

***Seneca Lake Club, Inc.***  
***By-Laws***

*Initial version 1950*

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*April 2009, Sept 2013, Sept 2014, Sept 2020, Sept 2023*

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## **Article I – Name, Address and Seal**

### **Section 1: Name:**

The name of the Club shall be Seneca Lake Club, Inc., hereinafter sometimes called the “Club”.

### **Section 2: Mailing Address:**

The mailing address of Seneca Lake Club, Inc., PO Box 505, Sparta, NJ 07871

### **Section 3: The Seal**

The Seal of this Corporation shall be as follows:

**The Seneca Lake Club, Inc. of Sparta, New Jersey**

## **Article II - Definition and Location of Reservation**

### **Section 1: Location**

The Club shall conduct its activities in the area known as the Seneca Lake Club Reservation consisting of approximately 23 acres in the Townships of Sparta and Byram in the County of Sussex, New Jersey.

### **Section 2: Definition**

Seneca Lake in Sparta, New Jersey is described in the following agreements between Seneca Lake Farms and: (Closs-Crane Agreement) recorded in Deed Book 459 page 501 &c; (Goble Deed) recorded in Deed Book 461, page 180 &c; (Smith Deed) recorded in Deed Book 797, page 1026 &c; (Lakeland Investment) recorded in Deed Book 839, page 1163 &c; and (Lakeland Investment) recorded in Deed Book 936, Page 1243 &c.

Seneca Lake Club Inc., is incorporated as a non-profit organization in the State of New Jersey on January 9, 1950

## **Article III - Purposes**

### **Section 1: Purposes**

The purposes for which the Club is formed are:

1. To develop and maintain social and recreational activities for its Members.
2. To promote the recreation, health, welfare, congeniality and good fellowship of our members
3. To provide swimming, water activities, fishing, outdoor sports, family gatherings and entertainment
4. To create a congenial environment for family gatherings and entertainment
5. To provide members with Club facilities for their use in accordance with Club's Rules and Regulations
6. To provide for the care and maintenance of all Club properties, now or hereafter owned, leased or otherwise acquired
7. To maintain to the highest standard the Club facilities in accordance with available revenue and volunteer efforts of members
8. To maintain and enforce all covenants, conditions, and restrictions under which the properties in the Reservation are sold
9. To provide and maintain an adequate system of administration and oversight of these facilities.

## **Article IV – Club Membership**

### **Section 1: Club Membership**

Membership in the Club shall be granted automatically to new owners upon conveyance of title to property; the effective date of the membership of such new owners shall be the effective date of the acquisition of title by such new owners, and such membership shall continue for the entire duration of ownership

**Section 2: Classes of Membership**

There shall be four classes of Club membership:

1. Active
2. Associate
3. Non-Resident
4. Tenant

**Section 3: Active Members**

Active Members, in good standing, shall consist of persons who own one or more dues paying properties in the Seneca Lake Reservation.

**Section 4: Associate Members**

Associate Members in good standing, shall consist of all household members of an Active members property

**Section 5: Non-Resident Members**

Non-Resident Beach Membership shall be those persons: not owning property on the Reservation and who desire to join the Beach Club.

1. Non Resident Memberships are at the discretion of the Seneca Lake Club Board who will determine on an annual basis if Non Resident memberships will be offered.
2. Non-Resident Members must meet the requirements of the Club, and abide by all rules and regulations
3. Non Resident Members have no voting rights

**Section 6: Tenant**

Tenants residing in a Seneca Lake dues paying property are entitled to Beach Club privileges contingent of the owner/landlord being current on dues and assessments and being a member in good standing. Tenants of an Active Member are not eligible to vote.

## **Article V- Privileges and Obligations**

### **Section 1: Facilities**

It shall be the duty of the Trustees within the limits of available funds to make available to Active Members in good standing and their immediate families the general facilities of the Club.

### **Section 2: Conditions**

The Seneca Lake Club Board may adopt, amend and enforce reasonable rules and regulations related to the operation, use, maintenance and enjoyment of the Club property. The Seneca Lake Club Board may, for good cause, withdraw the privilege of the use of any or all Club property from any member.

