

## **RULES OF ORDER**

**As of August 15, 2010**

Adopted by the Board of Directors

The following rules were adopted as guidelines for the duties of the Officers, Board of Directors, Committees, and employees of Lake Thunderbird Association.

These rules and regulations are meant to interpret and clarify the existing By-Laws of Lake Thunderbird Association effective December 8, 1974.

### **I OFFICERS**

The Officers of the Association as prescribed in the by-laws shall be the President, one or more Vice-Presidents, Secretary, Treasurer and such other Officers as the Board may from time to time elect by majority vote.

The President, Secretary and other Officers of the Association shall also be President, Secretary, etc. of the Board of Directors.

The President and Vice-President shall be chosen from members of the Board of Directors. Other Officers need not be Board members. Officers shall have voting powers in Board meetings only if they are Directors. Officers shall have full rights to address the Chair and enter debate whether or not they are Directors.

The powers and responsibilities of each Officer shall be those specified in the Association By-Laws and as follows:

#### **A. PRESIDENT**

1. The President shall be the Executive Officer of the Association and shall preside over all Board and Annual Meetings. He shall be chief spokesperson for the Board of Directors.
  - a. The President shall conduct all meetings in accordance with "Roberts Rules of Order Revised", the by-laws and rules passed by the Board.
  - b. The President shall have the power to call for a closed executive meeting in addition to regularly scheduled meetings.
  - c. The President has the responsibility to prepare an agenda for each meeting which must be strictly adhered to.

The order of business shall be as follows:

1. Call to order.
  2. Roll call
  3. Establishment of quorum.
  4. Read and approve minutes of last meeting.
  5. Correspondence by Secretary.
  6. Treasurer's Report and approval of the monthly bills.
  7. Reports and communications of President.
  8. Report of standing committees.
  9. Report of special committees.
  10. Petitions and resolutions by Board members.
  11. Unfinished business.
  12. New business.
  13. Public discussion and/or comments from the floor.
  14. Adjournment.
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2. The President shall have the power to call for formation of present and future standing and special committees and appoint a Chairman thereof. The Chairman of that Committee shall select his committee members.
  3. The President shall be Chairman of the Wage Committee and appoint the members of this Committee. The President shall be ex-officio, a member of all committees except, the Rules Committee, Impeachment Committee, and the Nominating Committee. (eff: 10-17-09)
  4. The President shall have the power to authorize immediate repairs up to \$2,000.00 cost on any one (1) incident without the consent of the Board. These items must be presented to the Board at the first regular meeting following such authorization.
  5. The President shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff: 10-17-09)
  6. The President shall have the duty and responsibility to bring before the Board of Directors for approval any major new improvement desirable to the Common Property.
    - a. A major improvement shall be any improvement expenditure over \$2000.00 (eff: 10-17-09)
    - b. All major improvements must be accompanied by three (3) bids, if possible. If other than the low bid is accepted, the reason must be recorded in the Board minutes.

7. The President shall be the chief liaison working with the Lake Manager.
  - a. The Lake Manager shall be accountable to the President. In absence of the President, the Vice-President shall assume that duty. In the absence of the Vice-President, the accountability shall rest with the Board member with the most seniority.
8. The President or Vice-President shall, after Board approval, be empowered to sign all legal documents and contracts which shall be attested by the Secretary and the Corporate Seal shall be affixed thereto.
9. The President must be a Board member and as such shall have full voting power on all matters.
10. The President and the Lake Manager shall have the primary responsibility for contact with retained legal counsel in behalf of the Association and Board of Directors.
11. The President shall have the authority in an emergency to authorize any expenditure or perform any business transaction or carry out any other act normally empowered to the Board of Directors, provided that:
  - a. The verbal approval of the majority of the Board Members be obtained and
  - b. Notice of such action should be acknowledged by every Board Member in writing at a meeting following the action.
12. The President shall be the final judicial authority regarding parliamentary procedures during Association meetings. (eff. 10-17-09)

