

**CONSTITUTION AND BY LAWS
OF
SUNRAY SHORES IMPROVEMENT ASSOCIATION
APPROVED BY MEMBERSHIP AT ANNUAL MEETING; 4 June 2022**

ORGANIZATION

- This organization shall be known as SUNRAY SHORES IMPROVEMENT ASSOCIATION.
- The objectives of this organization shall be:
 - A. To provide and care for property belonging to Sunray Shores Improvement Association and Sunray Shores Water District in Belmont, NH
 - B. To foster pride and loyalty in properties located in the Sunray Shores Development.
 - C. To enhance the enjoyment and development of swimming and boating to Sunray Shores residents.
 - D. To provide for social activities for the owners and residents of the Sunray Shores Development

MEMBERSHIP AND VOTING POWER

- All property owners in the Sunray Shores Development or property owners subject to the conditions and restrictions imposed upon property conveyed by Harry E. Smith shall be members of the Association with all rights, privileges and obligations as set forth herein.
- Regardless of the number of owners of a lot, voting to conduct the business of the Association shall be on the basis of one vote per lot and the owner or owners of said lots shall be entitled to as many votes as the number of whole lots purchased by him or them.
- Eligible to vote if the member is in good standing, to include up to date on all current fees and all previous unpaid fees are paid in full.

ANNUAL MEETING

The annual meeting shall be held on any Saturday or Sunday during the month of May, or at such other time as the Association President may deem proper.

OFFICERS

- The officers of this Association shall be President, Vice President, Secretary and Treasurer.
- A. These officers shall be elected by the membership at the annual meeting.
- B. The officers shall also consist of the Executive committee which has the power to manage the affairs of the Association between the annual meetings consistent with the By-Laws and the conditions, restrictions and covenants heretofore referred to.

DUTIES OF OFFICERS

- PRESIDENT – It shall be the duty of the president
 - A. To preside at all meetings of the organization
 - B. To serve as ex-officio member of all committees
 - C. To call regular and special meetings

- D. To fill all vacancies in elected offices and in all committee membership for the unexpired term of the respective officers that may become vacant, provided, however, he has the approval of the executive committee.
- E. To appoint special committees as the need arises, with the approval of the executive committee.
- F. To approve all expenditures with the Treasurer except those from petty cash.
- G. To prepare the agenda for the Annual Meeting
- VICE PRESIDENT – it shall be the duty of:
 - A. To assume, in order of rank, the duties of the President, in the absence or disability of the President.
- SECRETARY – it shall be the duty of:
 - A. To keep minutes of all meetings of the Association and of the officer's meetings.
 - B. To keep records of attendance at all meetings of the Association and of the executive committee meetings.
 - C. To conduct all correspondence except that delegated to one or more members.
 - D. To keep a register of all members.
 - E. To prepare an annual report of all Association's activities to be submitted at the Annual meeting in July.
- TREASURER('s) – it shall be the duty of:
 - A. To act as custodian of the organization's funds.
 - B. To keep an accurate record of the financial transactions of the Association.
 - C. To collect and disburse the funds of the Association as voted by the Association.
 - D. To deposit all funds of the Association in a bank, except twenty-five (\$25.00) which shall be reserved as a petty cash fund.
 - E. To prepare an annual report of all activities involving monetary transactions to be submitted at the annual meeting in July.

MEETINGS

- The association shall meet annually and at such other times as many be necessary as determined by the Executive Committee of the Association. The President shall call a special meeting of the Association upon the written request of any ten (10) members of the Association.
- The executive committee of the Association shall meet monthly from June through September and at such other times as the President may deem necessary.

ELECTIONS

- All elections for officers of the Association shall be held at the annual meeting.

NOTICES

- It shall be the duty of the Secretary to give a 10-day written notice to members of the Association of any annual or special meeting of the Association.

QUORUM

- Twenty Five percent (25%) of the total membership shall be present at any meeting to constitute a quorum.

