

709172

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

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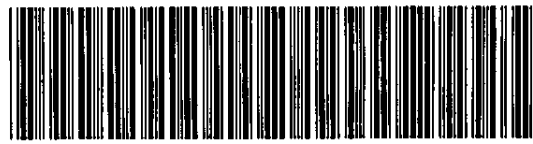
(Business Entity Name)

(Document Number)

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**COVER LETTER**

**TO:** Amendment Section  
Division of Corporations

**NAME OF CORPORATION:** Beacon Square Civic Association

**DOCUMENT NUMBER:** 709172

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

**Shirley Dresch, Secretary**

(Name of Contact Person)

**Beacon Square Civic Association**

(Firm/ Company)

**3741 Bradford Drive**

(Address)

**Holiday, Florida 34691**

(City/ State and Zip Code)

**beaconsquarecivic@gmail.com**

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

**Shirley Dresch, Secretary** at ( 727 ) 807-7007

(Name of Contact Person)

(Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- |   |  |   |  |
|---|--|---|--|
| <input checked="" type="checkbox"/> \$35 Filing Fee | <input type="checkbox"/> \$43.75 Filing Fee &<br>Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee &<br>Certified Copy<br>(Additional copy is<br>enclosed) | <input type="checkbox"/> \$52.50 Filing Fee<br>Certificate of Status<br>Certified Copy<br>(Additional Copy is<br>Enclosed) |
|---|--|---|--|

**Mailing Address**

Amendment Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

**Street Address**

Amendment Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301

Articles of Amendment  
to  
Articles of Incorporation  
of

Beacon Square Civic Association

(Name of Corporation as currently filed with the Florida Dept. of State)

709172

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

**A. If amending name, enter the new name of the corporation:**

N/A

*The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.*

**B. Enter new principal office address, if applicable:**  
(Principal office address **MUST BE A STREET ADDRESS**)

N/A

**C. Enter new mailing address, if applicable:**  
(Mailing address **MAY BE A POST OFFICE BOX**)

N/A

**D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:**

Name of New Registered Agent: N/A

N/A  
(Florida street address)

New Registered Office Address: N/A, Florida  
(City) (Zip Code)

**New Registered Agent's Signature, if changing Registered Agent:**

*I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.*

\_\_\_\_\_  
*Signature of New Registered Agent, if changing*

**If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:**

*(Attach additional sheets, if necessary)*

*Please note the officer/director title by the first letter of the office title:*

*P = President; V = Vice President; T = Treasurer; S = Secretary; D = Director; TR = Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.*

*Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.*

Example:

|  |           |                    |
|--|-----------|--------------------|
| <input checked="" type="checkbox"/> Change | <u>PT</u> | <u>John Doe</u>    |
| <input checked="" type="checkbox"/> Remove | <u>V</u>  | <u>Mike Jones</u>  |
| <input checked="" type="checkbox"/> Add    | <u>SV</u> | <u>Sally Smith</u> |

| <u>Type of Action</u><br>(Check One) | <u>Title</u> | <u>Name</u> | <u>Address</u> |
|--------------------------------------|--------------|-------------|----------------|
| 1) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |
| 2) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |
| 3) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |
| 4) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |
| 5) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |
| 6) <input type="checkbox"/> Change   | _____        | <u>N/A</u>  | _____          |
| <input type="checkbox"/> Add         |              |             | _____          |
| <input type="checkbox"/> Remove      |              |             | _____          |



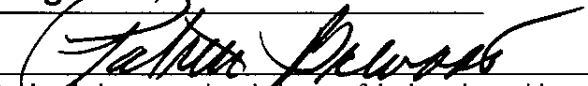
The date of each amendment(s) adoption: March 27, 2014, if other than the date this document was signed.

