

## **BY-LAWS OF THE LAKEVIEW TERRACE ASSOCIATION**

**Stevens County Washington**

**(As Amended in full... October 10, 2006)**

### **ARTICLE I – NAME**

Section 1. NAME — The name of this organization shall be:

LAKEVIEW TERRACE ASSOCIATION

### **ARTICLE II -- MISSION & VISION STATEMENT**

Section 1. MISSION — The Mission of this association shall be:

- a. To operate and maintain the lakefront property as a private, private park and lake access for members only.
- b. To maintain an accurate and current membership roster.
- c. To inform memhcr5 of meetings and any other business pertaining to the Lakeview Terrace Association,

Section 2. POLICIES — The policies of this club shall be:

- a. To encourage full and objective discussion of all matters of interest to the association.
- b. To encourage association members to participate in proactive manners in association meetings, park maintenance/clean-ups and other association activities.

### **ARTICLE III -- COMPOSITION, MEMBERSHIP, ENROLLMENT & VOTE**

Section 1. COMPOSITION

- a. This association shall be composed of members in good standing.
- b. A member in good standing is a member whose yearly dues are paid in full.

Section 2. MEMBERSHIP

Available only to residents/property owners of property located in Stevens County with the following pared numbers: 5104200, 5104300 [split to 5104301(A), 4104350(B)],5104400, 5104500, 5104600, 5104700, 5104800, 5104900, 5105000, 5104100, 5105200, 5105500, 5105600, 5104700, 5105800, 5105900, 5105925, 5105931, 5105937, 5106000, 5106002, 5106004, 5106006, 5106010, 5106020, 5106030, 5106040, 5106100, 5165500, 5165725, 763200, 763300, 763400, 763500, 763700, 763800, 763900, 764000, 764100, 764200, 764300, 7.4400, 764500, 764600, 764700, 764800, 764900

\*\*Parcel numbers may increase due to sub-division of property at a future date. Amendment to Article III, Section 2 will be required at that time. Forty-eight (48) memberships will be available per year (See Section 3 Enrollment).

Two (2) classes of membership shall exist within the Lakeview Terrace Association,

a. Class A Membership: Legal property owner/s as recorded with the Stevens County Auditor of said parcels and household family members, One vote per paid membership. Membership is automatically cancelled upon sale or transfer of said property and non-transferable to new property owner/s. New property owners may apply for membership.

b. Class B Membership: Renters of any property listed above, and any other persons listed on lease. Must possess a current, one-year rental agreement, proof of lease required with membership application. Class B members have no voting rights. Membership is automatically cancelled when rental agreement expires or cancelled.

c. Class A & B members and their guests are required to adhere to the Lakeview Terrace Association Park Rules and Regulations. Violations of these rules and regulations may result in the cancellation of membership on a temporary or permanent basis as determined by the Board of Directors.

#### Section 3. ENROLLMENT — Forty-eight (48) memberships available

a. Enrollment for Class A membership begins February 1st, after April 1<sup>st</sup> if memberships are still available<sup>1</sup> Class B members may apply for membership. Then, thereafter, membership dues shall be paid on an annual basis due no later than April 30th to remain in good standing.

#### Section 4. VOTE

a. Only A-members in good standing are allowed one (1) vote per paid membership.

b. A simple majority of members in good standing present at a regular business meeting, special meeting, or board of directors meeting shall decide the issues upon which a vote is taken.

c. Members of a family who are younger than 18 years of age may not vote.

### **ARTICLE IV—DUES & INITIATION FEES, REVENUES, EXPENDITURES & FINANCES**

#### Section 1. DUES & INITIATION FEE

a. Notice of Dues/Initiation fees shall be during the month of January as set by the Board of Directors. The Board of Directors shall cause to have published in the "Notices" of the appropriate local newspaper a statement of annual dues and place to make application for members.