DUES

- The fiscal year of the Association is 1 July to 30 June.
- Annual dues and dock fees shall be determined by a vote of a majority of the members attending the annual meeting. If more than one person owns a lot, the dues shall be prorated accordingly.
- Annual dues are payable by 1 July, after ninety (90) days they are delinquent.
- Such assessments, together with interest thereon which shall be determined at the annual meeting, and costs of collection as hereinafter provided, shall be a charge on the land against which each assessment is made. If any assessment is not paid when due, then such assessment shall become delinquent and shall, together with such interest and penalties and costs of collection thereupon becoming a continuing lien on the property. If the assessment is not paid within thirty (30) days after the delinquency date, said association may bring an action at laws against the owner personally obligated to pay the same or foreclose the lien against the property. The association shall be entitled to file an affidavit certifying that the annual assessments have not been paid with thirty (30) days after the delinquency date. In the event that the Association files an affidavit, engages and attorney, or sues to enforce the lien, the Association shall be entitled to interest at Prime + 2%, court costs, a penalty of ten percent (10%) of the amount owned and reasonable attorney's fees and any other costs of collection. The lien of the assessments provided for herein shall be subordinate to the lien of any mortgage or mortgages now or hereafter placed upon the properties subject to assessment.
- To be considered a member in good standing one must comply with association expectations to include golf carts are not allowed on beach, dogs must be leashed and are only allowed on beach at designated times, dues must be paid up to date.

BEHAVEOR

- All association members are expected to act responsibly and adhere to the rules and regulations of the association. These regulations will be updated and reviewed annually.
- All association members are expected to act responsibly and adhere to the Town of Belmont and the State of New Hampshire laws and regulations.
- All association members are expected to maintain their properties in a neat and appealing manner.

COMMITTEES

- The committees of this Association shall be known as standing and special
- 1. The standing committees will be:
 - A. Bylaw Committee
 - B. Beach Committee
 - C. Marina Committee
 - D. Nominating Committee

- E. Complaint Committee
- 2. Special committees will be appointed as the need arises by the President with approval of the elected officers.
- 3. Chairman, elected by the committee.

NOMINATING COMMITTEE

- 1. Vice-President to act as chairman
- 2. Two (2) appointed representatives.

TERM OF MEMBERSHIP ON COMMITTEES

All members of standing committees shall serve for one year and shall be eligible for reappointment.

FUNCTIONS OF COMMITTEES

Beach Committee

- A. To determine that a set of safety rules and beach regulations is drawn up and posted on the bulletin board or the website.
- B. To determine that the beach is maintained in an orderly and proper manner.

Dock master and Marina Committee

- A. To see that a set of rules to govern safe boating (complying with N.H. boating rules) is drawn and posted on bulletin board or website.
- B. To see that Marinas are maintained in a safe condition
- C. To bring to the attention of the elected officers any other recommendations for maintaining Mariners and care of boats in canal.

By-Law Committee

- A. Review the Association By-Laws to ensure that they are current and reflect the policies of the Sunray Shores Improvement Association membership.

Officers of the Association:

- D. To listen to all complaints and make recommendations to the executive committee concerning same.

AMENDMENTS

The Constitution and By-Laws of the Association may be amended at any regular or special meeting of the group upon a vote of two-thirds of the members present, providing previous notice of said amendment has been provided to the membership at least 30 days prior to the Annual Meeting. Amendments may be made to the Constitution and By-Laws at any meeting of the Association by unanimous vote.

ORDER OF BUSINESS

- Call to order
- Minutes of the previous meeting
- Treasurer's Report
- Committee report (standing and special)
- Unfinished old business

- New Business
- Program
- Adjourn

PARLIAMENTARY PROCEDURE

Robert's Revised Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the By-Laws.

The decision of the presiding officer at any meeting of the Association shall be final concerning Parliamentary Procedure.