

Amended Bylaws for HEART 201

ARTICLE 1. NAME OF ORGANIZATION

The name of the organization is HEART 201. "HEART" is an acronym for Healthy Energetic Active Residents Together.

ARTICLE 2. MISSION / PURPOSE

The mission of HEART 201 is to promote health and safety for all residents of Dunedin Unit 201. Although the initial focus has been to establish an AED program, future efforts will include other activities or programs that further the health and safety of members and residents, such as Vials of Life, Peace of Mind, Helping Hands, and equipment sharing.

ARTICLE 3. MEMBERSHIP

Section 1. Eligibility

All property owners within Dunedin Unit 201, and those living with the owners on a permanent basis, are referred to as members of HEART 201. All others living in Dunedin Unit 201 are referred to as residents of HEART 201.

Section 2. Member Rights

Members and residents may attend HEART 201 meetings and voice concerns and opinions for consideration by the Board of Directors. At the Annual Meeting only members may cast a vote for the election of each Board of Directors candidate, and each member may cast one vote for each change to the HEART 201 Bylaws.

ARTICLE 4. MEETINGS

Section 1. Regular Meetings

Regular Meetings shall be held quarterly at a date, time, and manner (virtual or in-person) designated by the President. The on-going business and activities of HEART 201 are discussed at Regular Meetings and are open to all members and residents. A meeting notice will be sent by the Director of Communications to all members and residents at least one week prior to Regular Meetings. All members and residents in attendance may speak on any agenda item. However, at Regular Meetings, voting on motions under consideration are passed only by a majority vote of the Board of Directors present.

Section 2. Annual Meeting

The Annual Meeting shall be held during the first quarter of each year and will replace the Regular Meeting for that quarter. The meeting date, time, and manner (virtual or in-person) shall be designated by the President. A meeting notice will be sent by the Director of Communications to all members and residents one week prior to the Annual Meeting. At the Annual Meeting members and residents receive (hear) reports on the activities of HEART 201 for the preceding year and may provide input on any meeting agenda item and the direction of HEART 201 for the coming year. However, voting on agenda items are passed by a majority vote of Board of Directors present. Voting is open to all members in attendance for the election of candidates for the Board of Directors and for changes to the Bylaws.

Elections are by a majority vote of members present. Approval of Bylaws changes requires a two-thirds (2/3) vote of members present.

The agenda for the Annual Meeting shall include the following:

1. A review and approval of the minutes from the most recent quarterly meeting
2. A report by the Treasurer on the financial status of the organization
3. A report by the Director of AED Maintenance on the monthly inspection of the AEDs and the status of the equipment
4. A report by the Director of Responders on the status of the responders and the association with Ready Alert
5. Election of Board of Directors with expiring terms
6. Approval of a budget for the upcoming year
7. Discussion on any proposed revisions of Bylaws
8. New business, including a presentation by the President of anticipated activities and a request for ideas from any member or resident present

Section 3. Special Meetings

The President may call a special meeting of the Board of Directors, if needed, with a minimum 24-hour notice.

Section 4. Quorum

Five (5) of the seven (7) members of the Board of Directors shall constitute a quorum for any meeting.

ARTICLE 5. BOARD OF DIRECTORS

Section 1. General Powers

The Board of Directors shall manage the on-going business of HEART 201.

Section 2. Number, Tenure and Responsibilities

The Board of Directors will consist of seven (7) Directors. Directors shall be elected to three-year terms starting in 2021. For the 2020 election, the length of terms varied as follows so that subsequently the entire board would not change out at one time.

President, Vice President and Director of Communications: three-year terms

Treasurer and Director of AED Maintenance: two-year terms

Secretary and Director of Responders: one-year terms

At subsequent annual meetings, elections will be held only for those positions with terms expiring.

The following identifies the titles and responsibilities:

President:

- Sets the date, time, manner (virtual or in-person), and agenda for meetings
- Presides at meetings
- Ensures that the minutes and financial records are kept
- Appoints ad hoc committees as required

- Coordinates HEART 201 fund-raising efforts (???)

Vice-President:

- Works in conjunction with the President for the execution of HEART 201 activities
- Conducts meetings in the President's absence
- Coordinates the efforts of the Block Captains

Secretary:

- Maintains all records
- Records minutes of all meetings
- Provides copies of minutes to all Board of Directors, and makes them available to the members and residents
- Records attendance at each meeting

Treasurer:

- Organizes all accounting procedures, ensuring bank account is kept current and accurate
- Deposits funds promptly
- Obtains and maintains receipts for expenditures of funds
- Transacts all financial business by check
- Keeps a ledger showing the chronological flow of funds
- Provides an accounting at Regular Meetings
- Provides a detailed financial report at the Annual Meeting
- Makes disbursement up to \$100
- Obtains approval of the president for disbursement over \$100

Director of Communications:

- Creates and maintains a current, accurate contact list for all members and residents within Unit 201 (including phone and e-mail addresses)
- Sends (email) notices of Regular Meetings and Annual Meetings to all members and residents
- Distributes other communications (emails or flyers) to members and residents as needed

Director of AED Maintenance:

- Checks AEDs monthly
- Maintains AEDs in working order

Director of Responders:

- Identifies and recruits responders
- Ensures responders are trained and their certification is kept current
- Plans and conducts responder drills

Section 3. Process for Elections

At least one month prior to the Annual Meeting, the President may appoint a nominating committee to identify members who are willing to become a candidate for Board of Directors positions with expiring terms. A member may become a candidate by contacting the nominating committee and making their willingness known. Prior to the Annual Meeting, the nominating committee shall interview all

candidates. At the Annual Meeting, the committee will present the candidates to all persons in attendance and provide a summary of each candidate's qualifications. Candidates may also address the members about their qualifications. If only one person is nominated for a position, the committee shall ask for approval by acclamation. If there is more than one person nominated for a position, ballots will be provided for that position and elections shall take place by secret ballot of the members present. Board of Directors may be elected to serve successive years.

Section 4. Vacancies

If a director does not complete his/her time in office, the President will appoint another Unit 201 member to serve in the position until the next annual meeting. If the President can no longer serve, the Vice President will assume the presidency and appoint a Vice President to serve until the next Annual Meeting. If neither the President nor Vice President can complete their terms, the remaining Board of Directors shall appoint two Unit 201 members to serve in the positions until the next Annual Meeting.

ARTICLE 6. AMENDMENTS

Any member or resident may propose changes to the Bylaws at the Annual Meeting. Written notices setting forth the proposed amendment or a summary of the changes to be affected shall be provided to the Director of Communications, who shall then distribute that notice to all members at least one week prior to the meeting. Bylaws will be amended only if the change is approved by at least two-thirds (2/3) of the members present at the Annual Meeting.

APPROVED AND ADOPTED: May 4, 2017.

AMENDED

February 1, 2018: Article 5, Section 3, Process for Elections, clarified and amended.

February 15, 2020: Article 5, Section 2, tenure added along with a description of the initial varied term lengths; Article 4, Section 2, changed "members" to "persons", changed "membership to "members"

February 2022:

Article 3, Membership Sections 1 and 2, defined members versus residents.

Article 4, Sections 1 and 2 Meetings revised to reflect current process

Article 5, Section 3, revised to simplify nominating process