

## ARTICLE II - USE OF FACILITIES

### Section 6 Parking Permits:

~~Each member household is allowed a maximum of two parking passes.~~ All motor vehicles must prominently display a valid CLIA parking permit ~~showing current year sticker~~ in order to use the parking facilities. (See Rules and Regulations for accepted display areas.)

### Section 7 Boat Registration:

All boats using the lake or any other CLIA facilities must be registered with the Association, and must have the numbered ~~brass~~ tag provided by the Association permanently affixed to the boat. Additionally, all boats using the lake, or ~~may other stored on~~ CLIA ~~facilities grounds~~ must have current boat decals, issued by CLIA, displayed on the ~~port (left) and starboard (right)~~ bow (front) of the boat.

## ARTICLE III - DUES AND INITIATION FEES

### Section 2 Payment of Dues:

The annual dues shall be paid on or before ~~March April~~ 1st of each year. Any member whose payment is received with a postmark after ~~March April~~ 1st of the current year is subject to a late charge as indicated in Exhibit A, and on the membership application.

### Section 4 Due Notifications:

Dues invoices shall be mailed no later than December 31st of each year. If a member does not receive a dues invoice for the current year by January 15th of that year, said member must notify the CLIA Secretary by January 21st in order to receive the invoice prior to the ~~March April~~ 1st deadline to avoid the late charge.

### Section 6 Dues:

The Governing Board shall be authorized to add a cost of living increase to the Annual Dues without membership approval. This increase ~~will be based on the cost of living index published by major financial sources, but~~ cannot be more than five (5) percent per annum. Any dues increase of more than five (5) percent shall require membership approval.

## ARTICLE V - NOMINATIONS AND ELECTIONS

### Section 1 Board Make Up:

The Governing Board shall consist of the elected officers, immediate past President,

Standing Committee Chairs, ~~four-ten~~ Membership District Representatives and presidents of each recognized sub-organization of CLIA) or their designated representative and non-voting past Presidents as outlined in Article IV of the CLIA Constitution.

#### Section 4 Elected Officers:

Elected officers of the Association shall be:

President

Vice President, Administration

Vice President, Grounds and  
Facilities Vice President,  
Recreational Programs Recording  
Secretary

Corresponding Secretary

Treasurer

Assistant Treasurer

Turtle Island Sheriff

~~FourTen~~-Membership District Representatives

#### Section 6 Board Vacancies:

Vacancies occurring on the Governing Board shall be filled by appointment of the President with the approval of the Governing Board. This provision excludes the office of President, which, if vacated, shall automatically be filled by the Vice President- ~~Grounds and Facilities Administration~~. If the Vice President- ~~Grounds and Facilities Administration~~ decline the Vice President- ~~Recreational Programs~~ Grounds and Facilities will be asked to serve as President. If the Vice President – Grounds and Facilities decline the vice President – Recreational Programs will be asked to serve as President. Should he/she decline the appointment; the Governing Board shall elect a President from the Governing Board to serve until the next election.

#### Section 4 Vice Presidents:

There shall be three Vice Presidents of the Association:

The Vice-President- Administration shall assume the duties of the President during his/her absence. In addition, he/she shall assist the President in all matters, most specifically to membership concerns, and be prepared to succeed the President at the end of his/her term. He/she as an acting officer of the board shall sit on at least one committees in addition to the executive and finance committee.

#### Section 6 Financial Officers:

There shall be two Financial Officers of the Association:

The **Treasurer** is responsible for all matters of Finance and Insurance.

The Treasurer shall work in conjunction with the Corresponding Secretary and Membership Chairperson to prepare and mail the annual dues invoices and include any supporting documentation.

The **Assistant Treasurer** shall assist the Treasurer, Corresponding Secretary and Membership Chairperson -by compiling each member's badges, decals and boat tags upon receipt of the member's annual dues. He/she shall also mail monthly accounts receivable statements, have responsibility for Cupsaw Lake employee payroll -and any other duties as the Treasurer may require.