**B.**

**VICE PRESIDENT**

1. In the absence of the President, or in the event of his inability to act or refusal to act upon any item approved and directed by the Board, the Vice President is empowered to act and shall thereupon be vested with the power and duties of the President. (eff: 10-17-09)
  - a. The President shall be considered absent only when it is full knowledge of the Board that he is out of the Development and reasonable effort has failed to reach him by telephone and that it is believed he will not be reached in time to carry out his responsibilities.
  - b. The President shall be considered unable to act because of illness, or when other issues demand his immediate attentions.
2. Should the President resign his office, the Vice President shall serve out the remainder of the term as President, unless the Board removes him from that office.. If the Vice President declines to be President, the Board may elect a new President for the remainder of the resigning President's term. (eff: 10-17-09)
3. If there is more than one Vice President ,then they shall be designated as first, second, third, etc. Vice President. They shall assume power in the order of rank, that is if the President and the first Vice President are absent, then the second Vice President shall assume the powers of the President. (eff: 10-17-09)
4. In the absence of the President and Vice President then the Board shall elect a director to serve as President Pro-tem. This office shall terminate with the adjournment of the meeting or with the election of a new President Pro-tem. (eff: 10-17-09)
5. The Vice President shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff: 10-17-09)

C.

**SECRETARY**

1. The Secretary of the Association shall keep the minutes of the Board and the Association meetings.
  - a. The minutes shall contain only formal motions with the name of the individual making the motion and the disposition of the motion.
    - 1) Discussion of the motion shall not be included.
    - 2) Only in event of a roll call vote shall names be recorded, or in the event a Board member specifically asks that his vote be recorded.
  - b. All formal committee reports shall be attached to the minutes.
2. The Secretary shall be responsible to handle all general correspondence concerning Board matters.
  - a. All specific correspondence shall be handled as directed by the Board. A copy of such correspondence shall be filed with the secretary.
  - b. The Secretary may appoint recording and correspondence assistants.
  - c. He shall mail, or cause to be mailed, all notices required under the By-Laws.
    - 1) Mailing of Association meetings, either annual or special, shall be the responsibility of the Secretary. Written notice as outlined in the By-Laws, Article V Section 4, is required.
    - 2) Notice of meetings of the Board of Directors shall be the responsibility of the Secretary.
      - a) Written or oral notice of all special or regular Board meetings should be given to each Board member not more than 7 days nor less than 24 hours prior to the meeting.
      - b) Above written notice for all open meetings shall also be posted on the Clubhouse bulletin board within the time limits stated above.
3. The Secretary shall have custody of the Corporate Seal, minutes, Association audio and video recordings, correspondence, and records, plus a list of members and their addresses. (eff: 10-17-09)
  - a. All records and correspondence shall be reviewed each six months and all obsolete correspondence shall be destroyed.

- 1) This review shall be completed by a Board appointed committee consisting of the Secretary and two other members.
  - 2) The House plans shall be approved by the Architectural Committee with one copy to be kept on file in the Association office. All other approved plans to be on file in office, whether they be dock, shed and etc.
- b. The Secretary shall attest and affix the Corporate Seal to all legal documents and contracts.
  - c. Files shall be kept in the Association Office in a locked cabinet with the key to be held by the Secretary. The minutes shall be open to all members in good standing when request is made with the Secretary. This privilege shall not be used to the abuse of the Secretary.
  - d. The Secretary may be a Board member or someone hired by the Board of Directors.

**D.**

**TREASURER**

1. Treasurer will attend all Board and Association meetings when possible. It shall be his duty to present a current Association financial statement.
2. The Treasurer will also, in cooperation with the Lake Manager, present the monthly bills to the Board for payment authorization.
3. The Treasurer shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff: 10-17-09)
4. Quarterly and yearly payroll reports shall be prepared and filed by the bookkeeper. The bookkeeper will also be responsible for depositing monthly, in the proper accounts, funds for State and Federal employee withholding taxes.
5. The Treasurer should cooperate with the Secretary and appointed committees to determine eligible members regarding voting rights and rights to other Association privileges.
6. The Treasurer will also be responsible for cooperating with any bookkeeping personnel retained by the Association. The duties of such bookkeeper shall be:
  - a. Record all income and disbursements, and prepare monthly and year-to-date financial statements.
  - b. Prepare monthly deposits for employee withholding taxes.
  - c. Prepare State and Federal payroll reports quarterly.
  - d. Balance bank statements.
  - e. Prepare year-end payroll reports.
  - f. Cooperate with and assist auditors.
  - g. Cooperate with the Lake Manager and Board of Directors in preparing the Association budget.
7. The Treasurer shall be responsible to see that income tax forms for Federal and State taxes are timely filed.

