

# Phillips Lake Community Association

## PURPOSE

- To be a non-governing group to serve and inform the community surrounding Phillips Lake.
- To promote lake safety and safeguard water quality.
- To foster social and community activities.
- To enhance and protect our environment.
- To further interaction of Association Membership.

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## BY-LAWS

### ARTICLE I

#### MEMBERSHIP

**SECTION 1** The members of Phillips Lake Community Association shall be lot owners, or their designated representatives, of Phillips Lake Divisions 1 through 6 and lots immediate to Phillips Lake Loop, including Wilchar Division but excluding the Buck Lake Campgrounds, which is a private organization.

**SECTION 2** To remain a Member-In-Good Standing, annual membership dues shall be paid at \$15 with any increase to be approved at the Annual Meeting. The Association's Fiscal Year shall be August 1 through July 31<sup>st</sup> of the following year.

**SECTION 3** Each membership shall have two votes regardless of how many lots owned except as expressly provided below.

- No lot shall have more than two votes cast by its respective owners or membership.
- Any member who is a sole owner of a lot may cast two votes.

**SECTION 4** The Annual Meeting of the Association shall be held on the third (3<sup>rd</sup>) Saturday of July, time and place to be included in the notification of the meeting. At any notified meeting of the Association, ten (10) memberships shall constitute a quorum. Business items requiring a vote shall be decided by a majority of the members in attendance. A majority vote is considered to be fifty-one (51) percent of the members voting required to pass or to defeat a motion from the floor. Special Meetings may be called at the discretion of the Board of Directors.

**SECTION 5** A Non-Property owner who resides in the area mentioned in Article I, Section 1 may request an Associate Membership to be maintained by the annual payment of the current dues structure with any increases as mandated in Article I, Section 2. An Associate Member will have NO voting privileges. They will receive the newsletters of the Association and be welcome at any meeting, social or otherwise.

## ARTICLE II

### BOARD OF DIRECTORS & BOARD MEETINGS

**SECTION 1** The business and property of the Association shall be managed by a Board of Directors consisting of four officers and five directors. Establishment of standing committees is a Board responsibility. Chairman and membership of special committees is the responsibility of the Board President.

**SECTION 2** The Board of Directors of the Association shall be Members-In-Good Standing of the Association and elected by a majority vote of the membership at the Annual Meeting.

**SECTION 3** The Officers shall be elected for a two-year, staggered term: The President and Secretary will alternate with the Vice President and Treasurer resulting in overlapping terms. Directors will serve a two-year, staggered term and shall be elected at the Annual Meeting as terms expire. The Director and Officer positions are limited to one representative per membership during the same term.

**SECTION 4** The Board of Directors of the Association shall hold regular meetings at such time and place as may be designated by the Board of Directors, and special meetings as the President shall deem necessary for the competent management of the affairs of the Association. Any member wishing to attend a Board Meeting may contact an officer of the Board for information on date, time and location of planned meetings.

**SECTION 5** Each member of the Board of Directors shall possess one vote on matters coming before the Board. All voting at meetings of the Board of Directors shall be by each member in person and voting by proxy shall not be allowed. Five (5) members of the Board of Directors shall constitute a quorum. Any capital expenditure, not related to the normal function of the Association, shall come before the general membership.

**SECTION 6** Any Director or Officer may be removed from office by a majority vote of the membership present at any regular or special meeting of the Association. Notice of the proposed removal of a Director or Officer must be given to such Director or Officer prior to the date of the meeting on which such removal is to be voted. Such notice to the Director or Officer must state the cause for the proposed removal.

**SECTION 7** Any vacancy occurring on the Board of Directors or Officers by reason of death, resignation or removal; a Director or Officer shall be appointed by the President. Such appointee shall serve during the unexpired term of the Director or Officer whose position had become vacant.

**SECTION 8** Guidelines for the order of the meeting:

1. Call to Order
2. Roll Call, absentees noted
3. Minutes of previous meeting
4. Treasurer's Report & Bills
5. Communications
6. Reports – Special & Standing Committees
7. Unfinished Business (Old)
8. New Business
9. Election of Officers & Board Members
10. Announce new Officers & Board Members
11. Meeting Adjourned

**ARTICLE III**

**DUTIES OF OFFICERS**

**SECTION 1**

**PRESIDENT:** The President shall supervise all activities of the Association, execute all instruments in its behalf, preside at all meetings of the Board of Directors and of the membership of the Association, call such meeting of the membership as shall be deemed necessary – other than the annual meeting of the membership, and perform such other duties usually inherent in such office.

**SECTION 2**

**VICE PRESIDENT:** The Vice President shall act as the President in his/her absence and perform such other acts as the president may direct. The Vice President shall become President if that position becomes vacant.

**SECTION 3**

**SECRETARY:** It shall be the duty of the Secretary to keep all records of the Board of Directors and the Association and to perform such other acts as the President may direct.

**SECTION 4**

**TREASURER:** It shall be the duty of the Treasurer to receive and be accountable for all funds belonging to the Association when payment is authorized by the Board of Directors, maintain bank accounts in depositories designated by the Board of Directors and render periodic reports.

**SECTION 5**

**DIRECTORS:** The duty of the Directors is to support the general members and to assist the Officers.

**ARTICLE IV**

**BY-LAW REVISIONS**

**SECTION 1** The By-Laws may be amended by a majority vote of the Association at a regular meeting thereof or any specially called meeting.

**SECTION 2** Proposed changes of the By-Laws shall be mailed to the membership 30 days prior to the annual meeting or any specially called meeting.

**SECTION 3** These By-Laws shall be read at the annual meeting upon request.

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The By-Laws were approved September 17, 1988 and amended on July 29, 1989

Additional Amendments:

1. July 1991 to include Wilchar Division
2. July 1992 to include Associate Membership
3. July 1997 to change dues to straight \$10
4. July 1999 to enlarge membership base
5. September 23, 2006 Amending:
  - Article I, Section 2
  - Article I, Section 4
  - Article I, Section 5
  - Article II, Section 2
  - Article II, Section 3
  - Article II, Section 4