**Section 10 Quorum:**

~~Twelve (12)~~Seventeen (17) members of the Governing Board shall constitute a quorum.

**Section 2 Standing Committees:**

The Standing Committees of the Association shall be: Executive, Finance and Budget, Ground and Faculties, Dam, Recreation Programs, Social Functions, Environmental, Membership, Communications, Clubhouse, ~~and Rentals~~ and Turtle Island. The chairs of all standing committees are voting members of the Governing Board. Standing Committees shall meet at least two times a year. One meeting shall be held prior to the year's first general membership meeting (to prepare to report their programs to the general membership) and the second mandated meeting shall be held prior to the November board meeting. The chair shall prepare an annual report ~~{that includes~~ improvement recommendations and a proposed itemized budget for the following year to include long term capital improvements} for the November board meeting. The chair may hold other meetings at his/her discretion.

**Section 3 Executive Committee:**

The Executive Committee shall be chaired by the President with the ~~two~~ three Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer serving on the committee. The Executive Committee will be responsible for attending to legal issues of the Association, establishing policies and rules for the staff and the Association's membership. They will be responsible to react to emergencies of the Association. The Executive Committee will call upon the Association's Legal Counsel when needed and will have the authority to hire outside counsel.

The Executive Committee is responsible to ensure completion and collection of signed insurance waivers for all participants of any organized sport or competition (a legal member guardian must sign for children under the age of 18). Likewise certificates of insurance must be collected from third party contractors prior to their hired function. This includes but is not

limited to: third party sport & fitness instructors, referees, landscapers, general contractors, and contractors for social functions.

#### Section 5 Grounds and Facilities Committee:

The Grounds and Facilities Committee shall be chaired by the Vice President- Grounds and Facilities. ~~The Sheriff of Turtle Island (Manager of boat storage on Turtle Island)~~, Club House Steward, Rental Manager and at least one member of the sub-organizations and a membership representative shall be members of this committee and any general member wishing to serve.

#### Section 10 Membership Committee:

The Membership Committee shall be chaired by a Governing Board member appointed by the President and shall include the ten Membership District Representatives. It shall be the duty of this Committee to propose to the Governing Board a plan to achieve controlled membership growth, assist in which includes: communication by letter, telephone or email to non-returning members, host a membership drive campaign to eligible non-members prior to June 15th each year, and coordinate visits to new residents and home owners. The Membership Committee is responsible to update and distribute the Cupsaw Lake brochures to all eligible members and holds responsibility for the distribution of the membership badges and car and boat decals.

#### Membership District Representatives:

Each of the ten membership district representatives must actively participate in at least one additional Committee. It shall be the duty of each district representative to align with the CLIA Districts as outlined on the district map found in these By-Laws as Exhibit B, and become familiar with the members in their respective districts. They will act to achieve membership growth, promote the Cupsaw Lake Community to nonmembers in their district and assist with such matters as new applications, answer questions and dispersal of badges, parking passes, boat decals, etc.

#### Section 14 Turtle Island Committee:

The Turtle Island Committee shall be chaired by Turtle Island Sheriff. The committee shall be responsible for maintaining and tracking boats on Turtle Island and South Dock. Ensure boats and owners are in good standing, assist with Finance and Membership Committees for payments and processing of boat tags, and correspond with general membership. Additional responsibilities include but not limited to the construction of new boat slips and racks to accommodate demand, collection and record keeping for boats, slips, wait list, removal of boats on CLIA property in disrepair or not in good standing, and collaborate with Grounds Committee to maintain the Island, South Dock area and docks.

Section 167 **Sub-organizations of CLIA:**

The recognized sub-organizations are required to submit to the Governing Board, on a monthly basis, all meeting minutes and financial reports. Each October, said sub-organizations shall submit, in writing, to the Treasurer of CLIA, their current itemized annual financial reports and requests for funds to be considered in the budget of the Association for the following year.