

Bylaws of Hampshire Shores Association, Inc.

ARTICLE I – NAME AND LOCATION

Section 1. The name of this organization shall be Hampshire Shores Association, Inc. (hereinafter called “the Association”). This Association has been incorporated by a charter filed with the Secretary of State for New Hampshire in February 1970.

Section 2. The location of the Association shall be at Sunrise Lake Middleton, New Hampshire, and the principal office of the Association shall be at the property of the Secretary during his/her term of office at said Sunrise Lake.

ARTICLE II – OBJECTIVE AND PURPOSES

Section 1. The objective and purpose of the Association shall be to protect the waters and environs of Sunrise Lake so that the present quality of life there shall endure and/or be improved for future generations to enjoy. To achieve this objective, the Association will:

- A) Manage and enforce the declarations set forth in the original and subsequent Declarations.
- B) Participate in regular scientific testing of lake waters to determine sources and levels of pollution and other factors affecting water quality.
- C) Keep members informed of the results of testing programs and educate them in the methods and techniques they should employ to protect the lake and environs and otherwise accomplish the goals of the Association.
- D) Represent its membership at meetings of planning boards, conservation boards, environmental protection agencies and other governmental organizations.
- E) Foster a sense of community to achieve maximum participation in the programs and events sponsored by the Association.
- F) Cooperate with other associations, groups, and agencies in developing programs and in distributing information and ideas relative to environmental management.

- G) hold title to real estate and personal property for the benefit of the corporation.
- H) have, hold, buy, sell, mortgage, develop and otherwise act to convey, transfer, or acquire real estate and personal property for the benefit of the Association.
- I) Engage in any activity whatsoever that, in the opinion of its members, serves to accomplish the objectives and purposes of the Association.
- J) do all things legally necessary and proper for the successful conduct of the Association.
- K) Provide and maintain a beach on Sunrise Lake in Middleton, NH for the common usage and enjoyment of the (cottage) owners and their guests (at Hampshire Shores).

ARTICLE III – MEMBERSHIP

Section 1. Membership in the association is deeded.

Section 2. There shall be a single class of Member, which shall mean a property that is a permanent or seasonal property with a residence, or a property located within boundaries of the association.

Section 3. Each property shall be allowed one (1) Member vote.

Section 4. No Member shall be entitled at any time to vote if such Member's dues have not been paid in full for the current fiscal year, in which case they are not deemed a member in good standing. Members deemed not in good standing are not allowed to participate in Association meetings or have access to Association properties.

Section 5. Membership shall be limited to Hampshire Shores Association property owners.

Section 6. The Board of Directors may deem a member of the Association not to be a member in good standing if a member's conduct is deemed prejudicial to the objectives, welfare or character of the Association provided notice of such alleged misconduct shall be mailed to said member at least 10 days prior to the meeting of the Board at which time said misconduct is to be considered. The member may appear in person to challenge the proposed action of the Board.

ARTICLE IV – DUES

Section 1. Fiscal year is July 1st to June 30th.

Section 2. The dues to be paid by Members for the current fiscal year shall be set at the annual meeting and payable on or before June 30th which is the end of the current fiscal year.

Section 3. Dues must be paid prior to the end of the fiscal year to be heard and/or vote at the annual meeting. For special meetings dues must be current to be heard and/or to participate in such meeting.

Section 4. Late Fees: any member whose dues have not been paid by June 30th shall be assessed a late fee of \$15. An additional fee of \$40 shall be assessed at the end of each quarter that dues remain unpaid. Legal action may be taken against any member whose dues arrears exceed \$200.

ARTICLE V – VOTING

Section 1. There may be times, when at regular or special meeting, that a vote of the membership be done by paper ballot rather than by a show of hands or voice. Notice of the vote will be included in the Notice of Meeting sent to the voting members at least seven (7) days prior to the meeting.

Section 2. Voting may be done in person on the day of the meeting or by absentee ballot. Absentee ballots shall be allowed for the annual meeting or any other meeting where there are item(s) to be voted on at such meeting. Absentee ballots must be received by the Clerk no later than one day prior to the meeting.

Section 3. A quorum: see Article IX, Section 4.

ARTICLE VI – OFFICERS AND THEIR DUTIES

Section 1. Officers: The officers of the Association shall be President, Vice President, Clerk, Secretary, Treasurer and not more than seven (7) Directors.

Section 2. President: It shall be the duty of the President to preside at all meetings of the Association and to call meetings whenever he/she considers it advisable, or when requested to do so by a majority of the Board of Directors. The President shall have the power to appoint committees as he/she may deem necessary and shall be a member ex-officio of all such committees except the nominating committee. The President shall also perform such other duties as may be required of him/her by virtue of the office.

Section 3. Vice President: It shall be the duty of the Vice President to assist the President in the discharge of all his/her duties and to officiate in the absence of the President or his/her inability to perform.

Section 4. Secretary: It shall be the duty of the Secretary to keep a correct record of all formal meetings. The Secretary shall keep the minutes of the meetings. It shall be the duty of the Secretary to notify members of meetings at least seven (7) days before the date of the meeting on the website and well as posting signage on Pinkham Road. He/she shall conduct the correspondence and keep a correct roll of the members. In case of his/her inability to attend any meeting, the Secretary shall forward the necessary books and papers to the President or Vice President. In the absence of the Secretary during any meeting, the Clerk will fulfill the duties of the Secretary by recording the minutes.

Section 5. Clerk: Will have primary responsibility for maintaining and updating the Association's website and stand in for the Secretary in his/her absence.

