



Sunset Lake Association Constitution and Bylaws

Adopted: March 24, 1982
Amended: August 7, 1982, August 23, 1986,
August 20, 1994, July 19, 2014, July 15, 2023

Article 1

Name

The organization shall be known as the Sunset Lake Association

Article 2

Purpose

Section 2.1

The Association shall be a non-profit organization dedicated to serve the best interests of the people owning property surrounding Sunset Lake, including on or near the shores, or having legal deeded access to Sunset Lake and to assist other Hampstead lake property owners for mutual benefit.

Section 2.2

Its basic objectives shall be:

- (a) To promote and assist in the development of all matters pertaining to safety, personal and property protection, health, comfort, pleasure, peace, friendship, convenience of the property owners and the protection of the properties of the area, to include over assessment of property taxes.
- (b) To retain the scenic beauty of Sunset Lake and its surroundings, protect the environment and assure that the quality of its waters remains suitable for recreational purposes.
- (c) To establish a harmonious relationship with local and state officials and agencies, whenever possible.
- (d) To support beneficial legislation and protest against legislation adversely affecting the area and its inhabitants by state or local government.
- (e) To recognize that the property owners on Hampstead lakes have many common interests and need to share and coordinate with each other.

Article 3

Organization

Section 3.1

The geographical limits of the Association shall be confined to the Recreational Zone B area surrounding Sunset Lake and to owners outside of Recreational Zone B who have legal deeded rights to Sunset Lake.

Section 3.2

The Association shall be divided into districts with one Delegate and Alternate assigned to each district based on physical characteristics as hereinafter described. Owners with deeded rights shall be recognized in the district where their deeded right is located. An elected Board of Directors will serve the delegates who represent the general membership.

- (a) District 1: Camp Tel Noar, Cecil Avenue, Sunset Avenue, and Edgewater Lane
- (b) District II: Ells Road, Grove Drive, Thomas Drive, and Wakefield Drive
- (c) District III: Orcutt Drive and Hastings Drive
- (d) District IV: Wash Pond Road

- (e) District V: Blue Heron Avenue and Duston Ridge Road
- (f) District VI: Beach Road and Chelsari Way
- (g) District VII: Bonnies Way and Bailey Shore Road
- (h) District VIII: Sunset Park Campground
- (i) District IX: Timberlane Road, Abbie Way, and Corliss Way
- (j) District X: Easterly end of Shore Drive including Lake Avenue and Hilltop Lane.
- (k) District XI: Westerly end of Shore Drive including Shirley Street, Matthews Drive, and Harris Avenue

Section 3.3

There shall be a total of 11 delegates with 11 assisting alternates.

Article 4

Board of Directors

Section 4.1

There shall be a Board of Directors of 5 or 7 individuals who may or may not be delegates and are current members of the association, elected by the membership to serve for one year or until their successors are elected or appointed by the membership. Members serving on the Board of Directors should be local residents in order for the association to benefit from year-round service.

Section 4.2

No Board of Director shall be paid for services rendered. A Board of Director may be reimbursed for expenses incurred while conducting association business.

Section 4.3

Matters considered by the Board of Directors to be of extreme importance or of a controversial nature shall be settled by ballot conducted at a legally constituted meeting with the membership present being given the opportunity to participate.

Section 4.4

The Board of Directors shall form subcommittees and special assignments provided such work is reasonable and within the capabilities of the member.

Section 4.5

An individual from the Board of Directors shall be selected as Chairperson. The Chairperson, or designees, shall keep a full and accurate report of proceedings of all meetings, shall conduct correspondence, shall keep and prepare the minutes of the meeting, shall keep an up to date roster of members and fulfill such duties as required.

Section 4.6

An individual from the Board of Directors shall be selected as Treasurer.

The Treasurer shall:

- (a) Receive all membership dues and other funds of the association and shall disburse only on order of the Board of Directors or in an emergency on written order of the Chairperson.
- (b) Prepare a financial report for each meeting.
- (c) At all Board of Directors meetings, shall present an itemized statement of the receipts and expenditures since the previous meeting.

Section 4.7

The management of the affairs of the association shall be vested and chaired by the Board of Directors working on behalf of the membership with the support of the delegates.

Article 5 Delegates

Section 5.1

It shall be the prime duty of the Delegates to represent the membership of their district and act as liaisons between the Board of Directors and the membership.

Section 5.2

Each Delegate or Alternate member must be willing to accept committee work or special assignment provided such work is reasonable and within the capabilities of the member.

Section 5.3

No Delegate or Alternate shall be paid for services rendered. A committee member may be reimbursed for expenses incurred while conducting association business if such work has been authorized by the Board of Directors.

Section 5.4

Each delegate selected by the association membership residing in each district, as specified in Article 3, must be a current member of the association and shall be appointed by the Board of Directors to serve for a period of one year or until his or her successor is appointed.

