

Lake Lorelei

Community Enhancement Volunteers

Community Enhancement Volunteers Committee Bylaws

Mission Statement

Bringing together people with initiative, dedication, and energy to volunteer their physical, mental, and creative talents for the maintenance and improvement of the Lake Lorelei community.

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ARTICLE I: Name

The organization shall be known as the Community Enhancement Volunteers Committee.

ARTICLE II: Purpose

1. To enhance, support, and contribute to revitalization activities that are necessary to make Lake Lorelei the best place in southwestern Ohio to live and play.
2. To promote the development of projects that will enhance the appearance, safety, and enjoyment of the Lake Lorelei community.
3. To enable the Committee membership to develop, fund, and complete community improvement projects.

We accomplish our Purpose by:

- Not replacing the Maintenance Organization, rather relying on Maintenance to maintain our improvements.
- Initiating projects to beautify and enhance the Lake through funds this committee has raised.
- Relying on volunteers as well as professionals as the need arises.
- Collaborating with other Lake Committees as needed to accomplish our purpose or the purpose of the other Committee's.
- Assuring our projects are aligned with the Lake's direction by relying on the BOT to approve our work.
- We initiate and facilitate fund raising events as needed to meet our Purpose.

ARTICLE III: Membership

1. Members shall be people who contribute with time and/or financial support to the goals, mission, and purpose of the Community Enhancement Volunteers Committee.
2. Members are volunteers.
3. Committee members must:
 - a. Be members of Lake Lorelei Property Owners Association and must be considered "members in good standing" of the LLPOA.
 - b. Regularly attend committee meetings and/or participate in community enhancement projects.

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4. Project Managers will record and provide the Committee Treasurer with information regarding project's progress and completion status, participants who volunteered their time, and costs that need to be reimbursed from Committee funds.

ARTICLE IV: Committee Board of Directors

1. The Board shall consist of 5 to 7 Directors.
2. The Board shall approve and prioritize Committee projects.
3. A quorum for conducting the business of the Committee board shall be no less than 50% of its Board members.
4. Regular meetings of the Committee Board shall be held at the convenience of its members.

ARTICLE V: Officers

1. There shall be the following officers:
 - a. Committee Chair
 - b. Committee Vice-chair
 - c. Committee Secretary
 - d. Committee Treasurer
2. Up to 3 Directors-at-large will also support this Committee.
3. Should an officer be unable or unwilling to complete their duties, a replacement will be recruited and presented at the next regular meeting. The process used for annual elections will be followed.

ARTICLE VI: Annual Elections

1. Process:
 - a. Nominations for all Committee Board of Director positions will be taken from the floor at the Committee Annual meeting.
 - b. Each nomination requires a second.
 - c. All Community Enhancement Volunteers Committee members who are in attendance are eligible to vote.
 - d. A majority of those eligible to vote is needed to elect the Directors.
 - e. Directors will be installed immediately.
 - f. Directors will meet as soon as possible after the Annual Committee meeting to select officers.
2. All administrative authority is immediately transferred; records are to be transitioned within the week.

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ARTICLE VII: Duties of Officers

1. Committee Chair
 - a. Shall be the principal executive officer.
 - b. Shall in general supervise and control all business and affairs of the group.
 - c. Shall preside at all the meetings of the Committee Board
 - d. In the absence of the Committee Vice-chair, shall perform the duties of the Committee Vice-chair.
2. Committee Vice-chair
 - a. Shall be the liaison with Project Managers.
 - b. In the absence of the Committee Chair, shall perform the duties of the Committee Chair.
3. Committee Treasurer
 - a. Shall be responsible for all funds received by and payable by the Community Enhancement Volunteers Committee.
 - b. Will maintain records on all financial transactions.
 - c. Will maintain records, as provided by Project Managers, of time and financial donations made to the Committee.
 - d. In the absence of the Committee Secretary, shall perform the duties of the Committee Secretary.
4. Committee Secretary
 - a. Shall keep and publish meeting minutes of the Committee Board.
 - b. Shall maintain a contact list of members.
 - c. In the absence of the Committee Treasurer, shall perform the duties of the Committee Treasurer.
5. Board of Trustee (BOT)
 - a. A BOT member shall be present at the Committee meetings to represent the BOT and be the communication link from this Committee to the BOT's.
 - b. If the BOT member cannot attend, the Committee Chair shall communicate needs back to the BOT member after each meeting.

ARTICLE VIII: Meetings

1. Regular meetings of the Committee Board should be scheduled at least six times per year and at the convenience of its members.
2. There shall be an annual Community Enhancement Volunteers meeting held for the purpose of recognizing the efforts of the Committee membership.

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3. Notification of meetings shall be made to the membership via email, social media, or phone.
4. Special meetings may be called by the Committee Chair with 7 days of advanced notice provided via email, social media, or phone.
5. A quorum for conducting the business of the Committee Board shall be no less than 50% of its Board members.

ARTICLE IX: Funds

1. All restricted funds donated, granted, or earned shall be used for their designated project until it is fully funded. Any remaining project funds shall then be redirected to the Community Enhancement Volunteers Committee general fund.
2. All funds donated, granted, or earned without a specific designation shall be used with the approval of the Committee Board.
3. The treasurer shall have charge of all funds of the organization and shall be responsible for proper disbursement of restricted funds.

ARTICLE X: Amendments

1. The bylaws may be amended or revised by an affirmative vote of a majority of the Committee Directors present at a meeting designated for that purpose. Copies of the proposed amendments shall be given via email at least 7 days prior to the meeting.

ARTICLE XI: Dissolution

1. In the event of dissolution of this Committee, remaining assets, after the satisfaction of all Committee obligations, shall be distributed among active LLPOA clubs and committees as determined by the Committee Board.

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ARTICLE XII: Organizational Chart