### **Section 3: Fines/Suspension of privileges**

The Seneca Lake Club Board shall have the power to enforce these By-Laws, covenants, rules, regulations and restrictions. The Board may, for good cause, and following an opportunity for the member to be heard by the Seneca Lake Club Board, assess a fine and/or suspend the privilege of the use of any or all Club property from any member for a set period of time if it be deemed necessary for the general safety, health and welfare of the membership. Collection of fines may be enforced in the same way as collection of dues and assessments, pursuant to Article VIII and XI.

### **Section 4: Voting**

Active Members in good standing shall be entitled to one vote for each dues paying property owned by them.

All votes shall be cast:

1. in person and not by proxy
2. votes may be cast by absentee ballot which shall be issued in a manner subject to restrictions designated by the Seneca Lake Club Board
3. In the absence of an Active Member entitled to vote, an Associate Member of the same household may cast a ballot

**Section 5: Seek and Hold Office**

All Active Members or Associate Members in good standing may seek and hold, upon election, any office or offices and / or be a member of any committee of the Club. Written notice of the right to nominate themselves or other Active or Associate Members in good standing shall be provided at least 30 days before the notice of the Annual Meeting and Elections is sent to the membership, along with instructions for submitting nominees, including a deadline for submissions.

**Section 6: Participation in Meetings**

Any Active Member or Associate Member in good standing has the right to speak and be heard at any regular or special Club meeting, in accordance with procedures and protocol established by the Seneca Lake Club Board.

**Section 7: Rights to Club Privileges**

Active Members or Associate Members in good standing will have the right to utilize Club facilities for boating, fishing, skating and other social and recreational purposes in accordance with the Club rules and regulations except as noted in these bylaws.

Membership's privileges shall be limited to individuals only, except that no more than two persons from any Corporation, Partnership, Association, Fraternal Organization or similar body shall be entitled to membership privileges.

**Section 8: House Guests**

All members in good standing shall have the right to extend any Club privileges, granted by the Seneca Lake Club Board, to their house guests. A house guest shall be a person or persons, with a permanent residence outside the Reservation, visiting a Club member and paying no rent. Subject to restrictions listed in Section 7.

## **Article VI – Beach Membership**

### **Section 1: Beach Membership and Privileges**

Beach Club Membership is afforded to Active Members in Good Standing

Beach Club Membership is afforded to Tenants residing in a Seneca Lake dues paying property contingent on the owner of the property being a member in good standing.

Beach Club members may utilize the Beach Club facilities including the lake, beach, chairs/tables, docks, slides, playground, clubhouse pavilion, club owned watercraft, and other facilities when available for bathing, water sports and parties.

### **Section 2: Non Resident Beach Membership**

Availability of a Non Resident Beach membership and the Beach membership fee will be decided by the board each year. Non-Residents seeking to join the Beach Club will pay an annual fee as set by the Seneca Lake Club Board when available.

## **Article VII – Complaints / Suspension of Club Privileges**

### **Section 1: Complaints**

Complaints against any Member shall be upon written complaint, and signed by one or more Active members in good standing and addressed to the Seneca Lake Club Board.

### **Section 2: Suspension**

A member who is charged with a complaint regarding

1. Violating these By-Laws, agreements or rules and regulations of the Club, or
2. Conduct detrimental to the welfare or best interests of the Club



shall be subject to a hearing and assessment of a fine or suspension of privileges for a set period of time. The member will be given notice of the charges filed against him or her, and an opportunity to be heard in response to such charges before the Seneca Lake Club Board.

Upon notice to the charging member and the responding member, the Seneca Lake Club Board will hold a special meeting and if it is determined that the responding member is in violation of the By-Laws, or rules and regulations of the Club, the responding member may be assessed a fine and/or have any or all of their privileges suspended but for a set period of time, as determined by a majority vote of the Seneca Lake Club Board

### **Section 3: Alternate Dispute Resolution**

The Seneca Lake Club Board may establish an Alternate Dispute Resolution (“ADR”) Committee consisting of members who do not currently serve on the Seneca Lake Club Board, whose purpose shall be to attempt to resolve complaints from members on matters involving violations of rules, regulations or obligations of members, or as an alternative to litigation. Complaints against the Club may also be referred to ADR. The ADR Committee may refer any dispute between members to an outside mediator, the cost of which shall be shared between the parties to the dispute.

## **Article VIII – Failure to Pay Club Dues, Fees, Fines and Assessments**

### **Section 1: Good standing**

Good standing is defined as a member who is current on Club dues, assessments, fines, late payment fees, attorney’s fees and costs of collection, and who is in compliance with all Club rules and regulations. Members in good standing are entitled to all Club privileges; members who are not in good standing are not entitled to privileges of the members in good standing.