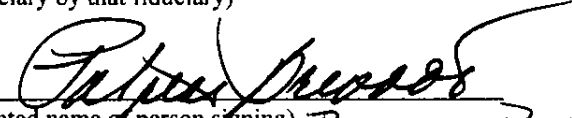
Effective date if applicable: March 27, 2014  
(no more than 90 days after amendment file date)

Adoption of Amendment(s) **(CHECK ONE)**

- The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated August 1, 2014

Signature   
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Patricia Brevoort   
(Typed or printed name of person signing) PATRICIA BREVOORT  
President  
(Title of person signing)

## **BY-LAWS OF BEACON SQUARE CIVIC ASSOCIATION**

Amended and Approved by the Membership on MARCH 27, 2014

Note: All masculine pronouns refer to positions only and are interchangeable for either gender as applicable.

### **ARTICLE I: NAME**

The corporation, hereinafter referred to as the Association, shall be known as Beacon Square Civic Association, Inc. whose mailing address is 3741 Bradford Drive, Holiday, Florida 34691

### **ARTICLE II: PURPOSE**

The BSCA is organized for the purpose of promoting civic betterment and improving the quality of life for its members. With that goal in mind, the BSCA may:

1. Work with members, government officials and various organizations to identify and address important civic and social issues negatively affecting the residents of Beacon Square.
2. Communicate its activities and points of view to its members, the community-at-large and other individuals who need to take action to advance the BSCA's purpose;
3. Organize and/or participate in community and educational activities designed to advance BSCA's purpose;
4. Encourage the development of facilities or activities required for the support of this area and its residents;
5. Exercise vigilance in zoning matters, so that the rights and interests of the majority of the residents are protected;
6. Provide recreational activities for its members.
7. Maintain a non-partisan position.

### **ARTICLE III: FISCAL YEAR**

The fiscal year will commence on January 1 and end on December 31 of each year.

### **ARTICLE IV: MEMBERSHIP**

Membership in the Association shall be issued on a yearly basis and shall be made available to all adult members (adult shall be considered 18 years of age or older). Membership in the Association is not transferable.

### **ARTICLE V: BOARD OF DIRECTORS**

The Board of Directors shall be the administrative body of the Association, responsible for managing the affairs of the Association, in accordance with the Articles of Incorporation, the By-laws and such matters of policy as may be approved by them or the membership.

The Board of Directors may consist of FIVE (5) principal Officers as described in Article VI and may have up to six (6) elected Directors.

The Board of Directors shall prepare an estimated itemized operation budget for each ensuing year for approval by the membership at the Annual meeting, in which a reasonable amount has been allocated for the retirement of the debt of the Association.

A list of all assets and liabilities, a description and reasonable valuation of all real estate and buildings, inventory and reasonable valuation of all personal property as prepared by the CPA.

One (1) elected Director shall be appointed by the President to act as the building coordinator and be responsible for scheduling the use of the Civic Building and its facilities by all committees and individuals of the Association.

The Board of Directors shall function as a Committee and no one (1) member of the Board shall take it upon himself to embark on any project without receiving the consent of the Board of Directors and/or the Association membership.

The Board of Directors may accept, on behalf of the Association, any contributions, gifts or bequests or devise for the general purpose of the Association.

#### **ARTICLE VI: OFFICERS**

The four (4) principal Officers of the Association shall be President, Vice-President, Secretary and Treasurer. Election of officers will be as follows:

President will be voted on each December by the membership.

Vice-President, Secretary and Treasurer will hold two year terms and will be voted on every other December.

Directors will hold two year terms.

Any member is eligible to run for office or serve on the Board of Directors.

#### **ARTICLE VII: DUTIES OF OFFICERS**

The President shall preside at the meetings of the membership and as Chairman shall preside at the meetings of the Board of Directors. He shall rule on all questions of order and enforce the Articles of Incorporation and the By-laws of the Association.

The President shall together with the Secretary sign the names of the Association on all papers and documents the execution of which has been approved by the Board of Directors and/or the members of the Association.

In the absence of the President or in the event of his inability to act, the Vice President shall perform the duties of the President and when so acting shall have the powers of and be subject to all restriction upon the President.

The President shall appoint all committee Chairpersons.

