

POLICIES FOR OFFICERS & DIRECTORS
of
Crockery Lake Association
*Here after known as CLA

I. ADMINISTRATION – President, Chairperson

Section No. 1: CLA BOARD OF DIRECTORS POLICY

- A. The Board policy will generally cover the period of September 1st through August 31st and will be in policy written form.
- B. All changes to the Board policy must be presented as new business at the regular scheduled board meeting and passed by a majority of those directors present.
- C. The Board policy will be reviewed by Board of Directors during July and August. All revisions must be approved as stated above and become effective no later than the end of the year of review.

Section No. 2: CLA BOARD OF DIRECTORS MEETING SCHEDULE & NOTIFICATION

- A. The CLA Board of Directors (hereafter referred to as BOD/s) will conduct director meetings during the following months, March, April, May, June, July, August and September.
- B. The BOD will be in recess during the months of October, November, December, January, and February.
- C. Regular scheduled BOD meetings will be scheduled on the 3rd Wednesday of those months listed in BOD Section 2A.
- D. A notice of all scheduled BOD meetings for the current business year will be announced in the spring CLA Newsletter and posted on the CLA Facebook Page & Website.
- E. Any changes made to the regularly scheduled Board meetings as outlined in Section 2B, will require the Board designee to notify the members of the CLA no later than 24 hours prior to the meeting of the BOD.

Section No. 3: CLA BOARD OF DIRECTORS MEETING AGENDA & OTHER DOCUMENTS

- A. The BOD President will prepare the business agenda.
- B. The business agenda will be emailed to each BOD prior to the scheduled meeting of BOD.
- C. The Secretary's report, or the Business Minutes and Treasurer's Financial Report will also be passed out to the BOD prior to the date and time of the BOD business meeting.
- D. Each Director may notify the BOD President with his/her comments, additions, and or changes to the business agenda and to the Treasurer's Financial Report any time prior to the BOD approval to accept the agenda during the course of the meeting itself.

Section No. 4: CLA BOARD OF DIRECTOR INSURANCE & PROTECTION COVERAGE

- A. Liability insurance coverage and its subsequent annual/monthly premium will be the sole responsibility of the CLA and that of the General Fund.
- B. The BOD President will submit to the entire BOD on an annual basis any changes in the insurance policy for the director liability insurance. The board will review and approve any policy changes.

Section No. 5: CLA NOMINATION COMMITTEE

- A. The Chair of the Nominations Committee shall be appointed at the annual restructuring meeting.
- B. The Chair will form a committee from CLA Members.
- C. The nominations list will be submitted by the Nominations Committee to the BOD prior to the annual CLA Annual All-Board meeting.

II. FINANCE – Treasurer, Chairperson

Section No. 6: ASSOCIATION BANKING & ACCEPTED PRACTICES

- A. The CLA will permit the Treasurer to open up a Checking and Savings Account at an institution of his/her convenience.
- B. The only accepted deposit accounts authorized by the CLA board will be Checking, Passbook Savings, and Certificates of Deposit.
- C. Certificate of Deposits (CD's) shall not have an investment maturity longer than six (6) months.
- D. Reinvestment of maturing CD's will be permitted at the discretion of the board Treasurer based upon his/her liquidity assessment of current cash requirements.
- E. There shall not be more than three (3) active CD's at any one time.
- F. Two (2) members of the CLA Board, one being the Treasurer, will have their names on record as being authorized to conduct ongoing business with CLA financial affairs.

Section No. 7: ASSOCIATION ACCOUNTING & PERIODIC BOOKKEEPING

- A. It has been determined that non-profit organizations, such as ours, no longer need to file an annual IRS and/or State of Michigan Income Tax Filing Report.
- B. The CLA's periodic accounting, recommendations for financial reporting, and presentation for GAAP (generally accepted accounting practices) when required by law will be performed by a Certified Public Accountant.
- C. All appropriate tax filing reports and/or documents pertaining to the CLA will be maintained in a fire-proof cabinet designated by the board President and retained on file as prescribed by law.

- D. A Certified Public Accountant, when required to do so, will personally review all bank records for asset verification and accuracy. The appropriate bank records and financial information will be delivered to a CPA when necessary by the Treasurer of the CLA.
- E. Discrepancies, if any, will be reported directly to the President of the CLA for further clarification. The President will present his/her findings to the Board of Directors within thirty (30) days of being notified of a banking discrepancy and/or concern. Board members will receive a summary of all discussion on this very important subject matter.