### **Section 2: Failure to Pay Club Dues, Fees and Assessments**

All members are required to pay dues, assessments, fines, late payment charges and costs of collections. Suspension of membership in good standing status is automatic upon failure to pay Club dues, fees, fines, and assessments when due. The Seneca Lake Club Board within its discretion and upon an evaluation of extenuating and extraordinary circumstances may hold in abeyance the suspension ruling, reviewing and evaluating the situation quarterly.

**Section 3: Re-Instatement**

Reinstatement of all Club privileges will be automatic upon receipt by the Club of all Club charges due when suspended solely for failure to pay any and all Club charges.

**Section 4: Failure to pay Club Dues, Fees and Assessments separate from Complaints**

Full payment of all Club Dues, Fees and Assessments and re-instatement placed does not release the suspension from a complaint made against this same member.

## **Article IX – Club Meetings**

**Section 1: Annual Meeting**

There shall be an Annual Membership Meeting on or about the third Sunday in August of each year. No person other than Active or Associate Member in good standing shall attend unless such person is invited to attend by the President or The Seneca Lake Club Board.

**Section 2: Order of Business**

At such meetings the order of business shall be:

1. Minutes of previous annual meeting
2. Reports of officers
3. Presentation of annual audit by The Seneca Lake Club Board
4. Old business
5. New business
6. Public Comment
7. Election of Officers and Trustees

**Section 3: Financial Records**

The financial records of the Club shall be available to members in good standing in accordance with Seneca Lake Club Board policy.

**Section 4: Special Meetings**

Special general membership meetings may be called by the Seneca Lake Club Board at the request of the President, specifying the object of such a meeting. Only Active or Associate Members in good standing shall be present at special meetings, except when a person or persons is invited to attend by the President or the Seneca Lake Club Board.

**Section 5: Voting**

Each Active member in good standing shall be entitled to vote as provided in Article V, section 4.

**Section 6: Quorum**

Ten percent of the total of Active Members in good standing shall constitute a quorum for the conduct of business at any regular or special Club meeting. Votes are carried by a majority of Active members in good standing present.

**Section 7: Location**

All meetings of the Club shall be held in the Township of Sparta, NJ at a time and place designated by the Seneca Lake Club Board.

**Section 8: Notification of Meetings**

Written notice of the call for nominations for the election of officers and trustees shall be in accordance with Article V, Section 5. Written notice of the Annual Meeting at which an election is to be held will be provided to members by personal delivery, mail, or electronic means, not less than fourteen (14) days nor more than sixty (60) days prior to the Annual Meeting. The notice shall include a sample ballot that lists the names of the candidates for each position in alphabetical order, and a provision for write-in votes. Notice of all meeting may be sent by electronic notification. In the event a member has agreed in writing to accept electronic notice, electronic notification only will suffice. For all other members, electronic notice will supplement, but not replace, other required notification methods.

### **Section 9: Election Committee**

The Seneca Lake Club Board shall appoint an Election Committee and an Election Chair annually to conduct the elections of officers and trustees.

The Chair shall appoint Election Committee members to act as inspectors at the membership meeting where voting occurs. If any person appointed as an inspector fails to appear or act or no inspector is appointed, the presiding Officer at the meeting shall make the appointment.

Each inspector shall take and sign an oath faithfully to execute the duties of the inspector at the meeting with strict impartiality and according to the best of that person's ability. A person shall not be elected Trustee or Officer at a meeting in which that person has served as an inspector.

The Election Committee shall have available for member inspection a list of the members in good standing and entitled to vote in the election. Election Committee members shall determine the number of memberships outstanding, the members represented at the meeting and the existence of a quorum. Election committee members shall receive votes, hear and determine all challenges and questions arising with the right to vote, count and tabulate all votes, determine the results and do all acts proper to conduct the election or vote with fairness to all members. On the request of the Officer presiding at the meeting, or any member entitled to vote, the Election committee shall make a report in writing of all challenges, questions and matters determined by them, which shall be *prima facie* evidence of the facts stated therein and shall be filed with the minutes of the meeting.

Ballots shall be cast anonymously. Depositaries for ballots shall be secured. Ballot tallying shall be made in the presence of the membership.

