

**CUPSAW LAKE IMPROVEMENT ASSOCIATION  
BY-LAWS**

**ARTICLE I - MEMBERSHIP**

**Section 1 Class of Membership:**

Membership in the Association shall be designated as either Voting Membership or Non-Voting Membership. Voting Membership shall consist of adult members who own developed, residential property within the area defined in Article I, Section 2. Non-Voting Membership shall be available to renters of developed, residential property in the Cupsaw Lake area and to CLIA members who no longer reside in the Cupsaw Lake area as stipulated in Article I, Section 3.

**Section 2 Defined Area for Membership:**

For the purpose of obtaining a membership in the Association, the Cupsaw Lake Area shall be that area designated in the map appended to this By-Laws as Exhibit B.

**Section 3 Former Residents Membership:**

Former Cupsaw Lake area residents or qualified family members who are/were members of the Association and have moved out of the area (see Article I, Section 1) may retain or renew non-voting membership in the Association. Any former member, whether voting or non-voting, must have paid a one-time 'initiation fee' to qualify. In the event of a separation or divorce, each owner of record at the time the initiation fee was paid is eligible for continued membership in the Association without payment of an additional initiation fee. A qualified family member is an immediate family member who resided in an Association member's household as noted in the Association records. They may become a non-voting member with the payment of the initiation fee.

**Section 4 Voting Membership:**

Voting membership will be issued in the name(s) of the owner(s) of record. One vote shall be counted for each paid household.

**Section 5 Membership Application:**

Application for membership shall be submitted on the form provided for that purpose, and shall be accompanied by the dues and a one-time initiation fee (if applicable).

## **ARTICLE II - USE OF FACILITIES**

### **Section 1 Limits of Use of Lake and Facilities:**

The use of Cupsaw Lake and its recreational facilities shall be limited to the members of the Association and their guests. The term "member" is defined in Article I. A "guest" shall be defined as a visitor who does not currently live in the Cupsaw Lake area and is not a current member of the Association. Guests may be permitted use of the Association's facilities only if accompanied by a CLIA member in good standing and who is at least twelve (12) years of age. A person eligible for membership in the Association may not be a guest.

### **Section 2 Loss of Membership Rights:**

Members who bring in persons eligible for membership as their guests, or who lend their badges to eligible persons will lose their membership privileges for a length of time to be determined by the Governing Board. In the event a member loses their membership privileges as a result of the aforementioned violation of the By-Laws, a prorated refund of the current year's membership dues only will be issued.

### **Section 3 Membership Badges:**

Members shall not be allowed to use the beach, lake, recreational fields/courts, or any other facilities of the Association unless they have displayed, on or about their persons, a current membership badge. Badges are provided upon payment of annual dues. Only members in good standing are eligible to receive membership badges. Children under five (5) years of age, whose families are members of the Association, do not require badges.

### **Section 4 Guest of Members:**

Guests of members must be presented at the gate by the member or any individual in the member's immediate family who is over the age of twelve (12). The guest(s) will be issued a visitors badge or wristband, which must be displayed on the guest person while using the beach, lake, recreational fields/courts, or any other facilities of the Association, and which must be surrendered at the gate upon leaving the premises.

### **Sections 5 Limit on Guests:**

Member households are limited to no more than six (6) guests at any one time.

### **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 tag provided by the Association permanently affixed to the boat. Additionally, all boats using the lake, or stored on CLIA grounds must have current boat decals, issued by CLIA, displayed on the port (left) and starboard (right) bow (front) of the boat.

**Section 8 Establishment of Raft:**

Members in good standing, who own lakefront property, may place a temporary floating raft in the lake. The floating raft shall be located not more than fifty (50) feet from the member's shoreline. The longest dimension of the raft shall be not more than twelve (12) feet. The Governing Board may require the removal of any raft that is not in compliance with this Section.

**Section 9 Establishment of Docks:**

Members in good standing, who own lakefront property may maintain or place docks on or over CLIA property (i.e. the lake). These docks may extend from the original shoreline not more than fifteen (15) feet. The Governing Board may require the removal of any dock that is not in compliance with this Section.

