

GLACIER HILLS ASSOCIATION
BY-LAWS

ARTICLE I
INTENTION

It is the intention of these By-laws to be consistent throughout. No article shall be construed to imply, or relieve, a privilege or an obligation specifically required, granted, or restricted in another article.

ARTICLE II
NAME & PURPOSE

1. The name of this organization shall be: GLACIER HILLS ASSOCIATION, INC.
2. The purpose of this association is to promote fellowship among, and to work for the mutual benefit of the residents of Glacier Hills, a residential community in the Township of Parsippany-Troy Hills, Morris County, New Jersey.

ARTICLE III
INCORPORATION

1. Glacier Hills Association, Inc. is a non-profit corporation organized under Title 15 of the laws of the State of New Jersey. The Association is exempt from Federal income taxes according to section 501(c)(4) of the IRS code.
2. For the purposes of these by-laws, Glacier Hills is defined to include and be restricted to the following, as delineated on the map entitled "Boundaries of Glacier Hills For Purpose of Glacier Hills Association By-Laws (Amended December 1, 2008)" attached and made part of these by-laws.
 - a) Residential lots with numbers of their respective street address.
 - b) Two lots identified as Block 170 lot 49 and Block 171 lot 69.

ARTICLE IV
MEMBERSHIP

1. Association members are those households whose residential lot is located within the boundaries of Glacier Hills, and Facility members are those households whose residential lot is located outside of Glacier Hills. The term "MEMBERS" is the sum of Association members plus Facility members.
2. Either property owner or the current tenant, but not both, of any residential lot in Glacier Hills shall be eligible for membership in the Association, subject to the maximum membership as is currently defined in Article IV section 7.

3. Property owner or current tenant, but not both, of any residential address outside Glacier Hills but, in the area bounded by Park Road, Littleton Road, State Route 10 and Tabor Road shall be eligible for Facility membership. This area is designated the "Facility membership eligibility area". If sufficient membership to meet the approved budget cannot be generated after a membership drive in the eligibility area, the Executive Board may authorize a special limited time program to generate Facility members outside of the defined membership eligibility area. Any program is subject to membership approval by a majority vote at a general business meeting.
4. Should an Association or Facility member no longer own or rent property in a Glacier Hills Association, Inc. defined membership eligibility area, their membership reverts back to the Glacier Hills Association, Inc.
5. From time to time, the Association may wish to recognize extraordinary courtesies or services rendered by current or former members by the grant of Honorary membership. Honorary membership may only be considered for members who have at least fifteen (15) years of membership and extraordinary services to the Glacier Hills Association. In such case, the Executive Board shall recommend this action at any general membership meeting. Upon affirmative vote of at least 75% of the members present, provided a quorum exists, the Honorary membership shall be granted. Honorary members do not affect the membership as set forth in Article IV section 7.
6. In the event of rental of any residential lot by a property owner who is an Association member, or Facility member, such owner may assign the membership privileges to the tenant by executing an assignment in writing to be filed with the Executive Board. Such assignment shall end upon termination of the tenancy. During the existence of such assignment, the tenant shall enjoy all the privileges of membership except the vote, and the tenant or property owner shall be liable for the payment of all dues as provided in Paragraph 1c of Article V hereof. Any assessment charges are the responsibility of the property owner.
7. A combined total of 800 household members will be allowed. Membership will be calculated by the type of membership with family memberships counted as 4. The annual budget shall be based on the combination of annual dues and expected total number of members as recommended by the Executive Board, which expected total number of members may be less than 800. The Executive Board shall regulate the proportion of the Facility and Association membership numbers with the following restriction: That Facility memberships be less than half of the expected total number of members.
8. In the event that the maximum membership of Association, Facility or both is reached, separate lists of prospective Association members and Facility members shall be maintained by the Membership Committee. First priority is given to residents of Glacier Hills. When membership is offered to the next eligible Association or Facility member and the membership is refused, that name is moved to the bottom of the respective list.