Once the tally has been completed and the report of results is certified and signed by the Election Committee chair, all voted ballots will be held for a period of 90 days by the chair, during which time the candidates may request a recount. This request must be in writing to the Elections Committee Chair. After 90 days have passed and no recount has been requested the chairman must destroy all the ballots.

### **Section10: Seneca Lake Club Board Meeting Schedule**

Within seven(7) days of the Annual Meeting, the Club shall post an open meeting schedule of the Seneca Lake Club Board, including the date, time, and place of the meetings; changes to the meeting schedule will also be posted.

## **Article X – Rules and Regulations**

### **Section 1: Rules and Regulations**

The Seneca Lake Club Board and officers shall formulate and prescribe rules and regulations and the manner of enforcement thereof, including penalties for failure to comply with respect to all Club properties, facilities, and activities.

Additional rules and regulations may be adopted, amended and enforced by the Seneca Lake Club Board for the operation, use, maintenance and enjoyment of the Club properties.

### **Section 2: Who is bound?**

Every member of the Club and their guests shall be bound by, conform to and abide by these bylaws, amendments and rules and regulations of this Club. Members are responsible for their guests' compliance with the By-laws, amendments, rules and regulations

## **Article XI – Club Charges and Fiscal Year**

### **Section 1: Definition of Club Charges**

Club charges shall be defined as all dues, fees and assessments for each dues paying property as fixed and determined by the Seneca Lake Club Board

### **Section 2: Types of Dues Paying Properties**

There shall be two types of properties:

1. Improved Property
2. Multiple Ownership

### **Section 3: Improved Property**

When a residence is erected on two or more contiguous lots, only one property is charged Dues, Fees and Assessments.

#### **Section 4: Multiple Ownership**

Any Member owning more than one dues paying property within the Reservation shall pay separate Club Fees, Dues and Assessments. Contiguous and non-contiguous lots are categorized as separate and dues paying properties.

#### **Section 5: Club Charges**

The Club requires all members to pay certain Fees, Dues and/or Assessments in order to operate the Club in fulfillment of the Purpose of the Club. The Club Charges are set by the Seneca Lake Club Board from time to time as conditions and fiscal responsibility warrant. The Club charges and a description are:

1. **Annual Dues** cover the cost of maintaining the Beach property, insurance, real estate taxes, lake management, etc. The annual dues shall be set by the Seneca Lake Club Board. Each Member shall pay annual membership dues as prescribed by these By-Laws
2. **Dam Assessment** annual fee used to pay the SBA mortgage taken to rebuild the Dam. The fee is tiered based on property address as follows:
  - \$ 500 – 1<sup>st</sup> tier properties (Lakefront)
  - \$ 400 – 2<sup>nd</sup> Tier properties (Tomahawk Trail, Seneca Lake Road, Mountain Heights, Reynolds Terrace)
  - \$ 300 – 3<sup>rd</sup> Tier Properties (Seneca Lake Trail, South White Birch, North White Birch, Seneca Lake Terrace, Stanhope Road)
3. **Supplemental Assessment** is to be used, at the discretion of the Seneca Lake Club Board to meet the financial obligations and balance the budget of the Club for the upcoming fiscal year. This assessment is in addition to the Club Charges. The Seneca Lake Club Board will set this fee and bring it to a vote at a Special General Membership Meeting
4. **Emergency Assessment** is to cover an emergency and will aid the Club in meeting its financial obligations. This assessment is in addition to the Club Charges. The Seneca Lake Club Board will set this fee and bring it to a vote at a Special Membership Meeting
5. **Boat Storage** using the Club boat racks is available for a fee set by the Seneca Lake Club Board. This is an annual fee and available to Active members in good standing.

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### **Section 6: Due Date**

Dues, maintenance fees and assessments, shall be due and payable by October 1<sup>st</sup> of the fiscal year. In the event that payments are not made when due, the owner shall be liable for late payment charges and interest at the highest legal rate applicable from the due date.

### **Section 7: Collections and Legal Fees**

In the event that an account is turned over to an attorney for collection, an additional 30% of the unpaid amount, to cover attorney's fees, shall also be paid by the owner. All collection costs incurred shall be assessed to the delinquent account.

