

Friends of Lake Hope Code of Regulations

ARTICLE I - NAME, OFFICE

Section 1: Organization Name

The name of the organization shall be the Friends of Lake Hope (hereinafter referred to as the "Organization").

Section 2: Principal Office

The principal office shall be located at 27333 State Route 278, McArthur, Ohio 45651

ARTICLE II – MISSION STATEMENT & OBJECTIVES

Section 1: Mission Statement

To foster a partnership between the general public and Lake Hope State Park to enhance, preserve, protect, and promote Lake Hope State Park and adjacent areas for present and future generations.

Section 2: Objectives

1. To enhance recreational opportunities for visitors while taking care to protect and preserve natural, cultural, and historical resources.
2. To establish cooperative relationships with individuals, private organizations, and government agencies sharing the common goals of the Organization.
3. To initiate fund-raising projects and solicit donations for specific projects approved by the Board of Trustees and Lake Hope State Park to advance the mission of this Organization.
4. To organize, implement and/or provide assistance to park staff with special events and projects that complement the mission of Lake Hope State Park.
5. To promote the mission of Lake Hope State Park through community outreach, marketing, and partnerships.

ARTICLE III – MEMBERSHIP and MEETINGS

Section 1: Membership

The voting members of the Lake Hope Friends shall consist of those individual members of the general public who pay annual dues as established by the Board of Trustees.

Section 2: Special Meetings

Special meetings of the membership may be called at the direction of the Board of Trustees or at the request of twenty-five percent (25 percent) of the members in good standing. Written notice of the time, date and place of the meeting will be given to every current member, via mail or email, no fewer than 10 days prior to such meeting.

Section 4: Annual Meeting

The date, time and place of the regular annual meeting shall be set by the Board of Trustees. Written notice of the time, date and place of the meeting will be given to every current member via mail or email no fewer than 30 days prior to such meeting. Absentee ballots for those unable to attend will be made available by request.

ARTICLE IV – GOVERNANCE BY BOARD OF TRUSTEES

Section 1: Governance.

The governing body of the Organization shall be the Board of Trustees. The authorized number of Trustees shall be an odd number not be less than seven (7) or more than eleven (11), unless changed by amendment of this Code of Regulations. They shall be members of the Organization.

Section 2: Authority of the Board of Trustees

The general policies controlling the Friends of Lake shall be vested in the Trustees, who shall be subject to the limitations contained in the Ohio Revised Code and this Code of Regulations.

Section 3: Elections and Terms of Trustees

1. Trustees shall be elected by the membership at the annual meeting.
2. The term of the Trustees shall be 2 years. Initial board of trustees will consist of 4 Trustees serving two year terms and all remaining serving one year terms.
3. Any vacancy of a Trustee may be filled at the Board of Trustees' discretion by a simple majority of the vote of the Board of Trustees.
4. Any Trustee may be removed by a two-thirds vote of the entire Board of Trustees at any time.

Article V: MEETINGS OF TRUSTEES

Section 1: Meetings of Trustees

There shall be regular quarterly meetings. In addition, there may be special meetings of the Trustees called by the President, Vice-President, or any three Trustees, at such times as deemed necessary, by notice given at least seven days prior to the date of such meeting, to each Trustee. Trustee meetings shall be open to all Members, interested individuals and groups whose activities are pertinent to the Friends of Lake Hope mission.

Section 2: Quorum

At all meetings of the Trustees, a majority attendance of the Board of Trustees shall constitute a quorum.

Article VI: OFFICERS AND DUTIES

Section 1. Officers and Duties

There shall be four officers of the Board of Trustees: President, Vice President, Secretary and Treasurer. Their duties are as follows.

Section 2: Elections

The officers shall be elected at the Trustees meeting each year in November and take office on January 1 of the following year. Add in for initial founding board of Trustees immediately up on election.

Section 3: Term

The term of office shall be two years. An officer may serve no longer than three consecutive terms, and then must vacate the office for one year.

Section 4: Office of President

The President shall convene regularly scheduled Board meetings. If the President cannot preside at the meeting, he or she shall arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary and Treasurer. The President shall sign the records thereof, act as spokesperson, make any reports necessary under the Ohio Revised Code, establish committees as necessary, and perform further duties as shall be from time to time required of him/her by the Trustees.

Section 5: Office of Vice President

The Vice President shall perform all the duties of the President in case of the absence, death or disability of the President.

Section 6: Office of Secretary

The Secretary shall be responsible for keeping records of Board of Trustees actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

Section 7: Office of Treasurer

The Treasurer, as the Chief Financial Officer of the Organization, shall keep and maintain all financial records. He/she shall keep an accurate account of all money or property received or disbursed by him/her and shall perform all the duties as may be required by him/her by the Trustees. The Treasurer shall publish a monthly financial statement indicating the financial transactions to the Organization's accounts. On the expiration of his/her term of office, he/she shall turn over to his/her successor, or to the Trustees, all money or property of the organization held by him/her.

Section 8: Vacancies.

In the event of death, resignation, removal, or permanent disability of any elective officer, the vacancy shall be filled by vote of the Trustees.

ARTICLE VII: FINANCIAL

Section 1-Funds. All funds received by the Organization from membership dues, donations, or fund-raising activities shall be deposited into the Organization's account (hereafter known as the "general account") at a local financial institution.

Section 2-Disbursements. Upon annual approval of the budget by the Board of Trustees, any disbursement in excess of \$250.00 will be made by any two of the following officers: President, Vice President, Treasurer or Secretary. Any disbursement from the general account shall require two signatures.

Section 3-Bookkeeping. The books of the Organization shall be kept by the Treasurer, who will record all deposits to, and all disbursements from, the Organization's accounts. The Treasurer shall maintain the books in such a manner that the ledgers for individual budgetary accounts, as directed by the Board of Trustees, will be kept for recording the receipt and disbursement of funds that are earmarked for specific purposes and projects.

Section 4- Oversight.

- A. All account statements will be mailed directly from the financial institution to the address of record for the current Treasurer of the Organization. The Treasurer shall be responsible for reconciling all account activity on a monthly basis.
- B. Following the monthly reconciliation process, the Treasurer will prepare, sign, and submit a monthly financial statement to the Board of Trustees. A copy will be made available for any current member to review upon request.
- C. Annually, the Board of Trustees shall appoint an Audit Committee, chaired by a Director and comprised of two additional members of the Organization, exclusive of the current Officers, who will conduct an audit of the Organization's financial records. The Audit Committee may choose to use an independent, unaffiliated audit firm. The Audit Committee, will submit a written report of the results of the audit to the Board of Trustees at the Organization's annual meeting. This report shall also be available to all current members upon request.
- D. The fiscal year for this Organization will be from April 1 through March 31 of each year.
- E. As soon as possible after the annual meeting the new Treasurer shall prepare a budget of estimated revenue and expenses for the forthcoming year and submit it to the Board of Trustees for approval.

ARTICLE VIII - DISSOLUTION

Section 1- If for any reason this Organization ceases to function, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code. Cash may be distributed to a Federal, State, or Local government agency to serve a worthwhile public service. A court of competent jurisdiction in the county in which the principal office of the organization is then located shall dispose of any other assets.

ARTICLE IX - AMENDMENTS

Section 1: This Code of Regulations may be amended when necessary by a two-thirds vote of the membership present at any annual or special meeting of the Organization, provided notice of the proposed change has been given all members no fewer than fourteen (14) days prior to such meeting.

This Code of Regulations were approved at a meeting of the Board of Trustees of the Lake Hope Friends _____ on _____, 2006.