**Section 10 Use of Boats:**

All motorized boats, vehicles or devices are prohibited from the lake with the following exception: Emergency search and rescue activities

- Official CLIA work/maintenance activities
- Search and rescue practice
- Outside contractors requiring access - subject to prior approval of the Governing Board
- Electric motors permitted subject to the Rules and Regulations of the Association

**Section 11 Violation of By-Laws:**

Violation of these By-Laws may subject a member to disciplinary action by the Governing Board, including suspension of privileges or revocation of membership with a prorated refund of the current year's membership dues only.

**ARTICLE III - DUES AND INITIATION FEES**

**Section 1 Membership Dues:**

Dues and initiation fees are detailed in Exhibit A. This exhibit is subject to change in

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accordance with Article III, Section 6 and Article IX of these By-Laws.

### Section 2 Payment of Dues:

- The annual dues shall be paid on or before April 1<sup>st</sup> of each year. Any member whose payment is received with a postmark after April 1<sup>st</sup> of the current year is subject to a late charge as indicated in Exhibit A, and on the membership application.
- Members with dues in arrears are not permitted to use the beach, lake, recreational fields/courts, or any other facilities of the Association, including participation in the activities of any organization recognized by the Association. This provision excludes any events that are open to the general public.
- The "initiation fee" for new members shall be paid only once in the member's lifetime.

### Section 3 Distribution of Information:

The Governing Board will make every effort to ensure that current information regarding dues, By-Laws, Rules and Regulations, etc. is distributed to the membership. If, for any reason, this information does not reach a member all rules and provisions are nevertheless binding.

### Section 4 Due Notifications:

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

### Section 5 Dues Refund:

No refund of dues, in full or in part, will be made if a member withdraws from the Association unless approved by the Governing Board.

### 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 cannot be more than five (5) percent per annum. Any dues increase of more than five (5) percent shall require membership approval.

## **ARTICLE IV - MEETINGS**

### Section 1 Notification of Membership Meetings:

Regular general membership meetings of the Association shall be called by the Governing Board. Notification will be made via the Newsletter thirty (30) days prior to the meeting. At least two (2) meetings will be called each year, one of which will be in September.

**Section 2 Special Membership Meeting:**

Special membership meetings may be called by the Governing Board at such times as they are deemed necessary or advisable. Twenty-five (25) or more members in good standing may request a special membership meeting. The request shall be presented to the Secretary in writing, and shall state the purpose of the meeting. Requests that meet these requirements shall be considered by the Governing Board, and the requested special meeting shall be scheduled for a date not longer than 45 days from the date that all requirements for the request were met. The date set by the Governing Board shall be such that it allows a reasonable amount of time for notification of the membership regarding the date, time, place, and purpose of the meeting, as required in Article IX of these By-Laws. Only the items set on the agenda for said special meeting will be discussed at the meeting.

**Section 3 Quorum:**

Twenty-five (25) members in good standing, attending any regular general membership or special membership meeting, shall constitute quorum. If a quorum of the membership is not present for a regular membership meeting, the President, or presiding officer, may cancel the meeting, or, of a total of at least twelve (12) members in good standing, of which seven (7) shall be members of the Governing Board are present, he/she may call to order a special membership meeting in lieu of the regular meeting. This meeting shall be empowered to conduct the business of the Association as if a quorum of the membership were present at a regular membership meeting. All members in good standing that are present may participate in any voting that may take place at this meeting.

**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, 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 2 Election:**

In March of every election year, as defined in Article V, Section 3, the President shall appoint a Nominating Committee. The Nominating Committee shall present a complete slate of officers and membership representatives for nomination at the next general membership meeting held in the election year. The name of the nominee for each office shall be posted in a place provided outside of the clubhouse at least ten (10) days prior to the election meeting. Nominations for any office to be filled may be made from the floor and voted on at the election meeting.