### **Section 8: Defaults**

Upon default in payment of the charges made pursuant to these By-Laws, the Seneca Lake Club Board may take such action as it deems necessary for the collection thereof, including but not limited to:

1. Publication of the names and addresses of the defaulting owners
2. The suspension of Club Privileges
3. Imposition of late payment charges and interest on the account
4. Referral to an attorney for collection, which will include the incurrence of collection charges, including recording charges, court costs and attorney's fees.

### **Section 9: Prior Charges**

Membership privileges in the Club will not be granted on the re-sale or other transfer of any property within Seneca Lake Reservation until all past Club charges, assessments, fines, and registration fees are paid in full.

### **Section 10: Non-Refundable**

All assessments are fully earned for the year and are non-refundable.

**Section 11: Fiscal Year**

The fiscal year of the Club shall run from October 1<sup>st</sup> to September 30<sup>th</sup> of the subsequent year.

**Section 12: Settle Accounts**

The Seneca Lake Club Board shall have the right to compromise, adjust and settle payment of the amounts provided for herein where they deem advisable for the welfare of the Club.

**Section 13: Initiation Fee**

An initiation fee, as set by the Seneca Lake Club Board, shall be assessed upon each transfer of property from one beneficial owner to a new owner, as evidenced by the recording of a deed reflecting the transfer, unless the new owner is already a member of the Club

**Section 14: Lien on Property**

Club membership fees, dues, fines, and/or assessments, together with accrued interest thereon and costs of collection, including attorneys' fees, shall constitute a continuing lien upon the property or properties until account is brought current.

## **Article XII – Seneca Lake Club Board**

**Section 1: Number of Positions**

The Seneca Lake Club Board shall consist of five Trustees and all elected Club officers each of who must be an Active or Associate Member in good standing with only one board member per household

**Section 2: Term of Office**

Trustees shall be elected for a term of three years by a majority vote of members in good standing at an Annual Meeting. The terms of office for Trustees shall expire alternately.



**Section 3: Schedule of Seneca Lake Club Board Meetings**

Adequate notice shall be given of all Seneca Lake Club Board meetings, including the Agenda, to the extent known.

All meetings of the Seneca Lake Club Board , except conference or work sessions at which no binding votes are to be taken, shall be open to attendance by all members, except the Seneca Lake Club Board may exclude or restrict attendance at those meetings, or portions of meetings, dealing with (1) any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; (2) any pending or anticipated litigation or contract negotiations; (3) any matter falling within the attorney-client privilege, to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer or (4) any matter involving the employment, promotion, discipline or dismissal of any officer, trustee or employee of the Club.

The participation of members at meeting of the Seneca Lake Club Board or the provision of a public comment section shall be at the discretion of the Seneca Lake Club Board.

Minutes shall be taken and made available to all members, once approved, before the next open meeting.

Notice of the time and place of the meetings, and any adjourned meeting, shall be posted at the Clubhouse, in the newsletter and on the website.

The Seneca Lake Club Board may hold a work session of the Seneca Lake Club Board, which may include specific committee members, or invited members of the general membership when deemed so needed for discussions about specific topics or concerns. No motions of any kind will be conducted or made during a Work Session and no binding votes may be taken; any action to be taken will be at the next regular open Board meeting.

When the Seneca Lake Club Board has determined to cancel a scheduled open meeting, it shall post notice of the cancellation at the meeting site by the time the meeting is scheduled to begin. The Seneca Lake Club Board shall promptly post the notice of cancellation at the location on the property where notices are posted and, if applicable, its website. The notice shall state when the meeting will be held and the reason for the cancellation.

Minutes for the open sessions of meetings shall be taken for each meeting. Minutes shall be legible, shall include clear identification of any matters addressed, and shall include clear identification of any matters voted on at the meeting, a record of the votes, and a brief explanation of the basis for and cost entailed in the matter which is the subject of the vote.

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The minutes shall be made available to the association members in a timely manner before the next meeting and may be identified as “draft” or “unapproved”

### **Section 4: Special Meetings**

Special Meetings of the Seneca Lake Club Board may be called by the President or any two of the Seneca Lake Club Board members on seven days’ notice and can meet for urgent or emergency matters without required notice

### **Section 5: Quorum**

A quorum of the Seneca Lake Club Board shall consist of five members in good standing.

### **Section 6: Vote**

Motions shall be voted upon and a majority vote of those in attendance shall carry, except as herein provided. Each Seneca Lake Club Board member shall have one vote.

