

HAREWOOD PARK COMMUNITY LEAGUE, INC.
CONSTITUTION AND BY-LAWS

ARTICLE 1: NAME

This association shall be known as Harewood Park Community League, Inc. - also designated as “HPCL” or “HPCL, Inc” or simply “the League”.

ARTICLE 2: PURPOSE

Section 1: The purpose of this League shall be to promote the welfare of ALL residents of Harewood Park.

Section 2: This League shall supervise the management and use of Lots 84-92 now owned, and improvements thereon, in accordance with the conditions and restrictions described in the Constitution and by-laws of HPCL and may erect buildings and structures on said lots as may be deemed necessary for the successful management of the property subject to the restrictions and limitations governing such structures within the limits of Harewood Park.

ARTICLE 3: MEMBERSHIP

Section 1: Every adult resident or owner in Harewood Park may become a member by payment of dues, subscribing to the Constitution and By-laws, and agreeing to the terms on the annual membership form. Membership is valid from January 1st through Dec 31st.

Section 2 Non-Residents of Harewood Park may become “Sponsored” members provided that they have two (2) current members vouch for them. Sponsored members will enjoy all benefits of membership, but are not eligible to rent the hall. The Board reserves the right to limit the number of Sponsored members as deemed necessary.

Section 3: There will be no further honorary memberships issued. Honorary members prior to Jan 1st 2002 will be honored – Annual registration is still required

Section 4: Any member who is 60 years old or older may be granted membership as a Senior Citizen.

Section 5: The Board of Directors reserves the right to see a copy of a deed or rental agreement as proof of property ownership or residence before granting membership.

Section 6: Members utilizing the boat ramp must have a current boat pass placed on their dashboard. Members utilizing the boat ramp with a friend’s vessel must display on the dashboard a day pass available from the membership chairperson. No Day Passes are allowed to Members or other residents that reside in Harewood Park. Dash Placards to be displayed on the vehicle's dash may be used in lieu of stickers at the Board of Directors discretion.

Section 7: Associate members shall not be allowed to serve as a member of the Board of Directors or as an Officer.

ARTICLE 4: PRIVILEGES AND RESPONSIBILITIES OF MEMBERS

Section 1: All members and associate members and their minor children shall have access to the grounds, beach and to the use thereof during posted hours. Guests are allowed but limited to five (5) outside guests unless prior authorization is given by an officer of HPCL. The guest limit does not apply to hall rentals.

Section 2: It shall be the responsibility of all adult members to supervise their minor children while on the HPCL property.

Section 3: Members shall be held responsible for their actions and their guests as per the annual membership enrollment form. Keys or lock codes shall not be loaned out. Doing so will result in the immediate revocation of membership. All locked areas are to be relocked immediately after use.

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- Section 4: All members and associate members are subject to the disciplinary actions by the Board of Directors upon the infraction of any or all rules and regulations as contained in the Constitution and by-laws of the HPCL, Inc. and in accordance with the rules of membership. Warnings may be given depending upon the severity of the infraction. Punishment determined by the board after hearing sufficient information or evidence from all concerned parties. Determination of the Board is final and not subject to any other vote. Punishment will be determined according to the severity of the infraction. Punishment affects everyone covered by the membership.
- Section 5: Tuesdays are designated as “Dog Days”. Dogs are allowed on the grounds at any time on Tuesdays ONLY. Dogs must be leashed at all times and owners are responsible to clean up as necessary. Dogs are not allowed in the hall at any time. No pets are allowed on the grounds or in the hall at any other time.
- Section 6: No Lifeguard will be provided. Swimming is at one’s own risk. No music shall be played after 11 PM per local laws and no music containing profanity shall be played at any time.
- Section 7: No vehicle or trailer will be left on H.P.C.L. property for more than 48 hrs. without first obtaining permission from the board of directors. Vehicles left without permission for more than 48 hrs. may be towed at the owner's expense or the owner of the vehicle or trailer may lose membership privileges for a period determined by the board of directors.

ARTICLE 5: GENERAL MEETINGS

- Section 1: General meetings will be held BI-monthly, the 3rd Wednesday of the month beginning in February.
- Section 2: Special meetings may be called by the President or by The Board of Directors, provided notice of such meetings be submitted to all members at least one week prior to the date of the meeting.
- Section 3: Ten members shall constitute a quorum at general membership meetings of the League.
- Section 4: Participants at any HPCL meeting will be asked to leave, by the President, if inappropriate behavior is exhibited.