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### Section 3 Term of Office:

The elected officers and membership representatives shall be elected from the membership once every two (2) years. The following positions shall be elected for a term of two (2) years:

### 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  
Ten Membership Representatives

### Section 5 Taking Office:

The officers elected shall take office on the first (1<sup>st</sup>) day of January following their election.

### 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- Administration. If the Vice President- Administration decline the Vice President- 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.

## **ARTICLE VI - DUTIES OF THE GOVERNING BOARD AND OFFICERS**

### Section 1 Attendance:

To promote continuity in carrying out the business of the Association, any newly elected member of the Governing Board, as constituted after the election, may attend meetings of the Governing Board prior to their taking office. Attendance at these meetings is optional, and will not carry with it any voting privileges until the member-elect officially takes office.

### Section 2 Duties of the Governing Board:

It shall be the duty of the Governing Board to carry out the purpose of the Association as stated in Article II of the Constitution, and to consider and transact the business of the Association.

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### Section 3 President:

The President of the Association shall preside at all meetings of the Association and Governing Board at which he/she is present, shall exercise general supervision over the affairs and activities of the Association, and may serve as an ex-officio member of all committees. All appointments shall be made by the President at the January meeting of the Governing Board. The President serves as Executive Officer of the staff of CLIA and may delegate management responsibilities to other officers of the CLIA.

### 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.

The **Vice President- Grounds and Facilities** shall assume the duties of the President and Vice President – Administration if both are absent. In addition he/she shall fulfill his/her committee duties as set forth in Article VII of the By-Laws. The Vice President will serve as the chair of the Grounds and Facilities Committee and will be responsible for maintaining the grounds and facilities of the Association according to the direction of the committee and approvals of the Governing Board. She/he will be the direct supervisor of the Clubhouse Steward.

The **Vice-President- Recreational Programs** shall assume the duties of the President, the Vice President - Admin and Vice President- Grounds and Facilities if all are absent. In addition he/she shall fulfill his/her committee duties as set forth in Article VII of the By-Laws. The Vice President will serve as the chair of the Recreational Programs Committee and will organize programs according to the directions of the committee and approvals of the Governing Board. She/he will be the direct supervisor of the Waterfront Director.

### Section 5 Secretaries:

There shall be two Secretaries of the Association:

The **Recording Secretary** shall keep the minutes of all Membership and Governing Board meetings, and maintain all records. The Recording Secretary will serve as the Legal Secretary of the Association. The Secretary shall receive from the Treasurer a report accounting for all funds paid to the organization. The Secretary shall also perform other duties of a clerical and administrative nature in accordance with the instructions of the President and Governing Board.

The **Corresponding Secretary** shall keep all correspondence of the Association with master copies kept at the clubhouse. The Corresponding Secretary shall work in conjunction with the Treasurer to prepare and mail the annual dues invoices and badges. The Corresponding secretary shall record the minutes of any meeting where the Recording Secretary is not present. The Corresponding Secretary will serve as the chair of the



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Communications. She/he will maintain a communication network with the membership through our newsletter, emails, direct mailings, bulletin boards and Governing Board announcements. This should include the use of any type of direct means of communication including the use of the internet

### Section 6 Financial Officers:

There shall be two Financial Officers of the Association:

The **Treasurer** is responsible for all matters of Finance and Insurance. Shall receive all funds paid to the Association, and shall prepare the necessary report(s) accounting for all funds. Said report(s) shall be presented by the Treasurer at meetings of the Governing Board and general membership. The Treasurer shall deposit such funds in a depository selected by the Governing Board, and make authorized payments from the account of the Association. All checks are signed by the Treasurer, and countersigned by the President or a Vice President if they are in excess of the amount set by the Governing Board. 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 7 Meetings:

The Governing Board shall meet monthly. Meeting days, dates, and times shall be indicated in the CLIA Rules and Regulations. If a Quorum is not present to transact business, the meeting may proceed by allowing motions to be made that would be forwarded by email to all the voting members of the board within once week of the board meeting. A majority of 13 or more board members voting approval of the motion by email within a week of receiving the request to vote will approve the motion. Copies of the emails will be filed by the Recording Secretary and the result reported in the meeting's minutes.

