

**RESIDENTS ASSOCIATION
OF MT. LODGE PARK
AND
GLENWOOD HILLS**

BY-LAWS

Adopted December, 2003

Revised & Adopted November, 2007

Article I

NAMES AND PURPOSES

- Section 1.** **The name of the Association shall be: Mountain Lodge Park & Glenwood Hills Residents Association, Inc.**
- Section 2.** **This Association shall be Non-Sectarian, Non-Political, Non-Partisan and Non-Discriminatory.**
- Section 3.** **The purposes and objects of this Association are:**
- (a)** **To foster, promote, maintain and encourage the Civic, Social, Fraternal and Community Welfare of Mountain Lodge Park and Glenwood Hills to the end that all residents and their guests shall enjoy their homes safely, healthfully, peacefully and harmoniously; and**
 - (b)** **To promote and encourage mutual community bonds, cooperation, friendship, good fellowship, progress, improvements and better conditions for the Common Good and General Welfare of all the people in Mountain Lodge Park and Glenwood Hills.**

Article II

MEMBERSHIP

- Section 1.** **Any resident of Mountain Lodge Park or Glenwood Hills and members of their household is eligible for membership in the Association as hereinafter provided.**
- Section 2.** **Every application for membership shall be considered by the Membership Committee and then submitted to the Executive Board.**
- Section 3.** **The annual dues shall remain the same as in the preceding year unless changed by a vote of two thirds of the members present at the regular general membership meetings of the Association. Dues are payable January first of each year, or may be paid in quarterly installments and any change shall be retroactive to January first.**
- Assessments shall require the vote of two thirds of the members present and voting at any regular or special**

meeting. Notice and purpose of such meeting shall be mailed at least 10 days prior to such meeting.

- (a) Any Member currently serving as an active officer of the Board of Officers shall be excused from the payment of annual dues during said time in office.**
- (b) Any resident of Mountain Lodge Park & Glenwood Hills, having reached the age of 65 or older, may request a reduction in the amount of their dues to half that of the regular annual dues.**

Section 4. Any members whose dues are not up to date for the current year by October 15th of such year or whose assessments remain unpaid for forty-five days from the date of the assessment shall be deemed not to be “in good standing”. Such member shall be notified by mail of such arrears and if not paid within thirty days of such notice shall be automatically suspended from membership.

Section 5. Every member shall be entitled to one vote. Such vote may be exercised by an adult member of the family. Voting members must be at least 18 years of age to vote.

Section 6. Any person may be appointed an honorary member of the Association who, although not eligible to regular membership, shall have rendered conspicuous service to the Association or to the Park generally. Such member may be elected at a regular meeting of the Executive Board by a unanimous vote. Such honorary member shall not have the right to vote.

Section 7. The Organization, by a two-thirds vote of the Executive Board shall have the right to charter auxiliary clubs or organizations comprised of members, their wives or children, such as are athletic, social or recreational in character. Such clubs or organizations may formulate their own programs and elect their own officers, except that they shall function under the supervision and guidance of the Executive Board, and their aims and purposes shall not be inconsistent with the by-laws, rules and regulations of the mother Organization.

ARTICLE III

OFFICERS AND DUTIES OF OFFICERS

Section 1. The officers of the Association shall be:

- (a) President**

- (b) First Vice President**
- (c) Second Vice President**
- (d) Third Vice President**
- (e) Treasurer**
- (f) Financial/Membership Secretary**
- (g) Recording Secretary**
- (h) Corresponding Secretary**
- (i) General Counsel**
- (j) Director At Large**
- (k) Director At Large**
- (l) Director At Large**

Section 2. All officers shall serve without pay and be elected for a term of three years.

Section 3. Any officer or member of the Executive Board who shall have absented themselves from three consecutive meetings of the Executive Board shall be summoned to the next meeting to explain their absence. Failure to supply a reasonable cause will result in their removal from office by a vote of three quarters of the members present.

Section 4. In the event that an office becomes vacant by death, removal or resignation, such vacancy may be filled until the end of the term by the President, with the approval of the Executive Board.

Section 5. The President, and in the President's absence, any of the Vice Presidents, in order of their rank, shall preside at general meetings, special meetings and meetings of the Executive Board.

The President shall, with the approval of the Executive Board, appoint all committees and shall be an ex-officio member of such committees. With the exception of the Nominating Committee, at least one member of each committee shall be a member of the Executive Board.

The President shall have the power to call special meetings of the general membership when, in his/her judgment, circumstances warrant, and must call such meetings at the request of a least five members of the Executive Board or on the petition of at least twenty regular members in good standing.

The President shall, together with the Treasurer, sign all checks, notes, or other evidences of indebtedness properly authorized. The President shall render a "State of the Association" report at the fourth General Membership meeting in September and may make recommendations for the coming year.