Section No. 8: EXPENSE REIMBURSEMENT FROM CLA

- A. Expenses of \$100.00 or less may be handled without BOD involvement and as such may be handled directly between director(s) and the CLA Treasurer.
- B. Those individuals requesting expense reimbursement must have verifiable receipts and/or documents in order to be reimbursed for any amount.
- C. Expense receipts and/or documents must be turned over to the BOD Treasurer for verification prior to reimbursement.
- D. All expenses greater than \$100.00 must have prior approval by the BOD of Directors before the CLA Treasurer can make reimbursement(s) of any kind.

Section No. 9: DONATIONS APPROVED BY CLA BOARD OF DIRECTORS

- A. The request for donations, contributions, and/or memorial gifts will be duly approved by the CLA BOD at a regularly scheduled BOD meeting:
 - 1) Contributions: From the Fireworks Display Fund, the Chester Township Fire Department will receive an annual \$100.00 contribution to be made to the Rosel Memorial Fund, established in 1988. The acceptance of donations, and/or contributions and for memorial gifts must be approved by the BOD.

III. MEMBERSHIP – President, Chairperson

Section No. 10: MEMBERSHIP ANNUAL MEETING

- A. The Annual membership meeting and election of BOD will be conducted each year during May.
- B. The time for conducting said meeting shall be 7:00 p.m.
- C. Meeting notice and ballot nominees will be printed in the April CLA Newsletter in the time prescribed by the Association's Bylaws.
- D. Committee appointment must consist of CLA Members (so why couldn't non-members also be exceptions?). *Exception of non-lake residents upon approval by the BOD.

Section No. 11: MEMBERSHIP DUES

- A. The Annual CLA Membership Drive will be initiated during the month of April each year.
- B. The CLA Membership period is May 1st through April 30th.
- C. Membership dues will be in the amount of \$35.00 (4/17/2019) per membership household, per membership period.

Section No. 12: WELCOME COMMITTEE

- A. The Committee will consist of at least one BOD member.
- B. The purpose of the Committee is to welcome and inform new lake residents.
- C. It is the responsibility of the Committee to acquire information on new residents.

IV. LAKE QUALITY & EDUCATION – Director, Chairperson

Section No. 13: DIRECTOR OF EDUCATION

- A. BOD Education is deemed to be a vital necessity in handling the many responsibilities surrounding our most important natural resource, that being Crockery Lake.
- B. From time to time, educational opportunities will arise which will be relevant in nature to the CLA Purpose as stated in the CLA By-Laws, and thus, various expenses incurred by the BOD shall be reimbursable.
- C. For educational related expenses to be eligible for reimbursement or directly paid by the BOD Treasurer, they must first be brought up under “NEW BUSINESS” at a regularly scheduled BOD meeting, prior to the event itself.
- D. The maximum amount of reimbursable expenses authorized by the BOD, to any member(s) of the CLA for conferences and seminars, shall not exceed \$600 per calendar year.
- E. Only registration and hotel expenses will be reimbursed in accordance with Section No. 8-D above.

Section No. 14: LAKE MANAGEMENT FOR ALGAE AND WEED CONTROL

- A. The CLA, through research, study, education, and historical analysis has determined that certain chemicals, once applied to Crockery Lake, have been effective in control of invasive weeds and seasonal algae.
- B. Professional Lake Management has been chosen by the CLA to perform our annual chemical application for the purpose of weed and algae control.
- C. Chemicals being applied may be Renovate, Cide-Kick, Shade, Komeen, Choleated Copper and Copper Sulphate, and a basic algaecide, just to name a few.
- D. Treatments are scheduled annually for May and June, with additional treatments available upon request at an additional cost.

- E. The cost of annual chemical applications is paid by the residents surrounding, and on Crockery Lake, through an annual property assessment by the Chester Township Officials as a special assessment.

Section No. 15: LAKE TESTING AND PERIODIC STUDIES

- A. The CLA has long held the belief that the more we know about our lake quality the more control we have over our lake's destiny.
- B. The BOD can and has given full authority to those individuals (including CLA volunteers) performing studies and surveys of the water and soil quality in Crockery Lake. Most funding of these projects is derived from the CLA General Fund and receive Board approval at regularly scheduled Board meetings.
- C. Some project funding is derived from grants issued by local, county, state, and/or federal programs. When funding of projects becomes known to the association, the CLA BOD will earnestly pursue such funding through the appropriate applications.
- D. When possible, those involved with lake testing will file written reports quarterly with the CLA Board of Directors. If quarterly reports are not available for one reason or another, written reports will be expected without exception on an annual basis.

