

As of July 6, 2013
effective January 1, 2014

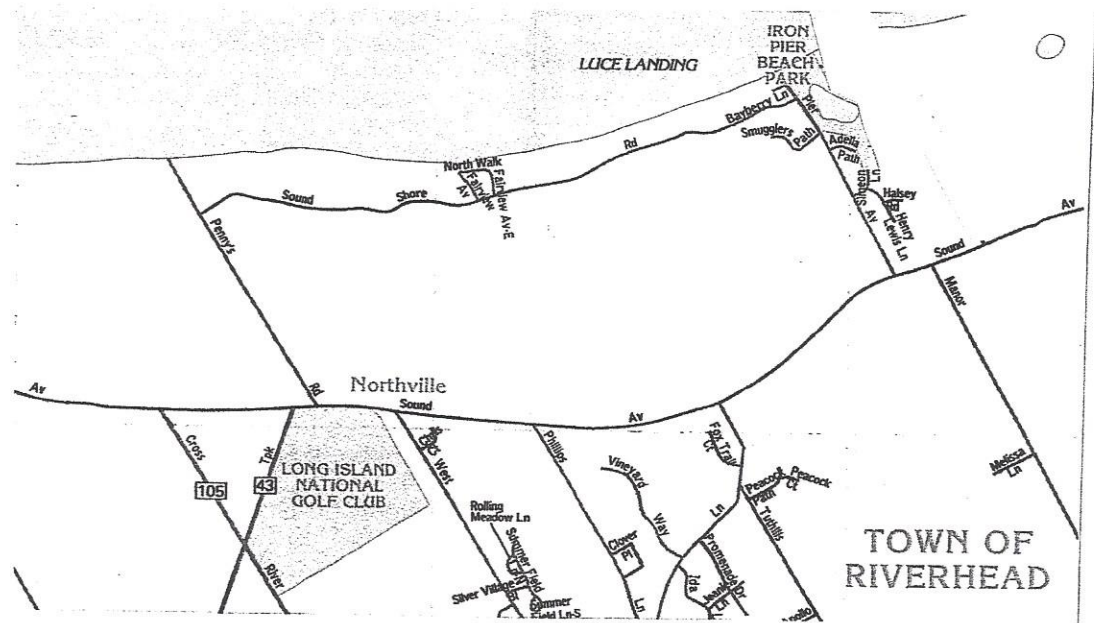
**By-Laws of the
NORTHVILLE BEACH CIVIC ASSOCIATION, INC.**

**ARTICLE I
Name and Purposes of Association**

SECTION 1. This Association shall be known as the NORTHVILLE BEACH CIVIC ASSOCIATION, INC.

SECTION 2. The purposes of this Association shall be: to exercise, promote and protect the privileges and interests of the residents of the community of Northville in the Town of Riverhead, New York; to foster a healthy interest in the civic affairs of the community; to develop good citizenship; and to inquire into civic abuses and to seek reformation thereof and in connection therewith to acquire or erect buildings and to purchase, lease or encumber real estate to be used for the purpose of the Association and to do and perform all and everything which may be necessary, advisable or suitable and proper to carry out the purposes of the Association, and to exercise all implied powers and rights in connection therewith which the Association may possess.

SECTION 3. The territorial limits of the Association shall be as follows: starting at the junction of the south shoreline of Long Island Sound and the Iron Pier Beach boat ramp; southerly along Pier Avenue; westerly along the north side of Sound Avenue; northerly along Penny's Road; and easterly along the south shoreline of Long Island Sound to the Iron Pier Beach boat ramp. Also included are all properties fronting Henry Lewis Lane, Simeon Road, Halsey Road and Adelia Path, all properties fronting the east side of Pier Avenue and all properties fronting the west side of Penny's Road.



ARTICLE II
Membership and Dues

SECTION 1. The **voting** membership of the Association shall consist of **property owners or their designees. There shall be two categories of voting membership – individual and family.**

Individual Membership shall include **any single person owning property within the territorial limits of the Association** who has been **received into membership as provided in Section 3 below.**

Family Membership shall include **no more than two adults** over 18 years of age residing in a single household **where one owns the property or they own it jointly, who have been received into membership as provided in Section 3 below.**

SECTION 2. **The non-voting membership, titled Friends of N.B.C.A., shall include all persons who are former property owners, renters, extended family members, and people outside the territorial limits of the Association, who have been received into membership as provided in Section 3 below.**

SECTION 3. Persons eligible for membership may be **received into** membership upon **completion of a registration form with signatures** and upon payment of the dues for the current year.