### **Section 7: Tie Vote**

In the event of a tie vote, the tie shall be broken by granting the President an extra vote by virtue of his/her position as President. This vote will not become effective until the tie has existed for two successive meetings of the Seneca Lake Club Board .

### **Section 8: Designation of Officers**

The Seneca Lake Club Board may designate and authorize an officer or officers, as may be required for the welfare of the Club, to execute and deliver any documents, bonds contracts, leases, deeds, mortgages, certificates, notes and any other legal instruments of financial or other obligations of the Club.

### **Section 9: Engagement of Counsel**

The Seneca Lake Club Board may engage or authorize the President to engage counsel when it is deemed necessary for the welfare of the Club.

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### **Section 10: Audit of Books**

The Seneca Lake Club Board shall have an annual audit made of the Club's books. This audit will be done internally and will be conducted by an equal mix of board and non-board members all of whom are Active or Associate members in good standing

### **Section 11: Compensation for Employees**

The Seneca Lake Club Board may authorize the officers to hire and fix compensation for such employees whose services are required by the Club.

### **Section 12: Appointment of Committees**

The Seneca Lake Club Board may appoint such committees as they deem advisable or desirable for administrative purposes.

### **Section 13: Indemnification**

The Club shall indemnify all of its Officers, Trustees, employees and guests against expenses and liabilities in accordance with and pursuant to the provisions of Section 15A:3-4 of the New Jersey Nonprofit Corporation Act (N.J.S.A. 15A3-4)

### **Section 14: Conflict of Interests**

The Seneca Lake Club Board shall at all times act in the best interests of the Club. Where a conflict of interest is or may be involved, the Trustee(s) and / or Officers so involved shall disclose the conflict to the Seneca Lake Club Board, and if necessary, in the remaining Board members' sole discretion, disqualify him/her from participating in or voting on such matters. The Seneca Lake Club Board shall be the sole judge of a conflict of interest and the trustee(s) so involved shall not be eligible to vote in such determination.

### **Section 15: Vacancies**

In the event of a vacancy caused by resignation, death, failure to maintain any reasonable qualification, including maintaining good standing, to be a Board member, or by removal following a vote of the membership, or by the Seneca Lake Club Board pursuant to Article XIII, Section 11 the Seneca Lake Club Board shall have the power to fill vacancies in its own membership by an affirmative vote of the simple majority of the current membership of the Seneca Lake Club Board. Seneca Lake Club Board so chosen shall serve until their successor is installed.

## **Article XIII – Club Officers**

### **Section 1: List of Officers**

The Officers of the Club shall be a President, a Vice President, a Secretary and a Treasurer.

### **Section 2: Term of Office**

Officers shall hold office for a term of one year to run from October 1st through September 30th of the consecutive year or until their successors are elected to qualify.

### **Section 3: Election**

Officers shall be elected by a majority vote at the Annual Meeting.

### **Section 4: Duties of President**

The President shall:

1. Preside at all meetings of the Club and of the Seneca Lake Club Board and
2. Administer all rules and regulations of the Club with the assistance of the various committees
3. Appoint a sergeant at arms plus assistants who at the direction of the President shall escort any unruly member from the Seneca Lake Club Board, Annual, or other special meetings. Any member may be declared unruly by a majority vote of the Active Members present.
4. Serve without compensation

### **Section 5: Appoint Committees**

The Seneca Lake Club Board shall appoint such committees from the membership as shall be deemed necessary.

### **Section 6: Written Contracts**

The President and Secretary or any other designated officer with the approval of the Seneca Lake Club Board shall sign all written contracts and all other written obligations of the Club excepting checks and drafts.

**Section 8: Duties of the Vice President**

In the absence or incapacity of the President, the Vice President shall perform his or her duties. The Vice President shall also perform all duties that are from time to time delegated to him/her by the President or the Seneca Lake Club Board.

