

BYLAWS
AMOS LAKE ASSOCIATION, Inc

- I. NAME:** The name of this Association will be the Amos Lake Association, Inc.
- II. PURPOSE:** The organization is organized exclusively for charitable, religious, educational or scientific purposes under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Specifically, the purpose of the Amos Lake Association, Inc. is to educate the public especially those living within its watershed, about maintaining and improving the water quality of Amos Lake. To develop, implement, and present recommendations to protect and preserve Amos Lake, its surroundings, and waterways and finally, maintain this public resource as accessible for diverse recreational uses by current and future generations.

- III. MEMBERSHIP, DUES, VOTING:** Membership in the Association shall be open to any individual, family, business, or organization that subscribes to the purposes of the Association and pays annual dues. Members over eighteen (18) that are current in their dues payment are eligible to vote or hold office in the Association. Members shall pay annual dues by June 1st and have the right to vote as follows:

Individual, business or organization each	\$25.00	One vote
Family membership maximum	\$40.00	Two votes

A member must be present to vote. A copy of these bylaws shall be available to each member. Any member may resign at any time by giving written notice to the President. Dues are non-refundable.

- IV. OFFICERS:** The officers shall be President, Vice President, Secretary, Treasurer, and three at-large Directors. The Board of Directors shall consist of the seven officers. The officers shall be elected at the Annual Meeting in September and will assume their duties at the next meeting and shall hold office for two years or until their successors have been elected. In the odd number years, the Association shall elect the President, Treasurer, and one at-large Director. In the even number years, the Association shall elect the Vice President, Secretary and two at-large Directors. The President shall appoint a Nominating Committee at the regular meeting preceding the Annual Meeting. Committee chairperson shall report to the Secretary the

new slate of officers to be presented.

V. DUTIES:

President - The President shall preside at all meetings of the Association, shall be an ex-officio member of all committees, except the Nominating Committee, and shall perform all such duties as are incidental to the office of President.

Vice-President - The Vice-President, in the absence of the President, shall exercise all of the duties of the President and shall be vested with all of the President's powers.

Secretary - The Secretary shall record and distribute the minutes of member meetings and Board meetings. The Secretary shall also maintain a minutes book containing all minutes of the Association and the Board which shall pass to the new Secretary (when elected), and to maintain records of all tax returns and tax related correspondence of the organization. The Secretary shall publish notices of membership meetings as well as send the notice of the Annual Meeting and Special Meetings, to include the Nominating Committee's new slate of officers and any proposed bylaw changes.

Treasurer - The Treasurer shall maintain a current record of the names and addresses of members entitled to vote and the financial records of the Association. The Treasurer shall prepare an annual financial statement for the Annual Meeting and shall be responsible for presentation of the proposed budget to the Annual Meeting. The Treasurer is responsible to receive all funds and deposit them to the credit of the Association in an account approved by the Board of Directors. The Treasurer shall disburse all payments on behalf of the Association which are approved in writing by the President.

Board of Directors - The Board of Directors shall have general charge of the affairs and property of the Association and of all invested funds. The Board shall carry on the affairs of the Association between regular meetings of the membership. The Board of Directors shall establish committees as required. The Board may fill vacancies in any office until the next Annual Meeting. Any officer may be removed for cause, by a majority vote of the Directors at any meeting of Directors duly called.

VI. MEETINGS:

Regular Meetings: The Association shall meet at least quarterly and as needed during the remainder of the year. A simple majority of officers and 5% of the members constitutes a quorum.

Board of Directors Meetings: A simple majority of officers shall constitute a quorum.

Special Meetings: Special meetings of the membership may be called at any time by the President, or upon the majority vote of the Board of Directors or by written request of 5% of the members.

Annual Meeting: The Annual Meeting shall be held in September at a time and place designated by the Board of Directors. The agenda of the Annual Meeting shall include election of officers and adoption of a budget. Notice of the Meeting will be announced to all paid-up members and shall include the Nominating Committee's slate of officers.

Notice of meetings: Printed notice of each meeting shall be given to each voting member, by mail, fax or e-mail not less than one weeks prior to the meeting.

- VII. Parliamentary Procedures:** Roberts Rules of Order, in the current revised edition, shall be in force at the meetings of the Association, of the Board of Directors, and of the Association committees. Non-members of the Association may be recognized to speak at Association functions at the discretion of the Board of Directors.
- VIII. Conflict of Interest:** Whenever a member believes that a matter to be voted on would involve a conflict of interest, the member should so announce and abstain from voting on the matter. See attached conflict of interest policy"
- IX. COMPLAINTS:** Any member is entitled to make a formal complaint regarding activities affecting the purpose of the Association. The formal complaint must be made in writing and signed or submitted in person to the President. The Board of Directors will review and determine what action, if any, is appropriate and will notify the member in writing of its findings.
- X. FINANCES:** The Association may procure, administer, and disburse funds, gifts, bequests, donations and grants, either public or private, for the purpose and objectives of the Association. Expenditures of funds shall be within the budget approved by the Association at the Annual Meeting. The financial records of the Association will be audited at least annually and when there is a change in the Treasurer by a committee designated by the President.
- XI. LIABILITY OF MEMBERS:** No officer or member shall be personally liable for any bills or obligations of the Association, past or present. No officer or member of the Association shall disburse any funds of the Association unless the expenditure is included in the annual budget and approved by

the Board of Directors. It shall be an ethical violation for any Officer, Director, Member, or Participant to represent himself/herself as a spokesperson for the Association, or to present a position or advocate an action as if representing the Association, unless such authority shall have been specifically delegated to that individual by this document or by the Board of Directors.

XII. AMENDMENTS: These bylaws may be amended by vote of two-thirds ($\frac{2}{3}$) of the members present at the Annual Meeting or at a Special Meeting called for that purpose provided that written notice of the amendments proposed is given to the membership. Proxy voting will be permitted at the Annual Meeting only when the language of any proposed changes, slate of officers and budget proposal are contained within the notice of the Annual Meeting. Upon approval, the revised bylaws shall take effect.

XIII. ON DISSOLUTION: Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

XIV. DATES OF AMMENDMENT:

These Bylaws were approved on: November 2, 1992

These Bylaws were amended on the following dates:

November 16, 2005

February 15, 2006

June 17, 2009

February 4, 2010

February 16, 2011

March 17, 2021