

SLPOA

By-Laws

Adopted November 23, 2013
Amended May 20, 2017, June 8, 2020, and May 1, 2021

Silver Lake Property Owners' Association, Inc.

ARTICLE I
Name and Purpose

- Section 1. The name of this association is the “Silver Lake Property Owners’ Association, Inc.,” hereafter known as the Association.
- Section 2. The articles of incorporation were filed and recorded in Warren County Clerk’s Office, Belvidere, New Jersey on August 21st 1953
- Section 3. The purpose of this Association shall be to promote good fellowship among its members, to protect their common interests, to provide social enjoyment by means of athletics, aquatic sports, community picnics and entertainment, and such other purposes, as the Association may deem necessary.

ARTICLE II
Membership

The Association is committed to the involvement of all its members. All members are encouraged to volunteer and participate in programs and activities, and to take leadership roles in the Association.

The classification of membership shall be: 1) Full Membership (Property Owner); 2) Associate Membership (Non-Property Owner); 3) Life Membership

- Section 1. Full Membership (Property Owner): An individual or family owning property lying within the geographical area of Silver Lake, Hope, New Jersey. The geographical area includes all property owners between the lake and Ridgeway Avenue from Route 519 up to the Silver Lake-Marksboro Road and properties on roads perpendicular to Ridgeway Avenue on the Eastern side.
- Section 2. Associate Membership (Non-Property Owner): An individual or family who does not own property within the geographical area of Silver Lake, Hope, New Jersey.
- Section 3. Life Membership: Any property or non-property owner member in good standing who has maintained continuous membership for the past 30 years, and has reached 80 years of age, shall be granted free life membership upon request of that member. Life Members shall be granted all of the rights and privileges of Membership.
- Section 4. Any member households who have paid the current year’s dues are considered to be members in good standing.
- Section 5. Memberships in the Association shall be limited to seventy (70) families in good standing, consisting of Full and Associate Memberships. Life Members shall not be counted against the seventy (70) member limit.
- Section 6. If and when the maximum number of members has been reached, a waiting list will be established. Prospective members will be instructed to submit applications, without the accompanying dues payment, to the appointed member of the Executive Council. Upon receipt by the officer, the date will be noted on the application and it will be filed accordingly.

- Section 7 When an opening occurs, applications will be reviewed and eligible applicants notified and asked if they still wish to become a member. If so, they must promptly submit the yearly dues. If an applicant declines, the next eligible applicant will be notified.
- Section 8 Prospective members will be prioritized, and voted-on, in the following order:
*An application from a previous member, who left in good standing, will be considered first.
* An application from an adult child of an active member in good standing will be considered next.
* An application from a household in the geographical area of Silver Lake will be given priority in accordance with the intent of the original establishment and incorporation of SLPOA.
* Any other applications will then be considered.
* Applications will be considered in order of the date they were received.

ARTICLE III Dues and Fees

- Section 1. The dues for annual membership in the Association shall be established by the voting members at the annual business meeting of the Association or by mail/email vote if necessary. Proposed changes in dues shall be made known to all members prior to the annual meeting at which the vote is to be taken.
- Section 2. Each member household shall remit to the Treasurer of the Association the annual non-refundable dues. Dues are based on the calendar year and are due on January 1st of each year. Dues are considered late and membership is in jeopardy if not paid by March 31st of each year.
- Section 3. Dues not paid by March 31st of each year, may result in termination of membership. Reinstatement requires a new application process accompanied by the amount of the current year's dues.
- Section 4 Recommended applications shall be presented with the annual dues for approval at any regular meeting or via the executive council when appropriate. New members who are voted into the Association at the September meeting or after will have the current year's dues waived and the dues money will be applied to the following year.
- Section 5. No dues are required to be paid by life members.

ARTICLE IV Officers

- Section 1. The Officers of the Association shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- There shall be five (5) Trustees, three of whom shall be the most recent surviving past Presidents and the balance of whom are to be elected by the membership. Trustees must represent different member households except in the case of past presidents who have

been from the same household or when no other members of the association are willing to serve as trustee.

Section 2. Qualifications

- A. Any member in good standing may be elected to any office by the eligible voting members.
- B. No member may hold more than one office at a time.
- C. Upon the election of a new President, the immediate Past President shall become Chair of the Trustees.

Section 3. Term of Office

- A. The President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and two Trustees shall be elected in even years to serve two-year terms.
- B. All Officers shall serve two year renewable terms at the discretion of the voting members.
- C. Each elected Trustee shall serve until replaced by an elected member who accepts the duties of Trustee.