ARTICLE V
FINANCIAL OBLIGATIONS, MEMBERSHIP, VOTING

1. The fiscal year for the Glacier Hills Association begins on December 1st
 - a) Annually, at the November budget meeting, the Executive Board cannot submit nor can the Association approve an operating budget that includes deficit spending.
 - b) Annual Dues invoices will be distributed on or about December 15 to Association and Facility Members of the Association. The Association and Facility member dues and late fee, for dues paid late, shall be proposed/ developed by the Executive Board and are subject to approval in the annual budget. Invoices will be payable according to terms proposed/developed by the Executive Board and said terms are subject to approval in the annual budget. Terms must conform to Article V Section 3 rules regarding arrears and such terms shall be clearly noted on the Annual Dues invoice.
 - c) Honorary members shall have no financial obligations for dues or assessments.
2. For voting purposes, An Association member is defined as a household with only one vote.
 - a) Only members in good standing may vote. As amended 12-01-08.
 - b) Only Honorary members residing in Glacier Hills shall be entitled to vote or hold office.
 - c) Facility members shall not be entitled to vote or hold office.
 - d) Any member in good standing has met all financial obligations to the Glacier Hills Association, Inc.
3. Any member who is 30 days in arrears on any financial obligation to the Association shall receive a written notification from the Treasurer.
 - a) Any member who is in arrears on any financial obligation to the Association for 60 days or on June 1st, whichever comes first, shall forfeit membership privileges.
 - b) Any member unable to meet the financial obligation of Glacier Hills Association membership within the specified time period may apply for an exception request in writing to the Executive Board for consideration.
4. There is no initiation fee for new members; however, a reentry fee will be assessed to a former member whose most recent membership was within the previous three (3) years. The reentry fee shall be determined by the Executive Board and subject to approval in the annual budget.
5. Existing members in good standing without lapse, who relocate within the membership eligibility area and choose to continue their membership, shall not incur a reentry fee. Dues are subject to the provisions in Paragraph I c above.

ARTICLE VI
OFFICERS, DUTIES, SECTIONS

1. The management of the Association, except for routine administrative acts, shall be vested in the Association members subject to Article VI, Paragraph 2.
 - a) Every meeting of the Association, its Executive Board, or it's committees shall be open for observation by any member, but no member shall be entitled to a voice in any unless that member is a participating member of the meeting.
2. An Executive Board, consisting of four officers and one representative of each section, shall make recommendations of policies and budgets to the members and shall be responsible for administering those policies and budgets approved by the members.
3. Sections shall be defined as follows:

#1: Arate Lane: 2 - 8
Glacier Drive: 14 - 40
Moraine Road: 1 - 9

#2: Moraine Road: 10 - 49

#3: Moraine Road: 50 – 83
Forum Court: 1 - 8

#4: Tarn Drive: 37 - 60
Drumlin Drive: 2 - 17

#5: Tarn Drive: 10 – 36
Moraine Road: 85 - 97

#6: Ledgrock Court: 1 - 12
Tallwood Court: 2 - 12
Stoneyhill Court: 3 – 5
Tabor Road 775 – 891 (Odd)

#7: Spencer Court: 1 – 21
Pondview Road: 1 – 12 & 46 - 55

#8: Pondview Road: 14 – 45
Woodstone Court: 4 – 15
Glacier Drive: 41 & 42
Rockridge Court: 1 - 5