### Section 8 Special Meeting:

The President may, with reasonable notice, call special meetings of the Governing Board.

### Section 9 Special Meetings

Special meetings of the Governing Board may be requested by members of the Governing Board. Such requests must be presented in writing to the Secretary and must bear the signatures of at least six (6) members of the Governing Board. Upon receipt by the Secretary of such a request, the President shall call a special meeting of the Governing Board. Said meeting shall be scheduled no more than ten (10) days from the receipt of such a request. Only the items set on the agenda for this special meeting will be discussed. The Secretary shall notify all members of the Governing Board in writing at least three (3) days in advance of the scheduled meeting.

### Section 10 Quorum:

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



**Section 11 Amendments:**

Sections 3-8 of Article VI may be amended by a majority vote of the full authorized membership of the Governing Board.

**ARTICLE VII - COMMITTEES**

**Section 1 Appointment of Chairs:**

All committee chairpersons shall be appointed by the President, with the approval of the Governing Board, unless the chairperson is otherwise designated in these By-Laws. The Chairperson of each committee shall appoint as many members of the Association as he/she deems advisable to serve on said committee. Each committee shall include at least one Officer, at least one Membership Representative, a general CLIA member and, where appropriate, one member of an approved sub-organization. All committees are required to make monthly reports at scheduled meetings of the Governing Board, as well as at scheduled general membership meetings.

**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, 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 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~~its 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~~legal ~~Counsel~~counsel when needed and will have the authority to hire outside counsel.

The Executive Committee shall be granted the rights to temporarily add, revise or remove rules, regulations or by-laws to comply with any local, state or federal executive orders or regulations, or guidelines from local, state or federal health agencies like the NJ Department of Health and the Centers for Disease Control and Prevention. This committee will review and reapprove the temporary adjustments every 30 days or as executive orders, regulations or guidelines are adjusted or rescinded.

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The Executive Committee is responsible ~~to ensure~~for ensuring 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.

It shall be the duty of the Executive Committee to establish an independent audit group consisting of at least two general members qualified by their profession or training to make an annual audit of the records of the Secretary and Treasurer relating to membership

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records, funds received by the Association, and money disbursed. The Executive Committee shall submit a report of this audit in writing to the Governing Board by April 1<sup>st</sup> of each year.

### Section 4 Finance and Budget Committee:

The Treasurer shall serve as the chair of the Finance and Budget Committee. The committee shall include, but not be limited to, the Executive Committee, and any newly elected Executive Board members who have not yet taken office and the Assistant Treasurer.

It shall be the duty of the Finance and Budget Committee to consider all matters relating to the finances of the Association. This Committee shall prepare and submit to the Governing Board, for approval at the Governing Board Meeting in January, a proposed budget for the operation of the Association for the ensuing year. Said budget should be broken down into items of operation and capital expenditures.

This Committee shall consider matters pertaining to taxes of all kinds, and insurance coverage on all properties and activities of the Association. A detailed list of properties involved, assessed values, amount of taxes, insurance policies in force, types of coverage, and insured values shall be maintained by the Finance and Budget Committee.

The committee shall recommend wage schedules of all CLIA employees to the Governing Board for approval.

### Section 5 Grounds and Facilities Committee:

The Grounds and Facilities Committee shall be chaired by the Vice President- Grounds and Facilities. 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. This Committee shall be responsible for the repair, maintenance, and improvement of the equipment, buildings, and grounds of the Association. This Committee shall maintain an inventory record of all Association property. This Committee shall maintain the properties in a clean, safe, sanitary and useful condition. This Committee shall recommend to the Governing Board any changes and/or improvements it feels are in the best interests of the Association.

### Section 6 Dam Committee:

The Dam Committee shall be composed of three (3) or more members, one of whom shall be a Past President. This Committee shall be responsible for all aspects of Dam management.

