

Current By Law

Article VI Officers, Section VII. Secretary

The Secretary shall:

- Keep the minutes of the meetings of the members and of the Board in one or more books provided for that purpose.
- See that all notices are duly given in accordance with these Bylaws as required by law.
- Be custodian of the corporate records, document's, and the seal of the Association
- Keep a register of names, Unit number, and post office address of all members.
- Keep on file at all times a complete copy of the Articles of Incorporation and Bylaws of the Association containing all amendments thereto.
- In general, perform all duties incident to the office of Secretary, such as filing, typing of newsletter, etc.
- Act as custodian of all insurance policies authorized by the Board and maintains a record of such policies. He/she is responsible to the Board for their review and renewal authorization.
- Holidays observed by Secretary. Office will be closed New Year's Day, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.
- Secretary shall not issue a boat or watercraft sticker to anyone owing money to Leisure Lake Association.
- Either the Secretary or the Treasurer will deposit checks and cash, other than petty cash, at the end of each established office work day in the name of the Association in such bank or banks as shall be selected by the Board of Directors.
- Be responsible for the receipt and issuance of receipts for all monies due and payable to the Association.
- To establish and maintain a relationship with the Grundy County Courthouse and any other businesses to validate the ownership of each Leisure Lake Association property and status of covenant agreement. Maintain a log of properties covered by the covenant agreement identified by lot numbers.

Proposed By Law Revision

Article VI Officers, Section VII. Secretary

The Secretary shall:

- File the approved financials and minutes of the meetings of the members and of the Board in one or more books provided for that purpose and publish them on the website and post them on the bulletin board.
- See that all notices are duly given in accordance with these Bylaws as required by law.
- Be custodian of the corporate records, documents, and the seal of the Association

- Keep the spreadsheet updated of names, unit and lot numbers, and post office address of all members, covenant signed, payments of assessments, and if on a payment plan and if making payments.
- Keep QuickBooks updated.
- Maintain all member files and lot files.
- Keep on file at all times a complete copy of the Articles of Incorporation and Bylaws of the Association containing all amendments thereto.
- In general, perform all duties incident to the office of Secretary, such as filing, phone calls, questions, typing etc.
- Act as custodian of all insurance policies authorized by the Board and maintains a record of such policies.
- Holidays observed by Secretary. Office will be closed New Year's Day, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.
- Secretary shall not issue a boat or watercraft sticker to anyone owing money to Leisure Lake Association.
- Either the Secretary or the Treasurer will deposit checks and cash at the end of each established office workday in the name of the Association in such bank or banks as shall be selected by the Board of Directors.
- Be responsible for the receipt and issuance of receipts for all monies due and payable to the Association.
- To establish and maintain a relationship with the Grundy County Courthouse and any other businesses to validate the ownership of each Leisure Lake Association property and status of covenant agreement. Maintain a log of properties covered by the covenant agreement identified by lot numbers and update spreadsheet.
- Back up the computer weekly.
- Assist legal committee with Board approval.
- Assist with monthly billing and letters for nonpayment, etc.
- Keep track of deaths of members and new members.
- Pay all of the lakes bills in a timely manner.
- Send the agenda, financials, minutes and any bylaw revision to the board on Friday the week before the board meeting and make any revision by noon on Saturday before the board meeting. Post the agenda and by-laws revisions on the website and bulletin board no later than Monday before the board meeting.
- Update the sign at the office & update the website monthly.
- Sign with the President or any authorized board member any instrument which has been authorized by the Board.

The differences are:

On the first bullet revised from *"Keep the minutes of the meetings of the members and of the Board in one or more books provided for that purpose."* To *"File the approved financials and minutes of the meetings of the members and of the Board in one or more books provided for that purpose and publish them on the website and post them on the bulletin board."*

On the 4th bullet revised from *"Keep a register of names, Unit number, and post office address of all members."* to *"Keep the spreadsheet updated of names, unit and lot numbers, and post office address of all members, covenant signed, payments of assessments, and if on a payment plan and if making payments."*

Added bullet *"Keep Quick Books updated."*

Added bullet *"Maintain all member files and lot files."*

On the 6th bullet revised from *"In general, perform all duties incident to the office of Secretary, such as filing, typing of newsletter, etc."* To *"In general, perform all duties incident to the office of Secretary, such as filing, phone calls, questions, typing etc."*

On the 7th bullet removed the *"He/she is responsible to the Board for their review and renewal authorization."*

On the 10th bullet removed *"other than petty cash,"*

Added bullet *"Back up the computer weekly."*

Added bullet *"Assist legal committee with Board approval."*

Added bullet *"Assist with monthly billing and letters for nonpayment, etc."*

Added bullet *"Keep track of deaths of members and new members".*

Added bullet *"Pay all of the lakers bills in a timely manner."*

Added bullet *"Send the agenda, financials, minutes and any bylaw revision to the board on Friday the week before the board meeting and make any revision by noon on Saturday before the board meeting. Post the agenda and by-laws revisions on the website and bulletin board no later than Monday before the board meeting."*

Added bullet *"Update the sign at the office & update the website monthly."*

Added bullet *"Sign with the President or any authorized board member any instrument which has been authorized by the Board."*

Current By Law

Article VI Officers, Section VIII. Treasurer

The Treasurer shall:

- Sign with the President or any authorized board member any instrument which has been authorized by the Board.
- Have general charge of the Treasurer's books of the Association.
- Have charge and custody of and be responsible for all funds and securities of the Association.
- Either the Secretary or the Treasurer will deposit checks and cash, other than petty cash, at the end of each established office work day.
- With the help of the Budget and Finance Committee prepares a new annual budget for Board review and approval at least thirty (30) days prior to the last meeting of each fiscal year.
- Prepares and presents monthly budget reviews to compare budget performance to actual income and disbursements for the Board approval and action as may be required.
- In general, performs all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board.

Proposed By Law Revision

Article VI Officers, Section VIII. Treasurer

The Treasurer shall:

- Have general charge of the Treasurer's financial book of the Association.
- Have charge and custody of and be responsible for all funds and securities of the Association.
- Either the Secretary or the Treasurer will deposit checks and cash at the end of each established office work day.
- With the help of the Budget and Finance Committee prepares a new annual budget for Board review and approval at least thirty (30) days prior to the last meeting of each fiscal year.
- Prepares and presents monthly budget reviews to compare budget performance to actual income and disbursements for the Board approval and action as may be required.
- In general, performs all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board.
- Complete Quarterly Taxes, FUTA, W-2's and W-3's.

The differences are:

Remove the 1st bullet – "*Sign with the President or any authorized board member any instrument which has been authorized by the board.*"

On the 2nd bullet removed "*books*" and revised to "*financial book*".

On the 4th bullet removed "*other than petty cash,*".

Added a bullet at the end "*Complete Quarterly Taxes, FUTA, W-2's & W-3's.*"

There is not a current By Law

Proposed By Law Revision

Article VI Officers, Section X Board Secretary

The Board Secretary shall:

- Attend meetings and take minutes, type them and give them to the office to distribute to the board members.