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FLORIDA DEPARTMENT OF STATE Division of Corporations

June 12, 2009

THE COMMUNITY CIVIC ASSOCIATION, INCORPORATED P O BOX 489 HALLANDALE BEACH, FL 33008-0489

SUBJECT: THE COMMUNITY CIVIC ASSOCIATION, INCORPORATED

Ref. Number: N93000002830

We have received your document for THE COMMUNITY CIVIC ASSOCIATION, INCORPORATED and your check(s) totaling \$35.00. However, the enclosed document has not been filed and is being returned for the following correction(s):

Bylaws are not filed with this office. Please retain them for your records.

We are enclosing the proper form(s) with instructions for your convenience.

If you are trying file an amendment, please complete the attached form.

Please return your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6892.

Tina Roberts Regulatory Specialist II

Letter Number: 709A00019928

RECEIVED
2009 JUN 22 AM 8: 00
SECRETARY OF STATE
TALLAHASSEE FLORIDA

THE COMMUNITY CIVIC ASSOCIATION, INCORPORATED

June 9th, 2009

Florida Department of State Division of Corporations P.O. Box 6327 Tallahassee, Fl 32314

To Whom It May Concern:

DOCUMENT NUMBER: N93000002830

Enclosed is a copy of the revised Bylaws for the Community Civic Association, Inc., copy of 501(C) (3) certificate and check for \$35.00 for filing with the State of Florida.

If there are any questions concerning the filing of this revised document, please contact any one of the following:

Carlos Simmons, President	(954) 270-5457
James Tucker, Vice President	(786) 385-8385
Julia Rogers, Treasurer	(954) 458-5507
Gloria Stoner, Financial Secretary	(954) 457-7297
Delvis Rogers, Information Tech	(954) 394-3678

THE COMMUNITY CIVIC ASSOCIATION, INC

CCA:law

Enclosures

PRESIDENT'
CARLOS E. SIMMONS
(954) 270-5457

P.O. BOX 489 HALLANDALE BEACH, FLORIDA 33008-0489 VICE-PRESIDENT JAMES TUCKER (786) 385-8385

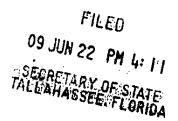


COVER LETTER

TO: Amendment Section Division of Corporations

NAME OF CORPORATION:	THĒ	COMMUNITY	CIVIC	ASSOCI	ATION,	INC.
DOCUMENT NUMBER: N930	00002	830			······································	
The enclosed Articles of Amendment an			ng.			
Please return all correspondence concern	ing this r	matter to the follo	wing:			
JAMES L. T	UCKER					
		of Contact Perso	n)			
THE COMMUNIT ORGANIZATION				INC.		
P.O. BOX 48	9	(Address)				
·						
HALLANDALE		FL 3300: State and Zip Coo				
Va						
NONE AT THIS T E-mail addres	s: (to be	used for future an	nual repor	t notification	1)	
For further information concerning this r	natter, pl	ease call:				
TAMES I THOUGH		at (786	١ 3	85-8385		
JAMES L TUCKER (Name of Contact Person)		(A	rea Code d	& Daytime T	Telephone 1	Number)
Enclosed is a check for the following am	ount mad	de payable to the I	Florida De	partment of	State:	
\$\mathbb{K}\$35 Filing Fee		☐ \$43.75 Certified (Addition enclosed)	Copy al copy is		□ \$52.50 Certificate Certified ((Additional	of Status Copy al Copy
Mailing Address Amendment Section Division of Corporations P.O. Box 6327 Tallahassee, FL 32314		A D C 20	lifton Build	Section Corporations ing ve Center Cir	is enclose	ed)

Articles of Amendment to **Articles of Incorporation** of



THE COMMUNITY	CIVIC ASSOCIATION, INCORPORATED
	s currently filed with the Florida Dept. of State)
N9300000	2830
(Docume)	ent Number of Corporation (if known)

Pursuant to the provisions of section 617.1006, Florida Statutes the following amendment(s) to its Articles of Incorporation:	t, this Florida Not For Profit Corporation adopts
A. If amending name, enter the new name of the corporation	on:
The new name must be distinguishable and contain the word abbreviation "Corp." or "Inc." "Company" or "Co." may no	
B. Enter new principal office address, if applicable: (Principal office address MUST BE A STREET ADDRESS)	
correction please	HALLANDALE BEACH
C. Enter new mailing address, if applicable: (Mailing address MAY BE A POST OFFICE BOX)	
correction please	HALLANDALE BEACH
D. If amending the registered agent and/or registered office new registered agent and/or the new registered office ad	
Name of New Registered Agent:	
New Registered Office Address: (Flor	rida street address)
.	(City), Florida(Zip Code)
New Registered Agent's Signature, if changing Registered A I hereby accept the appointment as registered agent. I am position.	Agent: familiar with and accept the obligations of the
Signature of New	v 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)

