

## **Bylaws of the Save Hyde Lake Association**

### **Preamble**

Recognizing the need for coordination and planning necessary to preserve and improve the esthetic quality of Hyde Lake, one of the Indian River Lakes located in Theresa, Jefferson County, New York; we the deeded property owners on Hyde Lake hereby organize themselves in conformity with the following association bylaws and the laws of the State of New York.

### **Article 1: NAME AND PURPOSE**

The Save Hyde Lake Association located in Theresa, Jefferson County, New York is a membership association whose purpose is to:

1. Encourage the need for coordination and planning as it relates to maintaining, improving and preserving the esthetic quality of Hyde Lake.
2. Assist the membership in matters concerning planning for present and future generations of residents, with an emphasis on improving the current and future water quality of Hyde Lake, its wildlife and adjoining properties.
3. To advise the membership of matters as they relate to water, environmental health and safety issues, and to share information concerning statewide and/or national activities devoted to water quality and the environment.

### **Article II: MEMBERSHIP**

**Section 1:** Membership of the Save Hyde Lake Association shall be limited and consist only of those individuals whose names are listed on the property deed of waterfront parcels of Hyde Lake.

**Section 2:** Following a 90 day ownership period, membership on the part of the Save Hyde Lake Association property owners will be strongly encouraged by the Save Hyde Lake Association.

**Section 3:** The applicant (s) requesting membership will provide the Save Hyde Association with the names, addresses, and phone numbers of the deeded property owners. Once received, with the appropriate membership fee as determined annually per voting person membership will be approved by the Save Hyde Lake Association. Only members who are in good standing (i.e. listed on the property parcel deed and annual dues currently paid) will be afforded voting privileges with a maximum of two (2) votes per parcel. The organization reserves the right to ask for verification of property ownership, **should the need arise. Each property parcel designee will be allowed to cast one vote on behalf of its deeded owners, regardless of the number of names on the property deed, or size of the parcel.**

**Section 4:** Deeded property owners may request that their membership be terminated at anytime. A letter should be submitted to the secretary of the Save Hyde Lake Association requesting their name be removed from the membership's roster.

**Section 5:** Associate membership will be open to any individual who applies and pays a \$10.00 annual membership fee. An associate member is welcome to attend all meetings and functions of the Save Hyde Lake Association, **but will not have voting privileges.**

### **Article III: MEETINGS**

**Section 1:** The Save Hyde Lake Association shall meet at least twice a year from May through September. On even years, at the second meeting, the membership shall elect Officers for a two year term of office; there will be no term limits. At all meetings, the membership shall transact business that may come before them.

**Section 2:** Written notice of the date, time and location of the meeting shall be announced to the membership at least two weeks before the established date.

**Section 3:** Due to the random availability of the membership to attend meetings, no specific quorum number, or percentage of membership shall be established to conduct business. **Each property parcel designee will be allowed to cast one vote on behalf of its deeded owners, regardless of the number of names on the property deed, or size of the parcel.**

**Section 4:** Special or interim meetings maybe called at the discretion of the President. All membership shall be notified of the proposed meeting at least seven days prior to the established meeting date.

**Section 5:** Order of Business will be as follows:

1. Call to Order
2. Reading and approval of minutes of the previous meeting
3. Communication and Announcements
4. Officer Reports:
  - a. President's Report
  - b. Vice-President's Report
  - c. Secretary's Report
  - d. Treasurer's Report
5. Committee Reports
  - a. Bylaws and Legislation
  - b. Business and Finance
  - c. Nominating
  - d. Public Information and Training
  - e. Morale Support / Good and Welfare
6. Old Business
7. New Business
8. Next scheduled meeting
9. Adjournment

## **Article IV: OFFICERS**

**Section 1:** The elected officers of the Save Hyde Lake Association shall be elected by the voting membership at the last meeting of the season of even years. Officers shall be comprised of a President, Vice-President, Secretary and Treasurer. Officers shall be elected by the membership at the Fall meeting. Officers shall hold office for a term of two years, or until successors have been duly elected. There are no term limits. Proposed officers must be members in good standing (dues paid, deeded owners of property on Hyde Lake).

**Section 2:** Duties of the President. The President is the presiding officer of the Save Hyde Lake Association. His/her duties are those outlined in Robert's Rules of Order, Revised; under the section "President". He/she shall have the authority to call special meetings, when the interests of the Save Hyde Lake Association requires it. The President is an Ex-officio member on all standing and ad hoc committees. He/she shall appoint Chairpersons to all standing committees, as well as special committees as the need arises.

**Section 3:** Duties of the Vice-President. The Vice-President will assist the President in the discharge of his/her duties and shall act in the President's place in his/her absence, disability or when the chair is vacated by the President. He/she shall perform the duties as outlined in Robert's Rules of Order, Revised.

