

**BY-LAWS  
of  
KNOLLWOOD BEACH ASSOCIATION, INC.**

**AS AMENDED OCTOBER 5, 2019**

**ARTICLE I – NAME AND OBJECT**

**SECTION (1.1)** The name of this Association shall be: Knollwood Beach Association, Inc. It shall be a non-profit organization.

**SECTION (1.2)** The principal office of the Association shall be at Huntington, Long Island, New York.

**SECTION (1.3)** The objects of this Association are to further and protect the mutual interests of its members and in connection therewith to own, lease and maintain community buildings, parks, playgrounds, roads, bathing beaches, and to provide public improvements.

**ARTICLE II – MEMBERSHIP**

**SECTION (2.1)** Every person, group, firm, partnership, association or corporation owning one or more lots within the development is a member of the Knollwood Beach Association, Inc. as prescribed by its Constitution.

**SECTION (2.2)** Each member may cast one vote, except that joint owners shall be entitled to one vote only. However, if one member owns two or more dwelling units he shall be entitled to one vote for each dwelling unit he owns. Members who own vacant lots in addition to those on which their house is standing shall be entitled to vote only on the basis of the dwelling units owned. A vacant lot is defined as a lot which conforms in all respects to the Zoning Chapter of the Code of the Town of Huntington, and would qualify for a building permit without any legislative, administrative or quasi-judicial relief. Owners of non-conforming vacant lots do not qualify as members until a dwelling is constructed on the lot, and a Certificate of Occupancy is issued by the Town of Huntington.

**SECTION (2.3)** Although entities other than “persons” may own property and become members, beach privileges are for persons only. Therefore, any firm, group, association, corporation or other “non-person” entity which by reason of owning a deeded dwelling unit or a conforming vacant lot shown on the Map of Knollwood Beach, described particularly in Article III of the Knollwood Beach Association Constitution, is a member, shall, before exercising any beach privileges, designate in writing to the Secretary of the Association two persons who are authorized to exercise the beach privileges of the member. A deeded member in “good standing” can waive his beach association privileges and temporarily assign them to his or her tenant, if evidenced by a notarized letter or written lease that shows the term of tenancy to be not less than six months. Membership for a tenant is considered “Temporary” and these members must apply for temporary membership by filling out an application. This type of temporary membership will be voted in every year by the board and can be revoked at any time should the temporary member not adhere to the by-laws, beach rules or any other rules of the association.

**SECTION (2.4)** If, for any reason, any member shall default, such action shall be taken by the Board of Trustees as is permitted by Article VI of the Constitution of this Association.

**SECTION (2.5)** Every member changing his place of residence shall notify the Secretary thereof within five days thereafter. The Association will not be responsible for the results of a member's failure to give such notice.

**SECTION (2.6)** Present owners should inform new owners of the obligations and rules of conduct governing the Association.

**SECTION (2.7)** Parties not adhering to beach/boating rules and regulations may be expelled and/or barred from using beach, boating and recreational facilities.

### **ARTICLE III – BOARD OF TRUSTEES**

**SECTION (3.1)** The government of the Association shall be vested in a Board of Trustees, which shall consist of nine members, five trustees and four officers as listed in this Article, Section 3.2, all of whom must be members in good standing (assessment not in arrears) of the Association.

**SECTION (3.2)** The officers of the Association shall consist of a President, Vice President, Secretary and a Treasurer, all of which officers shall be elected by ballot at the annual meeting of the Association. Each officer shall serve for a term of one year or until the election and qualification of his successor.

**SECTION (3.3)** The Board of Trustees shall fill vacancies occurring during the year on the Board of Trustees for the unexpired terms involved.

**SECTION (3.4)** In the case of the extended temporary absence of a member of the Board of Trustees, the Board of Trustees may delegate his powers and duties to any other officer or any trustee or member of this Association.

### **ARTICLE IV - DUTIES**

**SECTION (4.1)** The Board of Trustees shall manage the business of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association. This will be done in accordance with Federal, State, and Local Law and provisions of the Knollwood Beach Association Constitution and By-Laws.

**SECTION (4.2)** Without prejudice to the general powers conferred by the last preceding clause and other powers conferred by these By-Laws, it is hereby expressly declared that the Board of Trustees shall have the following powers and duties:

To purchase or otherwise acquire for the Association all the property rights and privileges which the Association is authorized to acquire, at such process and on such terms and conditions and for such consideration as they may think fit, providing, however, that no such action shall be taken without the consent of a majority vote of the membership present at a duly summoned meeting called for that purpose.

To employ and appoint, and at their discretion remove or suspend employees, agents and servants of the Association permanently or temporarily as they may from time to time think fit and to determine

their duties.

To determine who shall be authorized to sign on the Association's behalf, notes, receipts, acceptances, endorsements, checks, releases, contract and documents.