The Secretary shall record the minutes of all meetings and take care of all correspondence. He shall be the custodian of the Association's records and legal papers. Said records and legal papers are to be kept intact. The Secretary shall be the keeper of the seal of the Association and shall have the right to affix the seal to any document legally authorized by the Board of Directors and/or the membership. At the expiration of his term of office, he shall turn over the books, records and property of the Association to his successor. The Secretary shall disseminate the minutes to the Board via e-mail and post to the BSCA website.

The Treasurer shall receive all monies belonging to the Association and shall pay out such funds as authorized by the Board of Directors or membership by checks signed by and two (2) of the elected Officers. He shall be permitted to pay



BSCA By-Laws Amendment 2014

all normal routine bills of the Association such as electricity, telephone, etc. upon receiving an approved invoice. He shall keep accurate records of all transactions of the office and make detailed monthly reports of receipts and expenditures at each meeting of the Association. He shall promptly deposit all monies of the Association in the name of the BEACON SQUARE CIVIC ASSOCIATION, INC., in such bank or banks as may be designated or approved by the Board of Directors. The Treasurer shall receive all bills, notes, bonds or other securities belonging to the Association and shall dispose of same only when receiving proper authorization. He shall keep a record of all investments made and monies borrowed by the Association. The Treasurer is responsible for the BSCA PayPal account and shall take care of all transfers of monies from PayPal to the BSCA bank accounts. The Treasurer shall make the report available at the regular meeting. At the expiration of his term of office, he shall turn over all books, records and property of the Association to his successor.

All elected Officers shall be empowered to sign checks and shall be bonded by a reputable bonding company, the cost to be borne by the Association.

No Officer, Director or member shall receive a salary or other compensation for his services unless his services have been contracted for the Association.

Directors shall be responsible for assisting in the office and at activities and reporting code violations to the County.

**ARTICLE VIII: COMMITTEES**

Standing Committees of the Association shall consist of, but not be limited to: Building Coordinating Committee, Membership Committee, Fundraising Committee, Internal Legislative and By-Laws Committee, Building and Grounds, Newsletter and member notices.

The President shall have the power to appoint and dissolve all the necessary standing and special committees. The President shall appoint a nominating committee that consists of three members of the association who do not currently serve on the BSCA Board. The Nominating Committee shall prepare a competitive slate and propose said to the general membership at the November meeting. The Nominating Committee shall take nominations from the floor and prepare a ballot for the December membership meeting.

Vacancies of any position shall be filled by the President for the remainder of the year.

**ARTICLE IX: ELECTION PROCEDURE**

Printed ballots shall be prepared by the Nominating Committee for use in electing officers and directors up for election at the meeting in December, with the provision for write-in candidates for each office. The votes shall be tallied at the December meeting by a count in front of the membership. All paid members are eligible to vote at the meeting. The treasurer and secretary shall verify member's eligibility.

Each member will receive a ballot which he or she shall personally mark and deposit in the ballot box prior to calling the meeting to order. Immediately after opening the meeting, the President shall declare the voting closed. After winners have been announced, the newly elected Officers and Directors shall be administered the following oath and assume office January 1<sup>st</sup> of the ensuing year.

**THE OATH OF EACH ELECTED OFFICER AND DIRECTOR SHALL BE AS FOLLOWS:**

I (John Doe) do solemnly swear to be honestly and faithfully carry out the wishes of the membership of the BEACON SQUARE CIVIC ASSOCIATION, INC., and to uphold its By-Laws. I further promise to deliver to my successor all materials and papers in my possession upon the expiration of my term of office.

## BSCA By-Laws Amendment 2014

### ARTICLE X: MEETINGS

All questions of a parliamentary nature not provided for in these By-Laws shall be decided by Robert's Rules of Order.