**Section 4:** Duties of the Secretary. The Secretary is the recording officer of the Save Hyde Lake Association. In addition, he/she will keep the official records of the Save Hyde Lake Association, the minutes if all meetings and a register of all members and associate members. He/she shall perform the duties outlined in Robert's Rules of Order, Revised under Secretary and any other duties assigned to him/her by the President.

**Section 5:** Duties of the Treasurer. The Treasurer shall keep all records concerning the financial transactions of the Save Hyde Lake Association. He/she is responsible for paying bills as approved by the Association's membership.

**Section 6:** Term of office. All officers shall be elected for a term of two years at the last meeting of the season of even years. Elections to fill vacant offices may be held at any regular or special meeting of the Save Hyde Lake Association whose members have been summoned for that purpose with ten (10) days prior notice. A majority of votes shall elect. All officers shall take office at the close of the meeting at which they were elected. Written ballots will be cast and tabulated by three tellers appointed at the election meeting. Ballots will be retained by the Secretary for at least fourteen (14) calendar days. Absentee ballots will be accepted by written request and must be received no later than ten (10) days of the posted election date. . **Each property parcel designee will be allowed to cast one vote on behalf of its deeded owners, regardless of the number of names on the property deed, or size of the parcel.**

## **Article V: COMMITTEES**

**Section 1:** The President shall have the authority to call committee meetings for the conduction of business.

**Section 2:** The President shall appoint the Chairperson of all committees.

**Section 3:** Quorum. Due to the random availability of the membership attending a meeting, a quorum will consist of 10% of the membership. A vote of the majority of property parcels present at a meeting shall be sufficient to take action and conduct business on the behalf of the Save Hyde Lake Association.

**Section 4:** Standing Committees. There shall be the following standing committees: Bylaws and Legislation, Business and Finance, Nominating Committee, Public Information and Education, and Morale Support Activities/Good and Welfare Committees.

**Section 5:** The Bylaws and Legislative Committee shall study and make recommendation relevant to federal, state, and local legislation, recommend amendments to the Bylaws when necessary, and may perform other duties as assigned by the President.

**Section 6:** The Nominating Committee shall consist of at least three (3) members. It shall be the duty of the Nominating Committee to prepare a slate of candidates for office. This slate of candidates will be presented at the fall meeting for voting by the membership. Nominations will be accepted from the floor. All voting shall be by written ballot. The ballots shall be retained for a period of fourteen (14) calendar days.

**Section 7:** The Business and Finance Committee shall be responsible for the tracking of revenues and expenditures against the Association's operating budget. It will be responsible for the conduction of internal financial audits.

**Section 8:** The Public Information and Education Committee develops and implements plans related to the education of the membership in matters related to water quality and esthetic concerns of Hyde Lake.

**Section 9:** The Morale Support / Good and Welfare Committee is responsible for promoting and implementing those activities which support the morale and welfare of the membership.

**Section 10:** Special Committees. The President may appoint such special committees as, from time to time, may be deemed necessary to benefit the Save Hyde Lake Association.

## **Article VI: THE FISCAL YEAR**

**Section 1:** The fiscal year shall be the calendar year of January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Article VII: RULES OF ORDER**

**Section 1:** Robert's Rules of Order, Revised shall govern the Save Hyde Lake Association in all cases if they are not inconsistent with these Bylaws.

## **Article VIII: VOTING**

**Section 1:** Each **property** parcel, with appropriate proof of ownership, will be eligible to cast **one vote** on any matter brought before the Save Hyde Lake Association, regardless of the number of names listed on the deed. The person casting that vote on behalf of the property must be a **member in good standing of the Save Hyde Lake Association. Each property parcel designee will be allowed to cast one vote on behalf of its deeded owners, regardless of the number of names on the property deed, or size of the parcel.**

## **Article IX: AMENDMENTS**

**Section 1:** Bylaws may be amended or repealed in whole, or in part, by a two-thirds (2/3) vote of the property parcels of the Association present at a regular or special meeting, provided that written notice of the proposed changes shall have been given to the members of the Association at least thirty (30) days in advance of the meeting of the Association at which the changes are to be acted upon. Members who wish to make deletions or additions to the proposed changes shall advise the secretary at least ten (10) days prior to the meeting, at which said amendments shall be discussed. **Each property parcel designee will be allowed to cast one vote on behalf of its deeded owners, regardless of the number of names on the property deed, or size of the parcel.**

Written Draft: October 20, 2005 respectfully submitted Barbara Hansen

Revised: 11/01/05 and 11/08/05 BH

Revised and reviewed by the membership at the 07/02, 2006 meeting BH.

Revised September 6, 2006 BH

Revised by the membership July 1, 2007 Submitted by Dorene McCann