The Dam Committee shall prepare and submit the biennial report as required, maintain the dam safety and emergency notifications plan, perform liaison with the Association's professional engineering and legal consultants, oversee any repair and construction work performed on or about the Dam, solicit and evaluate contractor's bids for Dam and related work, perform semiannual Dam inspections including measurement of spillway systems, coordinate Dam activity with the property and maintenance committee, and report upon their activities to the Governing Board.

**Section 7 Recreational Programs Committee:**

The Recreation Programs Committee shall be chaired by the Vice President- Recreational Program. The Waterfront Director and one at least one member of the sub-organizations and membership representatives shall be members of this committee and any general member of the Association wishing to serve. This Committee shall be responsible for the operation of the recreation facilities of the lake area. The duties of the Recreation Programs Committee shall include providing the necessary lifeguards, and control of the use of the recreation fields. The Chairperson of this Committee shall report to the Ground and Facilities Committee any condition which is found in need of repair or maintenance.

**Section 8 Social Committee:**

The Social Committee shall be chaired by a Governing Board member appointed by the President. It shall be the duty of this Committee to plan, arrange, and conduct all of the social functions of the Association.

**Section 9 Environmental Committee:**

The Environmental Committee shall be chaired by a Governing Board member appointed by the President. It shall be the duty of this committee to be responsible for the condition and maintenance of the lake, the annual fish stocking and control of wild life on CLIA's properties.

**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, which includes: communication by letter, telephone or email to non-returning members, host a membership drive campaign to eligible non-members prior to June 15<sup>th</sup> 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 11 Communication Committee:**

The Communication Committee shall be chaired by the Corresponding Secretary. The committee shall comprise of the Newsletter Editor, the Webmaster and the Bulletin Board Manager plus a Membership Representative and at least one general member of the Association wishing to serve. The committee will be responsible for the publication of CLIA's newsletter, membership

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notifications, the website and other means of communications with the membership.

### Section 12 Clubhouse Committee:

The Clubhouse Committee shall be chaired by the VP Grounds. The committee is charged with the maintenance and improvement of the clubhouse.

### Section 13 Rental Committee:

The Rental Committee shall be chaired by the VP Grounds. The committee is charged with the Management of all rentals of the association's facilities and grounds

### Section 14 Turtle Island Committee:

The Turtle shall be chaired by Turtle Island Sheriff. The committee shall be responsible for maintaining Island Committee 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 15 Establishment of Standing Committees:

A Standing Committee may be established by approval of the Governing Board. A valid reason for the establishment of a committee along with a description of the duties of the committee must be presented to the Governing Board for their consideration.

### Section 16 Ad Hoc Committees:

An Ad Hoc Committee will be established for a specific reason or project by the President with approval of the Governing Board. The President will appoint committee members and its chair. The committee chair will not have a position on the Governing Board, but will report to the Governing Board on its activities. An Ad Hoc committee will serve for only one year or as extended by Governing Board approval. Current Ad Hoc committees that are assigned each year or as needed are: Audit, Nominations and Constitution and By-Laws.

- **Audit Committee** of at least three members (one of who shall be from the Governing Board and one who should have accounting experience) shall review the books of the association and report their finding to the Governing Board no later than April 1 of each year.
- **Nomination Committee** of at least three members (one of who shall be a past-president of the association) shall present a slate of office to stand for election according these By-laws (Article V. Section 2).
- **Constitution, By-laws and Rules Committee** of at least three members (one of whom shall be from the Governing Board) shall be appointed when either the membership or the Governing Board request changes to the Constitution and, By-laws according to the Constitution (Article V) or By-law (Article X) of the association.

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### Section 17 Sub-organizations of CLIA:

Current recognized sub-organizations of the Association are: Beach Club; Women's Athletic Association (Women's AA); Men's Athletic Association (Men's AA). The Presidents or representative of these groups are voting members of the Governing Board.