Section 4. Vacancy of Office

- A. A vacancy in the office of the President shall be filled by the First Vice President.
- B. A vacancy in the office of First Vice President shall be filled by the Second Vice President.
- C. In the event of a vacancy in the offices of Second Vice President, Corresponding Secretary, Recording Secretary, or Treasurer the vacancy shall be filled by a vote of the Executive Council.
- D. In the event of a Trustee vacancy, the President shall appoint a member in good standing to serve as Trustee for the duration of the vacating Trustee's term.

ARTICLE V
Duties of Officers

Section 1. President:

The President shall preside at all meetings of the Association and is responsible for enforcing all rules and regulations established by the By-laws and the Policies and Procedures of the Association. The President shall possess one of two keys for the Association's safe deposit box.

Section 2. First Vice President:

The First Vice President shall officiate in the absence of the President. The First Vice President shall assist the President in the performance of his/her duties and perform other duties as may be requested by the President. He/she shall serve on at least one committee of the association as outlined in Article VIII Section 1.

Section 3. Second Vice President:

The Second Vice President shall officiate in the absence of the President and First Vice President. The Second Vice President shall assist the President in the performance of his/her duties and perform other duties as may be requested by the President. He/she shall serve on at least one committee of the association as outlined in Article VIII Section 1.

Section 4. Recording Secretary:

The Recording Secretary shall keep the minutes of all meetings of the Association and other official reports. The Recording Secretary shall present the minutes from the preceding meeting at each meeting of the Association. He/she shall serve on at least one committee of the association as outlined in Article VIII Section 1.

Section 5. Corresponding Secretary:

The Corresponding Secretary shall execute all official correspondence of the Association. The Correspondence Secretary shall also be responsible for sending social notes and expressions of good will to members in times of need. He/she shall also serve on at least one committee of the association as outlined in Article VIII Section 1.

Section 6. Treasurer:

The Treasurer shall keep a record of all money received and disbursed. He/she shall deposit all receipts in the name of the Association in the bank designated by the Association. The Treasurer shall pay all fixed expenses by motion of the membership or Executive Council. . All other bills requiring timely payment shall be authorized by a majority vote of the Executive Council. Payment of all bills shall be made by check and signed by the Treasurer. The Treasurer shall present a financial report at each meeting. He/she shall notify all members who are in arrears of dues in writing by email or regular mail and registered mail as necessary. The Treasurer shall possess one of two keys for the Association's safe deposit box. He/she shall serve on at least one committee of the association as outlined in Article VIII Section 1.

Section 7. Trustees:

The Trustees shall oversee all property of the Association and the management of funds and expenditures of the Association subject to the action of the membership. The Trustees shall act in an advisory capacity to the President, the other Officers and the committees.

The Trustees shall present a report of their meetings, activities and recommendations for the betterment of the Association at the first regular meeting of the year and at any meeting following a meeting of the Trustees. Their minutes and records shall be available to members as requested.

ARTICLE VI
Executive Council

- Section 1. The Executive Council shall be comprised of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and the five Trustees.
- Section 2. The Executive Council shall be empowered to transact all necessary business of the Association during the period of October 1 through April 1 of the following year and as necessary in extenuating situations throughout the year.
- Section 3. All reservation requests shall be presented to and voted on by The Executive Council in person or by email. In the event of a tie vote, the President shall break the tie.

ARTICLE VII Nominations and Elections

- Section 1. The President shall appoint three (3) members to a Nominating Committee at the beginning of the year in which elections will be held.
- Section 2. The Nominating Committee shall present a slate of Officer Candidates for the office of President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and two Trustees. The slate shall be presented to the membership prior to the election.
- Section 3. Nominations may be made by any member provided the nominee meets the qualifications specified in Article IV Section 2.
- Section 4. Election of all officers shall be held during the regular annual meeting as designated in Article IX Section 1 every other year in even number years. Voting may be by show of hands or by ballot at the meeting or by mail/email, as determined by the Executive Council.

ARTICLE VIII Committees

- Section 1. The standing committees are Bylaws, Membership, Building and Grounds, Public Relations, and Audit. All standing committees will be appointed during the beginning of a President's term of office and shall serve for a two-year term. An officer of the association shall serve on each of the committees, except for the Audit Committee. Membership participation in committees is essential to operate the association and keep costs under control.
- Section 2. Special committees will be formed and members appointed by the President as needed. They will serve as long as is necessary.
- Section 3. Bylaws Committee:
A Bylaws Committee consisting of at least three members, one of whom shall be a trustee, shall review the Bylaws and the Policies and Procedures and make recommendations for amendments and changes, as needed.
- Section 4. Membership Committee:

A Membership Committee consisting of at least three members shall receive all applications for membership in the Association and recommend for membership to the Association those applicants found to be acceptable.