<u>Title</u>	<u>Name</u>	Address	Type of Action	ONTV
VPD	JAMES L TUCKER		CORRECTION Add	ONLI
		HALLANDALD DEADY	☐ Remove	
		HALLANDALE BEACH		
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E. If amen	ding or adding additional Articles, endditional sheets, if necessary). (Be s	enter change(s) here: specific)		
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The date of each am	endment(s) adoption: May 20th, 2009
. •	(date of adoption is required)
Effective date <u>if app</u> l	
	(no more than 90 days after amendment file date)
Adoption of Amendi	nent(s) (CHECK ONE)
The amendment(s) was/were sufficien) was/were adopted by the members and the number of votes cast for the amendment(s) t for approval.
There are no men adopted by the bo	abers or members entitled to vote on the amendment(s). The amendment(s) was/were ard of directors.
Dat	
Sig	nature Somes L. Tucker
_	(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, of other court appointed fiduciary by that fiduciary)
	JAMES L TUCKER
	(Typed or printed name of person signing)
	VICE PRESIDENT
	(Title of person signing)

Page 3 of 3

ARTICLES OF AMENDMENT for THE COMMUNITY CIVIC ASSOCIATION, INCORPORATED

ARTICLE I - Purpose

The purposes for which the Corporation is formed are those set forth in its Articles of, Incorporation and other specific purposes as so adopted in the name of the Corporation as defined below.

The corporation shall operate for charitable, educational, literary, the prevention of cruelty to children, and scientific purposes, as defined within section 501(c) (3) of the Internal Revenue Tax Code, formed to improve the quality of life for residents residing in the Northwestern Sector of Hallandale Beach, Florida, and to promote community goodwill for all residents of Hallandale and other communities through activities that primarily include but not limited to the following:

- Development of low-income decent, safe, sanitary, and affordable housing beneficial to the public interest,
- Provisions of physical improvements and economic development opportunities,
- Educational instruction, social, civic, state of health, and basic living welfare considered useful to individuals and beneficial to the community.

ARTICLE II - Office

The principal place of business, offices, and mailing address of the corporation shall be determined by the Board of Directors.

ARTICLE IV - Membership

The Corporation shall have members.

- Section 1. Membership in the organization is open to all interested residents, residing in the city of Hallandale Beach, Florida willing to abide by the bylaws of the organization.
- Section 2. Persons residing outside of the city of Hallandale Beach, Florida that is willing to abide by the bylaws of the organization are permitted to join the organization as an Associate Member.
- **Section 3.** Associate members are restricted from holding office and voting on issues.
- **Section 4.** Associate members are permitted to serve on committees whereby the chairman of said committee is a bonafide member of the organization.
- Section 5. There is an annual (January-December) membership fee of \$25.00 for adult members and associate members. Membership for seniors 65 and over will be \$10.00 per year. Membership cards shall be issued annually. Lifetime memberships will be 10 times the annual membership fee (\$250.00).
- **Section 6.** In order to renew membership, all financial obligations must be met at the time of renewal.
- Section 7. All members and associates shall be governed by the bylaws written and implied. Those choosing not to comply or adhere to the bylaws written or implied are formally warned with a written reprimand to that effect and are recorded with the Recording Secretary. Should one continue to disobey the bylaws, necessary action shall be taken.
- Section 8. Other qualifications for admission or dismissal may be set by the Board of Director (Executive Board) from time to time or as prescribed by a two/third (2/3) vote of the general membership.
- Section 9. No person shall be ruled ineligible for membership or expelled from membership in the organization without an opportunity for a full and fair hearing and answer before the membership.
- **Section 10**. Membership in the organization is not transferable or assignable.

- o President
- Vice President
- Recording Secretary
- o Assistant Recording Secretary
- o Corresponding Secretary
- o Financial Secretary
- o Treasurer

The following officers are appointed by the President

- Sergeant-At-Arms
- Chaplain
- Parliamentarian
- Project Coordinator/Event Planner
- 1. In order to hold an office a person must be an active member (paid and in good standing) for a minimum of six months.
- 2. The officers shall be elected by ballot to serve for one (1) term or until successors are elected and their term of office shall begin at the installation at the meeting which they are elected.
- 3. No member shall hold more that one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.
- 4. No officer shall be entitled to receive any salary or compensation for duties performed as an officer of the organization.

