

LAKE LUCERNE ESTATES CIVIC CLUB, INCORPORATED  
BYLAWS  
REVISED 2007

**ARTICLE I : NAME**

SECTION 1: The name of this organization shall be THE LAKE LUCERNE ESTATES CIVIC CLUB, INCORPORATED. This organization shall be incorporated under the laws of the state of Georgia as a civic club located at Lake Lucerne Estates Subdivision, Gwinnett County, Georgia.

**ARTICLE II: PURPOSES**

SECTION 1 ; The Lake Lucerne Estates Civic Club Inc. is organized for the benefit of the residents of the Lake Lucerne Estates subdivision, and as such shall act to maintain compliance with the Restrictive Covenants covering all property of the subdivision.

SECTION 2 : The Lake Lucerne Estates Civic Club Inc., will promote the use, function, and upkeep of the lake, clubhouse, common area, and any other improved space.

SECTION III : The Lake Lucerne Estates Civic Club, Inc. shall promote civic activities, community service, and good will among the residents of the Lake Lucerne Estates subdivision.

**ARTICLE III : MEMBERSHIP**

SECTION 1 : Membership is open to all residents and lot owners in the Lake Lucerne Estates subdivision.

SECTION 2 : Membership in the Lake Lucerne Estates Civic Club Inc., is nontransferable.

SECTION 3 : In the event any member sells his ownership interests in any lot, then his membership shall automatically terminate as to said lot.

SECTION 4 : Current membership shall be allotted one vote each.

**ARTICLE IV : OFFICERS**

SECTION 1 : The government of this organization shall be vested in an Executive Council of not more than five members which shall include the following elected officers: President, Vice-President, Secretary, Treasurer, and immediate Past-President.

SECTION 2 : The Executive Council shall have the right and the responsibility to regulate the use of the Lake Lucerne clubhouse, to designate one or more committees to assist in the management of the corporation, to authorize necessary, but unusual expenditures up to \$500, to enjoin violations of the Restrictive Covenants, and to approve or reject plans submitted by property owners relating to the construction of buildings within the subdivision.

The Executive Council shall be responsible for notifying all members at least ten days prior to any action being taken by the Lake Lucerne Estates Civic Club, or member thereof, that would affect the water level of the lake, or the quality of the water in the lake. All members are to be given the opportunity to vote, at a specified time and place, on the proposed action. Exceptions to the ten day requirement for member notification would fall under Emergency Conditions (flooding potential due to weather conditions).

The Executive Council, or its designated representative, shall coordinate the welcoming of new residents, send condolences to those who have suffered loss or severe illness of immediate family, and congratulations at the time of a birth.

**SECTION 3 :** The duties of the President shall be to preside at all meetings of the Lake Lucerne Estates Civic Club, Inc., to call general membership meetings and Executive Council meetings, to sign all contracts, perform such duties as ordinarily pertain to such an office, and to serve as ex-officio member of all committees.

The President shall appoint two voting members of the corporation to act as an auditing committee. This committee shall examine the books and records of the Treasurer for the closing term of office. The audit is to be done in November, and is to be reported at the January meeting of the membership.

**SECTION 4 :** The duties of the Vice President shall be to perform all duties of the President in his/her absence, and to perform such other duties as assigned by the Executive Council.

**SECTION 5 :** The duties of the Secretary shall be to keep all records of official proceedings of the Lake Lucerne Estates Civic Club, Inc., to keep all records in a folder or binder from year to year, to insure that all notices are duly given in accordance with these by-laws at least one week in advance for each general membership meeting.

The Secretary shall make the minutes available at general and Executive Council meetings.

**SECTION 6 :** The Treasurer shall be responsible for all funds and securities of the corporation, for collecting all monies that are due to the Lake Lucerne Estates Civic Club, Inc., for disbursing same on vote of the Executive Council or approval by vote at a general membership meeting, for depositing all moneys in the bank designated by the Executive Council, for keeping a record of all receipts, expenditures, and keys to club property, and for making a report at all meetings. The Treasurer shall maintain a separate account for all special funds. No action shall be taken affecting the use of any special fund except by a majority vote of those members present at the general membership meeting.

## **ARTICLE V : ELECTIONS**

**SECTION 1 :** In September of each year, all members will be notified of upcoming elections. This notice may be provided in writing or at the September meeting.

**SECTION 2 :** In the September notification, a slate of candidates for upcoming elections will be listed, to include, current officers willing to continue service, and new nominations. Additional nominations will be accepted by the President up to one week before the election meeting.

**SECTION 3 :** Officers will be elected at the November meeting.

**SECTION 4 :** The term of office will be one year.

**SECTION 5 :** Any vacancy in the Executive Council shall be filled by an election. The elected shall serve the duration for the term with the exception of the office of President, which could be filled by the Vice President. Then an election would be held for Vice President.

**SECTION 6 :** Any officer may be removed by a majority vote of all members.

## **ARTICLE VI : MEETINGS**

General membership meetings shall be held the third Thursday in alternating months beginning each year in January. Meetings shall be held at the Lake Lucerne Estates clubhouse, or as directed by the President, Executive Council, or not less than one-tenth of the members having voting rights.

**SECTION 2 :** Regular meetings of the Executive Council shall be held at a date and time determined by the President. These meetings shall be open to the membership. It is the responsibility of the Executive Council to prepare the agenda for each general membership

meeting. Any member wishing to add an item to that agenda should contact the President prior to the scheduled meeting.

SECTION 3 : In November, the membership shall meet to elect the President, Vice President, Secretary, and Treasurer for the coming year.

SECTION 4 : Fifteen percent of the active membership shall constitute a quorum at any general membership meeting.

SECTION 5 : A majority of the Executive Council shall constitute a quorum for the transaction of business at any meeting of the Executive Council.

SECTION 6 : Prior to any general meeting, a member is entitled to and may vote by written absentee ballot on prior published issues. The ballot must be delivered to the President prior to the membership meeting personally by the absentee voter.

Section 7 : In November of each year, an audit of the books and records of the Lake Lucerne Estates Civic Club shall be conducted, and reported at the first meeting of the following year.

#### **ARTICLE VII : DUES**

SECTION 1 : Annual dues shall be payable January through April 1<sup>st</sup>.

SECTION 2 : Annual dues cover membership for the calendar year.

SECTION 3 : Any member in arrears on dues and/or other monies shall be dropped from membership, is no longer eligible to receive benefits of the lake and clubhouse, and at this time shall be asked to return any keys to club property to the Treasurer or other council member.

#### **ARTICLE VIII : AMENDMENTS**

SECTION 1 : Amendments or additions to the By-laws may be passed by a two-thirds vote of the membership present at any general membership meeting provided a quorum exists.

SECTION 2 : Notice of each proposed amendment shall be communicated to all members at least ten days in advance of such meeting. Without such notice, a three quarters vote of all members shall be required.

SECTION 3 : Amendments shall take effect immediately upon passage.

#### **ARTICLE IX : PARLIAMENTARY AUTHORITY**

SECTION 1 : Robert's Rules of Order, Revised shall govern the proceedings of the meetings of this association, except where there is a conflict with the By-laws.

SECTION 2 : These By-laws shall supersede all others of the Lake Lucerne Estates Civic Club, Inc.