

**CENTERPORT HARBOR
CIVIC ASSOCIATION**

BY-LAWS

Adopted
January 1, 2021

CENTERPORT, NY 11721

Centerport Harbor Civic Association

By-Laws

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Centerport Harbor Civic Association

By-Laws

ARTICLE I: NAME

This homeowners association shall be known as the Centerport Harbor Civic Association (hereafter referred to as the CHCA).

ARTICLE II: TYPE

The CHCA is a Type A Homeowners Association under Section 201 of the Not-for-Profit Corporation Law.

ARTICLE III: PURPOSE

The purpose of the CHCA is to exercise, promote, and protect the privileges and interests of the residents of the hamlet of Centerport; 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 redress thereof; and to secure by lawful means greater government accountability to taxpayers. The CHCA shall endeavor to share information impacting the well being of the community, and to support the concerns of its citizens. The CHCA shall be non-partisan and apolitical.

1. Mission Statement

It is the mission of the CHCA to foster civic engagement with the goals of preserving the bucolic nature of Centerport, its harbor and Mill Pond estuary, to bring neighbors together, share information and resources, and promote a high quality of community life.

ARTICLE IV: MEMBERSHIP

1. Eligibility: All residents and business owners in the Centerport area shall be eligible for membership in this Association. A member in good standing shall be defined as one or more members of the same household who have paid the current annual dues. The membership year shall be January 1st through December 31st.
2. Voting Rights: The full payment of annual dues will entitle each registered household (excluding Emeritus members), to one vote in all CHCA elections. All votes are by majority rule.
3. Termination of Membership: Membership in the association is automatically terminated whenever the household is in default of payment of the annual association dues. A member may also be removed by a majority vote of the Executive Committee (Advisory Board and Officers). If a member is removed by such a vote, his/her dues will be refunded on a pro rata basis.

4. Resignation/Withdrawal: A member or member household may resign or withdraw from the association at any time, however, annual dues will not be refunded for that year.

ARTICLE V: DUES

The annual dues to be paid by each household shall be fixed annually by the Executive Committee and shall be payable at the time the member joins and/or by January 1st of each year.

ARTICLE VI: FUNDS

The funds of the CHCA shall be raised by annual membership campaigns, and the funds so raised shall be used exclusively in the furtherance of the foregoing purposes. No part of the association’s funds shall be paid or distributed to the members of the CHCA.

ARTICLE VII: ORGANIZATIONAL CHART

EXECUTIVE COMMITTEE	
ADVISORY BOARD	OFFICERS
CHAIRMAN	PRESIDENT/CO-PRESIDENTS
BOARD MEMBERS	VICE PRESIDENT
EMERITUS	SECRETARY
	TREASURER

1. Executive Committee: Executive Committee members must be current CHCA members in good standing. Members of the Advisory Board and the Officers shall jointly be known as the Executive Committee.
2. Terms: All Executive Committee members shall serve a one-year term, with no limitations on future terms.
3. Compensation: The Executive Committee of the CHCA shall serve without pay.
4. Election: All Executive Committee members are presented as a slate of candidates elected annually by a majority of the vote by the general membership who are present at the Annual Meeting.
5. Emeritus: Emeritus Advisory Member(s) are determined by a majority vote of the Executive Committee, do not pay annual dues, and may not vote.
6. Removal: Any Executive Committee member whose actions are determined to be contrary to the Purpose and Mission Statement of the organization can be removed by a majority vote of the Executive Committee.
7. Succession/Vacancies: Upon the death, removal, resignation, or incapacity of an Executive Committee member, a majority of the Executive Committee shall elect a successor who shall serve until the next annual election. Any CHCA member in good standing may apply for a position on the Executive Committee, whether filling a vacancy realized during a calendar year, or

applying at the start of the calendar year for a full year term. Openings and requests for applications will be announced to the general membership. Applications will be considered complete upon the receipt of an email to the President/Co-Presidents by the applicant stating his/her interest and qualifications. Any new officer(s) or Advisory Board member(s) will be determined by a majority vote of the Executive Committee.