#9: Facility Membership Area

4. Officers shall be elected by a majority vote of members attending the November general meeting in election years.
 - a) A President who shall preside at all meetings of the Executive Board and the general membership, and shall discharge certain other functions as hereinafter described. Annually not more than 60 days after the fiscal year end, the President shall ensure an audit of the finances of the Association will be conducted. The audit will be conducted by at least one past treasurer, who has been out of office at least one year, and one other Association member in good standing. The results of the audit must be presented to the Executive Board in writing.
 - b) A Vice President who shall serve as chairman of the Park Committee and discharge all functions of the President in his or her temporary absence (60 Days or less) and otherwise assist as required.
 - c) A Treasurer's duties shall consist of the following:
 - I. Notify financial institutions of the names of newly elected officers who are empowered to sign checks and open the Association deposit box.
 - II. Receive all moneys paid into the Association.
 - III. Insure compliance with all federal and State tax laws and filing requirements.
 - IV. Insure such receipts as needed.
 - V. Keep an accurate record of all moneys received and expended.
 - VI. Supervise all moneys handled by committees.
 - VII. Maintain accounts at financial institutions designated by the Executive Board into which all moneys belonging to the Association shall be deposited.
 - VIII. Disburse funds of the Association only upon authorizing vote of a majority of a legal quorum of the Association at a general membership meeting or within the limits of budgets described in Article VI, Paragraph 2.
 - IX. Permit withdrawal of Association funds from its account only by checks signed by two officers of the Association.
 - X. Send notices of dues and other financial obligations to members.
 - XI. In the temporary absence (60 Days or less) of the President and Vice President, the treasurer shall fulfill their duties.

- d) A Secretary shall: keep minutes of all meetings of the Executive Board and General Membership and be custodian of all records and documents of the Association (except such as may remain in the hands of the Treasurer or various committees). It shall be the duty of the Secretary to obtain and of every member to provide, a copy of any document or written record executed on behalf of the Association. In the temporary absence (60 Days or less) of all other officers, the Secretary shall fulfill their duties.
5. The President and another officer shall execute, in the name of the Association, such legal documents as shall be authorized by the members. A safe deposit box shall be maintained in a place designated by the Executive Board for the storage of valuables of the Association. Access to the box shall be by duplicate keys held by the President and Treasurer. It shall be the responsibility of these officers to pass on to their successors the deposit box keys.
 6. The term of office of each officer and section representative shall be two years. The induction of new board members should take place, as soon as possible, upon the completion of old business at the November general membership meeting each election year. 7
 7. One representative to the Executive Board shall be selected from each section (following the procedure as defined in Article IX, Paragraph 2), and must be a resident of that section.
 8. If a vacancy should occur for any reason in the office of President, the Vice President shall discharge all functions of the President until such time the Executive Board appoints a successor. The Executive Board shall appoint a successor to fill the President's unexpired term by or about 60 days after the vacancy occurs. In election years, vacancies occurring after August 1st will not be filled.
 - a) If a vacancy should occur in any other office, it shall be filled by appointment of the Executive Board. During any vacancy, the Executive Board shall maintain the duties of the vacant position(s).
 - b) If a vacancy should occur among the section representatives, it shall be filled according to the procedure in Article IX, Paragraph 2.
 - c) Interim succession to office shall be for the unexpired balance of a regular term.
 9. No officer, in the respective office, or section representative may serve more than two (2) consecutive terms on the Executive Board, except that interim tenure in any office shall not be considered a term in office.
 10. The terms of section representatives from even numbered sections expire in even numbered years, the terms of section representatives from odd numbered sections expire in odd numbered years.

