

By-laws of the Perkins Pond Protective Association

Approved and adopted at the Fall 2018 meeting by the general membership

Article 1

Name

The name of this association is the Perkins Pond Protective Association (PPPA), located in Sunapee, New Hampshire.

Article 2

Purpose

The purpose of this association is reflected in the mission statement that was adopted at the fall 2010 meeting of the PPPA:

“The mission of the Perkins Pond Protective Association is to actively monitor, protect, and enhance the viability of Perkins Pond and its watershed. This will be implemented through:

- Collaboration with local, state and federal organizations
- Providing educational resources
- Encouraging a sense of community

Article 3

Membership and Dues

1. Membership in this association is open to property owners around Perkins Pond and its watershed.
2. Other individuals who support the purpose of the association may join as non- voting members
3. To hold office or vote in matters before the association a member must pay annual dues assessed by the association and be a property owner around the pond or in the watershed.
4. Membership dues shall be reviewed annually by the Executive Committee and any changes to dues will be proposed for approval by the membership. Membership dues are assessed per household.
5. The treasurer will keep track of member dues status.

Article 4

Meetings

1. Regular Meetings. There shall be two meetings annually, one in the spring and one in the fall. The specific dates for the meetings may be flexible, subject to the approval of the membership. Regular meetings shall be the principal business meetings of the year. Elections of Officers, reports of officers and committees shall be presented and major matters requiring approval of members shall be voted upon.

2. Special Meetings. Special meetings outside of the regular meetings may be called for a specific purpose by the Executive Committee. Such a meeting will be announced as much in advance as possible, so members may attend if they desire.
3. The Secretary shall notify members of the association of the date, time and place of the regular meeting at least 15 days in advance of the date set for the meeting, along with the draft minutes of the last meeting so they may be reviewed by members before the next meeting. The Executive Committee will also promulgate an agenda for the meeting to be sent to members at least 15 days prior to a meeting.
4. Conduct of Meetings.
 - a. The President of the association will preside at meetings of the general membership or of the executive committee.
 - b. The President or presiding officer at the meeting should use Robert's Rules of Order to guide conduct of meetings involving the general membership.
 - c. Individual members of the association shall be able to propose policies, programs, or budget items for consideration at any membership meeting, or for consideration by the executive committee prior to any meeting of the association.
 - d. Any matter brought before the membership for vote shall be carried by a majority vote by members present. Voting on matters before the association is as follows: One vote for each member present. In the event of a close vote the President can call for a written vote.
 - e. Quorum. For conduct of the regular business of the association a quorum to vote on and decide on issues before the membership will be defined as having at least 3 members of the executive committee present.

Article 5

Officers and Executive Committee

1. General management and guidance of the association shall be vested in the Executive Committee. The Executive Committee shall consist of these Officers; President, Vice President, Treasurer, Secretary and one Member-at-large.
2. The Executive Committee shall be responsible for formulating policies and programs of the association and recommending them to the Members for approval.
3. The Officers of the association will be elected for a two year term and may be elected to subsequent terms. In order to provide for continuity of leadership within the association, officers will be elected on a staggering schedule as follows:

Even years: President, Secretary

Odd Years: Vice President, Treasurer

4. The Member-at-Large will be elected for a one-year term. The member-at-large can be elected for two terms.
5. In the case of electing officers and the member-at-large each household will have one vote. If there are two or more candidates for the same office, voting will be by written ballot, collected and counted by two officers not running for election. If a member will not be able to be present, he or she may vote by absentee ballot, one vote per household. Prior to the scheduled election the secretary will send an absentee ballot by e-mail. To be counted the ballot must be received by the election. The secretary will tally the absentee votes and they will be counted at the regular election, together with the votes of members present.

President

1. The President shall act as the chair of the executive committee, shall preside at all meetings of the association, and may call special meetings of the association when necessary.
2. The President shall have the responsibility for execution of approved policies and programs of the association and is authorized to appoint appropriate committees to perform specific assignments.
3. The President shall have appropriate officers and committees provide reports at the regular meetings.

Vice-President

1. The Vice-President shall serve as a member of the executive committee.
2. The Vice-President will assume the office of President in the absence or disability of the President.

Treasurer

1. The Treasurer shall serve as a member of the executive committee.
2. The Treasurer will receive all monies for the association, deposit them in approved accounts and be custodian of all funds of the association
3. The Treasurer shall disburse the funds of the association upon receipt of properly authorized bills in accordance with the annual budget and instructions of the executive board.
4. The Treasurer shall prepare a current financial status report of the association and shall report same at the semi-annual meetings to the membership.
5. The Treasurer shall submit a financial report for the past year at the fall meeting, such financial report to be reviewed by a member of the association appointed by the executive committee.
6. The Treasurer shall maintain all current and historical financial records of the association.

Secretary

1. The Secretary shall serve as a member of the executive committee.
2. The Secretary shall keep the minutes of all meetings of the Association.
3. The Secretary shall publish the draft minutes of the last meeting for approval. The draft minutes from the prior meeting will be sent with the notice of the semi-annual meeting.

4. The Secretary shall issue notices of semi-annual meetings and special meetings.
5. The Secretary will send e-mail ballots for elections and tally the results of absentee ballots.

Member-at-Large

1. The Member-at-Large shall be a member of the executive committee.
2. The Member-at-Large has no specific duties but can be seen as a consultant to the officers of the association.

Article 6

Finances and Budget

1. An annual budget will be prepared by the executive committee to be presented and approved at the fall meeting.
2. Expenditures not included in the budget that are over \$500.00 must be approved by the general membership.
3. Emergency expenditures may be approved over \$500.00 but less than \$1,000.00 by the executive committee with notice given to the general membership as soon as practical.
4. An annual review of the finances will be conducted by a member of the association so designated.

Article 7

Committees

1. Nominating Committee. The nominating committee will be comprised of three members in good standing of the association who volunteer for the committee and are accepted by the membership. If there are more than 3 volunteers, the President will select 3 and the others will be alternates.
2. Water Quality and Environmental Committee. This committee will address the following issues concerning the association:
 - a. Monitoring of Water Quality. Working with the Volunteer Lake Assessment Program, administered through the New Hampshire Department of Environmental Services (NHDES).
 - b. Education concerning the pond and the watershed.
 - c. Monitoring and taking action to maintain an acceptable water level in the pond.
 - d. Invasive species monitoring (Weed watchers).
3. Special Project Committees. Time to time "Ad-Hoc committees may form for a particular purpose or to address a specific issue.

Article 8

Amendments

These By-laws will be adopted if approved by 2/3 of the membership at a regular meeting. Proposals for amendments can be made at any regular meeting of the association. Any amendments will be read at two regular meetings and will be voted on at the second meeting, in order to allow for review by the general membership before being voted upon.