**Section 9: Duties of the Secretary**

The Secretary shall:

1. Record and be custodian of minutes, Resolutions and other official reports of the Club
2. Shall perform such duties as the Seneca Lake Club Board may assign
3. Shall also have custody of the Seal
4. Shall affix the Seal to any documents when required by the Seneca Lake Club Board
5. Coordinate membership communication and meeting notices – newsletters, email, announcements, website, and social media

**Section 10: Duties of the Treasurer**

The Treasurer shall have:

1. Custody of all the funds of the Club
2. Shall reimburse same according to the directions of the Seneca Lake Club Board
3. All disbursements on behalf of the Club shall be by written check signed by two officers unless directed otherwise by the Seneca Lake Club Board
4. Shall perform the usual and customary duties associated with the Office of Treasure required by a Treasurer

**Section 11: Removal from Office**

Any officer or trustee of the Club maybe removed from office for:

1. disability or failure to perform the duties of his or her office, when two Officers shall so declare and any three Trustees shall so concur at a regular Board Meeting.
2. Violation of any of the By-Laws or rules and regulations, or found guilty of conduct detrimental to the welfare or best interest of the Club as determined by the Seneca Lake Club Board

3. Failure to attend three consecutive meetings, without good cause, shall automatically constitute such failure.

The Seneca Lake Club Board, by a majority vote, shall appoint a qualified Active or Associate Member to the vacant office until the next meeting of the Active Membership who then shall elect a permanent replacement.

## **Article XIV – Beach Committee**

### **Section 1: Appointment of Beach Committee**

The Seneca Lake Club Board shall appoint a Beach Committee and vest the Committee Chair and members with the authority to manage the beach property in accordance with this section of the By-Laws.

### **Section 2: Responsibilities**

The Beach committee shall promulgate rules, regulations and procedures to address the following:

1. Restriction of the beach for the use of:
  - A. Members in good standing who have paid the annual Club Fee
  - B. Guests of members
  - C. Non-Resident Members in good standing who have paid the annual Beach Fee
  - D. Tenant who's owner/landlord is in good standing
2. Display of proper identification
3. Assignment and control of docking facilities
4. Oversee storage and registration of boats and watercraft owned by Club Members
5. Observance and compliance with health regulations
6. Control and use of picnic facilities
7. Control and use of playground facilities
8. Appearance, orderliness and cleanliness of the beach by the Club or Beach Committee
9. Infractions and complaints are brought to the Seneca Lake Club Board in a written complaint

**Section 2: Enforcement**

The Beach Committee shall assist in the selection of a lifeguard for the beach, if applicable. The Beach Committee, together with the lifeguard shall be responsible for the enforcement of rules and regulations.

## **Article XV – Club Property**

**Section 1: Title**

Title to all property of the Club shall be held in the name of the Club.

**Section 2: Authority for Sale or Conveyance of Property:**

No contract for sale or conveyance of any real property owned by the club shall be made unless authorized by the Seneca Lake Club Board and approved at a General Meeting of the Active Members in good standing.

**Section 3: Conveyance of Property**

A conveyance of the property as approved by the membership, shall be made pursuant to Article XIII, Section 6 of these By-Laws

## **Article XVI – Tavern Owner**

**Section 1: Responsibility and Liability**

1. The tavern owners will be fully responsible for the conduct of their guests
2. Guest cars will be parked on Tavern property only
3. All rights of ingress and egress to and from the water shall be over the Tavern property only and as governed by Article 5 section 7
4. Use of the lake for commercial purpose is prohibited unless a written request is submitted and approved by the Seneca Lake Club Board.

**Section 2: Club Dues**

Tavern will pay Club Dues, Fees, and Assessments as prescribed by the Seneca Lake Club Board. This fee is in addition to the tavern owner's personal Club Fees, Dues, and Assessments.

**Section 3: Registration Fee**

The Seneca Lake Club Board will fix a, one time, Registration Fee for any person who purchases the tavern.

## **Article XVII – Amendments to the By-Laws**

**Section 1: Initiated by Seneca Lake Club Board**

The Seneca Lake Club Board may initiate changes to the By-Laws to be made at any meeting of the members of Seneca Lake Club providing:

1. Written notice of the meeting be provided to members at least fourteen (14) days before the meeting
2. Such notice shall prominently state that it is for a proposed amendment to the By-Laws and include a copy of the Resolution of the Seneca Lake Club Board and proposed language.
3. The amendment shall be drafted in clear language and in a manner that is consistent with the Club's By-Laws and applicable laws
4. The Resolution and amendment shall be mailed, hand delivered, or electronically delivered together with the notice of the meeting.
5. Notice of the meeting shall include an absentee ballot with instructions for returning the ballot. The Club shall not require receipt of the ballot more than one business day prior to the meeting.
6. Members in good standing may attend the meeting and cast one vote per dues paying property.
7. Vote will be carried by a majority of members in good standing at a meeting at which a quorum was present.

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