

**TAXPAYERS ASSOCIATION OF SEASIDE PARK, INC.
BY LAWS**

Article I Name

The name of the organization shall be Taxpayers Association of Seaside Park, Incorporated.
Accepted abbreviation – TASP

Article II Purpose

The association is organized for the purpose of bringing together interested Borough of Seaside Park taxpayers to pursue the best interests of the Borough and its citizens. The association invites discussion of both the Board and general membership in the matters of public interest and common good. TASP will be active in securing and disseminating accurate information regarding civic, environmental, developmental and financial matters concerning the quality of life within the Borough.

Article III Membership and Dues

Membership is open to any Borough of Seaside Park taxpayer and is immediate upon payment of annual dues. The annual dues are \$15.00 per taxpaying household and must be paid in full by April 1 of each year. Payment of the annual dues establishes the member in good standing and therefore eligible to vote in TASP elections and issues presented at membership meetings, to serve on the Board and/or TASP committees, or to be appointed as a Trustee. Membership expires if dues are not paid within thirty (30) days of the due date and is restored by payment of dues.

Article IV Board of Directors

Section 1 Definition and Terms of Office

The Board of Directors shall consist of the President, Vice-President, Treasurer, Secretary and the Director-at-Large. Board members are elected to two (2) year terms and shall not serve more than two (2) consecutive terms in the same position, unless no alternative candidates can be found. Mid-term vacancies shall be filled on an interim basis by the President at the recommendation of the Board for the balance of the vacated term. A member appointed to or elected to any municipal office is not eligible to serve on the TASP Board of Directors.

Section 2 Duties and Responsibilities of the Board of Directors

The Board is responsible for the following:

- a. upholding the requirements of an incorporated, non-profit and tax-exempt organization.
- b. assuring that the organization and its newsletter adhere to the policy of non-participation in political activities and endorsement of any candidates for political office.
- c. formulating the policies for the proper functioning of the Association.
- d. approving all disbursements and cost commitments in excess of three hundred dollars (\$300.00).
- e. allowing the President and Treasurer to approve the use of the TASP debit card for purchases or expenses less than three hundred dollars (\$300.00).
- f. allowing the President and two (2) Board members of any ten (10) TASP members in good standing to request a meeting for a valid reason.
- g. processing properly all business requiring activity by the Board.
- h. attending all meetings of the Board. Three (3) consecutive absences by any Board member requires that the Board determine if the position is vacant, determined by a majority vote of the Board.

Section 3 Duties and Responsibilities of the President

The President shall

- a. preside at Board and membership meetings.
- b. appoint chairpersons of committees and serve as ex-officio member of all committees.
- c. make available by formal request of the membership any business related information in TASP records pertinent to the stated need for the request.
- d. schedule an annual audit of TASP finances and financial records.
- e. sign checks and vouchers as required.
- f. serve as the official representative of the Association.

Section 4 Duties and Responsibilities of the Vice President

The Vice President shall

- a. assume the President's role in his/her absence.
- b. oversee membership and communications of the Association.
- c. assist the Trustees and/or committee members with direction, delegation and follow-up to TASP assignments.

Section 5 Duties and Responsibilities of the Treasurer

The Treasurer shall

- a. serve as custodian of TASP funds and sign checks/vouchers.
- b. collect dues, assessments and debts owed to TASP.
- c. maintain records of all income and expenditures.
- d. provide an accurate report of TASP financial status at each Board and membership meeting.
- e. pay promptly all properly signed and received bills.
- f. advise the Board of any unusual financial activity.
- g. arrange, under the direction of the President, annual or special audits as required under the by-laws and good accounting practices.

Section 6 Duties and Responsibilities of the Secretary

The Secretary shall

- a. record, publish and maintain official meeting minutes, records and archives.
- b. provide access to records as authorized by the President.
- c. assist the Board in TASP business communications with the membership and/or the Seaside Park Borough Council.
- d. (may) use electronic media to communicate with the Board, Trustees and/or membership.

Section 7 Duties and Responsibilities of the Director-at-large

The Director-at-large shall

- a. attend Board and membership meetings.
- b. serve as Parliamentarian for all meetings.
- c. cast tie-breaking vote during the annual membership meeting as needed.

Article V. Duties and Responsibilities of the Trustees

The Trustees shall

- a. be appointed for two (2) year terms by the President following the annual membership meeting. The President will appoint a minimum of two (2) trustees to a maximum of six (6) trustees whose duties will be assigned by the Board.
- b. assist the Vice President, Treasurer and Secretary in matters of membership, dues and communications.
- c. serve in an advisory capacity to the Board, attend all Board meetings, and are entitled to vote on Board matters. When the bylaws reference a vote of the Board, it is assumed it will include the votes of the Trustees present at the meeting.

Article VI Meetings

Section 1 Board meetings

- a. Board meetings shall be held at least once a month following the first Seaside Park Council meeting in each month
- b. Motions will be carried by a majority of those present.
- c. For the purpose of determining that a meeting is official, a quorum is defined as a minimum of 5 attendees, Board members or Trustees. If a quorum is present, the meeting is official and all required official business can be conducted.

Section 2 Membership meetings

The annual membership meeting will be held each year to deliver reports to membership, elect officers and conduct any other business as determined by the Board of Directors. Additional membership meetings can be held for a valid reason at the request of the President and two (2) other Board members or any ten (10) TASP members in good standing.

Section 3 Parliamentary Procedure

Robert's Rules of Order will serve as the reference for the association in all cases to which they are applicable in the event of serious departure from the TASP Bylaws or normal meeting conduct.

Article VII Annual Elections/Bylaw changes

Section 1 Annual Elections

- a. Members of the Board of Directors shall be elected as necessary by the general membership at the annual membership meeting each year.
- b. The President shall appoint a Nominating Committee Chairperson from Board members not running for re-election, Trustees or members in good standing. The Chairperson will select at least one (1) but not more than two (2) eligible members to serve on the committee with the purpose of identifying and selecting appropriate candidates for the vacating positions. Nominating Committee members are not eligible to run for office.
- c. Formation of the Nominating Committee shall be announced in the next newsletter. Any TASP member in good standing can be a candidate for the TASP Board of Directors, providing he/she

submits a written, signed request to the Nominating Committee to have his/her name placed in nomination prior to the membership meeting.

- d. The Nominating Committee will present the list of nominations to the membership in the Newsletter prior to the membership meeting.
- e. At the general membership meeting, the slate of candidates is to be presented. No nominations from the floor will be accepted. Members in good standing will vote by a show of hands with a simple majority of the membership in attendance signifying a win. Alternatively, during the meeting, a paper ballot can be distributed to the members, marked and returned.
- f. If a tie should occur, a second vote, by show of hands shall take place. If the tie persists, members of the Board and the trustees present, shall vote to break the tie.. If the vote is still tied at that point, the Director-at-large shall vote to break the tie.

Section 2 Bylaws

- a. Changes to the Bylaws must be proposed to the Board and approved by a majority vote. Any TASP member in good standing can propose a change to the TASP Bylaws. The approved proposal will then be presented to the general membership in two consecutive newsletters or published on the TASP website with a link in the newsletter, before a vote can be taken at the annual membership meeting.
- b. A vote, by show of hands, or marked written ballots, to change the Bylaws is decided by two-thirds (2/3) majority of the members in good standing in attendance at the general membership meeting. The approved changes are implemented immediately.

Bylaws adopted _____

Date

Signatures _____

President

Vice President

Treasurer

Secretary