

**CONSTITUTION FOR  
TACOMA LAKES IMPROVEMENT SOCIETY**

**LATEST REVISION WAS 2003**

**REVISED SECTIONS; JULY, 2003:**

**ARTICLE III, MEMBERSHIP; ARTICLE II BOARD  
OF DIRECTORS AND ARTICLE VIII, DAM OPERATIONS**

CONSTITUTION OF THE TACOMA LAKES IMPROVEMENT SOCIETY

REVISED BY-LAWS, JULY 1992

THE TACOMA LAKES IMPROVEMENT SOCIETY

CONSTITUTION

Article I

The name of this Organization shall be "The Tacoma Lakes Improvement Society."

Article II  
OBJECTS

The purpose of said Society is to stimulate and encourage anything having to do with the social progress, relief, and benefit Tacoma Lakes, with particular regard to the flowage of water out of said Tacoma Lakes and the maintenance of a reasonable high water level of the waters in said Tacoma Lakes for the mutual benefit of camp and property owners whose properties border the said Tacoma Lakes; to organize a chamber where social and economic conditions may be discussed, mutual assistance given, and do any and all things necessary or convenient for the carrying out the purpose of such social benefit and mutual assistance of members.

Article III  
MEMBERSHIP

Admission to the organization shall be based upon owning real estate situated on or near one of the Tacoma Lakes, being a paid member of the Society and being of legal age. The annual dues and method of payment shall be fixed by the members at their regular annual meeting with a motion carried by a 2/3 vote of those members present.

New members to the Association will include anyone who will assist in maintaining the quality and direction of the Association. They can still not be a Director unless they own property on one of the five lakes. (revised 7/03)

Article IV

Members who fail to pay their annual dues shall be automatically dropped from the organization. Reinstatement may be made by payment of dues.

Article V  
MEETINGS

1. The annual meeting of this organization shall be held on the second Saturday of July, at which meeting the election of officers and directors shall take place.
2. Special meetings may be called by the President. Written notice of such meetings to be sent under normal circumstances to members five days before the proposed meeting but can be called by phone, when emergencies arise, with no notice and this will not count as a regular meeting.

Article VI  
OFFICERS AND DIRECTORS

1. The governing body of this organization shall be a Board of Directors to be constituted as the by-laws may provide.
2. The officers of this organization shall be a President, a Vice-President, and a secretary/Treasurer.
3. The officers shall be elected at the annual meeting of the organization in the manner prescribed in the by-laws and shall hold office for one year unless re-elected or until the successors are elected for an additional year.

Article VII

Amendments to this Constitution and By-Laws shall be made only by a plurality vote at the annual or a special meeting.

BY-LAWS

Article I  
ELECTION OF OFFICERS AND DIRECTORS

1. At the regular annual meeting the presiding officer shall ask for nominations by members of the organization for President, Vice-President, Secretary/Treasurer and any vacancy on the Board of Directors. The nominations may be presented by a Nominating committee or by members from the floor, by either or by both, as the society may determine. If it is determined to have a Nominating committee, such committee shall be appointed as the organization may determine. The nominations duly made shall be placed before the members to be voted upon. The candidates receiving a majority of the votes shall be declared elected to their respective offices.
2. The officers and directors, so elected, together with the immediate past president, shall constitute the Board of Directors.
3. A vacancy in the Board of Directors or any office shall be filled from a list of interested landowners who are willing to serve as a Director when a vacancy occurs.
4. Any director who does not attend fifty (50%) of the Directors meetings during the year may be dropped as a Director and his/her seat will be considered vacant.

## Article II

### BOARD OF DIRECTORS

The Governing body of this organization shall be the Board of Directors, consisting of (18) [11] members of this organization, namely (7) directors, the President, Vice-President, Secretary/Treasurer, and the damkeeper. Directors will be composed of the following two (2) members each from Woodbury Pond and from Sand Pond; one (1) member each from Buker Pond, Little Purgatory Pond, and Jimmy Pond. (Rev 7/03)

## Article III DUTIES OF OFFICERS

### 1. PRESIDENT

It shall be the duty of the President to preside at meetings of the organization and Board of Directors and to perform such other duties as ordinarily pertain to this office.