ARTICLE VII GHA COMMITTEES

1. The Executive Board shall solicit members for the following standing committees, each of which reports to the Executive Board. With the exception of the Park Committee, all committees shall consist of a Chairman and any number of Association members and Facility members in good standing.
 - a) A Membership Committee whose function shall be to promote membership within the membership area as defined by Article IV herein by visits to new residents and other appropriate publicity, and to assist the treasurer in the collection of dues and other financial obligations to the Association by members.
 - b) A Civic Committee whose function shall be to attend meetings of township, county, or state governing bodies or other groups or associations where affairs of interest to the Association are being considered. It shall report to the Executive Board any matter of concern to the Association and recommend any action necessary to further the interests of the Association.
 - c) A Program Committee whose function shall be to provide scheduled entertainment and refreshments at general membership meetings.
 - d) A Park Committee whose function shall be to consider, recommend and effect plans for maintenance, utilization, development and management of park properties and recreational facilities of the Association. This committee shall consist of the Chairman and as many other Association members as the Executive Board assigns to it.
 - e) An Adult Recreation Committee whose function shall be to administer adult social functions within the Association.
 - f) A Young People's Recreation Committee whose function shall be to administer recreational functions.
 - g) A Swim Team Committee whose function shall be to coordinate and administer an Association Swim Team. Efforts of this committee shall be coordinated with the Park Committee and swim team coach.
2. The Executive Board shall, as may be necessary, set up special committees to carry out the interests of the Association.
3. The President may serve as an ex-officio member of any committee, or he or she may delegate not more than one member of the Executive Board to serve in his or her stead in this capacity on any committee.

4. All committees are advisory. Unless specifically authorized to do so by the membership or these by-laws, no committee shall exercise any Association administrative function.

ARTICLE VIII MEETINGS, LEGAL QUORUMS AND VOTING

1. A meeting of the general membership of the Association shall be held, usually on the first Friday in February, April, June, September and November at a time and place selected by the Executive Board for the purpose of discussing and acting on such business as may be properly brought before the Association.
2. The date of a general membership meeting may be changed by the Executive Board when deemed necessary.
3. Annually, at least one (1) section meeting shall be held by each section within the first three weeks of October at a time and place designated by the section representative. If for any reason the section representative does not arrange this meeting, the Executive Board shall do so.
4. Executive Board meetings shall be held no less often than the regularly scheduled general membership meetings, at a time and place arranged by the President.
5. A special meeting shall be called upon appropriate vote of a legal quorum at a general membership meeting, or at the recommendation of the Executive Board, or upon presentation of an appropriate petition to the Executive Board. An appropriate petition for a special meeting must bear the signatures of twenty-five percent (25%) of the Association members in good standing of the Association. Only announced business may be acted upon.
6. Meeting notification shall consist of:
 - a) A notice of time, place and purpose of general membership meeting and special meetings shall be distributed to Association members and Facility members of the Association at least five (5) calendar days prior to the meeting.
7. Legal quorums for meetings and elections shall be as follows:
 - a) General Membership Meetings: Fifteen percent (15%) of the Association members in good standing.
 - b) Executive Board Meetings: At least two (2) executive officers plus fifty percent (50%) of the Section Representatives.
 - c) Elections: An election shall be deemed legal and binding by a majority vote of the Association members attending a general membership meeting with a legal quorum as defined in Article VIII, Paragraph 7a herein.

8. Proxy voting shall not be permitted.
 - a) Absentee ballots may be cast in elections only. If an absentee ballot is desired, application in writing shall be made to the Executive Board at least one (1) week before the election is to take place. Upon such application, the Executive Board will forward to the applicant, at the mailing address listed on the application, a legal ballot. The ballot must be returned to the Executive Board in a sealed envelope by the time the election takes place.