From time to time to provide for the management of the affairs of the association in such a manner as they may deem fit, and in particular from time to time delegate any of the powers of the Board of Trustees to any committee, officer or agent and to appoint any person to be the agent of the association with such powers and upon such terms as may be thought fit, and to the best interest of this Association.

To present a budget as per Article IV, Section (a) of the Constitution.

To authorize expenditures within the budget approved by the membership at the annual meeting.

### **President**

**SECTION (4.3)** The President shall be the chief executive officer and managing head of the Association and (subject to rules and regulations designed by the Board of Trustees) shall have the general control and management of the business and affairs of the Association.

He shall preside at all meetings of the Board of Trustees and may appoint special Committees for such purposes as he may desire unless otherwise ordered by the Board of Trustees. He shall make annual reports showing the conditions of affairs of the Association, make such recommendations as he thinks proper, submit them to the Board of Trustees at the meeting next preceding the annual meeting of the members and he shall from time to time bring before the Trustees such information as may be required, relating or pertaining to the business and property of the Association.

### **Vice President**

**SECTION (4.4)** In the absence of the President, the Vice President shall act in his place and shall assume all duties delegated by the President.

### **Treasurer**

**SECTION (4.5)** The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Trustees.

He shall disburse the funds of the Association as may be ordered by the Board of Trustees. All checks shall be signed by the Treasurer and the President, or in the absence of either of these officers, the Secretary is authorized to provide the second signature.

The Treasurer shall render to the President and Trustees at regular meetings of the Board or whenever they may require it, an account of all his transactions as Treasurer and of the financial condition of the Association. At the last regular meeting of the Board before the annual meeting of members of the Association, he shall make a full report for the preceding fiscal year, and a copy of this report shall be distributed to the members at the annual meeting.

The books of the Treasurer shall be audited each year before the annual meeting by a committee appointed by the Board of Trustees.

### **Secretary**

**SECTION (4.6)** The Secretary of the Association shall be the Secretary of the Board of Trustees and shall record or cause to be recorded all votes and minutes of all proceedings in a Minute Book kept for that purpose; he shall cause proper notice to be given of all meetings of the Board of Trustees and of members of the Association and of such Committees, if any, and he shall be ex-officio Secretary of all Committees and have charge of the general Secretarial work of the Various Committees of the Association and shall be the custodian of the corporate seal.

**SECTION (4.7)** The President, Vice President, Treasurer and Secretary of this Association shall be bonded in the amounts determined by the Board of Trustees, and the cost of such bonds shall be borne by the Association.

### **Trustees**

**SECTION (4.8)** The Trustees of the Association shall be five in number. The first election year three Trustees shall be elected for terms of two years each, and two trustees shall be elected for a one year term, thenceforth, the two Trustees shall be elected for terms of two years. Accordingly, two or three trustees shall be elected yearly and retire each year in the order of their election. This affords better continuity and transition of the Board of Trustees.

Each Trustee shall oversee a standing committee and shall advise the Board of Trustees of their accomplishments and/or recommendations.

The Trustees who are serving the first year of their two year terms shall be the co-chairmen of the Nominating Committee.

## **ARTICLE V - STANDING COMMITTEES**

**SECTION (5.1)** There shall be five Standing Committees and such Special Committees as the Board of Trustees may create. All Committees, except the Nominating Committee, shall have a minimum of three members. Two of these members shall not be members of the Board of Trustees. One of these two shall serve on the Nominating Committee.

**SECTION (5.2)** All Committees will be established after the first Trustees meeting of the new election year, except the Nominating Committee. A Nominating Committee will be established within six months of each election.

**SECTION (5.3)** Any member may be an active member of any Committee.

**SECTION (5.4)** Committee appointments and/or vacancies may be filled by overseeing trustees as required, except the Nominating Committee.

**SECTION (5.5)** BEACH AND BOATING COMMITTEE. This Committee shall maintain and

supervise the recreational areas of the Association under such regulations approved by the Board of Trustees and make proposals for improvements for consideration by the Board of Trustees.

**SECTION (5.6) LAW COMMITTEE.** This Committee shall be available for consultation and advice on all legal, By-Laws, zoning, environmental, planning, and all insurance questions.

**SECTION (5.7) PUBLICITY AND PUBLIC RELATIONS COMMITTEE.** This Committee shall be responsible for producing the advertising and promotion for the activities and services of the various Committees.

It shall plan, produce, and control public relations requirements in accordance with plans and budgets approved by the Board of Trustees.

This Committee shall be responsible for planning, organizing and controlling educational and social activities, plus recommend to the Board of Trustees fund-raising methods.

It shall be responsible for the editing, publication and circulation of a regular informative newsletter to the membership. Any publication and/or printed material must be approved by the President, Vice President, plus one Trustee.

This Committee shall promote and make arrangements for activities of a social nature, such as picnics, dances, children's events, refreshments after meetings, etc.

