

Revised July 1968
July 1979
July 1981
July 1993
Sept 2002
May 2013
May 2013 corrected
Revised May 23, 2015

ROBERTS LAKE ASSOCIATION, INC.

BY-LAWS

ARTICLE 1-OFFICERS & DIRECTORS DUTIES

SECTION A—DUTIES OF PRESIDENT—It shall be the duty of the President to preside at all meetings of the Association and to have general oversight of all business, except such as the President delegates to committees. The President shall be ex-officio member of all committees.

SECTION B—DUTIES OF VICE PRESIDENT—It shall be the duty of the Vice-President to perform the duties of the President if the President is absent or unable to serve.

SECTION C—DUTIES OF SECRETARIES—The Recording Secretary shall keep records of all membership meetings and all Board of Directors meetings, and have full voting status. The records of all meetings shall be kept in books that shall be the property of the Association. The Corresponding Secretary shall handle all correspondence of the association, sign all official papers and have full voting status. Copies of the minutes of all meetings shall be made available to all members.

SECTION D—DUTIES OF TREASURER—The Treasurer shall receive all dues from memberships in the Association, and shall receive all other monies of the organization. The Treasurer shall keep full and accurate books of account, containing the records of the Association. The Treasurer shall deposit all funds in such bank as may be convenient. The books of the Treasurer shall be audited by a two or more person committee appointed by the President. Auditing shall be completed at the end of the Treasurers' term. All net expenditures (payments less revenue directly attributable to such payments) made by the Treasurer in excess of \$999.99 shall have the approval of the membership. All net expenditures less than \$1000.00 may be authorized by the President, or by a majority vote of the Directors and Officers.

SECTION E—VACANCIES—The President shall appoint all vacancies occurring between the regular annual meetings.

ARTICLE 2-MEMBERSHIP, REIMBURSEMENTS, AND MISCELLANEOUS DUTIES

SECTION A—QUORUM—One fourth of paid up members shall constitute a quorum at all meetings of the Association.

SECTION B—MEMBERSHIP AND VOTING— Membership in the Roberts Lake Association is open to those who for at least one month each year reside on or within one mile of, or who own real estate on or within one mile of, Roberts Lake, and who pay the association's annual dues within the Grace Period specified in Article V of the Constitution. Each paid up member, or the member's proxy, authorized in a written proxy statement signed by the member and submitted to the Secretary before or at the meeting, is entitled to vote at association meetings. The President may conduct or supplement a vote via mail or e-mail if: 1) he or she decides that a vote must be conducted between membership meetings for the good of the association; or 2) a quorum cannot be obtained at a meeting and the President decides that a vote must be conducted for the good of the association. In all votes, each owner-member shall be restricted to one vote per deeded property for which he or she has paid membership dues, and each non-owner member shall be restricted to one vote per residential location for which he or she has paid membership dues.

SECTION C—DELINQUENT MEMBERS; NEW MEMBERS—Delinquent members can be reinstated into membership by the payment of annual dues. New members will be installed upon payment of annual dues.

SECTION D—RESPECT OF DECEASED—The Officers shall reserve the responsibility of paying proper respect to a deceased member and his/her family.

SECTION E—SPECIAL PROJECTS—All special projects shall be under the direction of the Officers and Board of Directors. All incomes of special projects shall be received by the Chairman of such committee and turned over to the Association Treasurer along with full accounting of the monies. At the completion of (or sooner, if desired) the project, the Treasurer shall deposit such monies in the appropriate account.

SECTION F—REIMBURSEMENT OF EXPENSES—All Officers, Directors, and others as determined by the President shall be reimbursed for their expenses on behalf of the Association as follows: Use of their own vehicle at the mileage rate currently allowed by the IRS for tax purposes; Cost of meals and lodgings at actual cost, not to exceed \$100.00 per day.

SECTION G—SECRETARY SALARIES—The Recording Secretary and the Corresponding Secretary shall be paid an annual salary of \$100 per year.

ARTICLE 3—COMMITTEES

The President shall appoint such committees and vest them with authority as he or she feels are necessary.

ARTICLE 4—AMENDMENTS

These By-Laws may be amended at any meeting of the Association by a majority vote of the members present, providing a quorum is present, and provided the members have been notified of the meeting, stipulating contemplated changes, at least thirty (30) days in advance.

ARTICLE 5—RULES OF ORDER

The rules of order shall be those of Roberts Rules of Order, except as waived by vote of the membership.