3. General Membership

The general membership shall be responsible for electing the Directors and Officers of the Corporation and voting on issues presented by the Executive Board.

ARTICLE VIII - Powers and Duties of the Board of Directors

1. General Powers and Specific Duties

A. General Powers

5. Telephone Meetings

Members of the Board of Directors may participate in a meeting of the Board as if present in person by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

6. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days previously thereto by written notice delivered personally or sent by mail or telegram to each Director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a seal envelope so addressed, with postage thereon prepaid. If notice is given by telegram it is deemed delivered when payment for the same is made to the telegraph company. Any Director may waive notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

7. Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

8. Manner of Acting

The acting of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, in the Corporation Articles of Incorporation of by the Corporation Bylaws.

9. Vacancies

Any vacancy shall be filled for the remainder of such term by appointment by the president of the organization and concurrence of the Board and members.

10. Compensation

Directors as such shall not receive any stated salaries for their services, but by resolution of the board, the Directors may receive a fixed sum and expenses for attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein

- Coordinate and exercise supervision over the work of the corporation officers;
- ♦ Oversee the preparation, maintenance, and filings of all organization books, reports, and certifications required by law;
- Sign checks or drafts with board approval;
- Represent and speaks of the corporation to other organizations and to the public;
- Sign letters or documents necessary to carry out the will of the corporation;
- Preside at business meetings; and,
- Coordinate the work of committees.
- **B.** Vice President The Vice President shall perform presidential duties and responsibilities in the absence of the President, and assist the President in directing the management and performance of the organization. Assumes the duties of the president in case of his/her absence or incapacity and becomes the President on the death, resignation, removal, or permanent incapacity of the President. He/She shall perform other duties as assigned by the President.
- C. Recording Secretary The Recording Secretary shall appropriately prepare and keep all minutes and records of the organization and prepare to read at the next meeting. File required organization documents, applications, certifications, and reports. Keep the organization's official membership roll, notify officers, committee members and delegates of their election or appointment, to furnish committee with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of all existing committee and their members; signed copies of acts of the organizations; maintain record book in which the bylaws, special rules of order, standing rules, and minutes are entered, with an amendments to the documents properly recorded, and have the current record book(s) on hand at every meeting. In the absence of the President and Vice President, the Recording Secretary shall be the next ranking officer and shall preside until the immediate return or election of a chairman pro tempera; and, exercise all powers and perform all other duties as prescribed by the Bylaws Articles of Incorporation, or Board of Directors, to include the following:
 - ♦ Attend all official business meetings of the corporation;
 - Take careful and authentic notes of the preceding of meetings;
 - Bring to each meeting the minute book, a copy of the Bylaws, rules, and policies, a list of standing committees, and a copy of the parliamentary authority adopted by the corporation.
 - Prepare and certify the correctness for the minutes and enter them in the official minute book;
 - Read the minutes for correction and approval;
 - Provide the presiding officers of meetings with the exact wording of a pending motion or of one previously acted on;
 - Provide the chairman of each standing committee with a list of the committee members, a copy of the motions referring the subject to the committee, and instructions and other documents that may be useful;

- **I.** Chaplain: The Chaplin shall be responsible for the spiritual guidance of all meetings, and perform all duties consistent with this position.
- J. Parliamentarian: The Parliamentarian shall keep the organization in order with proper procedures during meetings, thereby serving as an advisor and/or consultant on parliamentary procedure.
- **K. Project Coordinator/Event Planner:** The Project Coordinator/Event Planner shall coordinate all projects/events authorized by the organization. He/She shall be responsible for coordinating the initiation, planning and implementation of all the projects/events, shall prepare progress reports to the general membership when requested.

ARTICLE X Removal from Office of Director, Officers, Staff Persons, and Committee Members

A director, officer, staff person or committee member may be removed from office for valid cause by the same authority that selected them. Valid causes for removal include but are not limited to the following:

- Continued gross, or willful neglect of the duties of the office;
- Failure or refusal to disclose necessary information on matters of the organization's business;
- Violation of organization bylaws or conduct contrary to the organization mission, or code of conduct;
- Unauthorized expenditures, signing of checks, or misuse of corporate funds;
- Unwarranted attacks on the president or refusal to cooperate with the president;
- Conviction of a felony;
- Poor performance due to lack of ability;
- Insubordination:
- Conflict of Interest;
- Negligence that is not gross or willful;
- A tendency to create friction and disagreement; and,
- Mere unsuitability to hold office or designated position

ARTICLE XI – Standing Committees

The Board of Directors may authorize any officer of officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such must be review by a legal advisor and submitted to the Board of Directors for approval.