8. The Treasurer will be responsible to see that the bank carries out its duties.
9. The Treasurer, President, Vice President, and Lake Manager shall have access to the safety deposit box located at the bank. Two of the above must be present to gain access to this box.
10. The Treasurer may be a Board member or someone appointed by the Board of Directors.

**E. CHECK SIGNING POLICY**

1. All checks shall be co-signed by the Treasurer and President. Any Vice President shall sign in the place of the Treasurer or the President if either or both are absent. In addition, all checks over \$2000.00 require Board authorization.
2. For the purpose of this Check Signing Policy, if the Lake Manager is unable to contact the President or Treasurer, or if either is known by the Lake Manager to be not present on the Association grounds at the time checks are to be signed for timely disbursement, then the Lake Manager shall deem the President or Treasurer absent, and shall contact the Vice Presidents for signatures. (eff: 10-17-09)

**F. RESERVE FUND POLICY**

1. The Association shall contribute to the reserve funds in such amounts as determined by the approved budget.
  - a. The reserve funds are set aside for those revenues for any emergency replacement, to preserve and to keep in the state of good repair, all our common property assets and amenities.
  - b. The reserve funds shall be explicitly identified as reserve funds in Association financial statements, and maintained in accounts separate from all other Association funds.
  - c. Any other use of the reserve funds shall be executed only at the direction of the Board of Directors.
  - d. Investment of reserve funds shall have preservation of capital as its primary objective. Maximization of investment return shall be a secondary objective. (eff 08-15-2010)

## II

### **BOARD OF DIRECTORS**

This section shall clarify the powers and duties of the Board of Directors as defined in the Association By-Laws, and as they relate to other rules of the Association.

1. Article VI. (Section 1, h) gives the Board of Directors, by resolution, the power to appoint committees. This power shall also be granted to the President as prescribed in these rules.
2. Directors need not be members of the Association, however, only members in good standing may petition for and be elected to the Board of Directors. Whenever there are fewer petitioners than Board vacancies, the new Board of Directors shall have the power to appoint an Association member in good standing to fill those vacancies.
3. The Board shall meet at least quarterly, on the third (3<sup>rd</sup>) Sunday of February, May and August at 1:30 p.m. in the Clubhouse. If any of these meetings should fall on a National Holiday, the Board may, by resolution, reschedule the date and hour of the meeting.
  - a. The above meetings shall be open to members in good standing.
  - b. The Board may, by resolution, or at the request of the President, hold closed meetings. Board members, Officers, and guests invited by majority Board vote only may attend these meetings.
  - c. Closed meetings shall be held in addition to, but not in place of, the regularly scheduled meetings.
  - d. An agenda of each monthly meeting shall be posted on the Clubhouse bulletin board seven (7) days before the meeting.
4. Any vacancy created in the Board shall be filled, if possible. The Board of Directors shall, by majority vote, elect the new Director. The new Director shall serve out the unexpired term of the Director whom he has replaced. If there is a vacancy before the New Board is seated, the next person who took up a petition for that year takes his or her place and resumes orders.
5. Any Director shall be eligible to succeed himself once, but not twice. Any partial term shall be considered a full term in regards to succession. After being off the Board one full two-year term, any former Board member may again serve on the Board for two more terms.

6. The Full Board shall have the sole responsibility to elect Officers by majority vote. This should be done in a meeting called within thirty (30) days after the Annual Meeting. The Full Board shall also have the power to dismiss any Officer by a 2/3 of a seven (7) member Board and four (4) votes are required on a five (5) member Board. In this case, abstentions do not reduce the number of votes required to carry the motion.
7. The Board shall have the responsibility to employ a full time Lake Manager. After interview by the Board, a 2/3 ballot vote of the entire Board shall be required for approval of an applicant. A 2/3 ballot vote of the entire Board shall be required to dismiss the Lake Manager.
8. No Board member may vote by proxy at a Board meeting from which he is absent.
  - a. Every Board member shall have the right to vote for or against an issue.
  - b. He may also abstain from voting.
  - c. On issues which he does not understand, he may call for further discussion.
  - d. A motion shall be decided by a simple majority of the votes cast.
9. The Board shall have the responsibility of retaining an attorney or attorneys as legal consultants for the Association. Although the President shall be the primary contact with the legal counsel, the Board by resolution may request the presence of counsel at some future Board meeting.
10. As dictated under the President's responsibilities, the Board shall approve all expenditures.
11. The Board shall determine all wage ranges for employees and shall determine the number of employees of the Association with the recommendation of the Wage Committee and the Lake Manager.
12. The Lake Manager will attend Board meetings except if excused by the President or the Board.
13. The Board will be responsible to answer complaints, constructive criticism and constructive suggestions as suggested by the Complaint Committee.