ARTICLE IX ELECTIONS AND NOMINATIONS

1. At the November general membership meeting during election years, an election shall be held to elect the officers of the Association for the following term. To be elected, such officers must receive a majority of the number of votes cast for that office at said meeting. In event of a tie, another vote shall be cast at the same meeting between the tied candidates. In order for the election to be valid, the meeting must have a legal quorum.
2. Prior to completing their term, each section representative will identify a replacement and introduce the new section representative to the Executive Board. To identify a replacement, the section representative will distribute a standard Executive Board request for candidates to each section member. If no submissions are made, the section representative will canvass the section for a replacement. Should more than one candidate be identified, then an election will be held in the section to determine a new representative. If no candidate is found, the Executive Board will be consulted to find a replacement. The term of office for the new representative will begin at the conclusion of the term for the outgoing representative. The term of said office will be consistent with Article VI, Paragraphs 6 and 9.
3. At the June general membership meeting, during election years, the President shall announce the appointment of a Nominating Committee composed of the current President and the two (2) most recent past presidents available. This committee will present at the November general membership meeting, a slate of preferably two (2) nominees for each of the four (4) officers of the Association. The Nominating Committee will distribute applications for office to Association members. The nominees will be selected from any submissions made to the committee. If no submissions are made, then the committee will canvass the membership to fill the slate of nominees. The most recent past president shall be the chairman of this committee.
 - a) If sufficient past presidents are not available to staff this committee, the Executive Board shall appoint other members in good standing to complete its membership.
 - b) The Nominating Committee shall circulate to Association members the list of nominees at least fourteen (14) days before the November meeting.

4. In addition to the nominees of the Nominating Committee, floor nominations for any office may be made at the September general membership meeting. The floor nomination must be made with a petition of at least ten (10) Association members and endorsed by the nominee. Both nominee and the petition signatories must be Association members in good standing.
5. Should a section representative be elected an officer of the Association, the representative will identify a replacement prior to the next scheduled Executive Board meeting. The replacement will be identified consistent with Article IX, Paragraph 2.

ARTICLE X REVISIONS

1. Amendments to these By-laws may be made by a majority vote by written ballot of all Association members in good standing.
2. A proposed amendment(s) shall be presented at a meeting of the Association by resolution containing the text of the proposed amendment(s), and requesting that the amendment(s) be submitted to the members for voting by written ballot. The resolution shall also state the date when the balloting shall close.
3. Upon passage of such resolution, by obtaining a 2/3 vote at a Glacier Hills meeting providing a quorum exists, the section representatives shall deliver to every Association member in good standing, at least fourteen (14) days in advance of the balloting date, a full written copy of the proposed amendment(s) containing the proper place to indicate a vote for the rejection or acceptance of the amendment(s). On or before the balloting date, members shall deliver this ballot, properly marked, to the section representative enclosed in a blank sealed envelope and the whole enclosed in another sealed envelope bearing on the outside the clearly printed and signed name of the Association member in good standing casting the ballot.

ARTICLE XI RULES

In any case not covered by these by-laws, meetings of the Association shall be conducted in accordance with Robert's Rules of Order and Parliamentary Procedure.

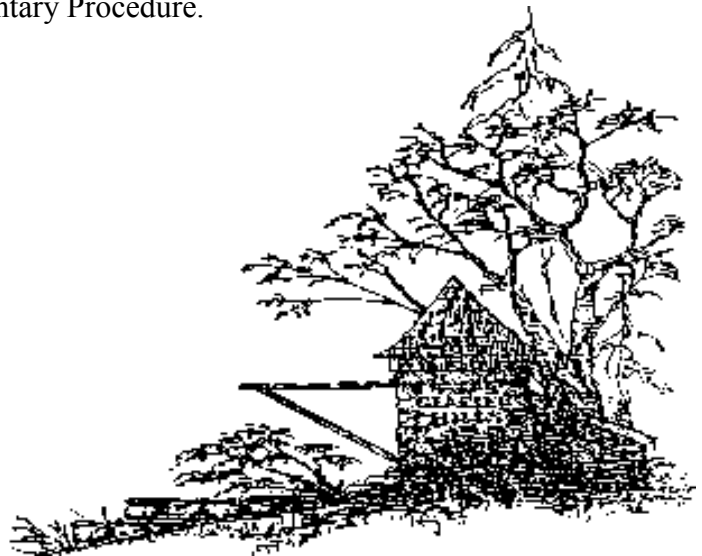
Amended: May 7th 2017

Glacier Hills Association, Inc.

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2017 website www.glacierhillsassociation.com



Glacier Hills Association Section Map

Article 6 Paragraph 3

8 sections

Effective Dec. 1 2017