### 2. VICE-PRESIDENT

It shall be the duty of the Vice-President to conduct meetings of the organization and Board of Directors in the absence of the President and to perform such other duties as ordinarily pertain to this office.

### 3. SECRETARY/TREASURER

It shall be the duty of the Secretary/Treasurer to keep the records of membership, record of the attendance at meetings, send out notices of meetings of the society, board and committees, record and preserve the minutes of such meetings, and perform such other duties as usually pertain to this office. The Secretary/Treasurer will receive all money belonging to the Association.

It shall be the duty of the Secretary/Treasurer to have custody of all funds accounting for same of the organization at its annual meeting and at any other time upon demand by the Board of Directors and to perform such other duties as pertain to this office. Upon retirement from this office, shall turn over to the successor or to the President all funds, books of accounts or any other organization property in his/her possession. The Secretary/Treasurer shall be reimbursed \$250 per year plus expenses incurred in carrying out his/her duties. (Rev 7/2000)

## Article IV MEETINGS

1. Annual Meeting. The Annual meeting of this organization shall be held on the 2nd Saturday in July at 7:00 PM, at which time the election of officers and directors to serve for the ensuing year shall take place.
2. Twenty members including the officers and directors shall constitute a quorum at the annual and regular meeting of this organization.
3. Meetings of the Board of Directors shall be held quarterly including the annual meeting or meetings called by the President whenever deemed necessary, or upon the request of two members of the Board, due notice having been given.
4. A majority of the board members shall constitute a quorum of the Board of Directors.

Article V  
FEES AND DUES

The admission fee shall be \$15.00 to be paid before the applicant can qualify as a member. This shall be considered the membership dues of the current year as well. Regular dues shall be paid before June 30 of each year.

Article VI  
METHOD OF VOTING

Only a paid member may vote and the business of this organization shall be transacted by hand vote.

Article VII  
FINANCES

1. The fiscal year will from July 1st to June 30 of the following year.
2. The Secretary/Treasurer shall deposit all funds of the organization in some bank to be named by the Board of Directors. Two signatures will be required on the account.
3. The President may authorize the expenditure of up to \$100 per item without the approval of the Board of Directors.
4. All bills shall be paid only by checks signed by the Secretary/Treasurer after approval by the President or Vice-President and a member of the Finance Committee. A thorough audit by three directors appointed by the Board of Directors shall be made once a year before the annual meeting of all the organization's financial transactions. These three directors, shall constitute the Finance Committee. This committee will oversee all financial aspects of this organization and assist the President in financial planning.
5. Officers having charge or control of funds shall give bond as may be required by the Board of Directors for the safe custody of the funds of the organization, cost of bond to be borne by the organization.

Article VIII  
DAM OPERATIONS

1. Each year, the Board of Directors will (recommend) a Dam Keeper to oversee the operation of the dam. (Rev 7/03)

The Association has agreed to an annual compensation of \$500, which will be paid to the Town of Litchfield for the Dam Keeper's services. (Rev 7/03)

Article VIII, Dam Operations (Cont'd)

2. The duties of the dam keeper will include the opening and closing the gate (s), controlling the water level, maintaining a log of his activities relating to maintaining water levels, reporting any problems to the President or Dam Committee insure that "No Trespassing" signs are kept in place at the dam, make an annual report to the Board. (Rev 7/03)
3. The Dam Keeper will return the water level to 7'3" after ice out. He will monitor for Spring rains or melting snow so that the level will not be higher than the 7'3" level. He will have the level returned to 7'6" no later than May 15<sup>th</sup> according to our agreement with the Town of Litchfield.
4. The dam keeper will begin the lowering of the dam to the required winter level of six feet on October 15th of each year, unless excess water conditions necessitate earlier lowering.

Article IV  
METHOD OF ELECTING MEMBERS

Members shall be elected as designed in Article III of the Constitution of this Organization.

Article X  
ORDER OF BUSINESS

Opening Roll Call	Unfinished Business
Reading of Minute	New Business
Report of Committee's	Adjournment

Article XI  
AMENDMENTS

These By-Laws may be amended at any regular meeting, by a majority vote of all members present. No amendments or additions to these By-Laws can be made which is not in harmony with the organization and with the Constitution and By-Laws of this Organization.