Section 6. The First Vice President shall act a chairperson of the Administrative Council (Article VI), and in the absence of the First Vice President, the Second and Third Vice Presidents, in order of rank, shall act as such chairperson.

The First Vice President may sign checks in the absence or disability of the President or the Treasurer. The Vice Presidents, in order of rank, shall assist the President in the discharge of the President duties except that of signing of checks, notes, and other evidences of indebtedness.

Section 7. The Treasurer shall deposit all funds of the Association in account authorized by the Executive Board and keep accurate record of all receipts and disbursements of such funds.

The Treasurer shall, together with the President, sign all checks, notes and other evidences of indebtedness properly authorized. The Treasurer shall be an ex-officio member of all committees involving the finances of the Association.

The Treasurer shall render an annual financial report at the second General Membership meeting in April of each year and covering the period commencing with the second meeting in April of the prior year.

Section 8. The Financial/Membership Secretary shall collect all dues, assessments and other income and remit such collections to the Treasurer.

The Financial/Membership Secretary shall transmit all data concerning collections of dues and assessments to the First Vice President and to the Corresponding Secretary. The Financial/Membership Secretary shall approve all bills for payment up to \$100.00 and shall forward vouchers for payment of all bills to the Treasurer.

The Financial/Membership Secretary shall keep a record of the names and addresses of all the members and a record of their account. The Financial/Membership Secretary shall render a report of all receipts and disbursements at each meeting of the Executive Board. The Financial/Membership Secretary shall be an ex-officio member of all committees of the Association involving finances.

Section 9. The Recording Secretary shall keep accurate minutes of all the general meetings, special meetings, meetings of the Executive Board, meetings of the Administrative Council, and shall, at all meetings, have such minutes available for reference. The Recording Secretary shall keep a list of all members of all committees and, when required, shall provide this to the proper officers of the Association.

Section 10. The Corresponding Secretary shall keep a complete list of the names and addresses of all members. The Corresponding Secretary shall mail all notices for all meetings and all other notices and communications.

The Corresponding Secretary shall submit all correspondence received to the Recording Secretary at the next meeting.

Section 11. The General Council shall act as legal advisor to the Association.

Section 12. Any officer or member of the Executive Board who shall have vacated their office by reason of completion of term, resignation or removal from office, shall be required to prepare any and all reports required by reason of such office and to surrender all records and property of the Association in their possession.

ARTICLE IV

ELECTION OF OFFICERS AND EXECUTIVE BOARD

Section 1. The term of office of all officers shall be three years from the date of election and/or until their successor is installed or appointed.

Section 2. The Executive Board shall consist of twelve members including the nine officers and shall hold its meetings quarterly.

Section 3. The President shall appoint a Nominating Committee on or before July fifteenth of an election year, consisting of a least

three members of the Association in good standing. It shall be the duty of such committee to propose the names of the nominees for each office to be filled, which shall be submitted at the third general meeting in October of said election year. At that time additional nominations may be made and seconded from the floor by any member in good standing. The Nominating Committee shall have full control over the election, including the printing of ballots, the balloting and the tabulation of the results and shall insure the secrecy of the ballot until midnight of the final day of election.

Section 4. In order to eliminate the necessity of mailing official ballots when there are no opposing candidates for any of the Board of Officers positions, a two-thirds vote of the general membership in good standing at the October meeting, shall validate the election of the proposed slate of Officers for the coming year.

The election shall be by personal ballot, cast by any member in good standing, at least eighteen years of age. Ballots are to be returned by U.S. mail or submitted through the designated Trail Representative no later than midnight, December 31st.

Ballots are to be tabulated and the results are to be submitted to the executive Board before the first annual General Membership Meeting of the year.

ARTICLE V

ADVISORY COUNCIL

Section 1. The Advisory Council shall consist of all past Presidents, and any officer or member of the Executive Board who shall have served five years as an officer or as a member of the Executive Board, and shall include any past Vice President or past General Counsel.

Article V of these By-laws will commence as of January 2008. Members of the Advisory Council shall receive notice and have the privilege of attending any or all meetings of the Executive Board and Administrative Council, and to participate in the discussions at said meetings without the right to vote.

ARTICLE VI

ADMINISTRATIVE COUNCIL

Section 1. The Administrative Council shall be comprised of all the trail

representatives.

Section 2. The President with the approval of the Executive Board shall appoint the trail representatives.

Section 3. A trail representative shall represent no less than five nor more than twenty-five members.

Section 4. It shall be the duty of the trail representative to keep in close contact with the members they represent, enroll new members, offer advice and explanation, and hear complaints and suggestions and to report the same at the meetings of the Administrative Council. They may collect the annual dues and assessments from their respective trails and turn same over to the Financial Secretary, together with an itemized list including an Association Membership Form and the amount paid by each.