14. The Board shall discuss and may approve payment of all bills and expenses at each meeting.
  - a. Bills not approved may not be paid.
  - b. Association bills and debts must be presented to the Board by the Treasurer or Lake Manager for discussion and approval for payment. Bills for electric service to Association property, telephone, payroll, employee withholding taxes, FICA taxes, and heat may be paid on a due date prior to presentment to the Board and constitute the only exception to the requirement of prior presentment. These bills must be reported to the Board at the meeting following their payment.

### **III CANDIDACY AND ELECTION OF BOARD MEMBERS**

1. Who may file? Any member in good standing may file for candidacy. Between June 15 and June 22 of each year an appointed committee shall check Association records to determine that each candidate is not in arrears on any Association charge or has had his privileges suspended because he is in violation of any Association regulations.
2. When may he file? Petitions must be filed with the Association Secretary between June 1 and June 15. Petitions may be signed at any time prior to the time it is filed.
3. What form must the petition follow? Petition forms will be provided by the Association Secretary for the convenience of the candidate.
  - a. Each page shall contain a statement of candidacy for the Board of Directors.
  - b. Each page shall state the candidate's name, lot number, section number, and home address.
  - c. Each page should contain signatures only on the front side.
  - d. Each signature should be accompanied by the lot number, section number, and home address.
  - e. A minimum of fifty (50) signatures of members in good standing is required.
4. Who may sign the petition? Association members in good standing may sign the petitions. As in number 1 above, a committee will determine the validity of each signature. The signature of any member found to be in arrears on any Association charge or in violation of any Association regulation, on the date the committee meets, shall be stricken from the petition. The committee shall meet between June 15 and June 22.

5. Are multiple signatures acceptable? As in voting, a member may sign for each lot which he owns. Each lot will be considered a separate account when checking for payment of Association charges. However, if a member's privileges have been suspended because he is in violation of Association regulations, signatures for all lots recorded under his name shall be stricken from the petition. Only one signature per lot is acceptable.
6. What rules govern the biographical statement? Each candidate must file with the Secretary between June 1 and June 15, a short biographical statement. The statement should include any special qualifications the candidate has for serving as a Board member. Any other information which the candidate feels appropriate may be included.
7. All ballots will be counted on the Saturday, the day before the Annual Meeting. All candidates can have one (1) watcher represent them at the counting and the candidate will be notified of the results after the counting.
8. The ballots will be sent out on colored paper with bold black printing on the ballot the statement "No Copies Allowed". Also when the ballots are prepared, before they are sent to the post office to be mailed, two security members will take the ballots, will count the ballots and then take them to the post office for mailing. (*eff: 5-21-06*)
9. If there is a vacancy before the new Board is seated, the next person who took up a petition for that year will be asked to take his or her place and resume their duties.

## IV

### LAKE MANAGER

- A. The Lake Thunderbird Association (hereafter shown as LTA) Lake Manager (hereafter known as LM) implements policies established by the LTA Board of Directors as indicated by the covenants, by-laws and rules of the LTA.
- B. The LM is the immediate supervisor of all personnel employed by the LTA, and is generally in charge of all LTA activities over which the LTA has jurisdiction.
- C. The LM administers the preparing and keeping of all permanent records and reports (accounting, assessment and other billing and collections, banking, accounts payable, financial statements, payroll, tax returns etc.) with the assistance of the Administrative Assistant and designated Board Members.
- D. The LM has ultimate responsibility for the implementation of "action plans" for maintenance, improvement and safeguarding of all LTA facilities. The LM will work closely with the Maintenance Manager and the Board of Directors for assistance in developing "action plans".
- E. The LM is authorized to make expenditures normally considered necessary for the operation of the LTA. All invoices/bills will be presented to the Board for approval and payment by the Treasurer. A petty cash fund (maximum balance of \$100) and a manager's checking fund (maximum balance of \$1,000) are to be used for small miscellaneous expenditures, when necessary. The Board President may authorize the LM to make expenditures up to \$2,000 for a single emergency repair, which will be reviewed at the next scheduled board meeting.
- F. The LM is a salaried employee required to work a normal 40 hour week, but shall be responsible for maintaining the LTA on a 24 hour, 7 days a week basis. If additional time is required over 40 hours in a week, it will be acceptable to take that additional time off in the future, but only when the LM duties are not required by the LTA.
- G. The LTA will pay for all costs involved for courses, schooling, etc. necessary for the LM to maintain the Association responsibilities.