2. Checks, Drafts, etc.

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation as defined by the bylaws or shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination of the Board of Directors, such instruments shall be signed by two (2) officers in the position of the President, Treasure, and Correspondence Secretary.

3. Deposits

All funds of the corporation shall be regularly deposited to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

4. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gifts, bequest or devise for the general purposes or for any special purposes of the corporation.

ARTICLE XV - Fiscal Year

The fiscal year of corporation shall begin on the first day of January and end on the last day of December each year.

ARTICLE III – Basic Policies

The following are basic polices of the Corporation.

- 1. The Corporation shall be non-commercial, and non-partisan;
- 2. The Corporation is not formed for pecuniary or financial gain, and part of the assets, income, or profit of the Corporation is distributable to, or inures to the benefit of its directors or officers, except to the extent permitted under the Not-for-Profit Corporation Laws of the State of Florida. No part of the activities for the Corporation will be the carrying on of propaganda, or otherwise attempt to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- 3. The Corporation may lease, and by gift, devise, or purchase, own or operate real estate for the Corporation's purposes; and solicit donations, accept money, or personal property in aid to further such purpose and to maintain the same.
- 4. The name of the Corporation or the names of any directors or officers in their official capacities shall not be used in any connection with commercial concern or with any Parisian interest or for any purpose not appropriately related to the promotion of the objects of the Corporation.
- 5. The Corporation may cooperate with other organizations and agencies concerned with charitable, religious, educational literacy, or scientific matters, but persons representing the Corporation in such matters shall make no commitments that bind the Corporation.
- 6. The Corporation shall be managed by a Board of Director of not less than three (3) members.
- 7. The annual meeting of the Corporation shall be held on the 3rd Wednesday in January at a place and time designated by the Board.

ARTICLE V – Voting

- Section 1. A voting quorum for the organization membership shall constitute a two/thirds (2/3) vote of the members present with a minimum of (6) six.
- **Section 2.** A voting quorum for the Board of Directors (Executive Board) shall constitute a majority of the Board of Directors.

ARTICLE VI – Voting Procedures

- **Section 1.** All issues voted on must be nominated and 2^{nd} .
- Section 2. The Chairman of the Boards of Directors reserves the right to veto any issue nominated and can only be over turned by a two/third (2/3) of the eligible board members.
- **Section 3**. Any issue that has properly been nominated and second, shall be voted upon.
- **Section 4**. Each vote shall constitute a weight of one (1) in a tally.

ARTICLE VII - Organizational Structure

The organizational structure of the Corporation shall consist of the following groups having the responsibilities defined below:

1. Board of Directors

A Board of Directors (Executive Board) shall be responsible for the overall management of the corporation. Each member of the board of directors shall be elected by the general membership for a two-year term in office.

2. Executive Officers

Executive Officers are identified below. Each officer shall be elected for a term of two (2) years by the general membership.

All of the affairs of the corporation shall be managed by the Board of Directors (Executive Board).

B. Specific duties of the Board of Directors

Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Corporation President;

Approve an annual budget for the corporation;

Approve routine bills within limits of the corporation budget;

Create Standing Committees and approve the plans of work for the standing committees;

Assist the President in leading the organization by establishing policies and program priorities;

Establish a level of salary compensation for any and all employees;

Govern the Networks of the Organization; and

Appoint an auditor or an Auditing Committee at least six weeks before the annual meeting to audit the treasure's accounts.

2. Number, Tenure and Qualifications

The number of Directors shall always be at least three (3). Each Director shall hold for a period of two (2) years or until his successor has been qualified and elected, or until his or her resignation removal or death.

3. Regular Meetings

A regular meeting of the Board of Directors shall be held every 3rd Wednesday of each month, with the general membership. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board without other notice than such resolution.

4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, as the place for holding any special meeting of the Board called by them.

contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefore.

11. Informal Action by Directors

Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing setting forth the action to take shall be signed by all of the Directors.

ARTICLE IX – Powers and Duties of the Executive Officers

1. Position, Manner of Election, and Term of Office

Executive officers shall consist of a President, Vice President, Recording Secretary, Assistant Recording Secretary, Correspondence Secretary, Financial Secretary, and Treasurer who shall be elected for one term (2 years) by a majority vote of the general membership; and, a Chaplain, Sergeant-At-Arms, Parliamentarian, and Project Coordinator/Event Planner who are appointed by the President for a term of two (2) years.

