

**PETTAQUAMSCUTT LAKE SHORES IMPROVEMENT ASSOCIATION  
BY-LAWS**

**Article I. Name:**

The name of this Association shall be the Pettaquamscutt Lake Shores Improvement Association, sometimes hereinafter referred to as PLSIA. The Association property is defined as the area known as Pettaquamscutt Lake Shores and accessible by Pettaquamscutt Lake Shores Road.

**Article II. Purpose:**

The objectives of this Association are:

- A. to promote safety and cleanliness.
- B. to maintain and generally improve the Association property.
- C. to support civic endeavors which pertain to the Pettaquamscutt Community.

**Article III. Incorporation and Membership:**

Section 1. This Association is a non-profit organization and chartered under the law of the State of Rhode Island and Providence Plantations.

Section 2. Qualification and Classification of Members

Qualification:

- A. A member in good standing is one whose dues are paid in full for the current calendar year.

Classification:

- A. Owner Member - any owner of real estate property in the Pettaquamscutt Lake Shores Plat area.
- B. Renter Member - any renter of real estate property in the Pettaquamscutt Lake Shores Plat area.
- C. Associate Member - others wishing to join the Association who do not live in the Pettaquamscutt Lake Shores Plat area whose application is sponsored by a current member of the Association and approved by a two-thirds vote of the Executive Board.

Section 3. Voting Rights

- A. Each owner member shall have the right to vote in elections and other Association business and to hold elected office.
- B. Each owner member household shall have no more than two adult votes in elections and other Association business.

Section 4. Membership Dues

- A. Annual dues for membership will be determined by the Executive Board and approved by a majority of voting members at the annual general meeting.
- B. Reduced membership dues for members 60 years of age or older.
- C. Dues are due by January 1st and shall cover the calendar year of January 1st to the following December 31st.

- D. All memberships shall be considered personal and nontransferable.
- E. All dues shall be payable to the Pettaquamscutt Lake Shores Improvement Association and received by the Treasurer.

#### **Article IV. Governance**

Section 1. Executive Board. PLSIA shall be governed by an Executive Board, sometimes hereinafter referred to as the Board, of no more than nine (9) Directors holding equal weight in all voting matters.

##### Section 2. Term of Office

- A. Directors shall be elected during even numbered years by a majority vote of owner members at the Annual Meeting and shall serve for a term of two (2) years.
  - a. Should the number of Directors fall below nine (9), elections for open Director seats can be held at any Annual or Semi-Annual Meeting.
  - b. Any Director who has been elected at other than an Annual Meeting in an even numbered year shall serve until elections are held at the Annual Meeting in the next even numbered year.
  - c. In the case of a vacancy, the Board may fill such vacancy by a majority vote until the next Annual Meeting or Semi-Annual Meeting, whichever shall first occur.
  - d. Directors may run for re-election.

##### Section 3. Duties

- A. The Board shall have general supervision and control of all the assets, funds, properties and committees.
- B. The Board shall appoint an Acting Treasurer.
- C. The Board shall appoint all committee chairpersons.
- D. The Board shall appoint three persons to the Nominating Committee.
- E. The Board shall consider and act on all bills incurred by the Association and consider and act on all business concerning the Association.
- F. The Board shall consider and act on all matters referred to them at general and special meetings of the Association.
- G. The Board shall approve changes in clubhouse and beach/boat ramp rules.
- H. The Directors shall share equally in all PLSIA duties.

Section 4. Quorum and Voting. Fifty-one percent of the Directors shall constitute a quorum for all votes affecting the Association. All votes of the Executive Board shall be by a simple majority at any meeting at which there is a quorum.

Section 5. Board meetings shall be facilitated by the Directors on a rotating basis. The Facilitator shall preside over the meeting and cast the deciding vote in the case of any tie vote. The Directors shall take minutes of each meeting on a rotating basis.

Section 6. Dismissal of Directors. Any Director missing three consecutive regularly scheduled board meetings is subject to removal from the Board. Written notice of the proposed dismissal shall be sent to the said Director at least thirty (30) days prior to the meeting at which the Board will vote on said dismissal.

