

# Angle Pond Lake Association Bylaw

Revision Date 5/2/2007 (JRS)

## Article I Names

The name of this organization shall be the **Angle Pond Lake Association**.

Original incorporation with the State of New Hampshire was on July 16, 1948, in Concord NH. This document is listed as a Voluntary Corporation.

## Article II Mission

- a) To promote Angle Pond as a fun, clean, safe and resource rich water body to the residence of Sandown and Hampstead.
- b) To bring cooperative resources to aid the NH State water management in managing the collection and filing of water samples with the state.

To monitor the Angle pond vegetation for normal growth and health and to notify NH state authorities if questionable and/or dangerous species of vegetation are discovered through scheduled inspection schedules.

- c) To enhance the Angle Pond Lake Association membership through social events throughout the calendar year.

## Article III Policies

- a) This organization shall neither seek to direct the development activities of Angle Pond nor to control waterway policies.
- b) This organization may make suggestions to the State of NH and the local town governments concerning activities of local landowners or developers, if such suggestion is made toward the betterment of Angle Pond for all concerned. All communication will be through the executive board.

## Article IV Membership and Dues

- a) Membership to the Angle Pond Lake Association is open to all water front property owners and residents with deeded beach rights, and according to town tax map lot designations.

- b) Each property owner that meets the requirement of IV-a, shall have one (1) vote at all scheduled quarterly meetings.
- c) Any property association, containing multi dwelling or multiple units shall be limited to 1 vote. Representation may be the property owner, corporation, partnership, or an individual designated by the property owners.
- d) Dues will be set each year and announced to the membership prior to the annual meeting. These dues will be used to operate the association, and to provide funding support to the standing and special committees.


Dues will also be collected to maintain a special maintenance account to provide financial resources to manage the eradication of any aquardic vegetation that the State of HN defines as a species that needs to be destroyed in a quick aggressive manner. Additional funds may be applied for, through the state of NH and the towns of Sandown and Hampstead for additional clean-up activities.

#### Article V Nominations and Elections

- a) The officers of this organization shall be no more than two (2) Presidents (i.e. Co-Presidents), no more than two (2) Vice Presidents (i.e. Co-Vice Presidents), Secretary, Treasurer, and Member at Large.
- b) The members present shall elect officers at the Annual Meeting of the organization.
- c) The newly elected officers shall assume their official duties at the close of the annual meeting.
- d) Officers shall serve a term of two (2) years
- e) A person shall not be eligible to serve more than three (3) consecutive term in the same office.
- f) Officers of this organization shall be elected in the following manner:
  - i. There shall be a nominating committee consisting of five (5) persons appointed by the President.
  - ii. The nominating committee shall present a slate of nominees for all offices. Following the report from the nominating committee, an opportunity shall be given for nominations from the floor for all offices.
  - iii. Only those who have consented to serve shall be eligible for nomination.
- g) A vacancy occurring in any office shall be filled (for the remaining term), by a person elected by a majority vote of the remaining members of the executive board.

#### Article VI Duties of Officers

- a) The President/Co-Presidents shall preside at all meetings of the organization and of the executive board. If there are Co-Presidents, one (1) shall be designated by mutual agreement, as the primary contact for all official correspondence, and coordinator to all committees. The second Co-President shall assume a backup position to the other Co-President and be empowered to act when the primary Co-President is not geographically able to perform their duties.
- b) The Vice President/Co-Vice Presidents shall act as aid to the President/Co-Presidents and in their designated order perform the duties of the President/Co-President/s in the absence or inability to serve.
- c) The Secretary shall record the minutes of all meetings of the organization and of the executive board, and produce copies of minutes of all meetings, and notice all regular meetings.
- d) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the executive board committee. Shall present a financial statement at every meeting and at other times when requested by the executive board; and shall make a full report at the Annual Meeting.
- e) The Member at Large Shall be elected at the annual meeting and have the responsibility to act on the behalf of the association and it's members and shall perform such duties as may be delegated.
- f) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and other duties as may be delegated.
- g) All officers shall deliver to their successors official materials at the close of their service of office.

*Article VIII Executive Board* 

- a) The executive board shall consist of the officers of the organization
- b) The duties of the executive board shall be:
  - i. To transact business of the organization or committees
  - ii. To create standing and temporary committees necessary to carry out the objectives and aims of this organization.
  - iii. To present a report of planned projects, activities, etc., at the regular meetings.
  - iv. To approve routine bills.
- c) All meetings of this committee shall be called as deemed necessary.
- d) Forty-eight hour notice should be given for special executive board committee meetings.

Article VII Meetings



- a) Quarterly meeting of the organization shall be held as Annual Meeting, fall and spring, each of these meetings dates will be decided by the executive board and posted one month prior to that meeting. The Annual Meeting of the Angle Pond Association shall be held in July of each calendar year, the exact date to be decided upon by the executive board.
  
- b) The executive board may call special meetings. Appropriate notification will be given to all members prior to the meeting date, posted by the Secretary.
  
- e) Four officers present at any meeting shall constitute a quorum necessary for the transaction of business for the organization.


Article IX Standing and Special Committees

- a) Standing committees shall include;
  - a. Water Quality – shall be created to support the state and local officials in taking water samples and delivering to state labs for analysis. This committee may require training in order to perform the intended tasks.
  - b. Vegetation monitoring – shall be created to support the state and local officials in reviewing and reporting suspicious vegetation that may harm the aquatic habitat of the pond.
  - c. Publicity – shall be created to provide and support official information from the organization.
  - d. Social – shall be created to support the organization in providing family friendly events at the Annual Meeting and other events approved by the executive board.
  
- b) Committee chairperson/persons shall be issued committee guidelines by the executive board.
  
- c) Additional committees will be created as approved by the executive.

Article X Parliamentary Procedure



*Modern Parliamentary Procedure by Ray E. Keesey* shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws.

*Article XI Amendments* 

These bylaws may be amended at the annual meeting of the organization by a two-thirds vote of the members.

*Article XII Disillusionment* 

If at some point the organization disbands, no member or officer shall personally benefit from any assets of the organization. All assets will be returned to the towns of Sandown and Hampstead in the 50/50% distribution.

### President

#### -Presides over all meetings

- Opens the meetings at appropriate time
- Conducts meeting in proper sequence
- Recognize members who are entitled to the floor
- To put all motions to proper vote
- Not recognize frivolous motions
- Enforce debate rules
- Authenticate all acts and proceedings by signature
- Declare a meeting adjourned

Work as part of the executive board on all planning activities.  
Request meetings for non scheduled requirements.

### Vice President

#### -Preside over meetings in place of the president

Prepare nomination committee 30 prior to the annual meeting and have approval of the board.

Other matters which may be assigned by the president.

### Secretary

#### -Prepare minutes of all meetings

- file all committee reports
- publish all minutes
- furnish all committees with operational documentation
- sign all certified and official documents.
- Maintain standing rules and operational proceedings for the organization
- In the absence of the president and vice president, call the meeting to order
- Perform all duties of a corresponding secretary.

### Treasurer

#### -Custody of all funds

- Report at all meetings
- Collect all dues
- Pay all approved bills
- Maintain the organizations checking account.

Revision details:

8/2005 original – Bylaws accepted by the membership

7/2006 Edited article VII *Change*: remove reference to a quarterly meeting to be conducted in the winter. (This was deemed inappropriate since a large amount of residence may be out of the area during this period of time). (JRS)

7/2007 Edited Article V, section d). *Original* : Officers shall serve a term of one (1) year  
*Change*: Officers shall serve a term of two (2) years. (Suggested by the body at the 7/2006 Annual Meeting). (JRS)