

## By-Laws

### ARTICLE I

#### DUES:

- Section 1                      Dues may be increased or decreased by the Board of Directors, with a majority vote of the members in attendance at the biannual meeting which the vote is taken. They are payable in installments with approval of the Board of Directors.
- Section 2                      Notification of dues and collection procedure (Treasurer)
- (a)    Dues' collection shall begin on January first of that year with a deadline of April fifteenth.
  - (b)    General notification will be sent one month prior to April fifteenth via a flyer "dues are due" and amount.
  - (c)    Direct contact in three months (July) to discuss a payment plan and reminder of intent of dues and their responsibility to the community.
  - (d)    Send a "certified signature return" letter with bill, bylaws and pending Lien with a one-month deadline to pay in full in six months (October).
  - (e)    If not paid in full process lien.
  - (f)    Send a copy of lien to resident via first class mail.
  - (g)    Notification of lien will be recorded in regular meeting minutes.
- Section 3                      All legal fees will be included in the lien. A letter in good standing will be provided to the resident when dues are paid in full. The resident is responsible for removal of their own lien.
- Section 4                      Key to the beach will be changed annually. A new key will be given to fully paid members. A second key is available with a nominal charge.

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### ARTICLE II

#### DUTIES OF THE OFFICERS:

Section I **The President** shall preside at all the regular meetings, and special meetings of the Organization unless prevented by illness or other causes. The President shall represent the Organization where such representation is mandatory or desirable, but may select an alternate. The President may appoint a chair person and be an ex-office member of all committees, except the Nominating Committee. The President may make disbursement from the general treasury in such accounts and for such purpose as have been authorized by the membership. The President's signature on all Organizational financial accounts must be on file at a bank.

Section II **The Vice President** shall assist the President in the conduct of that office, and shall assume the duties of that office during the President's absence, or as requested. The Vice-President shall be coordinator of all committees and perform such other duties as required.

Section III **The Treasurer** shall receive and disburse the funds of the Association as authorized by the Board of Directors, and keep books of account. All checks must have two (2) signatures (The President and the Treasurer), A receipt for expenditures must be given if requested.

No key to the beach will be given to residents until dues are fully paid or other arrangements have been authorized by the Board of Directors.

Section IV **The Recording Secretary** shall keep an accurate record of all proceedings, retain custody of the By-Laws, the minutes of the regular meetings and all papers belonging to the Organization. The Secretary shall call the meeting to order in the absence of the President and Vice-President.

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### ARTICLE II

Section V           The Office of Treasurer and Office of the Recording Secretary may be held by the same person.

### ARTICLE III

#### COMMITTEES:

Section I           The standing committees shall be: Membership, Refreshments, Entertainment and Community Service.

Section II           Ad-hoc committee shall be established as needed.

Section III          A Finance Committee shall audit the records of the Treasurer annually, prior to the installation of officers, and shall report the result of its audit to the membership.

Section IV          The Chair-person of various committees shall be appointed by the President, except the Nominating Committee.

Section V           The Vice-President shall be program chair-person and coordinator of all committees.

Section VI          Committees shall report their accomplishments and Recommendations to the membership.

Section VII          The President may appoint standing committees in connection with the road ways, beaches, stairways, sleuth ways, parking, membership, sanitation, highway, traffic, and other matters. Such committees shall submit to the membership pertinent recommendations.

Section VIII        The President may appoint a legislative committee to monitor and advise the membership of matters arising in the LEGISLATURE of our town, county, state and federal government, that affect the Wading River Shores.

Section IX          The President shall appoint a Nominating Committee at regular meeting, month of May, for the purpose of preparing a ticket

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### ARTICLE III

#### Section IX

to be presented for the consideration of the membership, when Officers and/or Directors are to be elected.

### ARTICLE IV

#### MEETINGS

- Call to Order
- Reading of the minutes
- Reading of the Treasurer's report
- Report of standing committees, welcome new members and visitors after membership committee report
- Report of special committees
- Old (unfinished) business
- New business
- Program for the day (communications)
- Guest may be invited, but have no vote.

### ARTICLE V

#### EXECUTIVE BOARD

##### Section I

The Executive Board shall consist of all the elected officers, the immediate past President, and six (six) other members of the Association. One of each of such other six (6) shall be a property owner on one (1) of the lanes, roads or streets, known as: North Side Road, Beach Club Lane, Forest Lane, Laurel Lane and Oak Lane. Three (3) of the six (6) directors shall be elected at each annual meeting, shall hold office for a term of two (2) years.



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### ARTICLE V

- Section II            Ex-Presidents in good standing shall be members of the Executive Board, as advisers only.
- Section III           All the decisions of the Board of Directors shall be with the majority vote of the members present.

### ARTICLE VI

#### DISSOLUTION

In the event of dissolution of the Beach Club Civic Association Inc., Wading River Shores, the Organization will cease all activities, except those related to the purpose of discontinuing its affairs. All assets will be applied to satisfying existing liabilities and expenses necessary to dissolve the Organization. All finances shall be donated to charity designated by the membership. Roads and parking lot shall be maintained by each private residence, or rental as the case may be.

#### NOTA BENE

#### Section I

Certificate of Incorporation of the Association filed November 19, 1956

Constitution and By-Laws adopted August 15, 1959