

## BYLAWS

### ARTICLE I - NAME

The name of this organization shall be: The Auxiliary to the Bayles Lake Home Owners Association.

### ARTICLE II - OBJECTIVES

The objectives shall be:

- A. To promote sociability and goodwill among the households of Bayles Lake.
- B. To have civic and charitable projects.
- C. To perpetuate the beauty of the natural surroundings.

### ARTICLE III - MEMBERSHIP

- A. All Bayles Lake residents are members of the Auxiliary.
- B. Members have voting rights to elect Executive Officers and approve expenditures over \$500.
- C. Each member has one vote.

### ARTICLE IV - DUES

- A. Annual dues shall be \$20.00 per household
- B. The fiscal year shall be April 1 - March 31 inclusive.

### ARTICLE V - MEETINGS

- A. All regular meetings and social events shall be published in the annual program booklet, including the announcement of business meetings.
- B. Special meetings may be called:
  1. By the president.
  2. Or upon the request of any five (5) households.
- C. Regular meetings shall not be held in December, January, February
- D. Regular meetings of the Executive Board shall be held preceding and immediately following the installation of officers and at the call of the president during the year as deemed necessary.
- E. Four members shall constitute a quorum for the Executive Board.
- F. Ten (10) members shall constitute a quorum for conducting business of the Auxiliary, including approval of expenditures over \$500.

### ARTICLE VI - OFFICERS AND EXECUTIVE BOARD

The officers shall be a President, a Vice President, a Secretary, a Treasurer and a Parliamentarian.

- A. The President shall:
  1. Preside at all meetings of the Auxiliary and the Executive Board.
  2. Be ex-officio member of all committees except the Nominating Committee.
  3. Appoint standing committees with the approval of the elected officers.
  4. Appoint a person to serve the rest of the term in the event of an officer vacancy.
- B. The Vice President shall:
  1. Serve as an assistant to the president.
  2. Preside in the absence of the president. (If not available, another board member will preside.)
  3. Assume the office of president in the event of a vacancy.
- C. The Secretary shall:
  1. Keep an accurate record of the proceedings of the organization, including Executive Board meetings.
  2. Be custodian of the permanent records of the organization, including attendance records.
  3. Be responsible for writing thank you notes and for sending gifts.
- D. The Treasurer shall:
  1. Be custodian for funds of the organization.
  2. Make disbursements only as directed by the Executive Board.
  3. Submit a financial report in writing to both the president and secretary at each meeting.

E. The Parliamentarian shall:

1. Act as advisor to the president, when needed, as to correct parliamentary procedure of business in accordance with Robert's Rules of Order.
2. Call for a committee to review the bylaws at a minimum of every 3 years.
3. Present the revisions via email or in writing at a meeting.
4. Call for a vote and the revisions shall be adopted by 2/3 of the members.

ARTICLE VII - COMMITTEES AND REPRESENTATIVES

A. Committees are appointed by the president with the approval of the Executive Board and a chairperson shall be chosen by the committee members as necessary.

1. **The Beautification Committee consists of at least one (1) member.**
  - The committee is responsible for coordination of care of lake entrances, certain parks and flower baskets, in addition to a beautification project.
2. The Bylaws Review and Revision Committee consists of at least four (4) members.
  - The committee is responsible for review and revisions of the bylaws.
3. The Kindness Committee consists of at least three (3) members.
  - The committee is responsible for annual fundraising and determines which local organizations will receive donations.
4. The Membership Committee consists of at least three (3) members.
  - The committee is responsible for encouraging event and meeting participation, welcoming new residents, and the annual membership drive.
5. The Newsletter Committee consists of at least one (1) member.
  - The committee is responsible for producing two (2) newsletters each year. Content is secured from auxiliary Executive Board, committee chairs, HOA Board and residents.
6. The Nominating Committee consists of three (3) members appointed during the April meeting.
  - It shall be composed of one past president, one board member and one member at large.
7. The Sunshine Committee consists of at least one (1) member.
  - The committee is responsible for sending cards or other forms of sympathy to members experiencing an illness, accident or family loss.

B. District Representatives for each of the three (3) districts are appointed by the incoming Executive Board. Their duties include distributing program booklets and flags to members in their district and reporting any illnesses, accidents or family losses to the Sunshine Committee.

ARTICLE VIII - ELECTIONS

- A. The Nominating Committee shall prepare a slate of officers and present at the October meeting.
- B. Nominations may be made from the floor providing that the consent of the nominee has been secured.
- C. Officers shall be elected and installed at the November meeting and serve a term of one year.
- D. Officers shall assume their duties at the close of the November meeting.
- E. A special election may be requested by the Executive Board if necessary.