

**BY-LAWS  
SEABROOK BEACH CIVIC ASSOCIATION**

**ARTICLE 1.  
NAME**

The organization shall be known as the Seabrook Beach Civic Association.

**ARTICLE 2.  
PURPOSE**

The purpose of the organization shall be to promote betterment issues that would enhance the livability of Seabrook Beach.

**ARTICLE 3.  
MEMBERSHIP**

**SECTION 1.**

Membership shall be open to any resident of the general area known as Seabrook Beach, including, but not limited to, property and business owners and seasonal residents.

**SECTION 2.**

Any member who moves from the general area can continue membership as long as the annual dues are paid.

**ARTICLE 4.  
DUES**

**SECTION 1.**

The annual dues of the organization shall commence October 1 in line with the organization's fiscal year of October 1 through September 30.

**SECTION 2.**

Members are required to pay their annual dues by September in order to vote at the annual election.

**ARTICLE 5.  
MEETINGS**

**SECTION 1.**

Stated meetings of the organization shall be held every month from May through October.

**SECTION 2.**

Special meetings may be called by the president at the request of the board of directors or at the request of at least 10 members of the body.

**SECTION 3.**

The annual meeting for the election of officers shall be held at the stated meeting in September.

**SECTION 4.**

A quorum for the approval of any business shall consist of not less than three members of the Board of Directors and ten percent of the membership.

**SECTION 5.**

In order to plan for the meeting and programs for the ensuing year, there shall be a joint meeting of the retiring officers and the Board of Director Members with the newly elected officers and newly appointed Board of Director Members during the month of September.

**SECTION 6.**

A Board of Directors' meetings shall be held once a month to prepare for a general meeting.

The meeting may be canceled by a majority of those members comprising of the officers and Board of Directors.

**ARTICLE 6.  
OFFICERS AND BOARD OF DIRECTORS**

**SECTION 1.**

The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer and Membership Secretary.

**SECTION 2.**

The officers shall be elected at the annual meeting in September and assume their respective duties on October 1<sup>st</sup> for a term of two years.

**SECTION 3.**

The Board of Directors shall consist of the above five officers and the chairman of all standing committees and the retiring president who may serve for a term of one year.

**SECTION 4.**

The Board of Directors shall have the authority to fill any vacancy or vacancies on the board including any officers who will then fill out the term and in general, plan and carry out such measures as shall best promote the services and welfare of the organization.

**ARTICLE 7.  
DUTIES OF OFFICERS**

**SECTION 1.**

The President shall preside at all meetings of the organization as well as Board of Director

He /she shall also serve as ex-officio of all committees.

**SECTION 2.**

The Vice-President shall assume the duties of the president in his or her absence or any other duty in the capacity of the office.

**SECTION 3.**

The Secretary shall keep a record of all meetings of the organization and Board of Directors

In case of absence of the President and Vice-President, he/she shall assume the duties of the President if and when deemed necessary.

**SECTION 4.**

The Treasurer shall receive all monies of the organization, make all deposits of receipts at the designated bank, pay all bills for which he/she must have a bill indicating merchandise or service purchased and the amount due. He/she shall submit a financial statement at each meeting.

**SECTION 5.**

The Membership Secretary shall maintain a record of all members, collect the annual dues (turning monies over to the Treasurer) and pursue members to maintain membership.

**ARTICLE 8.  
STANDING COMMITTEES**

**SECTION 1.**

There shall be such standing committees chosen by the President and the Board of Directors as may be necessary for the organization to fulfill its mission. Each committee shall consist of a chairman and a minimum of two members. The chairman shall be selected by the current President and the chairman of each committee will select or solicit its remaining members.

**SECTION 2.**

The Nominating and Auditing Committees shall be permanent standing committees.

The President and the Board of Directors shall appoint a Nominating Committee Chairman and an Auditing Committee Chairman.

**SECTION 3.**

The Nominating Committee shall consist of three members. One to be chosen by the Board of Directors who will be chairman and two members from the membership. This committee is to be selected prior to the annual meeting in order for them to submit a slate of officers for the election at the September meeting., Nominations may be made from the floor after the chairman has submitted the slate selected by the Nominating Committee. This must be done before nominations are closed. The Nominating Committee is also responsible for conducting the election and furnishing all materials required.

**SECTION 4.**

The Auditing Committee duties shall be, though not limited to, the examination of the Treasurer's books prior to the annual meeting. A report is to be submitted to the membership by the chairman at the annual meeting.

**ARTICLE 9.  
AMENDMENTS**

**SECTION 1.**

The By-Laws may be amended at any regular meeting by a two-thirds vote of the quorum, providing that the proposed change has been submitted in writing at the previous meeting.

**ARTICLE 10.  
PARLIAMENTARY**

**SECTION 1.**

The rules contained in Roberts Rules of Order Revised" shall govern the organization.

ENACTED NOVEMBER 4, 1997  
REVISED JUNE 8, 1999  
REVISED SEPTEMBER 14, 1999  
REVISED JULY 16, 2001  
REVISED OCTOBER 21, 2009