

# Lake Singletary Watershed Association



## By-Laws

**Table of Contents**

**Introduction To By-Laws..... 1**

**Article I – Name..... 1**

**Article II – Purpose ..... 1**

**Article III - Membership..... 1**

**Article IV - Officers..... 1**

**Article V – Duties of Officers..... 1**

**Article VI – Meetings ..... 2**

**Article VII – Membership Voting ..... 2**

**Article VIII – Amendments of By-Laws..... 2**

## **Introduction To By-Laws**

Every Association is required to have its own By-Laws and must be in accordance with state and government procedures. Association By-Laws regulate the internal practices and procedures of associations by defining the relations, rights and duties of the members, and the powers, duties and limitations of the officers and directors. Power to adopt or amend the By-Laws is the responsibility of the Board of Directors. If a conflict arises between the By-Laws of an Association and state & government laws, the state & government laws take precedence.

### **Article I – Name**

The name of this organization is the Lake Singletary Watershed Association Inc. (herein known as LSWA).

### **Article II – Purpose**

As a non-profit charitable organization, its principle purpose is to monitor and manage Lake Singletary's watershed area and water quality for the benefit of the environment, general public, and lake residents.

### **Article III - Membership**

Members may be lake property owners, their families, and interested residents of Millbury and Sutton who have paid their annual membership dues.

### **Article IV - Officers**

The Officers of this organization will be a President, Vice President, Secretary, Treasurer, and a Board of Directors. The Board, including Officers will consist of a minimum of 11 to a maximum of 19 elected representatives of the organization. The Officers are elected to office for a one year term or less. Election of Officers takes place at the annual meeting. However, the Board may appoint new Board members and Officers to fill open positions during the periods between annual meetings.

### **Article V – Duties of Officers**

#### **President:**

The President presides over all meetings of the organization, appoints committees, maintains supervision of the Board and Officers and insures that all

activities support the purpose of the organization and its Bylaws. The President, along with the Treasurer, shall be an authorized signer on any and all banking documents.

**Vice President:**

The Vice President shall preside at all organization meetings and functions when the President is unable to attend.

**Treasurer:**

The Treasurer shall perform all banking functions of the organization. The Treasurer shall keep an accurate account of all funds received/paid and report all such activity at meetings of the Board. Accounts of the Treasurer may be audited at any time at the request of the Board. The Treasurer is responsible for filing all reports necessary to maintain the organization's good standing with state and federal regulations and authorities. The Treasurer maintains a list of all members who have paid dues.

**Secretary:**

The Secretary shall keep accurate minutes and records of all meetings of the organization and of the meetings of the Board of Directors.

**Board of Directors:**

The Board inclusive of Officers, vote to set and amend the Bylaws and policies of the organization as necessary and see that they are fulfilled.

**Article VI – Meetings**

The organization's fiscal year shall be September 1 - August 31. Annual meetings are to be held on or about the last week of August or at a time designated by the President within the state of Massachusetts. The Board shall meet no less than 9 times per year, at the call of the President.

**Article VII – Membership Voting**

Voting for Board members and Officers is to be extended to all members. Board members and Officers are to be elected at the annual meeting by ballot. Elections may be waived by the membership if there is a roll call vote approving all current Officers and Directors.

**Article VIII – Amendments of By-Laws**

These Bylaws may be amended by a two-thirds majority vote of Directors and Officers present, provided that notice of the proposed amendment vote shall have been given at least two weeks prior to such.