

BYLAWS SUMMIT LAKE COMMUNITY ASSOCIATION

(Dated November 6, 2020)

****ARTICLE I ****

PURPOSE

The purpose of this association shall be to strive for involvement and/or the betterment of the Summit Lake Community as a whole.

****ARTICLE II ****

MEMBERSHIP

SECTION 1. Any person or family owning or residing on property on or adjacent to Summit Lake including all areas between or accessed by the two Summit Lake Road entrances off SR 8 shall be eligible for membership, and shall be considered a "member in good standing" with payment of annual dues. Any person who is the head of the household and/or their spouse shall each have equal membership privileges. Only members in good standing of the association will be eligible to vote on association issues or election of officers.

SECTION 2. Dues shall be on a per calendar year per family basis. Dues for 2019 shall be \$60. For 2020 and beyond, the dues may be adjusted annually. The Executive Board shall review membership dues prior to the beginning of the year and may make the decision to increase membership fees by up to, but not more than 25% per annum.

****ARTICLE III ****

OFFICERS

The Executive Board of the Association shall consist of the following: President, Vice President, Recording Secretary, Treasurer, and five to seven Trustees.

This Board shall be elected at the November meeting as defined in Article VII, and seated at the January meeting.

****ARTICLE IV ****

DUTIES OF EXECUTIVE BOARD

SECTION 1. PRESIDENT

The President shall preside at all meetings of the association, and conduct the business presented in an orderly and concise manner, maintain complete control of the meeting at all times, and appoint and oversee all committees as needed. The President may vote in the election of officers. Otherwise, the President shall be governed by these Bylaws and the Roberts Rules of Order.

The President's term of office shall be one (1) year, with no more than three (3) consecutive years in office.

SECTION 2. VICE PRESIDENT

The Vice President shall attend all meetings of this association, and in the event that the President is absent, shall chair the meeting and be governed by the rules set forth in SECTION 1 above. The Vice President's term of office shall be one (1) year.

SECTION 3. RECORDING SECRETARY.

The Recording Secretary shall attend all regular and special-called meetings of this association, shall record brief and concise minutes of business presented and actions taken, and shall present this to the members at the next General meeting and/or in the next SLCA newsletter. The Recording Secretary also will do all correspondence necessary in the operation of this association, and will keep a copy of said correspondence on file. The Recording Secretary or other designated Board Member shall maintain a record of all current members in coordination with the Treasurer.

The Recording Secretary's term of office shall be one (1) year.

SECTION 4. TREASURER

The Treasurer will be responsible for all receipts and disbursements of the association, and filing of same; for paying the bills and for monitoring the collecting of dues, and for signing all checks and expense vouchers (along with the President or any other member so designated by the President for checks exceeding \$500).

The Treasurer shall present at each association meeting a financial report to the members. Record of all receipts and transactions shall be maintained in the Treasurer's files. He or she shall also assure that authorized signature cards are on file in the bank where business is transacted. All disbursements shall be made by check, credit card, or other properly documented method.

The Treasurer has the authority to pay normal operating expenses, expenses for the Clubhouse repair & improvements, and expenses in support of SLCA activities up to \$500 for each occurrence within a one month period. For such expenses that exceed \$500 but are no more than \$1500, a vote of the SLCA Board is required. For such expenses that exceed \$1500, a vote of the majority of the Association members in attendance at the General Meeting in which they are presented is required.

The Treasurers term of office shall be one (1) year, with no more than three (3) consecutive years in office.

SECTION 5. TRUSTEES.

There shall be five to seven Trustees elected to the association Executive Board. Trustees duties shall be to assist the above named officers and to generally oversee and strive for ways and means to advance the overall good and welfare of the association and the community in which it functions. At least two of the Trustees shall assist in the annual audit of the financial records of this association unless an external Certified Public Accountant (CPA) conducts the audit.

