

*Date of Acceptance of these Bylaws by PPLA
Membership April 22, 2017*

**BYLAWS OF THE
PERRY PARK LADIES ASSOCIATION**

ARTICLE I -- NAME

The name of this association shall be the Perry Park Ladies Association hereafter referred to as PPLA.

ARTICLE II - PURPOSE

The purpose of the PPLA shall be the enhancement of the social involvement of the residents of Perry Park Resort and to assist other local communities.

ARTICLE III – MEMBERSHIP

Membership in this association shall be open to any owner of property within the Perry Park Resort.

ARTICLE IV - OFFICERS

Section 1. Officers.

The officers of the PPLA shall be President, Vice-President, Secretary and Treasurer.

Section 2. Election of Officers.

Officers shall be elected every 2 years. Nominations of officers shall be made by a nominating committee consisting of the current officers. Voting shall be held the day of the final meeting for the year. The successful candidate will be elected by a majority of the members present at that meeting.

Section 3. Term of Office.

The terms of all officers shall be for two years commencing on January 1st of the calendar year following the election. The period of time between the election and January 1st shall be used as a transition time in which the incoming officers will be informed and consulted on ongoing issues or events, but any decisions during that time are the responsibility of the incumbent officers. Officers may run for reelection each year.

Section 4. Vacancies.

In the event a vacancy occurs in the office of the President, the Vice President will succeed to the office of President. In the event a vacancy occurs in any other elected office, the remaining officers will fill the vacancy.

Section 5. Duties of Officers.

President: Shall preside at all meetings, appoint committee chairpersons, sign PPLA checks in the absence of the Treasurer and perform other duties inherent to her office. The President will also keep the Vice-President informed of all actions so that the Vice-President can act effectively in the absence of the President.

Vice-President: Shall assume the duties and responsibilities of the President in the President's absence and be responsible for other duties as may from time to time be required of her.

Secretary: Shall keep the minutes of the PPLA meetings and provide electronic and/or hard copies to the PPLA file, the PPLA membership, and the Perry Park Resort Owners association (PPROA) within ninety (90) days after the meeting. She shall be responsible for preparing and maintaining a file copy of all PPLA correspondence and for notifying current and prospective members of upcoming PPLA meetings and events. The Secretary will also be responsible for keeping the PPLA Directory up to date and for making it available to all members.

Treasurer: Shall keep an accurate account of the funds received and disbursed, provide a monthly financial report to be read at PPLA meetings, and ensure that all checks are to be signed by the Treasurer or President. The Treasurer will also submit appropriate forms as required each year by the IRS.

ARTICLE V – COMMITTEE CHAIRPERSONS

Will be responsible for the conduct of the function or event for which they have been appointed. Chairpersons are responsible for the collection and expenditure of funds associated with the function or event and shall provide a summary of the event to the Secretary and a detailed account of collections and expenses to the Treasurer as soon as possible after conclusion of the function or event.

ARTICLE VI – AUDIT

An annual audit is to be conducted by an independent source within thirty (30) days after the end of each calendar year.

ARTICLE VII – MEETINGS

Section 1. Dates and Location.

There shall be no less than two (2) meetings each year, one occurring on the third Saturday in April and one occurring on the first Saturday in October. These meeting dates may be changed by the President as necessary provided the membership is given at least seven days notice of the change. Additional meetings may be called by the President as needed. Unless otherwise specified, PPLA meetings will be held in the Glenwood Hall Community Center.

Section 2. Procedures.

Officers shall meet prior to each meeting to plan an agenda. The agenda will be provided to the PPLA membership prior to the meeting. . The Roberts Rule of Order will govern all PPLA meetings: (1) Call to order; (2) Minutes of the last meeting; (3) Treasurer’s report; (4) Committee reports; (5) Old business; (6) New business; (7) Adjournment.

ARTICLE VIII CHANGES IN BYLAWS

Any and all proposed changes to the bylaws shall be presented at any regular meeting and a vote of the majority of the members present shall be necessary for adoption.

ARTICLE IX DISSOLVEMENT OF PPLA

If written notice is given fifteen (15) days in advance to the members, the PPLA may be dissolved at an annual meeting or at a special meeting called for that purpose by the majority of the members present. Any existing funds will be donated to a charity selected by the PPLA members.