

**BY-LAWS OF THE  
LAKE ANASAGUNTICOOK ASSOCIATION**

**ARTICLE ONE  
Name, Seal and Offices**

1. The name of the organization shall be Lake Anasagunticook Association hereinafter referred to as LAA. The Association is incorporated as a private non-profit corporation under Title 13-B M.R.S.A., Chapter 201 of the 1-1-78 Revised Statutes of Maine, and all subsequent supplements and amendments.
2. The Seal of the Association shall be circular and shall bear the name “Lake Anasagunticook Association.” Graphics and the phrase “In the heart of the hills” shall take up the inner circle.
3. The principal office shall be in the County of Oxford, Towns of Canton or Hartford. The association may also have offices at such other places as the Board of Directors may designate.

**ARTICLE TWO  
Purpose of the Organization**

1. To conduct activities appropriate to a Federal 501.c.3 organization and with the purpose of maintaining and improving the water quality, environment, recreational opportunities and beauty of the lake.
2. To assist the towns of Hartford and Canton, and the residents thereof, in protecting the quality of the waters and watershed of Lake Anasagunticook and to conserve the natural attraction and assets of the lake.
3. To work with other groups on projects of mutual interest relating to the lake.
4. To monitor the lake environmental conditions, to publish results and conclusions, and to formulate management and preservation policies.

**ARTICLE THREE  
Membership**

1. The membership of the LAA shall consist of interested individuals who pay annual dues.
2. Dues must be received prior to the commencement of the annual meeting for the member to have a vote at said meeting.
3. Single member has a single vote.

## **ARTICLE FOUR Officers and Duties**

1. The Officers of the LAA shall be, President, Vice-president, Secretary, and Treasurer. They shall each be elected at the annual meeting and serve for a term of one year or until the election of their successors at the next annual meeting. The Directors may fill vacancies occurring between the annual meetings. There are no term limits.
2. The President shall preside at meetings of the membership and the Board of Directors. He/she shall supervise the affairs of the LAA.
3. The Vice-president shall perform the duties of the President in his/her absence and when requested to do so by the President. The Vice-president shall also perform duties assigned to him/her by the President.
4. The Secretary shall keep accurate records of meeting attendees, take minutes of the annual meeting, of special meetings, and directors' meetings and shall publish them to the Directors in a timely fashion.
5. The Treasurer shall maintain an inventory of assets and liabilities, keep up-to-date records of income and expenditures, and maintain a balance sheet for comparison to the annual budget. All income and disbursements will be summarized by the Treasurer for the finance committee and reported to the membership at the annual meeting. Subsequently, the fall newsletter shall publish the annual report and budget.

## **ARTICLE FIVE Board of Directors**

1. The Board of Directors (referred to elsewhere as the Directors) of the LAA shall consist of the officers and four to twelve additional people as elected by the membership at the annual meeting.
2. The Directors shall manage and control the affairs and property of the LAA.
3. The Directors shall serve for a term of three years, to expire at the time of the election of their successors. Terms shall be staggered so that approximately one-third of the directors are elected each year. Vacancies occurring between annual meetings may be filled by a vote of the directors. The replacement Director shall serve out the term.

## **ARTICLE FIVE-A Conflict of Interest**

The Board of Directors shall adopt, implement, and follow a Conflict of Interest Policy that complies with the requirements of Section 718 of the Maine Non-Profit

Corporation Act, and may impose greater requirements and restrictions than the law requires, in the interest of insuring that all transactions involving the Corporation are in the best interest of the Corporation and consistent with its Statement of Purposes, and not affected by private or personal interest. The Board of Directors shall regularly review the Conflict of Interest Policy and make such amendments as may be necessary to comply with changes in law or as otherwise may be consistent with the purpose of this section.

## **ARTICLE SIX**

### **Committees**

1. Standing and temporary committees of the LAA may be formed or dissolved by the President, the Directors, or the membership at the annual or special meetings.
2. Each committee shall have a designated chairperson and be charged with specific duties. The Secretary of the LAA shall keep a record of the purpose, the name of the chair and the names of members of each committee
3. The committee chairperson shall keep accurate notes of the meetings and provide progress reports to the President or Directors as appropriate.

## **ARTICLE SEVEN**

### **Dues, compensation and expenses**

1. Dues may be determined at any annual meeting upon approval of 2/3<sup>rds</sup> of the members present, in person or by proxy. Funds derived from dues, contributions, or other sources will be promptly deposited in an LAA checking account.
2. No Officer, Director or member shall receive compensation for services rendered to or for the LAA.
3. Expenses incurred by any member in the course of carrying out LAA activities may be reimbursed if properly approved in advance and if the expenses are in accordance with spending approval regulations stated elsewhere in the by-laws.

## **ARTICLE EIGHT**

### **Budget**

1. The President shall appoint a finance committee consisting of the Treasurer and at least two other members.
2. Its charge shall be to propose a budget for the fiscal year beginning September 1st and ending August 31st.
3. The proposed budget shall be presented to the Directors at their meeting immediately preceding the annual membership meeting.

4. The final may be accepted, rejected, or amended by a majority vote of the membership at the annual meeting

## **ARTICLE NINE**

### **Meetings**

1. There shall be an annual meeting of the LAA membership. It shall be held at a convenient place and time during the summer, as determined by the Directors. The purpose shall be to hear reports of the officers and committees, to elect officers and directors and to transact such other business as may properly come before it.
2. Special meetings of the membership may be called by the President, the Directors or by any officer on petition of ten members.
3. Annual and special meetings of the membership shall require at least four (4) weeks written notice to all members. Notice of the special meeting of the membership shall state the business to be transacted to the exclusion of all other business.

## **ARTICLE TEN**

### **Quorum**

1. At the annual or any special meeting of the members of the LAA, the presence of 15% of the members in person and by proxy shall constitute a quorum. A vote of a simple majority of those attending, in person or by proxy will be required to pass motions unless otherwise specified in these by-laws.
2. A proxy shall be assigned to a specific officer and will expire at the conclusion of the meeting or meetings for which it is designated. The proxy must be in writing and shall authorize the officer vote on behalf of the member.

## **ARTICLE ELEVEN**

### **Amendments and Interpretation of the By-Laws**

1. The by-laws may be altered, amended, or repealed at any regular or special meeting of the LAA by a 2/3rds vote of the attending members, in person or by proxy, provided that the proposed action is inserted in the notice of such meeting.
2. In the event of uncertainty about the meaning or intent of any of the by-laws, the directors shall appoint a committee to review the article in question and render an opinion at the next meeting. A vote of the Directors shall determine the final interpretation.

## **ARTICLE TWELVE**

### **Parliamentary Guide**

Robert's Rules of Order shall guide meetings of the LAA and its Directors.

**ARTICLE THIRTEEN**  
**Spending Authorization**

1. Expenditures of less than \$100 to reimburse members for expenses may be authorized by the Treasurer.
2. Expenditures of \$100 to \$500 must have approval in advance by both the President and Treasurer.
3. Expenditures greater than \$500 shall have the approval of the membership at an annual meeting. A majority of the Directors, by a majority vote, may approve emergency expenditures.

**ARTICLE FOURTEEN**  
**Dissolution**

The LAA may be dissolved by an amendment to the by-laws. In the event of dissolution, all assets, real and personal, shall be distributed to similar organizations as qualified by tax exemption under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of a future United States revenue law.