Section 6. Treasurer: It shall be the duty of the Treasurer to collect and receive all monies for the Association and to keep an accurate account thereof and to deposit same in the Association bank account. All payments shall be made by check signed by the Treasurer and/or the President in a bank or banks selected by the Board of Directors. The Treasurer shall also render a report of the funds on hand, and of income and expenses of the Association at each meeting, or whenever requested by the President. In case of his/her inability to attend any meeting, the Treasurer shall forward the necessary books and papers or report to the President or Vice President.

Section 6. Elections:

- A) The officers and board of the Association shall serve for terms of one (1) year and shall be elected or reelected at the annual meeting of the Association as set forth below.
- B) Nominating Committee: The President will appoint three (3) persons to the Nominating Committee which would be chaired by the Vice President prior to the end of the fiscal year.
- C) Within thirty (30) days of the August Annual meeting, the Nominating Committee is to contact existing officers to determine their interest in remaining in their current positions. The Committee shall also obtain names from Members who would like to appear on the ballot. Once all candidates have been determined, the names and

positions will be forwarded to the Secretary at least ten (10) days prior to the annual meeting for preparation of ballots.

- D) Nominations of Officers or members of the Board may be made from the floor at the annual meeting in addition to the slate presented by the nominating committee.
- E) If there are no contested races, there will be no ballots. Rather, the chairman of the Nominating Committee will present a single slate of officers. The President will ask if there are any nominations from the floor. If there are none, the President will ask that one voice vote be cast for the entire slate. If there is a nomination(s) from the floor, a vote will be taken by a show of hands or each individual position.
- F) Only those persons who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors consisting of the Officers of the Association and the Directors.

Section 2. The Board of Directors shall be empowered to act on behalf of the Association from one regularly scheduled meeting to the next, and all actions taken under this section shall be reported at the next scheduled meeting and shall be subject to approval of the Association.

Section 3. A majority of members shall constitute a quorum at meetings of the Board of Directors. A meeting may be held telephonically or in person. In addition, the Board of Directors may act without a meeting if all members of the Board of Directors consent thereto in writing or by electronic transmission (including email), and such writing or transmission is filed with the minutes of proceedings of the Board of Directors.

Section 4. From time to time the membership of the Association may request the establishment of rules further describing or limiting the behavior and activities of the Board of Directors.

Section 5. Any vacancies on the Board of Directors (either of an officer or a director) resulting from death, resignation, disqualification, removal or other causes shall be filled by the affirmative vote of a majority of the directors then in office. Any member elected in accordance with the preceding sentence shall hold office until the next annual meeting of members and until such member's successor shall have been elected and qualified.

Section 6. Removal of an officer or Director: Any officer may be removed by the Board whenever in its judgement the best interests of the Association would be served thereby by a 2/3rds vote of the Board.

ARTICLE VIII – COMMITTEES

Section 1. The President, with the approval of a majority of the Board of Directors, may create such standing committees and special committees as he/she may deem necessary to promote the purposes and carry on the work of the Association.

Section 2. The chairman of each committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of a majority of the Board of Directors.

Section 3. The President shall be a member ex-officio of all committees except the nominating committee.

Section 4. The Officers and Directors shall constitute the Executive Committee and shall supervise and transact the business of the Association in the intervals between Association meetings. They are empowered to buy, sell, mortgage, lease and otherwise deal in property real and personal with the authorization of the membership voted at a meeting held for that purpose.

ARTICLE IX – MEETINGS

Section 1. The Association's annual meeting shall be held on the first Saturday of August or at such other similar time as the Board of Directors shall determine at 10:00AM at a location be determined. Seven (7) days' notice shall be given of change of date or of the location.

Section 2. Special meetings of the Association may be called at any time by the President or by a majority of the Board of Directors. During the summer all members shall be notified at least seven (7) days before such meetings, and the purpose of such meetings shall be made known. Special meetings called at other times of the year require fourteen (14) days' notice to the members of the Association.

Section 3. Notice of Meetings may be sent by way of the USPS or electronically (including via email and/or the Association website) and posted on Pinkham Road leading to the Association at least seven (7) or fourteen (14) days as applicable prior to the meeting.

Section 4. Quorum: Twelve (12) Members in good standing shall constitute a quorum at all Association meetings.

Section 5. Each member in good standing shall be entitled to one vote per item of business subject to a vote.

ARTICLE X– AMENDMENTS

Section 1. These By-Laws may be amended or repealed (in whole or in part) at any regular or special meetings of the Association by two-thirds (2/3rds) of the Members present and voting (or voting by absentee ballot), provided that written notice of any such change shall be forwarded to each member seven (7) days in advance of that meeting. Any such action shall be reported to the Association at the next annual meeting.

ARTICLE XI- Procedures

Section 1. Roberts’ Rules of order Revised shall govern the Association in all cases where it is applicable and where it is not inconsistent with these bylaws.

ARTICLE XII – Order of Business

Section 1.

- a) Call to order
- b) Roll call, which may be conducted by a sign in sheet
- c) Proof of notice of meeting
- d) Reading and/or approval of the minutes from the prior meeting(s)
- e) Reports of the officers
- f) Reports of the committees (if any)
- g) Election of Officers and Directors
- h) Old Business
- i) New business
- j) Any guest presentations
- k) Adjournment

Originally Adopted: July 4, 1970

AMENDED July 2019, July 2022

Amended and Approved by the membership on
Secretary

as witnessed by President and

President:

Secretary:

DRAFT