### OTHER JOB RESPONSIBILITIES

- 1. Responsible in preparing a monthly report to the Board (due during the 2<sup>nd</sup> week of the following month), with input from the Maintenance Manager, on completion or progress of items and topics considered to be of interest to the Board.
- 2. Shall aid the Treasurer in matters of collecting debts and dues and determine those members not in good standing.
- 3. Evaluates annually (by July 1<sup>st</sup>) in writing the performance of full time employees reporting to the LM, making these evaluations a permanent part of each employee's work history record.

4. Makes hiring recommendations and salary recommendations to the Board.
5. Maintains current job descriptions for each LTA employee, including performance standards, with assistance from the Board of Directors.
6. Recommends to the Board disciplinary action or dismissal of full time employees not performing according to predetermined standards.
7. Assures work performed for the LTA by outside contractors is properly insured before work begins and that all work is properly performed, before final payment is made, according to contract or agreement terms, with assistance from the Maintenance Manager.
8. Attends LTA Board meetings as required by the Board.
9. Maintains a listing of all LTA capital equipment, including aging, depreciation and replacement schedules. The Treasurer will assist in completing and maintaining this listing.
10. Serves as LTA liaison to the Illinois Lakes Association.
11. Prepares an annual budget with assistance from the Board of Directors.
12. Along with the Board President serves as LTA liaison to the LTA attorneys.
13. Monitors bids (3 bids if possible for all major improvements) and specifications and makes recommendations to the Board of Directors for purchasing needs of the Association. The LM along with the Board, after reviewing outside costs vs employee costs, will decide what direction to take in major expenditures.
14. Maintains a general knowledge of federal, state and local laws and regulations associated with dams, lakes and recreational properties, and oversees that the regulations are met by either Association Personnel or by Independent Contractors.
15. Any complaints that cannot be handled by the LM will be brought to the attention of the Board.
16. Request and schedule all LTA contract renewals in a timely manner.
17. Responsible for obtaining and reporting biological data (including fisheries population survey) to determine environmental effects of present and potential use of lake and fisheries. Provide data to the Board regarding environmental test results.
18. Completes assignments and additional duties as directed by the Board of Directors.  
*(eff: 9-1-07)*

## V

## COMMITTEES

A. Committees shall make written reports to the Board.

1. Each standing committee shall make a formal written report to the Board of Directors annually during the month of October.
  - a. This report should summarize the activities of the committee during the past year and outline its plan for the coming year. These needs shall then be considered by the Board for budget approvals.
  - b. The report should list the names of persons serving on the committee during the year.
    - 1) It should indicate the chairman name.
    - 2) It should also indicate names of currently active members.
  - c. This report shall include an itemized financial statement of all income and expenditures incurred by the committee during the year.
  - d. The report shall be submitted to the Secretary 10 days in advance of the meeting. The Secretary shall forward a copy of each report to each Board member with notice of the meeting.
  - e. This report shall be published in the Chair Tree.
2. All committees should present written reports to the Board whenever:
  - a. The board has referred a specific question to the committee. Such referral is to be made in writing by the Secretary and forwarded to the committee chairman.
  - b. The committee wishes to request funds from the Board.
  - c. The committee wishes to change or amend the rules affecting the Association. Rules governing working committees and affecting the Association must be approved by the Board of Directors.
  - d. A special committee has completed the task assigned to it. The Board should formally dismiss the committee after presentation of its report.
  - e. The committee wishes to request changes in Association rules or practices.
  - f. It is the normal and proper thing for the committee to report its activities.
  - g. Recommendations for budgeting should be presented to the Board by July 1 of each year.