Regular meetings of the Association shall be held as announced in the monthly newsletter or by electronic notice in the BEACON SQUARE CIVIC ASSOCIATION, INC. building. The Board of Directors is hereby authorized to change the time of the meeting anytime it deems such change desirable or necessary. The Association may suspend meetings for June, July and August by a majority vote of the membership at the May meeting. The February meeting shall be considered the Annual Meeting of the Association. The President may call a special meeting of the membership by public notification to the members anytime he deems it advisable to discuss a particular subject of importance requiring consideration prior to the next regular meeting. The President shall call a special meeting at the written request signed by eighteen (18) members. Eighteen (18) members shall constitute a quorum necessary to transact business at a regular meeting

#### AGENDA FOR ALL REGULAR MEETINGS:

- 1) Roll Call of Officers & Directors
- 2) Introduction of new members
- 3) Approval of previous minutes
- 4) Communications or correspondence
- 5) Reports of officers and committees
- 6) Unfinished business
- 7) New business
- 8) Adjournment

This agenda may not be suspended except by a majority vote of members present and voting.

Regular meetings of the Board of Directors shall be held in the Civic building as announced in the monthly newsletter or by electronic notice at a time to be agreed upon by the members of the Board. A special meeting of the Board may be called by the President, when necessary. Five (5) members shall constitute a quorum necessary to transact any business at a regular or special Board meeting.

### ARTICLE XI: DUES

The annual membership dues schedule are set by the Board of Directors based upon the budget needs of the organization. Dues may be paid by check or credit card.

### ARTICLE XII: RESTRICTIONS

No commitment or expenditure of Association funds shall be made by anyone unless authorized by the Board of Directors and/or the membership or as covered by Article V (duties of the Treasurer).

The power of the Board of Directors to authorize an expenditure of Association funds shall be limited to One Thousand Dollars (\$1,000.00) except to provide emergency repairs or services for the Civic building or grounds. With the exception of all normal routine operating bills and as provided about, no expenditure of funds for any purpose whatsoever in amounts greater than One Thousand Dollars (\$1000.00) shall be made without obtaining three competitive price quotes and approved by the Board of Directors and presented at a membership meeting for approval by the membership.

Sale or purchase of alcoholic beverages on the premises is prohibited without proper licensing.

**ARTICLE XIII: VACANCIES**

All vacancies in elected officers are to be filled by appointment by the Board of Directors for the unexpired portion of the term of office. Should a vacancy occur during a Board member's or Director's term of office, at the first meeting following such vacancy, the President shall fill the vacancy.

**ARTICLE XIV: REMOVAL FROM OFFICE**

Upon the recommendation of a majority of the Board of Directors any member of the Civic Association may be removed from office or denied membership if proven guilty of acting in a manner detrimental to the best interests of the Association by an affirmative vote on a secret ballot of a majority of the members present and voting. Such voting shall take place at the Association meeting following the meeting at which the charges and recommendations were made in order to permit the accused ample time to answer the charges.

Where a member of the Association, who by virtue of Article XIII has been denied membership applies for reinstatement, the Board of Directors, following review of such request will make known to the members at the next general meeting, the recommendation of the Board. The reinstatement will, at the next general meeting be voted on by the members present, again by secret ballot.

**ARTICLE XV: PUBLIC NOTICE**

The BEACON SQUARE CIVIC NEWS shall be considered an office public notice to all members where such notification is specified by these By-Laws. This may either be in paper format, posted on the BSCA website ([www.beaconsquarecivicassociation.com](http://www.beaconsquarecivicassociation.com)), or by electronic notice.

**ARTICLE XVI: CHANGES AND AMENDMENTS**

Proposed amendments to these By-Laws may be submitted by two-thirds (2/3) vote of the Board of Directors, by a petition to the Board of eighteen (18), or by the Board of Directors. The Board of Directors should accept petitions from the membership that state which By-Law is desired to be changed, including Article, title, paragraph or line to be amended, together with the exact wording of proposed amendment. The Board will cause such proposal to be read at the next regular meeting and published in the civic news.

A quorum being present, an amendment may be passed after reading at any regular meeting of the Association by two-thirds (2/3) majority vote, provided the proposed amendment shall have been read at the regular meeting immediately preceding that at which time the vote was taken.