

Revised 9/9/1990

Revised 1994

Revision Ratified 5-9-15

Constitution & By-Laws Of Greater Whitewater Lake Property Owners' Association

Mission Statement: This body is organized for the purpose of representing the property owners of Whitewater and Rice Lakes to act as a communications medium for the property owners; and to initiate and support those activities which will add to the overall enjoyment and well-being of the members of the Greater Whitewater Lake Property Owners' Association (GWLPOA). Pursuant to this Mission, we set forth the following Constitution and By-Laws to govern the proceedings of our organization.

Article I-Membership

Section 1

Membership shall be open to each household having an interest in the goals of the Greater Whitewater Lake Property Owners' Association.

Membership shall be by payment of yearly dues.

Membership year to be January 1 to December 31.

Section 2

Membership is nontransferable. A record of membership shall be kept by a member of the Executive Board

Section 1

A meeting designated as the Annual Meeting of the members of this association will be held. The date and time of each meeting will be decided by the Board and announced to the members.

Section 2

Special meetings of the members may be called at any time by the Board or by request of 1/3 of the members in good standing.

Section 3

Notice of the meetings for every regular or special meeting of the membership shall be prepared with an agenda and posted on the GWLPOA website. This posting will take place not less than ten days before each meeting.

Section 4

A quorum for any meetings of the membership shall consist of at least 8 people. A simple majority of such quorum shall decide any questions which may come before meeting.

Section 5

The order of business at the Annual meeting and so far as possible at all other meetings of the members

1. Reading and disposal of any unapproved minutes
2. Treasurer's Report
3. Annual reports of Officers and Committees
4. Election of Officers and Directors
5. Unfinished business
6. New business
7. Adjournment

Article III-Directors

Section 1

GWLPOA shall be managed by a Board of 4 Officers and no more than 6 Directors. The Directors shall be elected at the Annual Meeting by the members for a term of three (3) years and shall serve until their successors are duly elected. The Directors will select the four (4) Officers (President, Vice President, Treasurer, and Secretary.) The Past President may be requested by the Board to continue to participate as an Ex-Officio member of the Board. Any vacancies occurring within the Board may be filled by the Board for the unexpired term. All Officers and Directors must be in good standing.

Section 2

The duties of the Directors shall be to attend all meetings and actively participate in the business and activities of the association.

Article IV-Officers

Section 1

The President shall preside at all Board Meetings and meetings of the membership, shall have general supervision over the affairs of the association, shall sign official documents and such other written instruments as shall be directed to be signed by the Board and shall perform such other duties as are incident to the office.

Section 2

The principle duties of the Vice President shall be to discharge the duties of the President in the event of the absence or disability for any cause of the President. The Vice President shall participate in the planning and direction of association activities.

Section 4

The Secretary shall issue notices of all meetings, including special meetings, and shall attend and keep all Minutes of the same, including sending copies of the Minutes to all Officers and Directors. In the absence of the Secretary, disability, or refusal to act, such notices may be given by the President. The Secretary shall have charge of all the Minutes, records and papers, shall attest by signature to any other instruments as shall be directed by the Board of Directors, and shall perform such other duties as are incident to the office.

Section 5

The Treasurer shall have custody of all monies of the association, prepare all checks of the association, keep regular books of account and shall submit them together with all vouchers, receipts, records, and other papers to the Board for their examination and approval as often as they may require and shall perform all other duties as are incident to the Office. The Treasurer shall also prepare periodic financial statements for the Board and an annual report for the general membership for their approval.

Article V-Executive Board

Section 1

The President, Vice President, Secretary, and Treasurer shall together constitute an Executive Board which shall be a part of the permanent executive organization of the association. Meetings of the Executive Board shall be held on call of the President or any two (2) members of the Board. All of the members of the Board must be duly notified of the meetings and a majority of the members shall constitute a quorum. The Executive Board shall keep accurate records of all meetings and actions of the Board and such records shall at all times be open to the inspection of any Director or other member of the association.

Article VI-Finances

Section 1

The monies of the association shall be deposited in the name of the association in such bank or trust company as the Board shall designate, and shall be drawn out only by check signed by the Treasurer and President. Expenditures exceeding \$200.00 must have prior approval of the Executive Board. The President shall annually appoint two (2) association members that are non-members of the Board to audit the Treasurer's books prior to the annual meeting.

Article VII-Provisions for Removal from Office

Section 1

Any Officer or Director who fails to discharge the duties of the Office shall be removed and replaced upon $\frac{3}{4}$ majority vote of the other Officers and Directors.

Article VIII-Amendments

Section 1

This Constitution may be amended or repealed in whole or in part by a majority of members in good standing present, at any regular meeting of the members or at any special meeting where such action has been announced in the Call and Notice of such meeting.