

**CONSTITUTION AND BY-LAWS  
CRESCENT LAKE ASSOCIATION, INC.  
Adopted 2015**

**Constitution**

**Article I Name:**

This organization shall be known as the Crescent Lake Association, Inc.

**Article II Objectives:**

- a) To improve Crescent Lake and the adjacent area for the benefit of all who use it.
- b) To promote activities that will improve the fishing, swimming, boating, and the beautification of the lake.
- c) To provide a liaison between the Crescent Lake Association, Inc. and the Crescent Town Board.
- d) To foster good fellowship and civic interest at all meetings of the association.

**Article III Membership:**

- a) Membership shall be open to any individual who resides within one mile of Crescent Lake or who owns property within one mile of Crescent Lake.
- b) Dues will be set by the Board of Directors and approved at the Annual meeting.

**Article IV Voting Privileges:**

- a) An individual in good standing shall be defined as one whose dues are current.
- b) Every individual in good standing shall have the right to vote and hold office.
- c) There will be a maximum of two votes per legal property description.
- d) Absentee votes may only be cast for the election of the board of directors. Absentee votes must be submitted in writing to a Board member forty-eight (48) hours prior to the vote. Acceptance of the absentee votes must be approved for verification of good standing by the Treasurer.
- e) Voting by proxy is not allowed.

**Article V Officers and Directors:**

- a) The Board of Directors shall consist of seven (7) members, who will be elected at the Annual Meeting for a term of two (2) years.
- b) The terms of the Board of Directors shall be staggered. Four members will be elected in the even numbered year, with three members elected in the odd numbered year. Only one member per household may serve on the Board at one time.
- c) The Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer.
- d) The officers will be elected annually by the Board at their first meeting, which will be held immediately following the Annual meeting.
- e) Board members must be in good standing by the first Board of Directors meeting of the year.
- f) Officers cannot exceed three consecutive elected terms for the same office.
- g) Unexpired terms shall be appointed by the President with board approval.

**Article VI Duties of Officers**

- a) The President shall preside at all meetings of the Association and the Board of Directors, and shall appoint all committee chairpersons.

- b) The Vice President shall act for the President in his/her absence.
- c) The Secretary shall keep an accurate record of the proceedings of the Association and Board of Directors meetings and shall handle all correspondence. The Secretary shall post a notice of all meetings and a proposed agenda at least one (1) week prior to a meeting.
- d) The Treasurer shall collect all dues, receive all monies due from other sources, pay all bills, and keep accurate records of all receipts and disbursements. The Treasurer shall maintain and have available a list of all members in good standing at all Association meetings. Financial statements of the Association will be available at the Association meetings.
- e) The Board of Directors shall conduct the business of the Association and have the same rights, privileges and duties generally conferred upon the Board of Directors. They shall meet at least two weeks prior to all meetings of the Association to prepare an agenda including any resolutions or recommendations to be made to the membership.

#### **Article VII Elections and Nominations:**

- a) The President shall appoint a nominating committee consisting of three (3) members. Their duty shall be to present at the annual meeting a list of candidates for the expiring terms of the Board of Directors. They shall contact and obtain the consent of all proposed candidates. The nominating committee shall post the list of candidates one week prior to the election.
- b) The election of board members shall take place at the Annual Meeting.
- c) Further nominations will be requested from the floor.
- d) Anyone nominated from the floor should have consented to such nomination.
- e) The new board shall take office immediately after the election.
- f) All elections shall be by ballot or by voice vote if agreed upon by the members.

#### **Article VIII Standing Committees:**

- a) The President shall appoint various members to serve as a chairman of the following standing committees. Each chairman shall select at least two (2) persons from the general membership to serve on his or her committee. Committees are to be as follows:
  - 1. Communication Committee
  - 2. Lake Preservation and Improvement
  - 3. Refreshments, Programs, and Activities
  - 4. Auditing
  - 5. Aquatic Invasive Species and First Response
  - 6. July 4<sup>th</sup> Activities
    - a. Fireworks
    - b. Boat Parade
- b) The President may also appoint special committees as the need arises.

#### **Articles IX Duties of Committees:**

- a) The Communication Committee shall do all in its power to increase and maintain membership in the Association with the assistance of the treasurer. It shall also keep an accurate address list. It shall also promote and be responsible for maintaining the Association's website.
- b) The Lake Preservation and Improvement Committee shall review all business of the Association involving fishing, swimming, boating, grant writing, and beautification of the lake and will make recommendations to the Board of Directors as to any proposed action to be taken.
- c) The Refreshment, Program, and Activities Committee shall be responsible for any entertainment or programs at the regular meetings of the Association. It shall procure and serve refreshments

as needed at association meetings. Any expenses involved must have prior sanction of the Board of Directors.

- d) The Auditing Committee shall audit the books of the Association and report to the membership at the Annual meeting.
- e) The Aquatic Invasive Species (AIS) and First Response Committee shall be responsible for educating, preventing, and detecting Aquatic Invasive Species, to the best of its ability. It shall also be responsible for planning and coordinating Crescent Lake's attempts at containing AIS, if and when discovered.
- f) The July 4<sup>th</sup> Committee shall be responsible for organizing and conducting all July 4<sup>th</sup> activities.

**Article X Amendments:**

This constitution may be amended, modified or changed by two-thirds (2/3) vote of all eligible voters present at the Annual Meeting, provided notice of the proposed change has been posted to all members at least one week prior to the Annual Meeting.

**Article XI Dissolution:**

This Association shall not be dissolved as long as ten (10) members desire its continuance. In the event of dissolution all property and funds over and above that which is necessary to meet all outstanding liabilities incurred by the association shall be turned over to a non-sectarian charity designated by the members.

**Article XII Rule of Order:**

Roberts Rules of Order shall govern all matters pertaining to the conducting of business.

**BY-LAWS**

**Meetings:**

- a) The annual meeting will be on the 3<sup>rd</sup> Saturday of July.
- b) At least two additional regular meetings of the Association shall be held at a time and place to be determined by the Board.
- c) Special meetings may be called by the Board of Directors or at the request of ten (10) or more members.
- d) Any resolution(s) or recommendations for action to be presented by a member at a meeting of the Association must be presented to the Board of Directors at their meeting prior to the regular Association meeting so that the matter(s) can be reviewed and recommendation(s) can be made to the membership.
- e) For purposes of absentee voting, the request may be made electronically to the Association's e-mail address, mailed to the Association's P.O. Box, or received via hand-written delivery to a board member, such that it is received no later than forty-eight (48) hours before the vote.
- f) For a nomination of a person not present at the annual meeting, that person must have consented to the nomination. Consent may be recorded through the following means: the nominating committee or, if nominated from the floor via written confirmation to the Association's P.O. Box, Association's e-mail address, or hand delivered to a board member.

**Quorum:**

Ten (10) individual members entitled to vote, attending a regular or special meeting, shall constitute a quorum to conduct business.

**Fiscal Year:**

The fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Dues:**

The annual dues of the Association shall be per individual member and payable on the first of the fiscal year. Dues will be set by the Board and approved by the members at the Annual Meeting.