- b. All current members (Class A & Class B) of this association are required to pay annual membership dues & initiation fees by April 30th to remain in good standing.
- c. New members who meet Membership criteria (See Section 2) may apply for membership at any time.
- d. Initiation Fee is a one-time fee paid by members. Members falling out of good standing will be required to pay the initiation fee to to-instate their membership.
- e. The fiscal year of this association shall be September 1st through August 31st.

## Section 2. REVENUE

- a. Revenue is gained through membership initiation fees, dues and other park fees.
- b. All revenue shall be deposited in the Lakeview Terrace Association bank account and used for the express purpose of furthering the objectives of the association.
- c. All revenue gained by the association must comply with the Non-Profit Corporation laws of the State of Washington.

## Section 3. EXPENDITURES

- a. Expenditures of the association shall be paid by the club Treasurer upon ratification of a majority vote of members and/or board of directors present at a regular or special meeting.

## Sections 4. FINANCES

- a. No part of the income or net earnings of the Lakeview Terrace Association shall insure to the benefit of or be distributed to, any member, trustee, or officer of the association or any other private individual except that reasonable reimbursement may be paid for services rendered to or for the association, effecting one or more of its and reimbursement may be made for any expenses incurred for the club by any trustee, agent or employee, or any other person or corporation, pursuant to and upon authorization of the membership.
- b. Upon dissolution of the Lakeview Terrace Association, all assets shall be inventoried and disposed of according to federal and state law.

# **ARTICLE V- MEETINGS, ABSENCES AND QUORUM**

## Section 1. MEETINGS

- a. The annual meeting of the association members shall be held on the third Thursday of March of each year. Notice of said meetings shall contain the nominees for new officers and board members selected by the nominating committee, proposed assessments and proposed By-Law amendments Additional nominations and assessment proposals may be made at this meeting. A special meeting of the membership of the association may be called from time to time at the discretion of the Board of Directors of the association, or by the President, upon written request. signed by 25% of the members entitled to

vote. All meetings shall be held at the Association Park area, otherwise specified by notice.

b. The Board of Directors shall meet at times as called by the President or a majority of the Board of Directors.

c. Special meetings may be called by the President or by a majority of the Board.

d. Meetings at which a Quorum is not present shall be limited to informal nonbinding discussions.

## Section 2. ABSENCES OF OFFICERS AND/OR TRUSTEES

a. Absence of any officer or trustee must be excused by the President prior to any Board of Director, Annual Membership or Special Meetings, Absences not previously reported to the President will be noted as an Unexcused Absence.

b. Officers or Trustees acquiring two (2) unexcused absences will have their position revoked by the Board of Directors, the position made vacant will be filled by following the guidelines In Article VI, Section 3.d —Elections.

## Section 3. QUORUM

a. A quorum at the annual business meeting shall include the President or Vice-President and a least two (2) other officers and a minimum of eight (8) additional members.

b. A quorum for the Board of Directors shall be five (5) members.

c. A quorum for a special meeting of the membership shall be as in "a" of this section and for a special meeting of the Board of Directors as in "b" of this section.

# ARTICLE VI -- OFFICERS & TRUSTEES, NOMINATIONS AND ELECTIONS

## Section 1. OFFICERS & TRUSTEES

a. The officers shall consist of President, Vice-President, Secretary-Treasurer and four (4) Trustees. Two (2) trustees must reside in the Lakeview Terrace Sub-Division,

b. All officers shall be elected by the general membership at the annual business meeting,

c. No member shall serve in more than one office at a time.

d. All positions are only available to Class A members (See Article III, Sect. 2, Item "a"),

## Section 2. NOMINATIONS

a. A Nomination Committee shall be appointed by the President at a Board of Directors meeting prior to January of each year. The committee shall consist of three (3) members in good standing.

- b. The Nomination Committee shall present its recommendations to the association members at the annual meeting. Class A members only have the right to be nominated or hold office.
- c. Nominations may be made from the floor providing nominee is present or has given written Consent.
- d. Nominees shall be elected from Class A members in good standing.

