at the next annual meeting.

ARTICLE V – MEETINGS

ANNUAL & MONTHLY MEETINGS

All meetings are held in the City of West Palm Beach, Palm Beach County, FL, and will be designated in meeting notifications. Notifications can be made via multiple formats, i.e., a doorknob flier, electronically posted on the PPNA Facebook Page and Website, and emailed if the neighbor has provided an email address. All neighbors are invited and encouraged to attend and participate.

Annual Meetings are Held in the first quarter of the year (ideally February).

The purpose of the Annual Meeting is to nominate and elect board members and alternate board members.

- Guest speakers, presentations, and other business authorized shall be carried out.
- The annual meeting minutes shall be emailed to officers and board members.
- Voting eligibility for PPNA members: Dues must be paid by January 31st to vote for board and alternate board members at the next annual meeting.

Monthly Meetings – Are held on the 3rd Monday of each Month.

Typically, the meetings are held at one of the Board Member's homes or a designated public location. Notifications can be made via multiple formats, i.e., electronically posted on the PPNA Facebook Page and Website, and electronically if the neighbor has provided an email address. All neighbors are invited and encouraged to attend and participate. Members can also reach out to anyone on the Leadership Team for details.

Committee & Special Meetings – Held as needed.

ARTICLE VI – NEIGHBORHOOD LEADERSHIP / ELECTED BOARD

VOLUNTARY NEIGHBORHOOD LEADERSHIP & ELECTED BOARD OFFICERS

This section explains and provides procedures for how leadership will be nominated, role terms, elections, and removal of leadership. All board members are volunteers committed to the PPNA purpose.

NOMINATION & ELECTION

- Election of board members and alternate board members shall be held at the annual neighborhood meeting on the same day as the nominations.
- Nominations can begin as early as one month prior to the Annual Meeting.
- Election Board officers - President, Vice President, Treasurer, and Secretary. The election shall occur at the first board meeting following the Association's Annual meeting.
- In the case of a vacancy occurring during the term of any Officer, board member, or alternate, the remaining elected Board Members will determine a replacement appointment.

TERM

- The Leadership (Officers, Board Members, and Alternates) of PPNA shall serve a term of two (2) years or until successors are elected. The term of office shall begin at the close of the Annual Meeting or upon appointment. Board members may succeed themselves if all Board Members are in favor.

ELECTED BOARD LEADERSHIP ROLE DESCRIPTION

A total of Nine (9) - Four (4) Officer Roles, Five (5) Board Members, and several Alternate Board Members.

PRESIDENT

- Generates an Agenda for each meeting.
- Officiates and facilitates each meeting.
- Acts as neighborhood liaison with the City and other neighborhood leadership.

VICE PRESIDENT

- Alerts Board to meetings and events.
- Manages Facebook page.
- Oversees and organizes event details and delegates tasks.

SECRETARY

- The PPNA Secretary will document the transactions discussed and decisions made at each meeting and provide a copy via email to PPNA Leadership and Members, if requested, and if an email address has been provided. A request for review of the minutes can be directed to the Secretary.

TREASURER

- The Treasurer will manage the finances. See below under Article VII - Managing Finances.

ARTICLE VII - MANAGING FINANCES

The Leadership Team will adopt a budget at the first board meeting after officer elections each year.

- Deposits of dues, donations, fundraiser events, and raffle earnings will be deposited in the Bank Account established for PPNA within five (5) business days from receipt.
- Withdrawals of monies from the account may only be made by check or debit card and documented accordingly by the President, Vice President, and Treasurer.
- Monthly bank statements will be reconciled, and a report identifying expenses and balances will be communicated to the Leadership Team.
- An expense report for each event will be completed and communicated to the Leadership Team at the next Monthly meeting.

ARTICLE VIII - REMOVAL OF A LEADERSHIP BOARD MEMBER

Any Leadership member can be removed from office by a 2/3rds super majority vote of the voting members present at a meeting.

ARTICLE IX - COMMITTEES

- Leadership has the power to appoint committees and Chair of each Committee.
- Committees will be formed based on PPNA interest and volunteer action.

ARTICLE X – ELECTIONS, VOTING & QUORUM

VOTING

A voting Member:

- Must be an 18-year-old-and-above neighbor. (Neighbors are owners/renters who own or occupy property within the boundaries, or individuals interested in maintaining neighborhoods through community service.)
- Each household is entitled to one vote, either in person or by proxy. A proxy must be designated in writing by any person entitled to vote, only valid for a specific meeting, and must be filed with the Secretary one week before the meeting.

LEADERSHIP QUORUM

- A leadership quorum consists of at least FIVE or more members of the board.
- If at any meeting of the Board, there is less than a quorum present, those present may adjourn.

ARTICLE XI- AMENDMENT OF BYLAWS

- The Bylaws may be amended by a super majority vote of the Board (2/3rds).

ARTICLE XII - NON-DISCRIMINATION

PPNA celebrates diversity and shall not discriminate against anyone based on race, color, religion, gender, sexual orientation, gender expression, citizenship, political affiliation, marital status, age, national origin, ancestry, or physical or mental handicap.

These Bylaws have been adopted by the Poinciana Park Neighborhood Association (PPNA), at the board meeting held on 19th day of February, 2024.