

# ROCK RIDGE COMMUNITY CLUB, INC. BY-LAWS

UPDATED DECEMBER 2023

## **ARTICLE I - NAME**

### Section 1.

The name of this organization shall be "Rock Ridge Community Club, Inc."

## **ARTICLE II - OBJECTS**

### Section 1.

The objects of the organization shall be to promote the recreational interests and the civic welfare of the members.

## **ARTICLE III - MEMBERSHIP**

### Section 1.

Full Membership shall carry the right to vote, hold office (as per Article IV, Section 4), make use of the club property and such other rights and privileges as are customary.

### Section 2.

Associate Membership shall NOT carry the right to vote or hold office (as per Article IV, Section 4). They can make use of the club property and such other rights and privileges as are customary.

### Section 3.

For the purpose of these by-laws a "member in good standing" is one who has met the financial obligation for membership for the year and is listed on the membership application for the household seeking membership.

### Section 4.

All persons owning property with a dwelling thereon or renting such property on a year-round basis on the streets set out below shall be eligible to apply for Full membership:

#### In Denville

Alma Place, Arden Rd, Barnes Pass, Brookview Rd., Bush Rd., Canyon Rd., Dells Dr., Denny Rd., Diamond Spring Rd. from Valleyview School north, E. Glen Rd., Edgewater Dr., Elizabeth Place, Entrance Way, Farmstead Rd., Florence Ave. from Diamond Spring Rd. To Cedar Lake E., Hillview Terrace, Lake Rd., Lee Rd., Leonard Place, McDermott Pass, Mulberry Lane, Pleasant Valley Rd., River Rd., Rock Ridge Rd., Summit Dr., Towpath Rd., W. Glen Rd., Wetmore Drive, Whaleback Waddy, Winding Way.

#### In Boonton Township

Canyon Rd., E. Glen Rd., Elizabeth Way, Decker Lane, Miller Drive, Rockaway Valley Rd. to Farber Hill Rd., Rock Ridge Rd., Summit Dr., Sylvan Lane, Wetmore Dr., Wood Lane, All Roads in Oak Hills Development.

### Section 5.

Associate members do not live within the boundaries defined for full membership. The maximum number of associate members and the annual fee each year will be approved as part of the annual budget. The Executive committee must approve all associate membership candidates. Previous year members have first right of renewal if they complete registration and make all payments on time.

## **ARTICLE IV - OFFICERS**

### Section 1.

The elected officers of the organization shall be ten members constituting the Executive Committee, who shall appoint from its membership a President, Vice President, Treasurer, Recording Secretary, Membership Chairperson, and Forestry Chairperson, each of whom shall serve in that capacity for a term of one year.

### Section 2.

If any vacancy shall occur in any elective office, the Executive Committee shall fill the vacancy by appointment until the next annual election at which time the vacancy for the unexpired term, if any, shall be filled by club membership election.

### Section 3.

A vacancy shall be deemed to have occurred in an elective office when, in the opinion of a majority of the Executive Committee, such officer has not attended a reasonable number of the Executive Committee meetings or has not discharged his/her responsibilities of office. Any such ruling by the Executive Committee may be appealed to a vote of the membership at the next regular meeting.

### Section 4.

The right to hold office on the Executive Committee shall be extended to any adult full member 21 years of age or older and who is in the second or subsequent year(s) of full membership. Associate members cannot hold elected office (Cannot be on Executive committee of RRCC).

## **ARTICLE V • DUTIES OF OFFICERS**

### Section 1.

The President shall be the chief executive officer of the organization and shall preside over all meetings of the organization and of the Executive Committee. S/He shall perform such other duties as are incident to his/her office and as may be directed by the Executive Committee.

### Section 2.

In the absence of the President, or upon his/her request, the Vice President shall perform the duties of President and shall be vested with all of his/her powers. In the absence of both the President and Vice President, the order of succession will be Treasurer, Recording Secretary, Membership Chairperson and other members of the Executive Committee in the order of their seniority.

### Section 3.

The Treasurer shall have custody of all funds of the organization and shall maintain appropriate records thereof. S/He shall render suitable reports on the status of all funds at Executive Committee meetings.

### Section 4.

The Recording Secretary shall keep a record of all meetings of the organization and of the Executive Committee in a book provided for that purpose. S/He shall, shall perform such other duties as are incident to his/her office and as may be directed by the Executive Committee.

### Section 5.

The Membership Chairperson shall collect all dues and assessments. S/He shall keep an itemized financial record of these collections and shall report thereon to the Executive Committee as well as to the general membership during the regular meetings. S/He shall be responsible for ascertaining that a quorum is present at general membership meetings, and the eligibility of persons to vote at such meetings.

### Section 6.

All past board member presidents shall be notified of Executive committee meetings if they reside within the boundaries of the lake and shall have the privilege of attending such meeting with a half vote per member, provided they are members in good standing.

