

## **BY-LAWS**

### **HOPATCONG HOMESTEADS BEACH ASSOCIATION, INC.**

Revised June 2023

#### **ARTICLE I**

##### **Name**

The name of this organization shall be the HOPATCONG HOMESTEADS BEACH ASSOCIATION, hereinafter referred to as the Association.

#### **ARTICLE II**

##### **Purposes**

The Purposes for which the Association is formed are:

- a. To manage and maintain that property which belongs in common to the deeded members of Hopatcong Homesteads Beach Association
- b. To govern and regulate its use to the best interests of its members.
- c. To promote and encourage genuine friendship among these residents who stand united in a common cause.

#### **ARTICLE III**

##### **Nomination and Procedures of Officers and Trustees**

The nominating Committee shall nominate and present at a general membership meeting, a slate of one candidate for each elective position to the deeded membership. Nominations shall be open until the casting of ballots.

An Executive Board consisting of a President, Vice President, Treasurer, Secretary and five (5) Trustees shall manage this Association. Officers and Trustees shall be deeded members, year-round residents, and elected as set forth in Section II at the first meeting of the Association after Labor Day. The President, Vice President, Treasurer, Secretary, and Trustees will be elected every other year.

**SECTION I:** The officers of this Association shall be a President, Vice President, Secretary, Treasurer, and five (5) Trustees, each of whom must be a deeded member of the Association. Officers and Trustees shall hold office for two years, and until their successors are elected.

**SECTION II:** The Trustees of the Executive board shall consist of five (5) deeded members.

**SECTION III:** Upon a vacancy of an office, other than the President, the Executive Board shall have the power to appoint a successor for the remainder of the term.

### **ARTICLE III (continued)**

- SECTION IV:**
- a. All elected officers shall assume their duties January 1<sup>st</sup>.
  - b. The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

### **ARTICLE IV Duties of Officers and Trustees**

**SECTION I:** Duties of the President shall be:

1. To preside at all meetings of the Association.
2. To call all meetings as set forth in Article V, Sections I and II.
3. To appoint all committee heads such as: Planning, Entertainment, Membership, Maintenance, Dock, etc.
4. To attend when possible all meetings of the civic municipal associations having a bearing on Lake Hopatcong.
5. To appoint the Nominating Committee, consisting of deeded members.

**SECTION II:** The duties of the Vice President shall be:

1. To assist the President in any way possible.
2. To assume the duties of the President in that officer's absence; and,
3. To serve as President for the remainder of the term if elected President does not continue for any reason whatsoever.

**SECTION III:** The duties of the Secretary shall be:

1. To keep a permanent record of the proceedings of all meetings.
2. To notify all members of scheduled meetings by mails; and,
3. To have on file an accurate membership list with pertinent information such as correct mailing address(es) (summer and winter) and telephone number.

**SECTION IV:** The duties of the Treasurer shall be:

1. To bill and collect all moneys due the Association in the form of rentals, dues, and fees.
2. To keep accurate records of Association funds and report treasury condition at each meeting.
3. To pay promptly all bills incurred by the Association.

**SECTION V:** The duties of the Trustees shall be:

1. To advise and assist the officers in the fulfillment of their duties.
2. To attend all Executive Board meetings.
3. To act on behalf of the Membership in a situation demanding immediate attention.
4. To develop and set in cooperation with the officers the annual budget.

**ARTICLE V**  
**Meetings**

- SECTION I:** Meetings shall be held at a time and place designated at the previous meeting or by presidential direction.
- SECTION II:** Special meetings may be called anytime by authority of the Executive Board or president.
- SECTION III:** A quorum at any meeting shall consist of ten (10) deeded members, each family being allowed two (2) votes and both members being present.
- SECTION IV:** A quorum of the Executive Board shall consist of five (5), two (2) of whom must be officers.

**ARTICLE VI**  
**Budget**

- SECTION I:** The annual budget shall be presented by the executive Board and voted on by the membership annually.
- SECTION II:** Notices of annual dues and dock rental fees shall be mailed by March 1<sup>st</sup> and be due and payable no later than March 31<sup>st</sup> in the case of members applying for dock space and by April 30<sup>th</sup> for deeded members to receive Early Bird discount on dues as agreed up at Annual Meeting.