ARTICLE 6: BOARD OF DIRECTORS (a.k.a. The Board)

- Section 1: The Board of Directors shall transact the Business of the League, Changes to the By-Laws and Memberships and meet bi-monthly as determined by the Board.
- Section 2: Special meetings of the Board may be called by the President and/or by a majority of the Board.
- Section 3: The Board shall consist of no more than 25 voluntary members of the League, and elected by general membership. The president of the League shall act as Chairman of the Board and preside over the meeting.
- Section 4: The Secretary shall prepare ballots of nominations for the Board of Directors and Officers, selected at the February meeting, and distribute same at the general meeting for selection. The members shall mark their ballots at this time, limiting their votes to 25 candidates, and the vice-president, Secretary and a member at large shall tabulate said ballots and submit their findings to the League. If less than 25 candidates receive the greater number of votes. They shall be elected members of the Board of Directors for a term of one year, effective at the Board of Directors meeting. No voting will be necessary in April
- Section 5: A fifty-one percent (51%) attendance of Board members will constitute a quorum at Board of Directors meetings.

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Section 6: The Board of Directors will nominate at the March meeting two persons for each office, and election shall be held at the April general meeting. The nominees will be presented to the League for election. Candidates receiving the majority of votes will be elected.

ARTICLE 7: OFFICER ELECTIONS

The Officers of the League shall be a President, Vice-President, Recording Secretary, Treasurer and Corresponding Secretary. All officers shall be elected for a term of one year. Should a vacancy occur, in any office, the Board of Directors shall select a member to fill this office for the remainder of the term.

ARTICLE 8: DUTIES OF THE OFFICERS

Section 1: The **President** shall preside at all meetings of the League and Directors. He shall appoint all committees and shall be a member of all committees except the nominating committee.

Section 2: The **Vice-President** shall act in the absence of the President, and shall act as Chairman of at least one committee and shall aid the President in the appointment of all committees and be a member of all committees.

Section 3: The **Recording Secretary** shall keep a record of the proceedings of all meetings of the League and of the Board of Directors.

The **Corresponding Secretary** shall have the custody of all books and records of the League except those of the Treasurer. The corresponding secretary shall maintain the league website and keep the membership informed of league happenings via the website and FaceBook. The corresponding secretary shall maintain the membership records and manage the collection of dues, distribution of keys and /or gate combinations, membership cards and boat stickers.

Section 4: The **Treasurer** shall receive all money due the League, and shall keep an accurate record of all receipts and disbursements, and shall distribute funds as defined in Article 9. The treasurer shall manage hall rentals. The Treasurer shall assure that tax returns and other required filings are made in a timely manner.

The Board of Directors may assign any board member the duties of managing membership and hall rentals in lieu of the corresponding secretary and treasurer as necessary.

ARTICLE 9: LEAGUE FINANCES

Section 1: The Treasurer shall maintain the league's funds at a local bank in a checking account. All funds disbursed shall be by check and will require two (2) signatures. The Treasurer may establish a savings account for reserve funds that will require two (2) signatures for direct withdrawals. Transfers to the league's checking account may be performed by the Treasurer alone.

Section 2: There shall be a minimum of three (3) authorized signers on the accounts. One shall be the treasurer, one shall be either the President or Vice President, and the remaining signer can be any officer.

Section 3: Any reimbursement check to an account signer shall be signed by other authorized signers.

Section 4: Any distribution exceeding Five Hundred Dollars (\$500.00) must be approved by the Board of Directors by majority vote. The Board of Directors may pre-approve planned expenditures that are expected to exceed \$500.00 with an upper limit.

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Section 5: Any Discretionary expenditure exceeding Five Thousand dollars (5000.00) must be approved at a Board of Directors meeting with at least seventy-five percent (75%) of members in attendance.

ARTICLE 10: VOTING AT GENERAL MEETINGS

The majority of *current* members present at any meetings of the League or special meeting called by the President shall decide the result of the voting on any question except amendments to the Constitution and by-laws and disciplinary actions implemented by the board.

ARTICLE 11: COMMITTEES

Section 1: The President shall appoint 3 standing Committee Chairmen: Grounds, Membership and Entertainment, from the Board of Directors. The Chairman shall choose their committees from members of Harewood Park.

Section 2: The Grounds Committee shall have active charge of the operation and management of the beach and hall, recommending to the Board of Directors such rules and fees as they deem advisable.

Section 3: The Membership Committee shall assist the corresponding secretary with enrollment of all adult residents of Harewood Park as members of this League.

Section 4: The President shall appoint such other special committees as may be required to carry out the purpose of the League.

ARTICLE 12: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern at all meetings if HPCL By-Laws do not cover the subject at hand.

ARTICLE 13: AMENDMENTS

Amendments may be made to the Constitution and By-Laws by a two-thirds majority vote of those present at any Board of Director Meeting. The Board May Consult with the Members at the General Meeting and shall distribute amended documents as necessary.