

Constitution and By-Laws
Sunset Lake Association
Hampstead, N.H.
Adopted March 24, 1982

Article I
Name

The organization shall be known as the Sunset Lake Association

Article II
Purpose

The Association shall be a non-profit organization dedicated to serve the best interests of the people owning property on the shores, or having legal deeded access to Sunset Lake and assist other Hampstead Lake property owners for mutual benefit.

Its basic objectives shall be:

1. To promote and assist in the development of all matters pertaining to safety, personal and property protection, health, comfort, pleasure, peace, friendship, convenience of the property owners and the protection of the properties the area, to include over assessment of property taxes.
2. To retain the scenic beauty of Sunset Lake and its surroundings, protect the environment and assure that the quality of its waters remains suitable for recreational purposes.
3. To establish a harmonious relationship with local and state officials and agencies, whenever possible.
4. To support beneficial legislation and protest against legislation adversely affecting the area and it's inhabitants by state or local government.
5. To recognize that the property owners on Hampstead lakes have many common interests, and need to share and coordinate with each other.

(Amended August 7, 1982, August 23, 1986) (August 20, 1994)

Aug. 20, 1994

Article III
Organization

Section 1

The geographical limits of the Association shall be confined to the Recreational Zone B area surrounding Sunset Lake and the areas whose owners have legal deeded rights to Sunset Lake.

The Association shall be divided into districts with one or more delegates assigned to each district based on population or physical characteristics as here -in- after described. An elected Chairperson, Vice Chairperson, Secretary and Treasurer will serve at the pleasure of the delegates who represent the general membership.

District 1: Ell's Shore: Two delegates

That area starting and including Camp Tel Noar property on the westerly end of Sunset Lake and extending north - easterly, contiguous with Sunset Lake and terminating at Benson's Shores. This district shall be divided into two parts with Ell's Shore Drive as the dividing line.

District IA: Shall extend in a south – westerly direction from Ell's Shore Drive.

District IB: Shall extend in a north – easterly direction from Ell's Shore Drive.

Both District IA and IB shall each have a delegate.

District II: Benson's Shores: One delegate.

That area starting at the termination of Ell's Shore and extending north – easterly, contiguous with Sunset Lake to Wash Pond Road. That area along Wash Pond Road known as the Nadeau Development. That area along Wash Pond Road opposite Sunset Lake developed by Maurice Randall, et al, and terminating at the Gordon property.

District III: Brown Ave: One delegate.

That area including property on Brown Ave and Duston Ridge Road.

District IV: Bailey's Shore: One delegate.

That area including property on Bailey's Shore and Crowell's Grove.

District V: Sunset Lake Campground: One delegate.

That area known as Sunset Lake Campground and property serviced by campground roadways.

District VI: Timberlane Area: Three delegates.

That area on the southerly side of Sunset Lake starting at the easterly end of the Randall Development and continuing westerly, contiguous with Sunset Lake, and terminating at Camp Tel Noar property. This district shall be divided into three parts:

District VI A: That property known as the Randall Shore Development.

District VI B: That property known as the Duston Development.

District VI C: That property known as the Harris Development.

District's VI A, B & C shall each have a delegate.

District VII: That area known as the Hampstead portion of Island Pond: One non voting delegate.

District VIII: That area known as the Hampstead portion of Angle Pond: One non voting delegate.

District IX: That area known as Hampstead Town Limits: One delegate at large, non voting, who is not a Town Officer, to be elected by other delegates.

Section 2.

- a. There shall be a total of 12 delegates, 9 of whom are voting delegates.
- b. A quorum will consist of a simple majority of delegates present and voting. In the event of a tie the Chairperson shall cast the deciding vote.

Article IV
Membership

1. Any person or persons owning property within the geographical limits of the Association as described in Article III may be eligible for membership by filing an application, including fee, with the District Delegate for approval by the Executive Committee. The Executive Committee has the authority to elect candidates for membership by majority vote. In the event of a tie the Chairperson shall cast the deciding vote.
2. Any person not qualifying for membership due to the geographical limits of Article III, Section I, may apply for non-voting associate membership in the Association living within the municipality of Hampstead.
3. Persons owning property individually or jointly shall be entitled to one family membership only. Here after any reference to membership is a family membership only.
4. The size and value of property shall have no effect on membership.
5. To maintain membership, dues must be paid at or before the annual meeting.

Article V
The Delegates (to be known as the Executive Committee)

The management of the affairs of the Association shall be vested in an Executive Committee consisting of the delegates representing each district, chaired by the Chairperson or Vice Chairperson.

It shall be the prime duty of the Executive Committee to build the framework for a strong organization worthy of representing the Association for years to come.

The Executive Committee, Alternates or Chairperson, shall form subcommittees and special assignments provided such work is reasonable and within the capabilities of the member.

Each Executive Committee member or alternate must be willing to accept committee work or special assignment provided such work is reasonable and within the capabilities of the member.

Any member may be terminated by a quorum of the Executive Committee for poor attendance at meetings, failure to accept or perform reasonable assignments or for conduct unbecoming a member.

Vacancies shall be filled by the Executive Committee to serve until the next annual election.

No member of the Executive Committee shall be paid for services rendered. A Committee member may be reimbursed for expenses incurred while conducting Association business if such work has been authorized by the Executive Committee.