Term of office of Trustees shall be two (2) years with two to four Trustees being elected each year (See Article VII).

****ARTICLE V****
MEETINGS

Annual meetings shall be in January of each year and shall include installation of new officers and an annual Treasurers report.

There shall be a minimum of six (6) General Association meetings each calendar year. Meetings shall be held on the first Friday of the month, at 7:00 PM, or other time as designated by the President at least two weeks prior to the meeting.

Special meetings may be called by the President, or upon the request in writing of at least ten members. Special meeting notification shall be given to the General Membership at least 48 hours in advance.

The Executive Board shall meet at least once each month. If there is no business to discuss the Executive Board may agree via email that no meeting is necessary and that a physical meeting need not occur.

****ARTICLE VI****
QUORUM

Not less than twenty-one members shall constitute a quorum to carry on official business of the association.

****ARTICLE VII****
ELECTION OF OFFICERS

SECTION 1. ELECTIONS

Election of officers shall be conducted on an annual basis at the regular November meeting of the association. Nominations for officers shall be made at the October and November meetings. Nominees must be members in good standing of the association. To be valid, the nominee must accept nominations. No member absent at the election may be elected to office without a written statement of acceptance of nomination. No person may hold more than one office concurrently.

To be elected to an office, the candidate must receive a majority of votes cast. In the event that no candidate receives more than 50% of the votes, a runoff election shall be conducted Page 4 of 5 between the two candidates with the most votes. In the event that only one candidate is nominated, the candidate must receive affirmative votes by a majority of members present.

Trustees shall be elected to two-year terms with alternating election years. Odd numbered term start years (January date) shall have three or four Trustees elected; even numbered term start years shall have two or three Trustees elected.

SECTION 2. FILLING OF VACANCIES IN THE EXECUTIVE BOARD

A vacancy of an office may be declared if an officer is absent more than two consecutive meetings (unless excused), if an officer submits in writing the desire to resign his/her positions, or if an officer is removed by the Article XI process. Should this be the President, the Vice President shall fill the unexpired term of the outgoing President, and the Vice President's duties filled by a Trustee selected by the Executive Board. Any other office shall be filled on a temporary basis by the Executive Board, with

subsequent nomination and election to complete the term of office at the SLCA General meeting following that in which the vacancy occurs.

****ARTICLE VIII****
COMMITTEES

The need for committees may vary from time to time, and shall be appointed along with a committee chairperson by the President.

****ARTICLE IX****
CHANGES OR AMENDMENTS TO THESE BYLAWS

These Bylaws may be changed or amended after said changes or amendments are put on the floor for discussion for two consecutive meetings at which a quorum is present (Article VI), and a vote of the members attending the second meeting is taken. A 60% majority is required for passage of changes or amendments.

****ARTICLE X****
CONDUCT OF BUSINESS

Unless otherwise stated herein, the majority of the vote of the members attending the meeting in which said action or business was proposed shall govern all actions or business conducted by this association, providing a quorum exists. All meetings shall be conducted in accordance with Roberts Rules of Order, which shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Summit Lake Community Association.

****ARTICLE XI****
REMOVAL OF OFFICERS

SECTION 1. REMOVAL PROCEDURE

An officer may be removed from office only after all of the following are completed:

1. A written statement of offense committed by the officer against the association is signed by at least five (5) members and presented to the Executive Board.
2. A review committee has been appointed by the President (or Vice President in the case of an alleged offense by the President).
3. The review committee and Executive Board have found facts presented to be true and warrant action.
4. Facts have been presented to the association membership at a regular meeting with discussion and a vote for removal taken. A quorum and a 60% majority of the members voting is required for removal.

SECTION 2. STATUS OF OFFICER

After Step 3 of the Section 1 procedure has been completed, the accused officer shall be required to relinquish their position until the process is completed, vote is taken, and the officer is removed or reinstated. The procedure of Section 1 shall take no longer than six (6) weeks.