**ARTICLE VII**  
**Association**

This Association shall not dissolve or disband as long as five (5) deeded members in good standing vote to continue its existence.

**ARTICLE VIII**  
**Ownership of Association Property**

Title of all property of the Association shall be held in the name of the Association. Any conveyance of property shall be made of the Association by the president and be attested to by the secretary, or in the absence of these officers, by those delegated to perform such duties as may be provided for elsewhere in these By-Laws. None of the property of the Association shall at any time, nor for any reason whatsoever, be sold, pledged, mortgaged or encumbered in any sum whatsoever, unless it shall be recommended by the Executive Board of the Association, which recommendation must be approved by no less than eighty (80) percent of the total deeded membership of the Association present at a special or general meeting called for that specific purpose.

**ARTICLE IX**  
**Amendments**

**SECTION I:** Changes to the by-laws of the Hopatcong Homesteads Beach Association, Inc. shall be approved by the Executive Board prior to the submission to the deeded membership by a two-thirds vote of the Executive Board.

**SECTION II:** The by-laws of the Hopatcong Homesteads Beach Association, Inc. may be amended at any meeting called for that purpose by a two-thirds vote of all the deeded members present, provided first that written notice of all the proposed amendments shall have been submitted to each and every deeded member.

**ARTICLE X**  
**Deeded Membership**

**SECTION I:** Those persons who have acquired ownership of property by deed at Hopatcong Homesteads in Hopatcong Borough from Hopatcong Homesteads Incorporated, or its purchases, and those persons who have acquired ownership of property by deed from Liberty Estates Inc. shall be entitled to deeded membership in Hopatcong Homestead Beach Association, Inc.

**SECTION II:** Deeded membership is extended to all residents of Hopatcong Homesteads. Deeded membership is to include all rights and privileges that are held by the total deeded membership at large, such as but not limited to voting, participating in, and chairpersonship of temporary or permanent committees, positions of executive and directive office, etc. A deeded membership in good standing exists when the prescribed dues are paid by the deeded member or for the deeded member and such member adheres to the by-laws, rules and regulations of the Association.

**SECTION III:** There shall be a membership committee that will contact all new property owners at Hopatcong Homesteads of Liberty Estates to acquaint them with the Hopatcong Homesteads Beach Association.

**SECTION IV:** If any member shall be charged with conduct deemed injurious or detrimental to the order, peace, interest, or welfare of the Association, or conduct unbecoming to a member, or with violation of these by-laws or rules and regulations or amendments thereof, the Executive Board shall determine what action to take, including censure, suspension, or termination of the membership of the person or persons so charged.

**SECTION V:** None but deeded members in good standing shall be entitled to vote or hold office.

**SECTION VI:** When any deeded member as described in Article X, Section I, ceases to reside in Hopatcong Borough, deeded membership status will continue until December 31 of same year residency changes. Memberships may continue the following year as stated under Article XI, Section V.

**SECTION VII:** Memberships shall not exceed ninety-seven (97) paid members, consisting of deeded membership of Hopatcong Homesteads and Liberty Estates, Inc. and/or guest members residing in the Borough of Hopatcong.

**ARTICLE XI  
Guest Membership**

**SECTION I:** Those persons permanently in the Borough of Hopatcong and those renting or leasing Hopatcong Homesteads deeded member property may be accepted as Guest Members by completing the necessary application and having that application signed by a sponsoring deeded member in good standing.

**SECTION II:** No deeded member may sponsor more than one Guest Member per year. Exceptions to be approved by Executive Board.

**SECTION III:** Guest Members must have their application sponsored every year and forwarded through the Treasurer to the Executive Board, which will review, then approve or reject said application. However, during low enrollment years the Board can also vote to approve/reject non-sponsored Guest Members.

**SECTION IV:** Guest Membership shall have all rights and privileges extended to the deeded membership at large, except that a guest member may not vote nor hold office. Guest Members are also bound by all other By-Laws, rules and regulations of the Association.

**SECTION V:** Those persons, who were deeded members or guest members of HHBA and reside outside of Hopatcong Borough, may be accepted as Guest Members by continuing membership in HHBA, without interruption of membership, by completing the guest membership application and paying the appropriate membership fees. A deeded member or the Executive Board may act as sponsor.