V. SECRETARIAL – CLA Secretary

Section No. 16: DISTRIBUTE CURRENT BY-LAWS & POLICIES

Section No. 17: DISTRIBUTE REGULAR MEETING MINUTES

Section No. 18: CLA LETTERS OF CORRESPONDENCE

- A. CLA Directors, at their discretion, may send periodic notice and/or reminders to prospective members requesting dues and/or firework donations. Directors are not required to do so **but** may choose to mail notices in addition to making personal home visits.

Section No. 19: FUNERAL AND BEREAVEMENT GIFTS

- A. As notified, in the event of a death among the CLA community, the Secretary will send a card of sympathy to the family members to convey our respects. As an association, we would like to also remember non-members in the CLA community as well.

VI. DIRECTOR AND MEMBER COMMUNICATION – Vice-President, Chairperson

Section No. 20: INTERNET CONNECTION AND CLA WEBSITE PRESENCE

- A. The BOD has approved a CLA Internet Website to be maintained on the World Wide Web. In addition, any expenses incurred in maintaining and promoting the website will be reimbursed.
- B. The CLA website will be monitored by a BOD. The home page and BOD information will be reviewed for accuracy and then forwarded to the Website Administration by the BOD Website Facilitator only.
- C. The Website Administrator will be responsible for the overall upkeep of the Webpage and CLA Facebook sites. Updates to the site will be made in a timely manner upon receipt of and e-mail request from the Website Facilitator. *”Approved”, means the Website Facilitator has prior approval by a quorum of the CLA BOD.

D. The Website Facilitator's duties include the following:

- 1) Posting approved CLA BOD minutes.
- 2) Posting approved CLA Newsletters.
- 3) Generating approved general notices to be placed on the CLA Website and on the CLA Facebook page.

*"Approved", means the Website Facilitator has prior approval by a quorum of the CLA BOD.

Section No. 21: CLA NEWSLETTER PUBLICATION AND FREQUENCY

- A. CLA BOD will have a specific route within the lake community for which they will be responsible while distributing CLA material intended for members.
- B. Newsletter publications are scheduled for internet distribution during the months of April, May, June, July and the combined months of August/September. Other publications of our newsletter may be printed at the discretion of the BOD.
- C. We are required to comply with 501©3 of the IRS Code, governing "Non-Profit Organizations" in addition to our Association's By-Laws, in that we are hereby required to furnish CLA newsletters to all residents (including non-members) on either side of Crockery Shores Rd. and VanDyke streets or any streets surrounding Crockery Lake.
- D. Members may place up to an eight-line ad in the CLA newsletter "FREE" of charge.
- E. Non-members may place printed advertisements in the CLA newsletter. The prices are \$100 for a full page, \$50 for a half page, \$25 for a quarter page. ~~Or less~~ Proceeds will go into the CLA General Fund.
- F. Businesses may advertise for one (1) year in CLA Newsletter at a cost of \$25. The size of the ad will not exceed business-card size. Proceeds will go to the Fireworks Fund.
- G. Sponsors: CLA will be recognized as such in the Newsletter and through other media options.

VII. EVENTS

Section No. 22: FIREWORKS ANNUAL DISPLAY: See Addendum A

- A. Annually the CLA sponsors a fireworks display in celebration of Independence Day. The cost of this annual event is paid for by individual donations and contributions of members and non-members alike, from around the Crockery Lake community.
- B. Donations and contributions collected during the current calendar year represent funding capabilities/obligations for "following year displays". Money received from the public at large and

allocated into the CLA Fireworks Fund Account no later than December 31st of each year will determine the likelihood of having fireworks display the following year.

- C. The board will set a minimum amount to be collected for fireworks, which includes a premium for personal and property insurance protection, for a fireworks activity to be conducted. Should there be a shortfall in the amount collected, the CLA board will review all of its options.
- D. Should a fireworks display be canceled, due to a lack of funding, all money will be moved to a certificate of deposit and applied to the next year's fireworks fund.

Section No. 23: BOAT PARADE: See Addendum B

- A. The CLA will sponsor a Boat parade prior to the Annual Fireworks Display. All residents can enter but only participants who are members of the CLA will be awarded monetary prizes.

Section No. 24: FUND RAISING ACTIVITIES

- A. All fund-raising events will be recommended to the CLA Board of Directors for discussion and voting purposes.
- B. Fund raising types and revenues will be reported by the Treasurer on a month-to-month basis.
- C. All expenses incurred by any Fireworks Fund raiser for the purpose of bolstering the Fireworks Fund will be paid from the Fireworks fund.

Section No. 25: ADDITIONAL EVENTS

- A. CLA may host events such as Garage Sales, Garden Shows & Community Activities, for the purposes of a fund raiser, as a community builder or for educating homeowners around Crockery Lake. Per our insurance policy.