

BEACH HAVEN WEST CIVIC ASSOCIATION, INC.  
Bylaws – Amended June 2022

Article 1

The name of this nonprofit corporation shall be the Beach Haven West Civic Association, Incorporated July 28, 1962.

Article 2

The Corporation shall be located and its business conducted in Beach Haven West in the Township of Stafford, County of Ocean, State of New Jersey. The official mailing address of the association is P.O. Box 57, Manahawkin, NJ 08050.

Article 3

The purpose and objective of the Association are to promote social activities, initiate and foster progress for the civic betterment of the Beach Haven West community, to encourage all residents to be registered voters in the township of Stafford, to enlighten the members of all matters of civic interest, local legislation, operation of the municipality, and to secure by lawful means better living conditions with respect to health, safety, recreation, zoning, general welfare, and other civic concerns. This Association, by its very nature, is not a political organization and shall not endorse candidates of any political party for any political office, be it local, county, state or nation.

Article 4 – Membership

A. Eligibility: All property owners or permanent residents in the area known as Beach Haven West shall be eligible for membership in the Association. The geographic description of Beach Haven West is all property bordered by Route 72, Jennings Road, Newell Road and Manahawkin Bay. That includes areas known as Beach Haven West proper, Village Harbor, including East Pointe, the Coves and Colony Lakes. Members shall be eligible to hold office or serve on committees, as properly elected or appointed.

B. Annual dues shall be assessed against each household, payable at the June meeting. Dues may be assessed by the executive board with approval of the majority of members attending a meeting with due notice. Dues are not refundable.

Article 5 - Officers

Officers shall be president, vice president, secretary, treasurer and sergeant-at-arms.

- A. President: 1) It shall be the duty of president to preside at all meetings.  
2) The president shall appoint committees.  
3) The president shall appoint an interim committee member in the event that the original appointee is not available.  
4) If a vacancy in office occurs, the president shall appoint a member to fill that unexpired term.  
5) The president has the right to call special meetings of the Association with due notice to the membership.
- B. Vice president: 1) The vice president's duty is to exercise all functions of the office of president during the absence or disability of the president, and assume the position of president for the unexpired term, should it become vacant.  
2) The vice president will be responsible for scheduling guest speakers at monthly Association meetings.
- C. Treasurer: The treasurer shall account for all monies received. All funds received by the treasurer shall be deposited within five (5) days in a local depository. All expenditures exceeding \$100 shall be

disbursed by check drawn on the treasury, upon authorization at a regular meeting by a majority of members present. The treasurer shall have custody of all monies.

D. Secretary: The secretary shall keep an accurate set of minutes of meetings held by the Association and Executive Board, and shall handle all correspondence. The secretary will also be custodian of a copy of the list of members.

E. Sergeant-at-arms: The sergeant-at-arms shall assist the president in maintaining order during meetings and for securing the flag at meetings.

#### Article 6 – Committees

The Association shall seat the following standing committees: Audit, Bylaws, Clean Communities, Community Liaison, Membership, Scholarship, Sunshine and Waterways. The Association is not limited to the number of committees it shall deem desirable or necessary.

#### Article 7 – Executive Board

A. The executive board shall include the elected officers and immediate past president.

B. The president or presiding officer has the authority to call an emergency meeting of the executive board and of the general membership with due notice to the respective bodies.

C. The executive board shall have the authority to approve miscellaneous expenditures by officers and committee chairpersons, not to exceed \$100, as necessary to conduct official business.

D. Each elected officer will have a vote on matters that come before the executive board. The ex-president will serve in an advisory capacity.

#### Article 8 – Meetings

A. A general meeting shall be held at 7 pm on the third Friday of each month at the Bay Avenue Community Center.

B. A quorum is necessary to conduct a meeting, and is established when ten (10) members and any two officers are present.

C. Order of Business (meeting agenda) 1) Flag salute

2) Guest speaker

3) Roll call of officers

4) Introduction of new members

5) Reading/approval of minutes

6) Treasurer's report/approval

7) Committee reports

8) Old business

9) New business

10) Adjournment

D. Motions – any member in good standing may make a motion for membership vote at a regular monthly meeting. That motion will require a second before a vote is taken. Upon passage of that motion, its ruling shall stand for one full year before reconsideration can be raised. Exceptions to this rule can be decided by the executive board.

#### Article 9 – Elections

A. In May of the election year, the president shall appoint a nominating committee which will accept nominations from the May meeting to the June meeting, when nominations will be presented to the membership present. At that time, nominations also will be accepted from the floor.

B. Election of officers shall be by majority vote of members at the regular meeting in July, followed immediately by installation of the newly elected officers.

#### Article 10 – Terms of office

Each office shall carry terms of two years.

#### Article 11 – Lifetime memberships

The Executive Board may, by majority vote, recommend an individual/household to be considered for lifetime membership. The candidate(s) must have served as officers or committee chairpersons prior to their selection. Such recommendations will be presented at the January meeting. If approved by majority of members present at that meeting, the candidate(s) will be granted life membership(s). That designation excuses those persons from dues payment from that point on.

This is not a requirement of the Executive Board; rather, it is an option intended to recognize significant contributions made to the Association.

#### Article 12 – Amendments to bylaws

The bylaws can be amended after the first anniversary of the most recent revision. Proposed amendments will be referred to the Bylaws Committee, which will return with a recommendation at the next meeting, when a discussion among members will be held prior to a vote. Two-thirds of members voting is required for adoption.

#### Article 13 – Communications

Meeting notices will be provided by emails to all members as well as posts on the BHWCA Facebook page and on the organization’s Website, BHWCA.com.

#### Article 14 – Dissolution

Upon dissolution of the Association, all assets will be converted to money, which will be used to pay outstanding bills of the Association. Any remaining funds will be donated at the next to last meeting, at which time members shall vote to donate those funds to local nonprofit, volunteer organizations. Certification of such donations will be presented to members at the final meeting.

#### Article 15 – Bylaws in effect

These amended bylaws, having been duly presented and approved at the June 2022 meeting of the Association, supersede all prior bylaws and amendments.

Amended, June 2022

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Frances A. Kosa, President

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Jeanine Sciglitano, Vice President