## **Article V. Standing Committees:**

Section 1. At the discretion of the Executive Board, there shall be five (5) standing committees and such other committees as may from time to time be established.

### Ways and Means

- shall be responsible for all social and fund raising activities of the Association

### Clubhouse

- shall oversee the usage, maintenance and general welfare of the clubhouse, its facilities and grounds
- shall maintain the bar, equipment stock and supplies
- shall arrange for appropriate bar coverage at Association functions
- shall keep accurate financial records and report them to the Treasurer
- shall recommend to the Board all repairs, improvements or additional equipment necessary for the clubhouse
- shall oversee all rentals of the clubhouse
- shall maintain and recommend revisions in the clubhouse by-laws, for approval of the Board

### Membership and Sunshine

- shall keep accurate records of all members at their last known addresses
- shall be responsible for sending out cards, etc. for illness, bereavements or other occasions

### Beach

- shall oversee the usage, maintenance and general welfare of the beach, boat ramp, and beach lot
- shall maintain and recommend revisions in the Beach/Boat Ramp Rules, for approval of the Board
- shall post said rules and assist in their enforcement

### Grievance

- shall consist of the Executive Board
- shall investigate any alleged grievance and to settle the same through mutual cooperation of all parties involved. The action of the Board shall be final.

## **Article VI. Execution of Instruments:**

The Executive Board, by a majority vote, shall authorize and appoint any two Directors on a case-by-case basis to sign all necessary deeds, mortgages and other extraordinary obligations and instruments of conveyance, and all other contracts and other legal documents of the Association. The Acting Treasurer shall sign checks, all other notes, drafts and all similar corporate instruments that have been approved by a majority of the current owner members.

## **Article VIII. Nominations and Elections:**

- A. The Nominating Committee shall consist of three members appointed by the Executive Board. All committee members shall be owner-members in good standing. The committee shall elect its own chairperson.

- B. The Nominating Committee may canvass the owner-members and prepare a list of candidates for the elected offices. The Committee will send the names of candidates to all owner members with notification of the Annual Meeting in election years, at least 30 days in advance of the Meeting. The Committee chairperson will read the names of candidates at the election year Annual Meeting.
- C. Nominations from the floor may be made at the election year Annual Meeting. No nominations may be made without the consent of the nominee (either in person or in written form).
- D. All elections shall be by paper ballot. If any of the Directorships is uncontested, the Facilitator may cast one ballot for the assembly.
- E. Absentee ballots may be requested by those unable to attend the Annual election meeting. Such ballots must be signed by the voting member, sealed in an envelope, and submitted to the nominating committee chairperson no later than seven (7) days before the election. Said ballots will be opened at the election.
- F. The Nominating Committee shall tally the votes and the chairperson shall read the list of those elected.

**Article IX. Meetings:**

Section 1. General Meetings

- A. An Annual Meeting shall be held in the month of August of each year, or within the next thirty-day period.
- B. A semi-annual meeting may be held in the month of March each year or within the next thirty-day period.
- C. All other meetings shall be called at the discretion of the Executive Board or a quorum of voting members.
- D. Twenty voting members shall constitute a quorum.
- E. Notices of meetings shall be posted for the benefit of those living in the plat, and sent to non-resident owner members at least one week before each Meeting. Notices in election years will be sent thirty (30) days in advance of the meeting.

Section 2. Executive Board Meetings

- A. Regular Executive Board meetings shall be held at least six times a year.
- B. Special meetings of the Board may be called by any two Directors.

**Article X. Amendments:**

These by-laws may be revised and/or amended by a majority vote of owner-members present at any General Meeting of the membership provided that the proposed revisions and/or amendments have been presented in writing at least thirty (30) days in advance.

Clubhouse and Beach/Boating Rules shall be approved by the Executive Board and presented at the Annual Meeting.

**Article XI. Parliamentary Authority:**

The rules contained in "Robert's Rules of Order Revised, 75th Edition" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of this Association.