

THE NORGATE CIVIC ASSOCIATION

CONSTITUTION AND BY-LAWS

CONSTITUTION

- ARTICLE I:** The name of the association shall be the Norgate Civic Association.
- ARTICLE II:** The purpose of the association shall be to promote the welfare of its members through civic and social activities.

BY-LAWS

ARTICLE I: MEMBERSHIP

- SECTION 1:** Membership shall be open to owners and members of their immediate households, in residence in the fifty homes originally comprising the development known as Norgate at Manhasset, namely, Norgate Road numbers 22, 25, 28, 34, 40, 44, 49, 50, 56, 59; Highmeadow Road numbers 7, 15, 16, 19, 22, 23, 28, 29, 35, 39, 42, 45; Robin Road numbers 9, 14, 15, 19; Normandy Lane numbers 4, 9, 10, 15, 16, 21, 22, 27, 28, 34, 35, 41, 42, 48, 49; Dennis Street numbers 54, 60, 66, 72, 80, 86, 91, 92; Memorial Place number 86; and the eight homes on Dennis Street east of its intersection with Norgate Road, namely Dennis Street numbers 15, 16, 18, 19, 24, 25, 29, and 30.
- SECTION 2:** Each household, current in its dues payments, shall have one vote.
- SECTION 3:** Members who are at least 18 years of age may serve as officers or executive board members.
- SECTION 4:** Non-voting, social membership shall be open to Norgate residents who are not property owners, and to members of their immediate household, who shall have paid the current annual dues.
- SECTION 5:** The annual dues shall be those fixed by the executive board.

ARTICLE II: ORGANIZATION

- SECTION 1:** The officers of the association shall be a president, vice-president, secretary and treasurer.
- SECTION 2:** There shall be five block captains, one each for Norgate Road, Highmeadow Road, Robin Road and Normandy Lane, and one for Dennis Street/Memorial Place.
- SECTION 3:** The executive board of the association shall be comprised of the officers, the block captains and the immediate past president of the association. No member of the executive board shall accept or receive any direct or indirect compensation for service as a member of the board nor shall executive board members use their office as a

platform for personal politics. The executive board shall have the authority to act for the association between association meetings.

SECTION 4: There shall be three standing committees of the association, namely traffic and safety, beautification, and social events. The president shall establish a special nominating committee prior to the annual meeting and may establish such other special committees as necessary for the work of the association. The president, with the advice and consent of the executive board, shall appoint the chairpersons of all committees whose term of office shall coincide with the term of the president.

ARTICLE III: ADMINISTRATION

SECTION 1: The president shall preside at all meetings of the association and the executive board, act as custodian of the association records, appoint the chairpersons of the standing and special committees with the advice and consent of the board, serve as an association delegate to the Council of Greater Manhasset Civic Associations, welcome persons purchasing homes within the territory of the association, and prepare a report on the affairs of the association during the past year for delivery to the members at the annual meeting.

SECTION 2: The vice-president shall preside at all meetings in the absence or disability of the president and assist the president in all matters concerning the association.

SECTION 3: The secretary shall keep minutes of association and executive board meetings, send notices of meetings as required by these by-laws, distribute copies of the minutes of the annual meeting to all members and otherwise prepare all written communications to members.

SECTION 4: The treasurer shall keep the financial records of the association, send notices and collect dues, deposit funds in an interest bearing account, distribute funds in accordance with resolutions of the executive board and prepare and deliver an annual financial report to members at the annual meeting.

SECTION 5: Block captains shall keep themselves informed of matters of importance to members on their blocks, request the president to call such executive board meetings as are necessary to consider problems, report to members concerning actions taken by the board and inform the president and treasurer of the names and addresses of persons purchasing homes within the territory of the association.

ARTICLE IV: MEETINGS

SECTION 1: The annual meeting of the association shall be held in the month of June. Other meetings of the membership of the association may be

called by the executive board when and if they are necessary or desirable.

SECTION 2: Notice of the date, time and place of association meetings, an agenda of proposed business, and, if an annual meeting, a copy of the nominating committee's slate of proposed officers and block captains, shall be forwarded to members by the secretary at least one week in advance of the meeting date. Members from 10 households entitled to a vote shall constitute a quorum at association meetings.

SECTION 3: The executive board shall meet at places and times as determined by the board or as called by the president. A simple majority of the executive board shall constitute a quorum.

ARTICLE V: ELECTIONS

SECTION 1: A nominating committee of at least three members shall be appointed by the president and shall submit its proposed slate of officers and block captains to the executive board at least one week prior to the annual meeting.

SECTION 2: Officers and block captains may be nominated from the floor of the annual meeting by members actually present at the meeting.

SECTION 3: Election shall be by a majority vote of households whose members are present and voting. Proxy voting shall not be permitted.

SECTION 4: The term of officers and block captains shall be for one year. They shall assume their duties at the end of the annual meeting at which they are elected and serve until the end of the next annual meeting.

SECTION 5: There shall be no limit to the number of consecutive terms a member may serve as an officer or block captain, however, it is declared to be the spirit of these by-laws that officers and block captains should rotate responsibilities and should encourage members to actively participate and hold a post in the association.

SECTION 6: A vacancy on the executive board may be filled by a majority vote of the remaining members of the board or, at their option, may be left unfilled until the next annual meeting.

ARTICLE VI: AMENDMENTS

SECTION 1: These by-laws may be amended at any meeting of the association at which a quorum is present. A two-thirds vote of eligible households having a member present and voting shall be required for passage of a proposed amendment, provided that such amendment shall have been approved by the executive board and shall have been sent to the members with the notice of the meeting.

Adopted June 28, 1982; amended September 17, 2007.