Matters considered by the Executive Committee to be of extreme importance or of a controversial nature shall be settled by ballot conducted at a legally constituted meeting with the membership present being given the opportunity to participate.

Meetings:

The time, date, and place of all meetings shall be set by the Executive Committee or by the Chairperson. Executive Committee meetings shall be called when necessary and at least every thirty days. A uniform method of notifying the membership of meeting dates shall be adopted by the Executive Committee. Mail to be the preferred method.

A quorum shall consist of fifty one percent of the members present and voting, or 51% of the delegates present and voting at the Executive Committee meetings.

Meetings shall be conducted under normal parliamentary procedures.

Order of Business:

1. Call meeting to order.
2. Roll call of Officers and Delegates
3. Introduction on new Association members
4. Reading of minutes of previous meeting
5. Reading reports of committees
6. Reading communications
7. Treasurers Report
8. Unfinished business
9. New and Miscellaneous business
10. Good of the Association
11. Date of next meeting
12. Questions from the Floor
13. Adjournment; Gavel

Officers:

There shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer, who may or may not be delegates, elected by the Association to serve for one year or until their successors are elected or appointed by the delegates. Officer should be Hampstead Residents in order for the Association to benefit from year-round service.

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and at all times render such assistance as the Chairperson shall require.

The secretary shall keep a full and accurate report of proceedings of all meetings, shall conduct correspondence, shall keep and prepare the minutes of the meeting, shall keep an up-to-date roster of members and fulfill such duties and the Chairperson shall specify. An Alternate Secretary shall be appointed for emergencies by the Chairperson.

The Treasurer shall:

- a. Receive all membership dues and other funds of the Association and shall disburse only on order of the Executive Committee or in an emergency, on written order of the Chairperson.
- b. Prepare a financial report for each meeting.
- c. At the Annual Executive Committee meeting, shall present an itemized statement of the receipts and expenditures for the previous year.

Delegates: (known as the Executive Committee)

Each delegate shall be elected or selected by the Association membership residing in each district as specified in Article III and shall serve for a period of one year or until his or her successor is elected or appointed by quorum of the delegates present and voting.

Delegates shall act as contact members in their respective districts, forward information and suggestions to the Chairperson and assist the Secretary and Treasurer whenever necessary.

Of extreme importance is to keep his membership informed of the Association's activities.

A delegate may appoint one or more assistants if his/her workload is beyond his/her capacity.

Advisory Committee:

The Chairperson may appoint an Advisory Committee of not more than three persons to assist the Executive Committee on matters that may be beyond its scope or experience. Persons selected to serve shall do so at the pleasure of the Chairperson, shall have no voting powers at the Executive Committee meetings and shall serve in an advisory capacity only.

Special Committees:

The Executive Committee (or the Chairperson if more convenient) shall appoint special committees, if the need arises, to handle various assignments, which need attention. Such assignments should be made from the Association body.

July Executive Committee Meeting:

At this meeting a Ballot Committee shall be elected to prepare for the annual election of the Officers and Delegates for the ensuing year.

Previous to this meeting a Nominating Committee of delegates shall be selected by the Chairperson to prepare a slate of candidates for approval by the Membership. It shall be the duty of the Nominating Committee to interview each prospective membership candidate and receive his or her permission before submitting his or her name in nomination.

Annual Executive Committee Meeting:

The Annual Executive Committee meeting shall be held during the first two weeks in September. At this meeting newly elected delegates shall be oriented and sub-committees formed. An updated constitution and by-law's shall be reviewed and ratified and a preview of the coming years business shall be agreed to by the Chairperson and the Delegates.

Article VI Annual Association Meeting

There shall be an annual meeting of all the Association members during the month of August, the time, date and place to be selected by the Executive Committee. At this meeting, Association members shall be given the opportunity to express their views, make suggestions, ask questions and conduct business of particular interest to them.

The annual election of delegates shall take place at this meeting. The Ballot Committee shall have ballots prepared and ready for distribution. Each ballot shall contain a place for personal choices if the recommendation does not suit the individual voter.

Unexpired terms shall be filled by vote at this meeting.

It shall be the responsibility of the Ballot Committee to mail ballots to the Association members who request them and are unable to attend this meeting. They shall be mailed in sufficient time to be returned to the Ballot Committee prior to the annual meeting.

The Ballot Committee shall have the authority to set the deadline for the closing of the election and shall have complete charge of all matters concerning the vote.

In all matters decided by paper ballot there will be one vote per membership.

Article VII Assessments

In the event that the Association is faced with unexpected expenses of an emergency nature, each member may be asked for an additional contribution over and above the annual dues. Whereas the annual dues are compulsory in order to retain membership, such additional contributions shall be voluntary and in no way affect a person's membership status. Unusual paperwork such as tax assistance can generate contributions to be put in the treasury and used for the good of the association.

Article VIII
By-Laws

By-Law's not inconsistent with the constitution may be adopted by the Association Membership by ballot conducted through the mail or by other means which provide an opportunity for all members to participate. A simple majority vote of all members casting votes shall carry all motions.

Article IX

The Constitution may be amended or altered by the Association membership by ballot conducted through the mails or by other means, which provide an opportunity for all members to participate. A simple majority vote of all members casting votes shall carry all motions.