

**BY-LAWS OF  
SOUTH SEASIDE PARK HOMEOWNERS AND VOTERS ASSOCIATION, A  
NONPROFIT CORPORATION**

- **Article I – Name and Objective**

- **Section 1- Name**

- The name of this organization shall be The South Seaside Park Homeowners and Voters Association Inc. Section 2-Object

- The South Seaside Park Homeowners and Voters Association, Inc. is organized for the purpose of advancing the civic, social, and general interests of all property owners, residents, and voters of South Seaside Park, New Jersey .

- **Article II Membership**

- Any reputable person shall be eligible for membership in the South Seaside Park Homeowners and Voters Association, Inc. provided said person resides or owns property or votes in South Seaside Park, N.J.

- **Section 2- Dues and Assessments**

- **A. Dues-** Dues of \$20.00 for operating expenses are due and payable annually on or before the first day of January.

- **B. Assessments** for legal action are due and payable upon receipt of statement

- **C. Delinquency**

- **Dues-** A member shall be considered delinquent if dues are not paid within thirty (30) days of the due date

- **Assessments** shall be delinquent if not paid within thirty (30) days of receipt of statement.

**Delinquent** A member shall be considered delinquent if his/her dues and assessments are not paid as provided above.

- **Article III Administration**

- **Section 1-** The association shall be governed by a Board of Directors of twelve (12) members consisting of the following:

- **A. Officers-** President, Vice President ,Recording Secretary, Communications Secretary and Treasurer, a total of five **(5)** officers

- **B. Directors-** a total of seven (7)

- **C. Trustees-** A total of three (3)

- **Section 2- Responsibility**

- **A.** The Board of Directors shall have the power to do all things necessary and expedient to control and manage property of the Association consistent with the

Charter, Constitution, and By-Laws of the Association and the Laws of the State of New Jersey.

**B.** The Board of Directors shall have the right to determine and fix dues and assessments.

**C.** It shall be the duty of the Board of Directors to prescribe and publish rules regulation the use of property belonging to the Association.

**D.** The Board of Directors shall have the power to appoint a qualified member to fill any vacancy on the Board of Directors. Such appointee to serve until the following election of officers and shall serve only one office concurrently.

**E.** The Board of Directors shall prepare each year a budget to be submitted to the membership for approval at the August regular membership meeting.

### ***Section 3- Meetings***

The Board of Directors shall meet at such times and places as shall be determined by the President as often as deemed necessary for the conduct of the Association. Special meetings may be called by the President, or at written request of at least four (4) Association members in good standing, upon ten (10) days notice.

### ***Section 4- Quorum***

At any regular or special meeting of the Board of Directors, four(4) Directors shall constitute a quorum for transaction of business. At regular membership meetings a quorum shall consist of not less than twenty (20) members during June, July, and August and fifteen (15) members during other months of the year

- **Article IV- Officers and Duties**

***Section 1- Officers*** The officers of the Association shall be President, Vice President, Recording Secretary, Communication Secretary and Treasurer

***Section 2- Duties of the President***

The President shall preside at all meetings of the Association and the Board of Directors and shall enforce the Constitution and By-Laws and rules and regulations of the Association. He/she shall appoint and serve ex-officio member of all committees. He/she shall, with the approval of the Board of Directors, make and execute all contracts for and on behalf of the Association

***Section 3- Duties of the Vice President***

In the absence of the President, the Vice President shall perform the duties of President and exercise his/her powers.

***Section 4-*** In the absence of the President and Vice President, the Board of Directors shall name one of the Board Members to perform the duties of President and exercise his/her powers.

***Section 5- Duties of Recording Secretary***

The Recording Secretary shall record meetings and shall keep or cause to be kept a record of all meetings of the Association and Board of Directors in a book or books

belonging to the Association and provided for that purpose.

**Section 6- Duties of Communication Secretary**

The Communication Secretary shall keep a record of members, shall record and conduct all official correspondence, and shall issue all notices of the Association to members and the Board of Directors.