Section 5. Building and Grounds Committee:

A Building and Grounds Committee of at least three members shall oversee and recommend maintenance to the properties. The duties of this committee include but are not limited to the opening and closing of the facility, turning on and off electric power and water, and winterizing the facility in the fall.

Section 6. Public Relations Committee:

A Public Relations Committee consisting of the Corresponding Secretary or another officer at the discretion of the President and at least one other member shall keep the membership informed of upcoming events and other activities of the Association. It is the responsibility of this committee to publicize information related to the Association with prior approval of the President and the Executive Council. .

Section 7. Audit Committee:

An Audit Committee shall consist of three (3) members, one (1) of whom will be a Trustee. The Audit Committee will be responsible for validating the accuracy of the Association's financial statements. The Treasurer will provide the Audit Committee with financial statements and supporting transaction history for the previous year. Within sixty (60) days of receipt of this information, the Audit Committee will reconcile and verify the accuracy of the financial statements. They will generate an Audit report, which will be presented to the membership at the first Regular Meeting after this reconciliation.

ARTICLE IX Meetings

Section 1. Regular Meetings: Five regular meetings of the Association shall be held annually. The first meeting of the year shall be during April or May at the discretion of the Executive Council, followed by four meetings to be held monthly in June, July, August, and September to be held at the SLPOA property. The August meeting shall be designated as the Annual Meeting. The dates of these meetings will be established annually by the Executive Committee prior to the spring meeting.

Section 2. Special Meetings: Special meetings may be called by the President or the Trustee Chair or when necessary or by the membership when 25% of the members request such a meeting. Notice shall be sent by email or regular mail to each member at least one week in advance of a special meeting. Only such business as stated in the notice shall be transacted.

Section 3. Quorum: Five member households shall constitute a quorum for any regular or special meeting. Eleven member households shall constitute a quorum for the purpose of changing bylaws. Each member household must be in good standing.

Section 4. Voting: At all meetings of the Association, each member household in attendance shall be entitled to one vote. Only member households in good standing shall be permitted voting privileges at meetings of the Association.

- Section 5 Voting by Email/Regular Mail: In the event that a quorum is not present at a meeting, or there is no meeting planned, any necessary votes shall be conducted via a combination of email and regular mail with an established deadline for voting.
- Section 6. Trustee Meetings: At least one meeting of the Trustees shall be held prior to the spring dinner meeting to assess the state of affairs of the Association and develop a report to present to the members at the spring meeting. Other Trustee meetings shall be scheduled as necessary.
- Section 7. Executive Council Meetings: Meetings of the Executive Council shall be called by the President or the Trustees as necessary.

ARTICLE X Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Association in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XI Fiscal Year

The Fiscal Year of the Association will be consistent with the calendar year.

ARTICLE XII Amendments

- Section 1. Notice of proposed amendments shall be presented or sent by email/ regular mail to all member households not later than 30 days prior to the meeting at which the voting on the proposed amendment will take place.
- Section 2. These bylaws may be amended at any meeting of the Association by a two-thirds vote of the members present if there is a quorum of 11 member families. If the quorum cannot be met, the vote may take place by a combination of email and mail.

ARTICLE XIII Dissolution of Association

- Section 1. In the event that the membership decides to dissolve the Association, the following procedures are to be followed:
- Item i. A notice is to be sent to all current member households indicating the intent to dissolve the Association, stating the reason(s) for such action, and setting a time, date and location for a regular or special meeting to discuss such proposed action.
- Item ii. The current Association Officers and Trustees are to act as *Executors of the Association* during the dissolution process. The current Trustee Chair of the Association will chair this group and will proceed as follows:

- Comply with all applicable New Jersey statutes.
- Pay/discharge all Association liabilities/obligations
- Dispose of all real assets
- Distribute all remaining monetary funds to all eligible members as described in item iii below.

Item iii. To be considered eligible, member households of any membership type must be in good standing and have held continuous membership during the ten years preceding the determination to dissolve the Association. After all liabilities and obligations of the Association have been satisfied, all monetary assets remaining will then be disbursed equally among those eligible member households. Payments would be made by check with an acknowledgment and receipt required.

Adopted on November 23, 2013, Amended 5/20/17 and 6/8/20