

# **WHITTEMORE IMPROVEMENT ASSOCIATION**

## **BYLAWS**

### **Article I. NAME ~ INCORPORATION ~ LOCATION**

- Section 1. This name of this association shall be Whittemore Improvement Association (W.I.A.)
- Section 2. This Association is incorporated under the laws of the State of New Hampshire, Chapter 292 R.S.A., as a Voluntary Corporation. Articles of Agreement have been filed in the Office of the Secretary of State.
- Section 3. The location of this Association is ~ Tobey Development, Whittemore Point, Bridgewater, Grafton County, State of New Hampshire.

### **Article II. PURPOSE**

- Section 1. The purpose of this Association is to encourage, maintain and develop the Tobey Development Area, as described in the Articles of Agreement.
- Section 2. The Association shall have the special purpose to develop and maintain the Beach Lot described in the Tobey Development Plan, and to which all back lot owners have a right of way, as described in their deeds.
- Section 3. All docks, floats, slides or other equipment purchased by W.I.A. shall be the property of the Association.

### **Article III. MEMBERSHIP**

- Section 1A. Eligibility for membership in this Association shall be limited to persons owning property in the Tobey Development and named on the deed granting a right-of-way to and across the Beach lot located at the southern end of Shore Drive South. If two people are named on a Deed to a property within Tobey's Point, they shall both be deemed a member. If only one person is named on the Deed, such person shall be a Member and such person shall be entitled to designate one other person as a Member. If more than two people are named on the Deed, such group of people shall decide which two of them shall be Members.
- Section 1B. Persons owning beachfront lots in the Tobey Development who do not have beach rights in their deeds may apply for membership to W.I.A. These persons may become members upon approval of a majority of W.I.A. member at a regularly

scheduled W.I.A. meeting. Beachfront members are subject to limitations on membership set by the Association.

- Section 2. All eligible persons as described above shall be Members of this Association upon payment of the annual dues.
- Section 3. Members (including all members in the family) shall have the following rights: To attend all meetings; to serve as officers or on committees; to use of the Beach Lot and all equipment on that lot.
- Section 4. Voting Rights. Only Members as delineated in Section 1A. above shall be eligible to vote. Each Member in attendance shall be allowed one vote regardless of the number of properties in Tobey's Development owned.

## **Article IV. OFFICERS**

- Section 1. Officers of this Association shall be a ~ President, Vice-President, Treasurer, Secretary.
- Section 2. All officers shall be elected at the Annual Meeting for a term of two years. The Nominating Committee shall present one slate of officers in nomination, and other nominations may be made at the meeting.
- Section 3. The President shall preside at all meetings of the Association; shall conduct meetings under the Roberts Rules of Order; shall have oversight over all the affairs of the Association and shall perform all acts customary to the office of President.
- Section 4. The Vice-President shall in the absence of the President, perform all the duties of the President. He/She shall be the Chairperson of the Beach Committee.
- Section 5. The Treasurer shall receive all monies due the Association and shall collect all dues; shall pay all bills properly submitted for materials or services rendered; shall keep a set of account books and record all receipts and disbursements; shall submit a financial report at each regular meeting of the Association. All funds of the Association shall be deposited in a Bank Checking Account or a Bank Savings Account. Treasurer will submit any/all necessary annual financial reports for the WIA to the State of New Hampshire.
- Section 6. The secretary shall record the proceedings of all meetings and shall present minutes of the previous meeting at each regular meeting; shall notify all members of the time, place and major business to be transacted, at least two weeks in advance of each meeting, shall carry on all correspondence for the Association. Secretary will provide the Town of Bridgewater and State of New Hampshire

contact information for the WIA Executive Board on an annual basis. The secretary will be responsible to submit any necessary annual reports for the WIA with the State of New Hampshire on an annual basis.

## **Article V. COMMITTEES**

- Section 1. The Executive Committee shall consist of the Officers of the Association, and shall act as called upon by the President, upon matters which come up between regular scheduled meetings. The Executive Committee shall fill vacancies in the list of officers for the term to the next Annual Meeting.
- Section 2. The Nominating Committee shall be appointed by the President at least two weeks prior to an Annual Meeting and shall present one slate of officers in nomination at the Annual Meeting.
- Section 3. The Beach Committee, under the supervision of the Vice President, shall consist of volunteers who will maintain the Beach Lot, set up the equipment and perform other water front duties as needed.
- Section 4. The Membership Committee shall consist of the Membership Chairman, appointed by the Executive Committee, and any additional volunteers needed. It shall keep all Members informed of their rights; shall inform all Eligible non-members of the activities and benefits of the Association and solicit their membership; shall act as the Social Committee of the Association.
- Section 5. The Publicity Chairman, appointed by the Executive Committee, shall act as a committee of one, with volunteer help as needed, to prepare reports to Members of meetings, and other activities; prepare news releases as appropriate.
- Section 6. The Executive Committee may appoint any other temporary committees as needed.

## **Article VI. MEETINGS**

- Section 1. The Annual Meeting of the Association shall be held in late summer at such time and place as designated in the call for meetings. Election of Officers, setting of dues, changes in Bylaws and Mooring Regulations may be done only at an Annual Meeting.
- Section 2. The first meeting each year shall be held on an appropriate date in June or July, at a time and place designated in the call for meetings.
- Section 3. Special meetings may be held at any time on the call of the President, the Executive Committee or by five members of the Association. Two weeks notice of such Special Meetings must be posted, indicating the time, place and purpose of the meeting.

- Section 4. A Quorum necessary to transact any official business at a meeting shall consist of twenty (20) voting members.
- Section 5. All meetings shall be conducted under Robert's Rules of Order. At the first meeting in June and the Annual Meeting, the Secretary's minutes and the Treasurer's report shall be submitted. Voting on motions or resolutions may be done by voice vote or by written ballot, if so determined by the President or by a majority of Members present. All motions or resolutions shall be determined and "passed" and approved if a simple majority of Members present vote in favor.

## **Article VII. DUES**

- Section 1. The Dues payable annually to the Association shall be an amount set by the Membership at the Annual Meeting, for the ensuing year. Dues are payable prior to the first weekend in July in the amount set at the previous Annual Meeting.
- Section 2. All Board Officers and the Mooring Coordinator will be exempt from paying annual dues during their tenure. This shall not adversely affect their position on the Mooring Waiting list. It shall not exempt them from paying for their mooring or a slot on the kayak rack if applicable. [this section added September 2016]

## **Article VIII. AMMENDMENTS TO THE BYLAWS**

- Section 1. Amendments to the Bylaws must be in written form and approved by majority vote at the Annual Meeting. Proposed changes must be distributed to the Membership two weeks prior to the Annual Meeting.
- Section 2. A Bylaws Committee may be appointed by the Executive Committee to prepare proposed Bylaw changes, or any ten (10) Members may propose Bylaw changes.

## **Article IX. RECORD KEEPING**

- Section 1. All records of the Association shall be kept by the current President. All outgoing Officers and Mooring Coordinators shall provide all their records to the incoming/current President. The President shall delegate/distribute certain records to specific officers/coordinators as needed to perform their duties e.g. the Secretary shall receive the membership database; the Treasurer shall receive the accounting records and books; the Mooring Coordinator shall receive the records of the congregate mooring field and correspondence with the state of New Hampshire. Records shall be kept for a minimum of six years.