**Section 7- Duties of the Treasurer**

The Treasurer shall keep or cause to be kept all accounts of the Association in a book or books belonging to the Association and provided for that purpose; shall receive and be responsible for all the monies, pay bills when approved by the President and one other member of the Board of Directors other than the person requesting the appropriation or expenditure and preserve all vouchers for all payments. Any appropriation or expenditure in the amount of more than one hundred dollars (\$100.00) shall be approved by the Board of Directors. Account books and vouchers shall at all times be open for inspection by the members of the Board of Directors. He/she shall deposit all funds of the Association in the name and to the credit of the Association in such depository as may be designated by the Board of Directors. He/she shall draw checks upon such depository in payment of the obligations of the Association. All checks are to be signed and countersigned by the President or Vice President. He/she shall, at each regular meeting of the Board of Directors, present a statement of the financial condition of the Association. He/she shall render to the Association, at its election meeting, a complete financial report for the current fiscal year.

The Trustees shall consist of at least three (3) last previous Past Presidents of the Association who automatically become Trustees as their term of office as President expires. The Ex-President who has served three (3) years as Trustee shall automatically be dropped as a Trustee when a successor is qualified.

- **Article V- Trustees**

**Section 1-**

**Officers-** All elected officers shall serve a term of two (2) years or until his/her successor is qualified.

Such term shall commence at the August meeting at which time election and installation takes place.

**Directors-** The term of office for Director shall be for one(1) year for the first term and two(2) years thereafter or until a successor is qualified. Such term shall commence at the August meeting as provided for all other officers. A Director having served for three (3) consecutive one (2) year terms cannot be nominated to succeed him or herself. After an interval of one (1) year he/she shall again be eligible to serve as Director. No officer or director shall serve in more than one (1) office concurrently

. **Any** Officer or Director who misses three (3) consecutive meetings without Board approval must tender his/her resignation.

- **Article VI -Election**

***Section 1- Election of Officers and Directors***

At the regular May meeting of the Association each year, the President shall appoint a committee of three(3) members in good standing to be known as the Nominating Committee. The Nominating Committee shall select members in good standing for the office of President, Vice President, Recording Secretary, Communication Secretary, Treasurer, and Directors. The Nominating Committee shall present the nominees for each office to the Association members for approval during the month of June. However additional. Nominations from the floor may be made for any office and director by any member of the Association in good standing. Elections will be held in July. No member who is an elected official or officer of a political organization that campaigns for candidates every year may hold an office in the Association.

***Section 2- Term of Office***

- **Article VII - Meetings**

***Section 1- General Meeting***

The General Meeting shall be held the third (3<sup>rd</sup>) Saturday of the months of June, July, and August of each year. All other meetings will be held at the discretion of the President and Directors or as provided in Article III Section 3.

***Section 2- Meetings of Board of Directors***

Such meetings shall be called by the President as often as deemed necessary for the conduct of the Association.

- **Article VIII- Fiscal Year**

The fiscal year of the Association shall begin on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December each year.

- **Article IX - Corporate Seal of the Association**  
*Section 1* - Recording Secretary shall be the keeper of the Seal of the Association.
  
- **Article X- Amendments**  
*Section 1-*  
The Constitution and By-Laws may be amended from time to time upon a majority vote of the members of the Association present at any regular meeting of the Association provided however, that notice of such proposed amendment or amendments shall be given to the members in writing at least ten(10) days prior to the date upon which proposed amendment or amendments shall be submitted for action or provided that such amendment or amendments shall have been read at the meeting prior to the meeting when action is scheduled.  
*Section 2-*  
Temporary suspension of the by-laws may be made at any stated meeting by a two-thirds (2/3<sup>rd</sup>) vote for a particular issue.
  
- **Article XI- Dissolution**  
*Section 1-* There will be no private inurement from operating the organization and upon dissolution all assets must be transferred to another non-profit organization.

Revised August 28, 2014