1a. The Election of new officers will take place the 1st Wednesday of November and the installation of said officers will be held at the MLK Luncheon.

2. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, before the time set for a general election, shall be filled for the remainder of such term by appointment by the president of the organization and concurrence of the members.

3. Duties and Responsibilities

- A. President The President of the organization shall be responsible for the execution of all policies set by the organization. He shall attend all meetings of the Board of Directors. He may sign with the secretary or any other proper officer authorized by the Board of Directors, any deeds, mortgagees, checks, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in the case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statue to some other officer or agent of the corporation, and in general he shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time. Additional duties of the president are as follows:
 - ♦ Develop, coordinate and exercise supervision over the corporation activities, programs, projects, collaborations, employees, volunteers, and contractors;

- Provide the chairman of each standing committee with a copy of all proposals referred to it, instructions, or material that may be useful; and,
- Sign official documents to attest to their authenticity.
- **D.** Assistant Recording Secretary The Assistant Recording Secretary shall assist the Recording Secretary in any capacity state above.
- **E.** Correspondence Secretary The Correspondence Secretary shall issue notices of meetings as well as general correspondence of the organization meetings, and carry on the official correspondence for the organization as directed, except in instances where the corresponding is assigned to another officer.
- **F.** Financial Secretary The Financial Secretary shall work closely with the treasure; shall act as supervisor over the income and expenditure of the organization; shall balance financial books monthly and submit regularly to the organization reports of the receipt and disbursements; shall have access to all financial files and records of the organization and shall provide any information of a financial nature when so requested by the members; shall turn over to the organization all books and records requested by the organization for the purpose of reporting to the membership the financial condition of the organization; shall also be authorized to sign checks along with the president and treasurer; shall receive all monies and distribute money.
- G. Treasurer Shall be responsible for the collection, safekeeping, and expenditure of all funds of the organization, and for keeping an accurate financial record of the corporation finances, shall provide a full accounting of all receipts and expenditures for the past months operation of duly authorized vouchers; shall also have the authority to co-sign along with the president and financial secretary all checks are drawn upon the amount of the organization without there being sufficient funds to cover such checks. Shall have charge and custody of and be responsible for depositing all funds and safe keeping all securities of the corporation; receive and give receipts for money due and payable to the corporation from any source whatsoever, deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provision of these bylaws, and such other duties as from time to time may be assigned to him by the President or Board of Directors, which shall include the specific duties below
 - + Attend all Board of Directors meetings;
 - + Answer all questions on financial matters of the corporation, as required
 - + Submit a full report on the corporation finances at the annual meeting
- **H.** Sergeant-At-Arms: The Sergeant-At-Arms sees to it that all meetings are conducted in an orderly and timely manner.

Section 1: The Board of Directors may create standing committees at any time. There shall be six (6) standing committees, namely, Budget and Finance, Election, Planning, Constitution and Bylaws, Membership and Entertainment.

Section 2: The President shall be an ex-officio member of all committees.

Section 3: The chairman of each standing committee shall be appointed by the Board of Directors. The term of the chairman shall be one year and until the election and qualification of his successor.

Section 4: The powers, rights and duties of each standing committee and special committee shall be provided for by the motion creating them or in the instructions given to by the Board of Directors or President.

ARTICLE XII - Special Committees

The President or Board of Directors shall establish any special (ad hoc) committee. The committee chairman shall be appointed by the president. Special committees shall be established to perform a specific task and automatically cease activity when its final report is issued.

ARTICLE XIII - Parliamentary Authority

The rules contained in the current addition of Robert's Rule of Order Newly Revised shall govern the organization in all cases to which they are applicable and to which they are not inconsistent with these bylaws and special rules of order the organization may adopt.

ARTICLE XIV - Contracts, Checks, Deposits and Funds

1. Contracts



ARTICLE XVI - Amendment of Bylaws

These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote at any regular or special meeting of the general membership.

The constitution shall become binding upon all members after it has been read and adopted by two/thirds (2/3) of all the members of the organization who are in good standing with the organization.

The foregoing instrument was duly moved, seconded, and unanimously approved by the Board of Director as the Bylaws for the Community Civic Association Incorporated, effective the 20th day of *NAY*

On motion duly made, seconded and carried, the secretary was directed to append the said Bylaws at length in the minute book of the corporation.