

THESE BY-LAWS WERE APPROVED AT THE GENERAL MEMBERSHIP MEETING ON SEPTEMBER 16, 2011 AND SUPERSEDE ALL EXISTING BY-LAWS.

## **BY-LAWS OF THE NORTH SHORE BEACH ASSOCIATION**

### **ARTICLE 1**

(MEMBERSHIP)

#### **SECTION 1**

To be eligible for membership one must be a property owner of North Shore Beach subdivision.

#### **SECTION 2**

Membership shall be limited to one (1) vote per property and he or she can be the spokesman at any meeting. When absent they can be represented by proxy. This proxy must be in writing and properly signed by the member. No more than two (2) proxies can be assigned to a member attending the meeting. Voting will be controlled by issuing voting paddles to eligible voting members at each meeting, except on electing Board of Director, in which case it would be done ballot.

#### **SECTION 3**

A member shall be considered to be in good standing when he is not more than thirty (30) days in arrears in the payment of any indebtedness, dues, or otherwise to the organization.

#### **SECTION 4**

The President of the North Shore Beach Association shall be a member of the Association with the right to attend all meetings, participate in all discussions, but shall not be a voting member, except to break a tie.

### **ARTICLE 2**

#### **SECTION 1**

At the regular October Board of Directors meeting, the President shall appoint a nominating committee, composed of five (5) members. Nominating members will be announced at the General Membership Meeting held in November.

## **SECTION 2**

It shall be the duty of the nominating committee to select a minimum of one candidate for each elective office and submit same in writing to the Secretary on or before the date set for the nomination meeting.

## **SECTION 3**

Any member in good standing may make other nominations from the floor for any office at the General Membership meeting held for the purpose of nominating officers. No other nominations will be accepted after the nominating meeting.

## **SECTION 4**

The Board of Directors shall set the date, place and time for the General Membership meeting in December for the purpose of electing officers and conducting regular business. The Secretary shall notify in writing each member ten (10) days prior to the meeting. Officers elected will serve a two (2) year term. Elected officers will take office at the first meeting of the New Year.

## **SECTION 5**

A majority of the members present at the meeting, voting or absentee, in favor of one (1) candidate shall be sufficient to elect such candidate to the office for which he has been nominated.

## **SECTION 6**

Only members in good standing shall be eligible to vote in any election. Proxies given in writing, signed by the member, shall be eligible to vote, as stated in Article 1, Section 2.

## **ARTICLE 3**

(Duties of Officers)

## **SECTION 1**

The President shall preside at all meetings of the Association and the Board of Directors. The President shall, with the consent of the Board of Directors, exercise a general supervision over the affairs of the

Association during his tenure of office. He shall appoint all committees, both "Standing and Special", and perform such other duties as are ordinarily incumbent on a President. As the presiding officer at meetings of the Board of Directors, the President shall cast a vote only when necessary to break a tie. The President shall fill by appointment, for the unexpired term all vacancies that may occur.

## **SECTION 2**

The Vice President shall perform such duties as may be assigned to them by the President. In the absence of the President, a Vice President shall preside. All Vice Presidents shall have the right to vote at all meetings of the Board of Directors.

## **SECTION 3**

The Secretary shall keep the records and conduct the general direction and supervision of the Board of Directors. He shall be responsible for preparing minutes of all meetings and presenting same when required to do so.

## **SECTION 4**

The Treasurer shall collect all monies due to the Association, and shall account for such monies to the Board of Directors and the General Membership. The Treasurer shall prepare a financial report to be read at each regular meeting of the Board of Directors, and a yearly statement to be furnished to the General Membership. The Secretary and Treasurer shall be an elected office and shall have the right to vote at the meetings of the Board of Directors.

### **SECTION 4.1**

The newly elected Treasurer shall conduct an audit for the prior year and present an audit to Board of Directors and report same to the membership at the first general membership meeting.

## **SECTION 5**

The Board of Directors shall exercise the general management of the Association's affairs subject only to the direction and approval of the General Membership. It shall authorize all disbursements of the Associations funds and perform all other duties as required of it by the Charter and By-Laws. Actions of the Board of Directors shall be governed by the affirmative vote of a majority of those Board Members present. A quorum shall consist of four (4) members of the Board of Directors, and no action of the Board shall be valid unless a quorum shall be present.

## **ARTICLE 4**

(Meetings)

### **SECTION 1**

General Membership meetings shall be held quarterly, date set by Board of Directors.

### **SECTION 2**

The President shall call a meeting of the Board of Directors each month, the date, time and place of said meetings to be made known to the members of the said Board of Directors at least five (5) days in advance thereof. The presence of four (4) members of the Board of Directors shall constitute a quorum. The General Membership shall be welcome at any regular meeting of the Board of Directors.

### **SECTION 3**

The Present may call a special meeting of the Board of Directors whenever he/she deems it advisable. Such special meetings shall be confined to the subject of call. Membership may be notified by e-mail, telephone or regular mail.

Twenty (20) percent of the Membership must be present, in person or by proxy, to constitute a quorum.

## **ARTICLE 5**

(Committees)

### **SECTION 1**

There may be the following Standing Committees of the Association: Finance, Utilities, Roads, Fire Control, Activities, and Fund Raising.

### **SECTION 2**

The President shall, upon election, appoint the Chairman and members of each committee and shall announce these appointments at the next general membership meeting after his/her election.

### **SECTION 3**

The President shall appoint special committees from time to time as occasion may demand.

## **ARTICLE 6**

(Revenue and Disbursements)

### **SECTION 1**

Dues for membership in the Association shall be seventy-five dollars (\$75.00) per year, due and payable at the First Meeting in March of each year. Failure to pay dues within thirty (30) days after the date due may be cause for suspension of any member.

### **SECTION 2**

The Board of Directors shall designate the depository in which all funds, General or Special, shall be deposited.

### **SECTION 3**

The President shall have the authority to approve fixed and other expenditures not to exceed One Thousand Dollars (\$1000.00).

## SECTION 4

All checks or withdrawals from any account shall require the signature of the Treasurer and one other Board Member, to be so designated by the Board of Directors.

## **ARTICLE 7**

(Amendments and By-Laws)

### SECTION 1

The By-Laws may be amended by a majority of the Membership present at a meeting called for the purpose of amending the By-Laws. The members shall be notified in writing with copies of the proposed changes ten (10) days Prior to such meetings, and shall be advised as to the purpose of the meeting. A majority vote of members at the meeting shall be necessary before amendment to these By-Laws can be adopted, provided however, that before submission to the General Membership all proposed amendments of the By-Laws shall be submitted in writing to the Board of Directors for their consideration.

### SECTION 2

A copy of the Charter and By-Laws shall be made available to each member of the Association.