A sub-organization may be established by approval of the Governing Board. The organization must submit a list of members, officers and reasons for the establishment of the club. If approved, the President or representative will be appointed to the Governing Board.

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

### Section 18 Attendance:

Any Governing Board Member who misses two (2) consecutive or four (4) non-consecutive officially called CLIA meetings per year shall forfeit his office unless the reason is judged as valid by the remaining members of the Governing Board.

### Section 19 Amendments to Section 1-14

Section 1-14 of this Article may, by a majority vote of the Governing Board, without previous notice, be amended, providing such amendment does not contravene any other part of these By-Laws.

## **ARTICLE VIII- CLIA Staff:**

### Section 1 Staff of CLIA:

The staff of CLIA shall include the following:

- Water Front Director (Direct supervisor- Vice President- Programs):
  - Lifeguards- including an appointed head lifeguard.
  - Appropriate and approved grounds personnel
- Clubhouse Steward (Direct Supervisor- Vice President- Grounds and Facilities):
  - Appropriate approved maintenance staff
- Director of Security (Direct supervisor-CLIA President);
  - Appropriate and approved security staff
  - Appropriate and approved Greeters (gate reception)
- Rental Manager (Direct supervisor – CLIA President)
- Recycle Manager (Direct supervisor – Vice President – Grounds and Facilities)

### Section 2 Appointment of the Staff:

The staff of CLIA shall be pointed by the President with the approval of the Governing Board of Directors. The appointment of the staff shall be made no later than March 1 of each year. All positions are considered a yearly appointment and open for consideration to any CLIA member in good standing. If positions cannot be filled by a CLIA member a non-member may be appointed.

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### Section 3 Duties of the Staff:

The direct supervisors of the staff functions shall from time to time prepare current job descriptions to be approved by the Governing Board and kept up to date by the Recording Secretary.

### Section 4 Staff Attendance at Governing Board and General Membership Meeting:

Members of the staff are encouraged to attend general membership meetings. They may also be required by their supervisors to attend Board meetings and report on their activities.

### Section 5 Establishment or Removal of Staff Positions:

The Governing Board shall consider the need and financial cost of staff positions on annual bases at their November meeting. They shall approve the continuation or removal of established staff positions as described in section 1 of this article and approve of any additional staff functions. The Treasurer will use the Governing Board's decision to establish expenses for the staff in the annual budget.

### Section 6 Volunteers:

The Governing Board will make every effort to fill staff positions with volunteers from the CLIA membership. The Corresponding Secretary will post requests for volunteers on an annual bases or when staff positions are open. If volunteers are not found the Governing Board will consider and approve the hiring of a person to fill a position.

## **ARTICLE IX - ORDER OF BUSINESS, PARLIAMENTARY AUTHORITY AND RULES OF THE ASSOCIATION**

### Section 1 Order of Business

The Order of Business for the meetings of the Association and the Governing Board shall be: Minutes of the Previous Meeting, Treasurer's Report, Reading of Correspondence, Committee Reports, Sub-organization Reports, Old Business, New Business, and Good and Welfare.

### Section 2 Roberts Rules of Order:

Roberts Rules of Order (Revised) shall be the parliamentary authority for this Association.

### Section 3 Establish Rules

The Governing Board shall be empowered to establish Rules for the operation of the association as long as they do not contravene the Constitution or By-laws These Rules shall be made public to the membership and posted annually on the association's bulletin board.

## **ARTICLE X - AMENDMENTS**

A proposed amendment to the By-Laws may be initiated by a petition signed by not less than fifty (50) voting members or by resolution of the Governing Board. Written notice of the proposed amendment shall be sent to the Membership specifying the nature of the amendment and the date of the meeting at which it will be voted upon. Said notice shall be made through a special mailing or the Newsletter, at the discretion of the Governing Board. The date of this vote shall be fifteen (15) days or more after the mailing date. The amendment shall be read and voted on at the regular or special membership meeting on



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the date specified in the mailing. To be adopted, the proposed amendment must be approved by a majority of the members voting.

**Approved by the membership: 9/26/2017**