### Section 7.

The Executive Committee shall determine the policies and activities of the organization, prepare and propose the annual budget, approve all expenditures, have general management of the organization and its property and make such rules and regulations for the use of the property and the conduct of members as it shall deem proper.

The Executive Committee shall submit for information purposes at the regular meeting held on the last Friday in September, a financial statement of the club dated not earlier than two weeks prior to the meeting

as well as a proposed budget for the following fiscal year, both of which shall have been posted on the clubhouse bulletin board for a period of at least 7 days immediately prior to such meeting.

Section 8.

The Forestry Chairperson shall oversee compliance with the DEP-approved Forestry Management Plan. S/he will oversee the production and sale of the required forestry products and prepare all necessary documents for submittal to the State by August 1 of each year, or any other date required by the State.

**ARTICLE VI - ELECTION OF OFFICERS**

Section 1.

Three members of the Executive Committee shall be elected annually for terms of three years commencing on October 1 following their election. Every third year a fourth member shall be elected for a term of three years commencing on October 1 following their election.

Section 2.

The election of the Executive Committee members shall take place at the regular meeting held on the last Friday in September.

Section 3.

It shall be the responsibility of the Executive Committee to appoint a nominating committee, three weeks prior to the regular meeting on the last Friday of September. The names of the nominees shall be posted on the clubhouse bulletin board and electronically in any medium consistently and reliably used for official Board Communications at least 7 days prior to the date of the election. However, nominations may be accepted from the floor on the day of the election.

Section 4.

The Executive Committee shall appoint an election committee to supervise the actual election. This shall include the preparation, distribution and counting of the ballots.

Section 5.

In any election of members of the Executive Committee, those nominees receiving the highest number of votes shall succeed to the longest term of office.

**ARTICLE VII - VOTING**

Section 1.

The right to vote on appropriate club issues shall be extended to each adult member in good standing, 18 years of age or older. Associate Members cannot vote on any club business or elections.

Section 2.

Proxy votes may be cast by having such votes certified by the Membership Chairperson and delivered to the Recording Secretary of the club prior to the final counting of the ballots. Proxy votes may be cast only in voting for candidates for office and on matters which were the subject of prior posting.

**ARTICLE VIII - FINANCES**

Section 1.

Members of Rock Ridge Community Club, Inc. shall pay such dues, fees and assessments as may be voted by two-thirds of the members present at the general membership meetings.

Section 2.

All dues, fees and any other assessments shall be payable according to a schedule recommended by the Executive Committee and approved by the General Membership.

### Section 3.

The accounts of the organization shall be maintained on a fiscal year basis beginning October 1st and ending September 30th. All dues, fees and other miscellaneous income shall be used and accounted for in accordance with the budget approved by the membership at the general meeting held on the last Friday in September.

### Section 4.

All financial records of the organization shall be annually subject to a discretionary analysis by a qualified individual designated by the Executive Committee. The qualified individual shall be a club member who has not held a club office during the past fiscal year. His/her duties shall include reconcilements of the bank statements and an examination of other financial records and minutes to ascertain that receipts have been properly recorded and expenditures authorized. Upon completion of his/her examination s/he shall submit to the Executive Committee a written report reflecting the results of his/her examination.

### Section 5.

The Executive Board shall ensure compliance with the DEP-approved Forestry Management Plan for the property and any recommendations of an approved consulting forester. The Forestry Chairperson shall prepare a report to the membership at the annual meeting summarizing the approved forestry activities, sales of forestry products, and anticipated plan for compliance in the next fiscal year.

If the Forestry Chairperson position is vacant, or deemed vacant by a failure to perform the duties necessary to comply with this section, the Vice President shall assume the role of Forestry Chairperson.

## **ARTICLE IX - MEETINGS**

### Section I.

Rock Ridge Community Club, Inc. will hold an annual general membership meeting the last Friday in September of each year. Special meetings shall be held at the call of the President at such time and place as s/he may designate. Notice of special meetings shall be made by posting it on the clubhouse bulletin board and electronically in any medium consistently and reliably used for official Board Communications at least one week prior to the date of such meeting. The President shall call special meetings of the organization at his/her own discretion or as shall be requested in writing by either three members of the Executive Committee or ten full members of the organization. Twenty (20) eligible voters shall constitute a quorum.

### Section 2.

The Executive Committee shall meet at such time and place as may be determined from time to time by the Committee or the President. The President shall call a meeting of the Executive Committee at such time and place as may be requested in writing by three members of the Committee. Five members of the Executive Committee shall constitute a quorum provided that all members of the Committee were notified of the meeting.

## **ARTICLE X - AMENDMENTS**

### Section 1.

Amendments to these by-laws may be made by a two-thirds affirmative vote of those eligible members present or represented by proxy at any general membership meeting provided that such proposed amendments have been posted on the clubhouse bulletin board and electronically in any medium consistently and reliably used for official Board Communications at least 7 days prior to the meeting. A copy of any amendment proposed for voting at meetings other than the regular meetings must be mailed to each full member together with the time of the meeting at least 7 days prior to the meeting.

