

## **STRAITS POND WATERSHED ASSOCIATION BYLAWS**

### **ARTICLE I. NAME**

This association shall be known as the Straits Pond Watershed Association.

### **ARTICLE II. OBJECTIVES**

The objectives of the association shall be:

- a. To provide community input to governmental committees and agencies.
- b. Facilitate efforts to maintain and improve the environmental quality and the beauty of Straits Pond.
- c. The association is not organized for profit-making purposes and no part of the net earnings or revenue shall be for the benefit of any member of the association as such.

### **ARTICLE III. MEMBERSHIP**

**Section 1.** Membership shall be composed of any of the residents of the towns of Cohasset, Hingham or Hull who have an interest in supporting the objectives of the association.

#### **Section 2.** Membership Classes/Privileges

- a. Regular members of the association who have paid their annual dues are eligible to vote on association business and to hold elective office in the association.
- b. Associate members who have an interest in supporting the objectives of the association may be permitted to join the association. Associate members may not vote on association business or hold elective office. They may, however, be appointed to serve on committees or be appointed to head up committees of the association.
- c. Honorary membership may be conferred by the Executive Board, for not more than one year at a time, upon any person not a member of the association, who has rendered conspicuous service in the interest of the association as determined by the executive board. Honorary members shall not be subject to payment of dues and will not have any of the privileges extended to members.

## **ARTICLE IV. DUES**

**Section 1.** The Association shall fix such dues as are necessary to meet the expenses of carrying out its business and functions. Any association document relating to dues or contributions must contain the statement: "Dues, payments, and gifts or contributions to the association are not deductible as charitable contributions for Federal Income Tax purposes".

**Section 2.** Members whose dues are not current may not vote on association business or hold elective office. Members whose dues are three months in arrears will be dropped from membership.

## **ARTICLE V. OFFICERS/COMMITTEES**

**Section 1.** Association officers shall be a President, Vice-President, Recording Secretary and Corresponding Secretary, and Treasurer (or a Secretary/Treasurer if the two offices are combined).

**Section 2.** There shall be an Executive Board, which shall be comprised of the elected association officers, two elected members at large, and the most recent past president, willing to serve.

**Section 3.** Committees may be established by the president or the executive board as necessary to perform the activities of the association. The chairmen and members of the committees may be appointed by the president or executive board for such duration as may be appropriate or as determined by the president or executive board.

## **ARTICLE VI. TERMS AND DUTIES OF OFFICERS**

**Section 1.** Terms of elected officials shall be for 1 year or until their successors are elected and installed.

### **Section 2. Duties of the President**

a. Preside at all meetings of the association or executive board. b. Appoint special committees and committee chairs as required.

### **Section 3. Duties of the Vice President**

a. Preside at meetings in the absence of the president. b. In the event of a vacancy of the office of president, the vice president shall immediately succeed to that office. c. Perform such duties as prescribed by the president.

### **Section 4. Duties of the Recording Secretary**

a. Keep records of association business and membership attendance at each meeting.  
b. Report on the previous meeting at each meeting. c. Assume the duties of the treasurer in his/her absence.

### **Section 5. Duties of the Corresponding Secretary**

Prepare the following documentation as assigned and directed by the Association President:

- a. Correspondence to Government officials
- b. Publicity releases to area newspapers
- c. Letters of Commendation
- d. Correspondence to other activities

### **Section 6. Duties of the Treasurer**

- a. The treasurer shall collect all dues and income and disburse all funds by check.
- b. Prepare reports summarizing the financial status and activities of the association at each meeting.
- c. Set up a bank account to hold the funds of the association at a bank approved by the executive board.

## **Section 7. Duties of the Executive Board**

- a. Meet as convened by the president.
- b. Approve applications for all classes of membership.
- c. Carry on normal business of the association between meetings of the association.
- d. Consult with and advise the president regarding appointments to committees.
- e. Fill vacancies in elected offices by making temporary appointments until the next election.
- f. Select a nominating committee of 3 persons in conjunction with the president.

## **ARTICLE VII. MEETINGS/QUORUMS**

**Section 1.** The Association shall meet at least 4 times per year as directed by the president.

**Section 2.** The Executive Board shall meet at least twice per year as directed by the president.

**Section 3.** Quorums for conducting business:

- a. Regular meetings – 10 members or 15 per cent of the membership, whichever is larger.
- b. Executive Board – 4 members

## **ARTICLE VIII. RULES OF ORDER**

In all matters not governed by the Bylaws, Roberts Rules of Order shall prevail.

## **ARTICLE IX. AMENDMENTS**

Amendment(s) to these Bylaws may be enacted by concurrence of a two-thirds (2/3) majority of the voting members present at a regular meeting of the association provided

written notice of the proposed amendment(s) was (were) sent to all voting members not less than 30 days before the meeting at which the vote is taken.