Section 5.5

Delegates shall act as contact members in their respective districts, forward information and suggestions to the Board of Directors and assist the Board of Directors whenever necessary.

Section 5.6

Of extreme importance is to keep Sunset Lake property owners informed of the association's activities.

Section 5.7

A delegate may appoint one or more assistants if his/her workload is beyond his/her capacity.

Article 6 Membership

Section 6.1

Any person or persons owning property within the geographical limits of the association as described in Article 3 may be eligible for membership.

Section 6.2

Any person not qualifying for membership due to the geographical limits of Article 3, Section 3.1 may become a non-voting associate member in the association.

Section 6.3

Persons owning property individually or jointly shall be entitled to one family membership only. Here after any reference to membership is a family membership only.

Section 6.4

The size and value of property shall have no effect on membership.

Section 6.5

Dues must be paid annually or by lifetime membership in order to maintain membership.

Section 6.6

You must be a current member to have voting rights or to participate as a delegate, alternate, or on the Board of Directors.

Section 6.7

Any member may be terminated by a quorum of the Board of Directors for failure to accept or perform reasonable assignments or for conduct unbecoming a member.

Article 7 Leadership Meetings

Section 7.1

The time, date, and place of all Leadership Meetings shall be set by the Board of Directors. Meetings shall be called when necessary and normally every thirty days during peak season. A uniform method of notifying members of the Board of Directors, Delegates, and Alternates shall be electronic mail, voice mail, or standard mail.

Section 7.2

A quorum of 51% of the Board of Directors is required to be present to conduct business at Leadership Meetings.

Section 7.3

Each member of the Board of Directors and one representative from each district (delegate or alternate) shall have 1 vote and 51% of those present shall carry all motions at Leadership Meetings.

Section 7.4

Meetings shall be conducted under normal parliamentary procedures.

Section 7.5

Order of Business:

- (a) Call meeting to order
- (b) One member of the Board of Directors to note those present
- (c) Review minutes of previous meeting for corrections
- (d) Read reports of committees
- (e) Treasurers Report
- (f) Unfinished business
- (g) New and miscellaneous business
- (h) Select date for next meeting to take place
- (i) Adjourn meeting

Article 8

Annual Association Meeting

Section 8.1

There shall be an annual meeting of Sunset Lake property owners and association members during the month of July. The time, date and place to be selected by the Board of Directors. At this meeting, property owners and Association members shall be given the opportunity to express their views, make suggestions, ask questions and conduct business of particular interest to them.

Section 8.2

The annual election of the Board of Directors shall take place at this meeting.

Section 8.3

Any Sunset Lake owner or Association Member may submit to the Board of Directors, at least thirty days prior to the meeting at which the election is to be held, a nominating petition signed by the unit owner together with the statement that the person being nominated is willing to serve on the Board of Directors.

Nominations for the Board of Directors may be submitted from the floor at a meeting at which the election is held.

Section 8.4

In all matters decided by show of hands or paper ballot there will be one vote per membership.

Section 8.5

A quorum of 25% of the membership is required in order to conduct business at an annual meeting and 51% of those present shall carry all motions.

Section 8.6

Order of Business:

- (a) Call meeting to order.
- (b) A Board of Director is to note Delegates and Alternates present
- (c) Take attendance of owners present
- (d) Welcome new association members
- (e) Reading of minutes of previous annual meeting
- (f) Reading reports of committees
- (g) Treasurers Report
- (h) Unfinished business
- (i) New and miscellaneous business
- (j) Questions from the floor
- (k) Adjourn meeting
- (l) Ask for nominations and hold voting process

Article 9

Advisory Committee

The Board of Directors may appoint an Advisory Committee of not more than three persons to assist on matters that may be beyond its scope or experience. Persons selected to serve shall have no voting powers at the Board of Director meetings and shall serve in an advisory capacity only.

Article 10
Special Committees

The Board of Directors shall appoint special committees, if the need arises, to handle various assignments, which need attention. Such assignments should be made from the association body.

Article 11
Assessments

In the event that the association is faced with unexpected expenses of an emergency nature, each member may be asked for an additional contribution over and above the annual dues. Whereas the annual dues are compulsory in order to retain membership, such additional contributions shall be voluntary and in no way affect a person's membership status. Unusual paperwork such as tax assistance can generate contributions to be put in the treasury and used for the good of the association.

Article 12
Bylaws

Bylaws not inconsistent with the constitution may be adopted by the association membership by ballot conducted through the mail or by other means which provide an opportunity for all members to participate. A two thirds vote (67%) of those voting shall carry all motions.

Article 13
Constitution

The Constitution may be amended or altered by the association membership by ballot conducted through the mails or by other means which provide an opportunity for all members to participate. A two thirds vote (67%) of those voting shall carry all motions.