### Section 2.

All proposed amendments shall be sponsored by the Executive Committee at its discretion except that the committee shall sponsor any amendment requested in writing by at least 10% of the eligible voters.

## **ARTICLE XI - CONDUCT OF MEMBERS**

### Section 1.

All members shall observe and abide by the by-laws of the Rock Ridge Community Club, Inc. and rules and regulations promulgated by the Executive Committee. They shall conduct themselves at all times in accordance with standards which contribute to the overall enjoyment of the club facilities by the general membership.

### Section 2.

Members shall be held accountable for the conduct of their guest(s) and for any abuse in extending guest privileges. Guest privileges shall not be extended to individuals who are eligible to apply for membership.

### Section 3.

The Executive Committee shall have the power to suspend by a two-thirds affirmative vote of the full committee (minimum six affirmative votes) any member of the club whose actions shall in their opinion so warrant. The member affected by such suspension may appeal the decision in writing prior to the next regular meeting of the organization in which event the club membership shall vote on the suspended member's readmission. The majority vote shall be final.

## **ARTICLE XII - RULES OF ORDER**

### Section 1.

Order of Business:

- Reading of the minutes of the previous meeting.
- Treasurer's report.
- Membership Chairperson's report.
- Executive Committee report.
- Other committee reports.
- Unfinished business.
- New business.
- Nomination and election of officers. (Last Friday in September)
- Action upon proposed amendments.
- Suggestions for good and welfare.
- Adjournment.

### Section 2.

The rules contained in Robert's Rules of Order, Revised, shall govern all cases to which they are applicable and in which they are not inconsistent with the By-Laws or Rules of Order herein. It shall be the responsibility of all members to invoke these rules only in a sincere effort to facilitate the accomplishment of the business at hand in an orderly and dignified manner.

## **ARTICLE XIII - SPORTS PARTICIPATION**

### Section 1.

Participation in Hub Lakes sports activities shall be by Rock Ridge Community Club members only. However, in order to prevent a team to forfeit, and only in that case, a coach may use non- members to fill required positions. If sufficient RRCC members are present and prepared to play, non-members will not be permitted to play. The purpose of this is to allow members to participate in sports events which might not otherwise be available to them.

### Section 2.

Associate members cannot participate in hub lake sports unless allowed by Hub Lakes.

# ROCK RIDGE COMMUNITY CLUB, INC.

## Rules and Regulations

*Updated April 2023*

1. Members and guests must have their club badges with them at all times while on club property.
2. Guest privileges cannot be extended to non-members residing within the boundaries of Rock Ridge Community Club.
3. Smoking is only permitted in the designated area of the Gazebo.
4. Children under 13 are not permitted on the beach, lake, or grounds without adult supervision.
5. Swimming and diving are permitted only in designated areas. Never swim alone - always swim with a "buddy."
6. The "Kiddie Area" is restricted to non-swimmers, parents, and guardians.
7. Children requiring the use of swimming aids must be accompanied to the dock by a parent/guardian or another adult.
8. Boats are not permitted in the swimming area.
9. All boats must have tags.
10. Motorboats are not permitted on the lake.
11. Lifeguard hours are 10:00 a.m. to 6:00 p.m., according to availability and weather. Swimming without lifeguards on duty is at the swimmer's own risk.
12. All motorized vehicles are prohibited on lake property except in designated parking areas.
13. Parking in the "fire lane" is restricted to emergency vehicles, loading and unloading of equipment, and vehicles of members working at the clubhouse or beach area. When stopping in this area, please do not block emergency access.
14. Bicycles must be parked on the bicycle rack.
15. No dogs are allowed on the beach during swimming hours (10 a.m. to 6 p.m.). At all other times - Clean up after your dog - it's the law!
16. Fires are not permitted on club property without prior permission from the Executive Committee.
17. The use of alcoholic beverages on club property at scheduled events or activities will be permitted if approved by the Executive Committee.
18. Construction or enlargement of docks is not permitted without the prior written approval of the Executive Committee. All docks constructed on the lake will become the property of Rock Ridge Community Club, Inc.
19. Using personal grills of any kind is not permitted on the beach.
20. Canopies, tents, "easy ups," or other large shelters are prohibited during regular beach operations.
21. While guests are welcome, gatherings with more than ten (10) guests must be approved by the Executive Committee and may be subject to rental fees if approved.
22. Members are responsible for the removal of trash or garbage from the beach. Pack it in, pack it out!
- 23. All members have the responsibility and authority to enforce these rules or report violations to the Board.**
- 24. The executive committee will determine fair penalties for violations.**

*Rules approved during April 2023 Executive Committee Meeting*