### Section 3. ELECTIONS

- a. Election of officers shall be at the annual business and the newly elected officers shall take office immediately.
- b. Elections shall be by ballot except where there is but one nominee for an office, when the vote may be by voice. A majority vote of members present shall be necessary to elect.
- c. All officers of the club including trustees shall be elected for a one-year term.
- d. Any vacancies, except that of the President, shall be filled by special election to be held at a special meeting following the announcement of the vacancy.
- e. In the case of the office of the President, if it becomes vacant the Vice President shall become President for the remainder of the term, and a Vice President shall be elected as in "d" above.

### Section 4. RE-ELECTION

- a. Any, if nominated and elected by the members, may serve more than one consecutive term.

## **ARTICLE VII— DUTIES OF ELECTED OFFICERS/TRUSTEES**

### Section 1. PRESIDENT The President shall:

- a. Preside at all meetings.
- b. Appoint Standing and Special Committees.
- c. Have general supervision of all association activities.
- d. Be an ex officio member of all committees, except the Nominating Committee.

### Section 2. VICE PRESIDENT/PARK MANAGER- The Vice President shall:

- a. Assume the duties of the President in his/her absence.
- b. Coordinate routine clean-up of park and launch area with members.
- c. Report repairs, vandalism, or any other concerns to Board of Directors.

### Section 3. SECRETARY-TREASURER -- The Secretary-Treasurer shall:

- a. Keep an accurate record of all meetings of the association.
- b. Keep an accurate record of all meetings of the Board of Directors.
- c. Report recommendations and actions of the Board of Directors
- d. Conduct correspondence for the association as directed.
- e. File all documents and correspondence belonging to the association.
- f. Keep the By-Laws and Park Rules & Regulations current and available for reference at all meetings.
- g. Be responsible for mailing of meeting notices.
- h. Keep an inventory of items owned by the association.
- i. Receive funds and deposit under the name of Lakeview Terrace Association at a bank specified by the Board of Directors,
- j. Issue receipts.
- k. Make disbursements upon authorization by vote of the membership.
- l. Keep an accurate record of all funds.
- m. Give an itemized report to the association or the Board of Directors upon request.
- n. Submit books at the end of the term, or at the request. of the Board of Directors.
- o. Maintain records and reporting accurate count to the Board of Directors upon request.

Section 4. TRUSTEES —the Trustees shall:

- a. Act as an Advisory Board. on any or all matters concerning the good of the association

## **ARTICLE VIII -- BOARD OF DIRECTORS**

Section 1. COMPOSITION— The Board of Directors shall consist of:

- a. The elected officers serving for the term.
- b. The Trustees serving for their term of office.

Section 2. MEETINGS — The Board of Directors shall meet:

- a. At times as called by the President or a majority of the Board of Directors.

Section 3. AUTHORITY — The Board of Directors shall have the authority to:

- a. Have general administrative authority and such power as voted by the association membership.
- b. Make recommendations of important matters to the association membership.

- c. Examine the books quarterly or as requested by the membership.

#### **ARTICLE IX - COMMITTEES AND DUTIES**

Section 1 Standing Committees may be:

- a. Park Maintenance and Improvement
- b. Fencing and Gates
- c. As created by the President or the Board of Directors

#### **ARTICLE X - AUTHORITY OF PROCEDURE**

Section 1. AUTHORITY

- a. All members shall be committed to following the Mission & Vision Statement of the Association (Article 2, Sections 1 & 2)
- b. Roberts Rules of Order shall apply on all questions of procedure and Parliamentary Law not specified in the By-Laws.

#### **ARTICLE XI- AMENDMENTS**

Section 1. AMENDMENTS

- a. These By-Laws may be amended at any regular business meeting of a two-thirds majority vote of the members in good standing who are present. The amendment must have been submitted no later than two (2) months prior the annual membership meeting. The amendment must be presented to members of good standing by mail or electronic transmission one (1) month prior the annual membership meeting.
- b. Park Rules and Regulations may be amended as explained in "a." of this section.