SECTION 4. Any member may withdraw from the Association **by not paying current dues within 60 days of the due date.**

SECTION 5. A member may be expelled for cause prejudicial to the best interests of the Association. Such expulsion shall be effected by a majority vote of the Board of Trustees at a duly called meeting. **The member has the right to defend himself/herself in writing prior to such meeting.**

SECTION 6. Any resigning or expelled member forfeits all right to any property of the Association.

SECTION 7. The annual dues shall be **determined by the Board of Trustees for each membership category,** payable as of **May 1** of each year. **All dues are waived for members age 80 or over.**

SECTION 8. Any member whose dues remain unpaid **by June 30** shall be subject to forfeit of all privileges and rights of membership, **including voting rights,** on the action of the Executive Committee.

ARTICLE III
Government

SECTION 1. The general management of the affairs of the Association shall be vested in the Board of Trustees who shall be elected as provided in these Articles.

SECTION 2. The officers of the Association shall consist of a President, a Vice President, a Secretary and a Treasurer.

SECTION 3. The President shall be a member, ex-officio, of all committees.

SECTION 4. **All public statements as to the policy and activities of the Association or any committee thereof must originate with the Board of Trustees or the Executive Committee.**

ARTICLE IV
Election of Trustees and Officers

SECTION 1. The trustees of the Association shall be elected at the annual meeting. Each member shall be entitled to one vote for each trustee to be elected and the candidate receiving the majority of votes cast shall be declared elected.

SECTION 2. The trustees shall be divided into three **groups**, with four trustees in each **group** for a total of twelve. At each annual meeting, four trustees shall be elected for a term of three years. Trustees shall be elected by ballot, by show of hands or by voice vote, as decided by the members voting. Trustees whose terms have expired may stand for re-election.

SECTION 3. Any Northville Beach Civic Association member, whether voting or non-voting, shall have the right to be elected as a trustee. If such trustee shall be a non-voting member, he/she shall be granted the right to vote for a period equal in length to his/her term as trustee.

SECTION 4. The Board of Trustees shall elect one of their number President, one of their number Vice President, one of their number Secretary and one of their number Treasurer. The meeting of the Board of Trustees to elect officers shall be held within one month following the annual meeting of members and officers elected shall hold offices for one year or until new officers are elected.

SECTION 5. If a vacancy occurs among the officers or in the Board of Trustees, such vacancy shall be filled for the unexpired term by the Board of Trustees.

ARTICLE V
Duties and Powers of Board of Trustees

SECTION 1. The Board of Trustees shall have control of the property and affairs of the Association and shall fix its policies. **They shall have the power to hold meetings, appoint committees, employ necessary staff and employees, accept new members and expel members as in these By-Laws provided, authorize proper expenditures and take all necessary and proper steps to carry out the purpose of this Association and promote its best interests.**

SECTION 2. A majority shall constitute a quorum of the Board of Trustees.

ARTICLE VI
Duties of Officers

SECTION 1. The President shall preside at all meetings of the members of the Association, and of the Board of Trustees, and shall appoint such committees as he/she and the Trustees shall consider expedient or necessary. **In the absence of the Treasurer, the President shall have the authority to sign checks and withdrawal slips in behalf of the Association upon any and all of its bank accounts.**

SECTION 2. In the absence of the President, the Vice President shall perform the President's duties, and in the absence of both President and Vice President, the Secretary shall preside and assume the duties of the President.

SECTION 3. The Secretary shall keep the minutes of all meetings of the Association and of the Board of Trustees, shall present the minutes at the next meeting for approval and shall **be responsible for notifying all members of meetings of the Association and the Board of Trustees, where applicable.**

The Secretary shall maintain the Association's archives. The Secretary shall perform such other duties as may be required of **the position** by the By-laws, the President or the Board of Trustees. **In the absence of the Secretary, a Secretary pro-tem shall be appointed.**

SECTION 4. The Treasurer shall **maintain membership rolls**, collect all annual dues, **registration forms** and charges due from members, have charge of all receipts and monies of the Association, deposit them in the name of the Association and shall disburse said funds as ordered or authorized by the Board of Trustees. The Treasurer shall keep regular accounts of **his/her** receipts and disbursements in an accurate, detailed manner, submit said record when requested and give an itemized statement of them at regular meetings of the Association. **The Treasurer** shall sign checks and withdrawal slips in behalf of the Association upon any and all of its bank accounts.

ARTICLE VII Committees

SECTION 1. Executive Committee: The President, Vice President, Secretary and Treasurer shall constitute the Executive Committee. The Executive Committee shall be in active control of the conduct of the business of the Association when the Board of Trustees is not in session and shall at each meeting of the Board report their actions for its ratification. The Executive Committee may act on a majority vote of its members and meetings may be called at any time by **the President** or any two members of the Committee.

