

## Constitution

### Article III. Membership

Any property owner whose property is in the Selby on the Bay Special Community Benefits District shall be a Member (“Member”).

An Associate Member (“Associate Member”) membership shall be available to those persons who ~~have been residents of the Community of Selby on the Bay SCBD or who reside on property bordering Selby on the Bay SCBD for the preceding six months or hold a year's lease, to close family relatives of property owners holding membership in this Association and as further defined in the Bylaws.~~

#### *(Amended)*

*Any property owner whose property is in the Selby on the Bay Special Community Benefits District shall be a Member (“Member”). An Associate Membership (“Associate Member”) shall be available to those persons who meet the conditions as specified in Article III, Section 4 of the Bylaws.*

#### **Bylaws Committee notes:**

*This update simplifies the definition of a member and removes confusing verbiage on Associate membership. In discussion with former security chairs, the additional “Associate Membership” text was added when the clubhouse was not accessible to residents and a legal injunction was required to secure beach access for Selby residents. With approximately 850 homes in Selby and the beach and clubhouse properties owned by the community association it is the committee’s suggestion to simplify the Constitution and clarify the Associate Membership requirements in the Bylaws section.*

## The Bylaws

### Article III. Membership

#### Section 3

Social and recreational privileges of membership shall extend to Member ~~families, tenants and residents~~. Vehicles entering the beach, community center, and community recreational areas must have a current sticker ~~and personnel must have valid identification~~. All guests must be accompanied by a Member. These privileges can be revoked by the Board if the posted rules are violated.

#### **Section 3** *(Amended)*

*Social and recreational privileges of membership shall extend to Members and resident family members. Vehicles entering the Beach /Community center parking lot, and recreational areas must have a current sticker/ parking pass. All guests must be accompanied by a Member. These privileges can be revoked by the board if the posted rules are violated.*

#### **Bylaws Committee notes:**

*This simplifies Section 3 and moves associate membership requirement to Section 4. The committee found that the terms “Member families, tenants, and residents” was vague needed some clarification. We found that the terms “Members and resident family members” addressed any of the members family residing with the Member in Selby. Tenants and non-Member residents are addressed in Section 4 (Associate Membership). In discussion with former security chairs there was some concern over the legality of the SCA gate security requesting identification. With that in mind that working was removed. This does not exclude providing ID as proof of residency when obtaining a parking sticker or key fob. At the 8/2/2022 BoD meeting during the reading of the Bylaws it was requested to add “/parking pass” to the Bylaw. This has been added (8/3/2022).*

## Selby on the Bay Community Association: Bylaws Amendments – Approved BoD 8/2/2022

### Section 4

Upon approval of application to the Board, an Associate ~~Member (“Associate Member”)~~ membership shall be available to ~~those persons who have been residents of the community of Selby on the Bay or who reside on property bordering Selby on the Bay SCBD for the preceding six months or hold a year's lease and to close family relatives of property owners holding membership in this Association.~~ An Associate Member shall not have voting privileges nor shall be eligible to hold an office in this Association.

### Section 4 (amended)

*Upon approval of application to the Board, an Associate membership shall be available to those persons who:*

- *Hold an annual lease for property in the community of Selby on the Bay SCBD.*
- *Are lawfully residing in the community of Selby on the Bay SCBD for the preceding six months with proof of residence (example: tenants without a lease).*
- *Reside on property bordering the Selby on the Bay SCBD (example: Winding Rd. residents).*

*An Associate Member shall not have voting privileges nor shall be eligible to hold an office in this Association. Associate memberships must be reviewed and renewed on an annual basis. These privileges can be revoked by the Board if the posted rules are violated.*

### **Bylaws Committee notes:**

*This update removes vague requirements for associate membership and adds clear requirements. The committee understands that Associate Membership applications are reviewed by the board on case by case basis and that unique situations will be determined by the elected board at that time.*

## Article IV. Officers

The Officers of this Association shall consist of a President, Vice-President, ~~Financial~~ Secretary, Recording Secretary, Treasurer, Special Tax Officer, Zoning Officer, and three (3) Trustees, whose duties shall be as defined in the Bylaws. The principal Officers, including Trustees, must be a property owner in Selby on the Bay SCBD.

