

Linwood Cottage Owners Association By-Laws

- ARTICLE I** NAME and PURPOSE (replaces the word Object throughout)
- Section 1 This organization shall be known as the Linwood Park Cottage Owners Association; hereafter called LPCOA.
- Section 2 The purpose of the association shall be to:
- Preserve Linwood Park as a family summer vacation area complete with religion, sun, shore, and lake;
 - Promote, maintain and protect the welfare, rights, privileges, interests, and comforts of cottage owners;
 - Encourage communication, fellowship, and the sharing of concerns among cottage owners;
 - Raise funds for agreed upon improvements upon Park related projects.

ARTICLE II MEMBERSHIP and CONTRIBUTIONS

- Section 1 Any cottage owner of Linwood Park is considered a member of the LPCOA with the voting privilege of one (1) vote per cottage.
- Section 2 Voting at any meeting shall be by the cottage owner, or a designated immediate family member, in attendance at the meeting.
- Section 3 Contributions in any amount will be accepted at any time during the year.

ARTICLE III MEETINGS

- Section 1 There will be three scheduled meetings of the LPCOA each year. A notice will be sent to the cottage owners in spring stating the dates of the meetings.
- Section 2 A special meeting may be called by the president or by the request of ten members of the LPCOA. Special meetings will only be scheduled during the dates the park is officially open. The proposed agenda must be submitted at least 2 weeks prior to the special meeting.
- Section 3 Those cottages represented (by either a cottage owner or a designated immediate family member) at any regular or special meeting of the LPCOA shall constitute a quorum for the transaction of any business.

ARTICLE IV OFFICERS

- Section 1 The officers of the LPCOA shall be President, Vice President, Secretary and Treasurer.

Section 2 For the election of officers, there shall be a Nominating Committee consisting of three LPCOA members appointed by the President at the regular May meeting of the LPCOA. The Committee shall present a slate of officers at the regular meeting of the LPCOA held closest to July 4th of each year. At such meeting, in addition to the slate proposed by the Nominating Committee, any member of the LPCOA may be nominated for office. The officers shall be elected by a majority vote of those cottage owners represented at that meeting.

Section 3 All officers shall be elected for a term of one year. The term of office shall begin at the close of the last regular meeting of the year.

ARTICLE V DUTIES OF OFFICERS

Section 1 The President shall:

- A) Preside at all meetings of the LPCOA.
- B) Enforce all rules and regulations.
- C) Appoint standing committees, chairpersons.
- D) Shall be the liaison between the LPCOA and the Linwood Park Co.
- E) Shall perform such other duties incident to the office.
- F) Shall be an ex-officio member of all committees except the Nominating Committee.

Section 2 The Vice-President shall perform all the duties of the President in the case of absence of that officer, as well as being in charge of special projects.

Section 3 The Secretary shall:

- A) Keep a record of the proceedings of the LPCOA.
- B) Keep a sign-in sheet of the cottages represented at the meeting.
- C) Keep a list of the names, email addresses, phone numbers, street addresses of all cottage owners.
- D) Shall notify all members in advance of meetings.
- E) Issue other correspondence as requested by the President.
- F) Arrange for posting of Association data to the Linwood Park website.

Section 4 The Treasurer shall control all monies of the LPCOA, including collecting all contributions and receipts from all fund raising activities, and be responsible for the disbursement of funds from all bank accounts as directed by the LPCOA or the Executive Committee. It shall be the duty of the Treasurer to report the financial status at scheduled meetings and to keep an accurate accounting of all LPCOA financial accounts for annual review by the President or a designee.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of all the elected officers and shall be responsible for conducting business of the LPCOA throughout the year. The executive committee is authorized to approve expenditure of funds up to ~~\$500~~ **\$1000** without Association approval.

ARTICLE VII CHAIRPERSONS

Section 1 Chairpersons of an Event will organize and plan said event. Following the event, a report shall be turned in to the President to be made available to forthcoming chairpersons of the like event in future years. The report shall list: items needed, amounts, prices, problems, etc.

ARTICLE VIII ORDER of BUSINESS

Section 1 Unless otherwise ordered by a majority of the *members* representatives of the cottage owners present the order of business at all regular and special meetings of the LPCOA shall be as follows:

- Call to Order
- Approval of Minutes
- Treasurer's Report
- Report and statement of officers and committees
- Unfinished Business
- New and miscellaneous business
(including where appropriate, the election of officers)
- Adjournment

Section 2 All such meetings shall be conducted in accordance with the provisions set forth in Robert's Rules of Order manual, except to the extent that such provisions may be in conflict with these by-laws.

ARTICLE IX AMENDMENTS

Section 1 The by-laws may be amended by a two-thirds vote of members at any meeting provided the proposed amendments have been submitted in writing to the membership at least two weeks prior to such meeting.

*These By-Laws, were approved on September 3, 2016.
They operate in conjunction with the original Article of Incorporation, filed on January 20, 1931.
The Treasurer of the LPCOA will serve as statutory agent for purposes defined in that document.*