

Erskine Lakes Beach Club

By-Laws

ARTICLE I: *NAME AND PURPOSE*

SECTION 1:

This organization shall thereafter be known as the Erskine Lakes Beach Club (ELBC) of Erskine Lakes, Ringwood Borough, New Jersey.

SECTION 2:

The purpose of the club is:

- A) To establish among members of Erskine Lakes Property Owners' Association (ELPOA) a close and friendly relationship.
- B) To provide for the children of Erskine Lakes a sports and aquatics program for the summer months.
- C) To gain for Erskine Lakes the best possible facilities for social and recreational activities.
- D) To assist, when possible, ELPOA in the furtherance of any activities for the welfare of the lakes.

ARTICLE II: *MEMBERSHIP AND DUES*

SECTION 1:

Any resident of Upper or Lower Erskine Lakes who is a member in good standing of the ELPOA is eligible for membership, with full voting privileges, and is entitled to hold office.

SECTION 2:

Consideration for participation in ELBC will be given under these circumstances:

- A) To family member(s) domiciled in the home of an ELPOA member in good standing for all or part of the summer.
- B) To tenant facilities-use: ELPOA members in good standing without the privileges of voting and holding office.

- C) To provisional facilities-use: ELPOA members in good standing without the privileges of voting and holding office.
- D) To visiting children being cared for by, and living in the home of the ELPOA member in good standing for all or part of the summer.
- E) Extra fees beyond the ELBC annual dues may be assessed for this privilege of participation by those covered under this section.

SECTION 3:

The club may confer by a majority vote at any regular meeting, Honorary Membership to any person desired.

SECTION 4:

The annual dues shall be payable by May 15th. A late fee may be charged at the discretion of the ELBC Board for due accepted after that date.

- A) The amount of the annual dues may be changed by a vote of the members in good standing present at a regular meeting of the ELBC.
- B) Notices of the proposed dues change shall be sent either electronically, posted on the beach bulletin boards or printed in the Courier, at least two week in advance of the meeting.

ARTICLE III: OFFICERS

SECTION 1:

Officers of the ELBC shall be two (2) Co-Presidents, Secretary, Treasurer and Registrar. Officers shall serve for a term of two years.

- A) Co-Presidents:
 1. It shall be the duty of the Co-Presidents to preside at all meetings of the ELBC and to act as Chairperson of the ELBC Board. The Co-Presidents shall appoint all standing and special committees and have the privilege of appointing a parliamentarian.
 2. The Co-Presidents shall be ex-officio members of all committees, except the nominating committee, and shall perform all duties pertaining to the office of the President.

3. A Co-President shall be an active Director of ELPOA and shall be present at Directors' Meetings, as well as the ELPOA Annual and General Meetings.

B) Secretary:

1. It shall be the duty of the Secretary to keep a current record and attendance of all the meetings of the ELBC Board and ELBC.
2. The Secretary shall be a liaison in communications between the ELBC and the ELBC Board.
3. The Secretary shall be responsible for weekly e-mail updates to ELBC members during the summer months.
4. As needed, the Secretary shall read the minutes at regular meetings from the previous meeting.

C) Treasurer:

1. It shall be the duty of the Treasurer to receive all monies paid to ELBC, either directly or to any of its committees, and to deposit the same in the name of Erskine Lakes Beach Club in any bank designated by the ELBC Board.
2. The Treasurer shall keep a correct list of ELBC members.
3. The Treasurer shall pay all bills by order of the ELBC Board.
4. A detailed statement shall be read by the Treasurer at each meeting.
5. A Co-President and the Treasurer shall sign all checks and other evidences of indebtedness.
6. The Treasurer's annual report shall be presented at the last regular meeting in August.
7. The Treasurer shall render all books and annual reports as requested by the Board of Directors of ELPOA.
8. The Treasurer's books shall be closed and ready for audit before the new Treasurer assumes office.

D) Registrar:

1. It shall be the duty of the Registrar to enroll all members, collect all dues of ELBC and keep an accurate list of all members.
2. The Registrar shall prepare volunteer lists for various ELBC committees.
3. The Registrar will be responsible for the updates of the ELBC roster.

SECTION 2:

A vacancy occurring during the term of any office shall be filled by appointment by the Co-Presidents and approved by the ELBC Board.

SECTION 3:

If, for any reason, any officer is not able to fulfill the duties of their office, the ELBC Board will appoint a new officer.

SECTION 4:

The officers shall evaluate, hire and set salaries for all employees in accordance with the qualifications and recommendations set forth by ELBC.

ARTICLE IV: *NOMINATIONS AND ELECTIONS*

SECTION 1:

The Co-Presidents shall appoint a Nominating Committee that will prepare a list of candidates and either send it electronically to all members, have it posted on the beach bulletin boards and/or published in the Courier in advance of the first regular meeting in August. The list shall be presented to the club at this meeting at which time nominations may be made from the floor with the consent of the nominee.

SECTION 2:

Announcement of elections shall be posted electronically, on the beach bulletin boards and/or published in the Courier at least one week in advance of the last regular meeting in August when elections will be held.

- A) In the event that more than one candidate is nominated for any office, the election of said office shall be by secret ballot. In such case, a majority shall elect the candidate for office.
- B) No officer may serve more than two consecutive terms in the same office.
- C) Elections shall be held in alternate years depending on the office to be filled:
 - 1. A Co-President each year.
 - 2. Treasurer, Secretary and Registrar in alternating years.
- D) Officers shall be installed during the winter at a joint meeting of the current and incoming ELBC Boards, at which time newly elected officers shall assume office.

ARTICLE V: MEETINGS

SECTION 1:

ELBC Board meetings shall be held at the discretion of the Co-Presidents.

SECTION 2:

At least four regular meetings shall be held: one in the spring, one/two in July and one/two in August.

SECTION 3:

Special Meetings shall be held at the discretion of the Co-Presidents of the ELBC Board.

SECTION 4:

At any regular meeting or special meeting of ELBC, six of the members in good standing shall constitute a quorum.

SECTION 5:

Order of Business:

- A. Calling meeting to order
- B. Secretary's report
- C. Treasurer's report

- D. Registrar's report
- E. Old business
- F. New business
- G. Announcements
- H. Adjournment

ARTICLE VI: *AMENDMENTS AND REVISIONS*

SECTION 1:

The Constitution and by-laws of ELBC may be revised or amended by a two-thirds affirmative vote of a quorum at any regular meeting of ELBC, provided that notice of the proposed revision or amendment shall have been sent electronically, posted on the beach bulletin boards and/or published in the Courier at least two weeks prior to the meeting.

SECTION 2:

The Constitution and by-laws shall be reviewed and revised when necessary.

ARTICLE VIII: *ROBERT'S RULES OF ORDER*

Unless otherwise provided in the foregoing articles, Robert's Rules of Order shall govern the conduct of ELBC meetings, except that these rules may be waived by an affirmative vote of the members present at the meeting.

Revised: July, 2011