### ***(Amended)***

*The Officers of this Association shall consist of a President, Vice-President, Community Secretary, Recording Secretary, Treasurer, Special Tax Officer, Zoning Officer, and three (3) Trustees, whose duties shall be as defined in the Bylaws. The principal Officers, including Trustees, must be a property owner in Selby on the Bay SCBD.*

### **Bylaws Committee notes:**

*This update renames the Financial Secretary position to “Community Secretary” in preparation for updates duties as defined in Article VIII. In reviewing the duties of the Financial Secretary, with utilization of online banking and Quick books online (cloud) a number of defined tasks are now redundant and add additional overhead. The committee felt that realigning the position to tasks that need to be addressed was the best way to move forward.*

## Article VI. Meetings

### Section 4

The Board shall meet on the first Tuesday of ~~October wherein newly elected Officers and Committee Chairpersons shall be sworn in and the business of the Association shall continue to be conducted.~~

**Section 4 (Amended)**

*The Board shall meet on the first Tuesday of each month. Meetings may be held in person or via virtual technologies. Board votes may be conducted in person, virtually, or via email. At the October meeting of the board, newly elected Officers and Committee Chairpersons shall be sworn in and the business of the Association shall continue to be conducted.*

**Bylaws Committee notes:**

*This section has been updated to support virtual meetings (Zoom, etc...), and voting by email, and other trending technologies. It clarifies that meetings are held on the 1<sup>st</sup> Tuesday of the month, with the first meeting after the election to focus on swearing in the new officers.*

**Article VIII. Duties of Officers**

~~**Financial Secretary-** The Financial Secretary shall receive all dues and other monies from any source for the benefit of the Association. He/she shall keep a true account of all receipts and expenses of the Association; draw all orders on the Treasurer when passed by the Association and attest same by his/her signature. He/she shall turn over all monies received by him/her to the Treasurer and take a receipt of the Treasurer therefore, and keep a correct account between the Association and its members in books provided for that purpose, preparing and submitting monthly Financial Statements at each meeting. He/she shall submit his/her books to the Auditing Committee when reasonably requested to do so.~~

*(Amended)*

**Community Secretary-** *The Community Secretary shall receive all applications for Associate Membership, determine that such application meets the requirements of these Bylaws and submit same for Associate Member approval at the next meeting. They shall oversee annual billing, track payments received, generate and maintain an Associate Member status report for the Security Chair. They shall support the Treasurer with the appointment of the Auditing Committee as required.*

**Bylaws Committee notes:**

*This section is submitted to repurpose and modernize the Financial Secretary position. The current definition has redundant tasking with the Treasurer (and possibly the Special Tax position). The updated role will address functions that will assist with the operations of the board. Maintaining the Associate Member status report will assist the Security Chair with managing key fobs and parking stickers.*

**Article XI Appointed Committee Chairpersons, Directors and Delegates**

The following Committee Chairpersons, Directors and Delegates shall be appointed by the President. Each shall select and appoint such assistants as required to meet the functions of the Chairpersonship, reporting such appointees to the Recording Secretary.

*(Amended – New Position)*

**IT Chairperson -** *The IT Chairperson shall be responsible for oversight of the Association Information Technology infrastructure to include computer systems, security systems (cameras), internet, and audio visual systems. They shall oversee system management, availability, data backup, software, and system security. They shall advise the board on best practices to maintain the IT infrastructure.*

**Selby on the Bay Community Association: Bylaws Amendments – Approved BoD 8/2/2022**

**Bylaws Committee notes:**

*With the increasing dependency on integrated IT systems the committee feels that having a named IT Chair will help the association and remove the status quo with volunteers providing assistance without documenting maintenance or applying best practices for future system stability. Making this an appointed position allows the President to select a candidate with verified IT skills.*

~~**Membership Chairperson**—The Membership Chairperson shall receive all applications for Associate Member membership, determine that such application meets the requirements of these Bylaws and submit same for Associate Member membership approval at the next meeting.~~

*(Amended- Position Removed)*

~~**Membership Chairperson**—The Membership Chairperson shall receive all applications for Associate Member membership, determine that such application meets the requirements of these Bylaws and submit same for Associate Member membership approval at the next meeting.~~

**Bylaws Committee notes:**

*This section is being removed as these duties have been assigned to the Community Secretary (Formerly the Financial Secretary).*

**Auditing Committee** – The audit of the Association books shall be conducted annually by three (3) appointed Members to this Committee. The Treasurer, ~~Financial~~ Secretary and Special Tax Officer shall make available all financial records to the Auditing Committee or allow viewing of said records at least thirty (30) days prior to the Annual Meeting. This Committee shall schedule their audit of the Special Tax funds so as it does not hamper in any way the preparation of, or the actual audit by the County tax office. The books of the Association shall then be certified by this Committee as acceptable and present the results of the audit to the Board before the newly elected Treasurer, ~~Financial~~ Secretary and Special Tax Officer assume office in October.