8. Quorum: When determining actions, a total of half the Executive Committee, plus one, shall constitute a quorum.

ARTICLE VIII: ADVISORY BOARD

1. Eligibility: Only members in good standing shall be qualified to hold an elected position.
2. Composition of the Board: The number of Advisory Board members shall be no fewer than 3 and no greater than 8. Emeritus members shall not be included in this number.
3. Chairman: The Advisory Board may elect or appoint a Chairman as they may determine.
4. Duties of the Board: The Advisory Board members shall be responsible for serving the association in the management of affairs and issues. The Board shall be accountable to the membership and its officers and the aforementioned Purpose and Mission Statement of the CHCA; shall attend all Executive Committee meetings unless excused beforehand by the Chairman; shall keep apprised of all Executive Committee correspondence; shall seek the views of those affected by any proposed policies or reactions before making any recommendation on behalf of the Association; and shall strictly comply with these By-Laws.

ARTICLE IX: OFFICERS

1. Officers: The CHCA shall have the following officers:
 - a. President/Co-Presidents
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Duties of the Officers:
 - a. President/Co-Presidents: The President/Co-Presidents shall prepare the meeting agendas; arrange the in-person executive Committee and General membership meeting venues and be responsible to set up any virtual meetings when in-person is not advisable; preside at all meetings of the Executive Committee and General Membership; shall maintain and update the CHCA website; shall monitor the CHCA Post Office Box and ensure that payment is made to the Post Office to maintain it; shall oversee membership and proper upkeep of all CHCA files and records; hold the CHCA seal; shall appoint Chairs of Committees with majority approval of the Executive Committee; shall prepare periodic newsletters; shall prepare an Annual Report of CHCA

activities; shall keep members informed with timely correspondence; and serve as the contact for and on any legal matters or matters concerning local, county and state government officials and agencies.

- b. Vice President: The Vice President shall assist the President/Co-Presidents and preside at meetings in the absence of the President/Co-Presidents.
- c. Secretary: The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence for the CHCA,; shall make records of the CHCA available for inspection for any proper purpose in a reasonable time.
- d. Treasurer: The Treasurer shall be held accountable for all funds and shall give an accounting at each General Membership meeting; shall renew CHCA D&O Annual Insurance; shall file tax documents as required; shall receive, safe keep, and disperse the CHCA funds, but such disbursement shall require the signature of one other Officer.

ARTICLE X: MEETINGS

1. Place: Meetings of the Executive Committee and General Membership shall be arranged and notification sent in a timely manner.
2. Regular Meetings: Regular meetings of the Executive Committee shall precede General Membership meetings for the determination of agenda items. All meetings shall be held on a regular basis.
3. Annual Meeting and Annual Report: The CHCA shall hold an Annual Members Meeting in January for the purposes of electing Executive Committee members, presenting an Annual Report, and outlining goals for the upcoming year.

ARTICLE XI: COMMITTEES

The Executive Committee may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President/Co-Presidents.

ARTICLE XII: ACCEPTANCE OF BY-LAWS

Acceptance of these By-Laws shall be by a majority vote of those present at any General Membership meeting, provided seven (7) days written notice of the proposed Bylaws and the meeting date is given.

ARTICLE XIII: AMENDMENTS

These By-Laws may be amended by a majority vote of those present at any General Membership meeting of the CHCA, provided seven (7) days written notice of the proposed amendment(s) and the meeting date is given.

ADOPTED: December 17, 2020

October 13, 2021: The following updates were approved in public session:

1. ARTICLE VIII: 2. Composition of the Board:

Amend the maximum number of Advisory Board members to 8 from 7, so the By-Laws read: **“The number of Advisory Board members shall be no fewer than 3 and no greater than 8.”**

2. ARTICLE VII: 1. Executive Committee:

Add the following immediately after the first sentence: **“Executive Committee members must be current CHCA members in good standing.”**