SECTION 2. Committee on Nominations: At least two weeks prior to the annual meeting of the Association, the President shall appoint a Nominating Committee of three members, **two of whom may be members** of the Board, **not up for re-election**, whose duty it shall be to nominate candidates for trustees to be elected at the next annual election.

SECTION 3. Independent Nominations: Nominations for trustees may also be made from the floor at the Annual Meeting.

SECTION 4. **Other** Committees: The President **may, at any time, appoint other committees on any subject**. The duties of such Committees shall be limited to studying in general the problems in their particular fields of activity and to making special studies of any particular matters referred to them by the Board of Trustees or the President, and **to** reporting to the Board of Trustees **their** findings and recommendations.

SECTION 5. Committee Quorum: A majority of any committee of the Association shall constitute a quorum for the transaction of business.

SECTION 6. Committee Vacancies: The President shall have the power to fill vacancies in the membership of any committee.

ARTICLE VIII Meetings

SECTION 1. Annual Meeting: There shall be an annual meeting of the Association during the summer each year for the election of members of the Board of Trustees and for receiving the annual reports of the officers, trustees and committees and the transaction of other business. The exact date of the annual meeting each year shall be determined by the Executive Committee.

SECTION 2. Board of Trustee Meetings: Each annual meeting of the Association shall be preceded and followed by a meeting of the Board of Trustees, the exact time to be determined by the Executive Committee.

SECTION 3. Special Meetings: Special meetings of the Association may be called by the Board of Trustees or the Executive Committee at their discretion. Upon written request of twenty (20) members of the Association, the Board of Trustees shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Association.

SECTION 4. Notice of Meetings: All notices of meetings shall set forth the place, date, time and purpose of the meetings.

SECTION 5. Referendum: The Board of Trustees or the Executive Committee at their discretion may submit a question by mail to a referendum by the members.

SECTION 6. Appointment of Proxies: Any member may appoint another **person** as proxy, to vote for such appointing member at any annual or special meeting of members. No appointment of a proxy shall be valid unless such appointment is in writing and signed by the appointing member.

SECTION 7. Special rule Regarding Voting by Family Memberships: each person included in a Family Membership who is present in person or by proxy at any annual or special meeting of members shall be counted for quorum purposes and shall be entitled to vote.

SECTION 8 . Quorum: At least the larger of:

[a] 80% of the members present in person or by proxy at the most recent annual or special meeting of members, or

[b] 20% of the total number of members,

shall be necessary to constitute a quorum for the transaction of business, but a lesser number may adjourn to some future time not less than six nor more than twenty days later and the Secretary shall thereupon mail notice of the adjournment to each member who was absent from the adjourned meeting.

Section 9. Order of Business: The order of business shall be as follows at all meetings of the Association, Board of Trustees, and Executive Committee:

1. Calling of the Roll
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading of Minutes
4. Receiving Communications
5. Election of Trustees or Officers **[at appropriate meeting]**
6. Reports of Officers
7. Report of Committees
8. Unfinished Business
9. New Business

Any questions as to priority of business shall be decided by the Chair without debate. This order of business may be altered or suspended at any meeting by a majority vote of the members present.

**ARTICLE IX
Amendments**

SECTION 1. These By-Laws may be amended only by a majority vote of the members present at a regular or special meeting of the Association, provided notice of the purpose of proposed amendment has been stated in the call for the meeting.

By-Laws of the Northville Beach Civic Association, Inc. Adopted 9-14-1956

Amended:

1966 - Revised number of Trustees from 15 to 9

1974 - Raised dues to \$3 Individual and \$5 Family Membership

1981 - Revised number of Trustees over three years from 9 to 12

(From 3 Trustees serving 4 years each to 4 Trustees serving 3 years each)

1993 - Amended determining a quorum, accepting proxies and number of votes per Family Memberships.

2013 - Article 1, Section 3: this section was added with a map

Article II, Sections 1,2,3,4,5,7 & 8: all amended

Article III, Section 4: relocated from Article VII, Section 4

Article IV, Sections 1 & 2: minor amendments

Section 3: added
Sections 4+5: Sections 3+4 renumbered
Article V, Section 1: minor amendments

Article VI, Sections 1,3 & 4: updated job descriptions

Article VII, Sections 1 & 2: both amended

Section 4: formed when merged with Section 5 of 1994 By-Laws

Sections 5 & 6: renumbered

Article VIII, Sections 6,8 & 9: amended