*(Amended)*

**Auditing Committee** – *The audit of the Association books shall be conducted annually by three (3) appointed Members to this Committee. The Treasurer, Community Secretary and Special Tax Officer shall make available all financial records to the Auditing Committee or allow viewing of said records at least thirty (30) days prior to the Annual Meeting. This Committee shall schedule their audit of the Special Tax funds so as it does not hamper in any way the preparation of, or the actual audit by the County tax office. The books of the Association shall then be certified by this Committee as acceptable and present the results of the audit to the Board before the newly elected Treasurer, Community Secretary and Special Tax Officer assume office in October.*

**Bylaws Committee notes:**

*This section is updated to reflect the position “Community Secretary” (Formerly the Financial Secretary).*

~~**Sunshine Chairperson** - The Sunshine Chairperson shall be responsible for recognizing new residents, illnesses, deaths, births, marriages, etc. in the family circumstances of the membership, setting such uniform rules as the membership may approve.~~

*(Amended)*

**Health, Welfare, and Community Outreach Chairperson** – *This Chairperson shall be responsible for recognizing new residents, public health notices, and resident liaison. They shall maintain a “new resident” package with current information about the Association, Membership, and local information (example: Website, Social media, Community e. Mail list, shopping, etc....). They shall act as the point of contact for residents with community concerns.*

**Selby on the Bay Community Association: Bylaws Amendments – Approved BoD 8/2/2022**

**Bylaws Committee notes:**

*This section is updated to modernize the role of the “Sunshine” chairperson. The updates address privacy concerns, facilitates a role that provides important information to new residents, and provides a point of contact for residents with community concerns.*

*(Amended – Positions Removed)*

~~**Swim Team Director**—The Swim Team Director shall plan, promote, and direct the swim team of Selby on the Bay.~~

~~**Teen Director**—The Teen Director shall plan, promote, and direct the activities of the teens of Selby on the Bay.~~

~~**Children's Social Director**—The Children's Social Director shall plan, promote, and direct the activities for the children, below teen level, of Selby on the Bay.~~

**Bylaws Committee notes:**

*These appointed positions are being removed as they have not been filled for a number of years and are no longer applicable in the current association operations. The Children’s Social Director duties have been filled by the Entertainment Chair for the last 5 years or more.*

~~**Publicity Chairperson** - The **Publicity** Chairperson shall see that the news of events of Selby on the Bay is well publicized.~~

*(Amended)*

**Social Media Chairperson** - *The Social Media Chairperson shall see that the news of events of Selby on the Bay are made available to the community in a timely manner. They shall present/publish News and Events via whatever media resource that meets the needs of the community (Facebook, Website, e.Mail Blast, Newsletter, etc.). They shall coordinate with the IT chair and other association Officers and Chairpersons to provide consistent information sources for the community.*

**Bylaws Committee notes:**

*The updates to the Publicity Chair modernize the position and clarify the methods used to notify the community at large. Having multiple media resources, the committee feels it makes sense for chairperson to provide oversight to provide a consistent notification source.*

**Article XIII. : Order of Business**

- (1) Pledge of Allegiance
- (2) Roll Call of Officers
- (3) Reading of the Minutes of the previous meeting and their approval.
- (4) Election and introduction of new members.
- (5) Treasurer's Report.
- (6) Special Tax Officer's Report
- (7) ~~Financial~~ Secretary's Report
- (8) Reports of Standing Committees.
- (9) Reports of Special Committees.
- (10) Reports of Officers.
- (11) Presentation and approval of appropriations and bills.
- (12) Unfinished Business.
- (13) New Business.
- (14) Adjournment.

**Selby on the Bay Community Association: Bylaws Amendments – Approved BoD 8/2/2022**

*(Amended)*

**Article XIII. : Order of Business**

- (1) Pledge of Allegiance*
- (2) Roll Call of Officers*
- (3) Reading of the Minutes of the previous meeting and their approval.*
- (4) Election and introduction of new members.*
- (5) Treasurer's Report.*
- (6) Special Tax Officer's Report*
- (7) Community Secretary's Report*
- (8) Reports of Standing Committees.*
- (9) Reports of Special Committees.*
- (10) Reports of Officers.*
- (11) Presentation and approval of appropriations and bills.*
- (12) Unfinished Business.*
- (13) New Business.*
- (14) Adjournment.*

**Bylaws Committee notes:**

*The updates to support the “Financial” Secretary position change to “Community” Secretary.*

Prepared for reading at the Aug.2, 2022 SCA Board meeting by the SCA Bylaws Committee  
Approved at the 8/2/2022 BoD meeting with one modification request (applied) to be “Tabled” for 30 days review. Special Meeting date TBD.

**Chair:** Michel Bouchard – Trustee

**Date:** 8/3/2022