

BY-LAWS OF LAKE HARVEY ASSOCIATION – Approved July 16, 2022

ARTICLE I MEMBERS AND MEETINGS

- Section 1.* Any person who owns or leases real estate within the region of Harvey's Lake and/or is interested in the wellbeing of Harvey's Lake, Vermont, may become a member of this association.
- Section 2.* The annual meeting of the members of this association shall be held in July of each year in person or virtually at such time and place as the Trustees shall fix and determine.
- Section 3.* A special meeting of the members may be called by the President, or by majority of the Board of Directors (BOD). The President shall call a special meeting when they are requested in writing to do so, by members numbering at least 10 of the membership.
- Section 4.* Members of the association may vote in person, or if out of town and unable to attend the meeting, vote by proxy or email. There shall be ONE (1) vote per cottage membership. The annual dues shall be fixed from time to time by the BOD. Any person or business may become a member (MEMBERSHIP) upon payment of annual dues and shall continue as a member for succeeding years provided annual dues for each the current year are paid on or before the Annual Meeting of such year.
- Section 5.* Notice of the Annual Meeting or any Special Meeting shall be given in writing, by mail or email, addressed to the members at least five (5) days before such meeting and the members present shall constitute a quorum.

ARTICLE II OFFICERS AND THEIR ELECTION

Directors and officers are, in their LHA duties, representing LHA. In addition, they are the "face" of LHA, and need to show the rest of the LHA membership and the general public that they are committed to the mission and purpose of LHA.

- Section 1.* The Officers of the Association shall be a President, Vice President, Secretary, and Treasurer and a Board of up to seven additional board members, and such other officers as the Board of Trustees may appoint from time to time.
- Section 2.* The Board shall be elected by the Members. The President, Vice President, Secretary and Treasurer shall be Members of the Board of Directors and elected by the BOD at the meeting following the annual meeting. All other officers shall be appointed by the BOD.
- Section 3.* Each officer of the Association shall hold office for one year and thereafter until his/her successor is elected and qualified, except Officers chosen by the BOD whose tenure of Office shall be at the will of the trustees. Three to four board members shall be elected each year to serve for a term of three years.

ARTICLE III BOARD OF DIRECTORS

- Section 1.* All Board of Directors are selected from membership. The BOD shall have and take general charge and supervision of the business and affairs of the Association and may exercise all such powers and do all such acts and things as may be exercised and done by corporation, subject only to the provisions of the law, of the Charter of this Association, and of the by-laws. When an opening on the board occurs, the board members may appoint a new person to fill in at any time. At the next annual meeting, that appointment will be voted on for the allotted time of the board members term by the lake association members present.
- Section 2.* All BOD will read and comply with the following policies: Code of Conduct, Core Values, Conflict of Interest and Document Retention.
- Section 3.* Notice of a meeting of the BOD other than the Annual Meeting, which shall be held without notice, shall be given orally, by telephone, email or writing, and the majority of the BOD shall constitute a quorum for the transaction of business.

ARTICLE IV DUTIES OF OFFICERS

- Section 1.* The President shall preside at all meetings of the Members and the BOD
- Section 2.* In the absence of the President, or their inability to act, the Vice President shall have power to perform all duties of the President.
- Section 3.* The Secretary shall make full and faithful record of all meetings of the Members and trustees, and give all necessary notices of meetings of the members of the Corporation, and also of all BOD Meetings of the Association. In their absence, a Secretary Pro-Term, may be chosen.
- Section 4.* The Treasurer shall have the custody of and be responsible for all money of the Association and keep a full, regular and accurate account of all the receipts and disbursements and shall render and account of all his/her transactions and report the condition of the treasury at such times as may be required by the BOD and at each Annual Meeting of the members, they shall submit a written statement showing the condition and standing of the Association. Signatory for all accounts: All Lake Harvey Association accounts will have both the President and the Treasurer as signatures on accounts. An additional board member may be added if deemed necessary.
- Section 5.* The membership period shall be from January 1 to December 31 of each year.
- Section 6.* When the Lake Harvey Association wishes to make a large purchase or write a grant, the LHA Procurement Policy may be required.

ARTICLE V. AMENDMENT OF THE BY-LAWS

- Section 1* The By-laws may be altered, amended or repealed at any Meeting of the Members, provided that notice of such meeting shall specify the nature of such proposed addition, amendment or repeal.