Section 5. It shall be their duty to carry out any and all missions in accordance with the decisions and resolutions adopted by the Executive Board.

ARTICLE VII

STANDING COMMITTEES

Section 1. The standing Committees and their powers shall be as follows:

a. BY-LAW COMMITTEE.

The By-law Committee shall originate changes, additions or deletions to the by-laws, when necessary and shall prepare, in proper form, changes, additions or deletions to the by-laws as stated in Article IX.

b. MEMBERSHIP COMMITTEE.

The Membership Committee shall pass upon the qualifications of applicants for membership. They shall prescribe proper forms and other data to be used in such applications.

c. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be responsible for all publicity involving the Association.

d. FINANCE AND BUDGET COMMITTEE

The Finance and Budget Committee shall prepare the budget for the ensuing year as soon as practicable and shall audit any report of the Treasurer and/or Financial Secretary prior to submission of such report.

- e. **ENTERTAINMENT AND SOCIAL COMMITTEE**
The entertainment and Social Committee shall plan and execute all social functions, including community fairs, concerts, movie showings and fund-raisers.
- f. **PUBLICATION COMMITTEE**
The Publication Committee shall be responsible for editing and publishing of a quarterly newspaper.
- g. **IMPROVEMENT AND MAINTENANCE COMMITTEE.**
The Improvement and Maintenance Committee shall be responsible for the maintenance of facilities controlled by the Association, for the planning of new facilities and the improvement of old facilities. It shall also oversee the septic and waste systems in the park and make recommendations to the proper authorities in the event of violations.
- h. **YOUTH GUIDANCE AND RECREATION COMMITTEE.**
The Youth Guidance & Recreation Committee shall be responsible for all youth activities and all recreation and playground facilities.
- i. **ARBITRATION COMMITTEE.**
The Arbitration Committee shall, when requested, arbitrate disputes among property owners at least one of whom is a member of the Association and upon the consent of all parties concerned.
- j. **NOMINATING COMMITTEE**
The Nominating Committee shall be appointed in a manner outlined in Article IV, Section 3.
- k. **The President with the approval of the Executive Board may appoint any other committees deemed necessary.**

ARTICLE VIII

EXECUTIVE BOARD

- Section 1.** The nine members of the Executive Board, expandable to twelve shall be elected in the manner outlined in Article IV.
- Section 2.** Fifty-One percent of the members of the Executive Board shall constitute a quorum.
- Section 3.** The Executive Board shall manage the affairs of the Association within the framework of the by-laws and shall, with the approval of the President, adopt rules and regulations for the membership at large.

- Section 4.** All standing and special committees shall be under its supervision and guidance and responsible to it.
- Section 5.** It shall act as a tribunal in case charges are brought against one of the members at large, and jointly with the Administrative Council, to hear charges against officers or its own members and recommend impeachment at the general meeting.
- Section 6.** It shall approve contracts and expenditures for general improvements to a sum not exceeding \$2,500.00 annually and together with the Administrative Council, may approve such expenditures in a sum not exceeding \$5,000.00 annually. Any such contract, however, shall have the approval of the General Council.
- Section 7.** It shall take under advisement all appointments made by the President with a view towards approving or disapproving them.
- Section 8.** It shall have the responsibility to charter auxiliary clubs under its supervision and within the by-laws of the Association.

ARTICLE IX

BY-LAWS

- Section 1.** A proposition to adopt, amend or repeal the by-laws may be presented by the By-law Committee or by a petition presented to the By-law Committee, signed by at least fifteen members of the Association in good standing.
- Such proposition shall be presented by the By-law Committee together with its recommendation at a meeting of the Executive Board within forty-five days of receipt by the committee.
- The By-laws will be adopted, amended or repealed by a majority of the members present at an Executive Board meeting and by a two thirds vote of the general membership in good standing present at the general meeting.
- Section 2.** A list of the proposed by-laws to be adopted, amended or repealed shall be mailed to each member in good standing with the notice of the general meeting after approval by the Executive Board.

ARTICLE X

MEETINGS AND QUALIFICATIONS

- Section 1.** There shall be four (4) regular general meetings throughout the year, one during the month of January, one during the month of April and one during the month of July, and one during the month of October.
- Section 2.** A simple majority of the members of the Board of Officers shall constitute a quorum and as such are empowered to transact the business of the Association.
- Section 3.** Before a member may qualify for office or as member of the Executive Board, they shall have at least two (2) year of residence in the park and be a member in good standing of the Association.
- Section 4.** In the event of dispute on procedure not covered by the by-laws, "Roberts Rules" on procedure will prevail.