

TO: Sunset Lake Association Members

FROM: Michelle Bearden, Bylaws, Rules & Regulations Committee Chair

SUBJECT: Proposed Revisions to Bylaws

DATE: September 8, 2021

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I have reviewed the existing Bylaws dated October 2020 and propose the following revisions:

- Reformat the document to incorporate headers and footers on every page. Include the document file name and last revision date in the footer.
- Remove the various modification dates from the body of the document since those are documented in the annual membership meeting minutes.
- For consistency and easier reference, add or revise a descriptive title for each Article heading and Section subheading.
- Correct all mis-spellings, punctuation, and grammatical errors.

Below is a recap of some specific revisions, as highlighted in the SLA Bylaws document. Generally, they are grammatical in nature to help clarify the intent of each article. I have not proposed any new content or significant changes.

#### Article I

- Re-title the Article and add sub-titles to each Section.
- Add "Hanauer Hall" to the legal address in Section 1.

#### Article II

- Re-arrange content into 3 Sections and add descriptive sub-titles to each section.
- In Section 2 add the word "assessments" to the second sentence.
- In Section 3 add the words "who have paid all outstanding assessments, fees, or fines" to the first sentence.
- In Section 3, bullet 2 add the words "if elected or appointed in accordance with Article V"

#### Article III

- In Section 4 replace "... (15%) of the votes entitled to be cast by members present and official absentee ballots are present." with "... (15%) of the members entitled to vote are present or represented by official absentee ballot." to clarify meaning.

#### Article IV

- In Section 1 revise the subtitle.
- In Section 3 revise the subtitle.

- In Section 7 in the first sentence replace "...shall be selected to fill the vacancy by the board." with "shall be appointed by the Board President to fill the vacancy until the next annual membership meeting." to be consistent with Section 6.
- In Section 7 provide a bullet list of why removal may be initiated and then a numbered list of how removal may be initiated.
- In Section 7, last sentence, replace "...notified according to Article III, Sections 1 or 2." With "...notified according to Article III, Section 3."

#### Article V

- In Section 1 remove the details regarding the timing of the election of officers and move them to Section 2. Then add the following sentence "These four officers shall be referred to as the Executive Board of the Association."
- In Section 2 in the first sentence add the words "by the Board of Directors" and clarify "membership" versus "board" meeting.
- In Section 2 in the second sentence add the words "at the time of election and must remain in good standing throughout their term of office." to add clarity.
- Remove the existing Section 3 Executive Board, which states "Officers of the Association, whether members of the Board of Directors or not, shall constitute the executive board of the Association." because it conflicts with Section 1 which already states the officers must be members of the Board.

#### Article VI

- Keep the existing verbiage the same, but separate it into Sections 1 and 2.

#### Article VII

- No proposed changes.

#### Article VIII

- Keep the existing verbiage the same, but separate it into Sections 1 and 2. Use a bullet list to make the compound sentence easier to read and understand.