**SECTION (5.8) SPECIAL AND RESEARCH COMMITTEE.** This Committee shall form Special Committees as the Board of Trustees may deem necessary from time to time. It shall be responsible for an update of Knollwood Beach Association history and geological background.

**SECTION (5.9) NOMINATING COMMITTEE.** The Nominating Committee will total six, two Trustees who have one additional term to serve in office plus one general member of each of the four standing committees.

No person, while serving on the Nominating Committee, shall be eligible for the nomination to any elective position. The Nominating Committee shall notify the Secretary of the slate of candidates for office prior to the September Board of Trustees meeting. The Secretary shall notify the Board of Trustees of said slate at their September meeting.

## **ARTICLE VI - BOARD OF TRUSTEE MEETINGS**

**SECTION (6.1)** Board of Trustee meetings shall be called by the President monthly and a majority of its nine members will constitute a quorum.

**SECTION (6.2)** The order of business at the meeting of the Board of Trustees shall be as follows:

1. Quorum being present the President shall call the Board to order.
2. The minutes of the last meeting shall be read and considered as approved, if there be no amendments.
3. All communications shall be read.
4. Reports of Officers of the Association.
5. Reports of Committees, if any.

6. Unfinished Business.
7. Miscellaneous Business.
8. New Business.
9. Adjournment.

**SECTION (6.3)** Special meetings of the board may be called by the President on two days' notice to each Trustee and special meetings shall be called in a like manner upon the written request of a majority of the members of the Board of Trustees or by a majority of the members of the Association.

## **ARTICLE VII - MEMBERSHIP MEETINGS**

**SECTION (7.1)** The annual meeting of the Association shall be held on the last Saturday in September at a place and time designated by the Board of Trustees. If the date prescribed conflicts with a national or religious holiday, the meeting shall be held on the first Saturday of October.

**SECTION (7.2)** Special meetings of the Association may be called at any time by the President, the majority vote of the Board of Trustees or upon the written request of not less than twenty members, and the object of such meetings shall be stated in the Notice.

**SECTION (7.3)** Notice shall be given to each member of the Association in regard to all meetings 10 days prior to the date of the meeting, except as specified in Article XI, Section 11.1. Such notice shall be written and shall have been deposited in the Post Office at a regular United States mailing box, enclosed in a post-paid envelope addressed to the member at the last known place of residence as shall appear on the books of the Association.

**SECTION (7.4)** At any special or regular meeting called, twenty percent of the membership shall constitute a quorum and no business shall be transacted at any special meeting other than that stated in the notice of such meeting.

**SECTION (7.5)** Proxy votes will be accepted provided proxy is in writing and carries the signature of the person authorizing the proxy vote. Each member in attendance is limited to voting one proxy. Proxies must be presented to the Secretary at the time of the roll call.

## **ARTICLE VIII - ANNUAL MEETING - ORDER OF BUSINESS**

**SECTION (8.1)** The order of business at the Annual Meeting shall be as follows:

1. Calling the Roll.
2. Reading of the Minutes of the previous meeting.
3. Reports of the Officers.
4. Reports of the Committees.
5. Unfinished Business.
6. Adoption of the Budget.
7. Election of Officers and Trustees.
8. Miscellaneous Business.
9. New Business.
10. Adjournment,

**SECTION (8.2)** The order of business may be altered or suspended by a majority vote of the members present at any meeting. Parliamentary rule shall govern all debates when not in conflict with these By-Laws.

**SECTION (8.3)** MOTIONS. Every motion or resolution shall be made or offered at any meeting, and shall at the request of the Secretary be reduced to writing and furnished to the Secretary before the question shall be out.

## **ARTICLE IX - ELECTIONS OF OFFICERS AND TRUSTEES**

**SECTION (9.1)** A slate of officers and trustees shall be presented by a Nominating Committee as outlined in Article V, Section 5.9.

**SECTION (9.2)** The Secretary shall submit a slate of candidates for office selected by the Nominating Committee to the membership, by written notification, a minimum of ten days prior to the Annual Meeting. Additional nominations may be made in writing to the Secretary by five voting members up to five days prior to the annual meeting. Balloting at the Annual Meeting will be held until all the offices are filled.

## **ARTICLE X - CONTRACTS AND AGREEMENTS**

**SECTION (10.1)** No contract, agreement, check or other obligation involving payment of money or the credit of the Association shall be made without the order of the Board of Trustees.

## **ARTICLE XI - CONSTITUTION/BY-LAWS CHANGES**

**SECTION (11.1)** The Constitution and the By-Laws may be amended at a meeting of the membership after due notice at which a quorum consisting of twenty-five (25%) of the membership of the Association is present. An affirmative two-thirds vote of the members present shall be necessary to effectuate an amendment.

**SECTION (11.2)** Notice of any proposed amendment shall be provided to the members in accordance with Article VII, Section (7.3).