- B. Chairman of standing committees shall be appointed annually by the President .
1. The chairman of each standing committee shall either be reconfirmed as Chairman or a new Chairman shall be appointed at the regularly scheduled Board of Directors meeting in November. (eff. 10-17-09)
  2. Should a chairman resign midterm, it shall be the duty of the committee to elect a new chairman or request the President to do so.
- C. Committees shall conduct themselves in accordance with “Robert’s Rules of Order”, Lake Thunderbird By-Laws, Covenants, and the afore listed guidelines.
- D. Whenever possible each committee shall report its activities to be published in the Lake Thunderbird Chair Tree.
- E. Committee reports submitted to the Board shall be:
1. Read by either the Chairman or Secretary.
  2. Attached to the minutes of the Board Meeting.
- F. Responsibilities of the standing committees shall be generally as follows:
1. Conservation Committee:
    - a. Define rules for fishing, etc.
    - b. Coordinate efforts in the areas of Ecology and general Lake appearance.
  2. Architectural Committee:
    - a. Define regulations to be met for new construction, revisions, and improvements of member’s property.
  3. Campground:
    - a. Report wishes of campers to Board.
    - b. Define and enforce rules for campground.

4. Insurance:

- a. Update and define Lake Thunderbird needs.
- b. Survey for best rates.

5. Water Safety:

- a. Define rules for boat operation.
- b. Define rules for swimming.
- c. Enforce above rules.

6. Newsletter Committee / Chair Tree Guidelines

a. Mission Statement

- 1) The newspaper's primary obligation is to inform the readers about events in the community and of issues of national or international importance which directly affect the membership.
  - a) The Chair Tree staff should provide a variety of issues which appeal to the interests of all groups within or about the community.
  - b) The Chair Tree staff should also promote involvement by these groups in the newspaper and in Lake Thunderbird events.
  - c) Deadlines for any submitted materials shall be published in every issue of the Chair Tree.
- 2) The newspaper will provide:
  - a) A community service.
  - b) A channel for community comments at the discretion and approval of the staff.
  - c) A source of entertainment.
- 3) The newspaper recognizes its rights and responsibilities under the First Amendment.

b. Ownership

- 1) The Lake Thunderbird Association is the Chair Tree publisher, but the responsibilities for content and production of the paper rests with the Chair

Tree staff under the auspices of the Lake Thunderbird Board of Directors. The newspaper operates as a community forum where the staff will make all decisions regarding content without undue influence from the Board of Directors, any individual Director, and the membership or its employees.

- 2) The staff recognizes and appreciates the support of the businesses that help finance the Chair Tree through their advertisements.

c. General Guidelines

- 1) Only Association members in good standing may be on the Chair Tree staff.
- 2) The staff shall consist of at least three (3) members and no more than five (5) members.
- 3) No staff member may also be a current member of the Board of Directors.
- 4) The staff agrees to abide by the Rules and Regulations as established in the By-Laws.
- 5) The use of profanity, vulgarity and words which have acquired undesirable meanings shall be avoided in published material.
- 6) The staff shall report news and/or features in an objective manner with the best interest of the community in mind.
- 7) The staff shall cooperate with the Webmaster of the official Lake Thunderbird website and provide articles as requested.
- 8) All letters, articles and pictures must be submitted through the Chair Tree for review. Unless prior arrangements have been made with the Chair Tree staff, no letters, articles or pictures will be published if they are sent directly to the Bureau Valley Chief.

d. General Submissions

- 1) All Lake Thunderbird Association Board of Director meeting minutes will be printed as received. The publication of a committee's or club's minutes and reports will be restricted to the activities of that committee or club. The content of minutes and/or reports not relating to those committee's or club's activities is subject to Chair Tree editorial control as defined elsewhere in the Rules of Order. All reports and/or minutes must be e-mailed to the Chair Tree. A hard copy must also be sent and must be received by the 13<sup>th</sup> of the month for the upcoming issue. (eff: 8-16-09)
- 2) The Chair Tree staff relies on committees and/or clubs to provide correct information.

- 3) Columns and cartoons reflect the views of the author and not necessarily those of the Chair Tree staff.

e. Personal Message Center Policy

- 1) Obituary – In the event that a current member or relative thereof of the Lake Thunderbird Association passes away, the Chair Tree staff will attempt to include the notice in its next edition. The newspaper will maintain the dignity of the member by striving for accurate and fair coverage of the death.
- 2) Get Well Wishes – The Chair Tree staff will make every effort as we are notified, to include any get well wishes in its next edition.
- 3) Thank You Notes – The Chair Tree staff will make every effort to include thank you notes in its next edition.

f. Advertising Policy

- 1) The Chair Tree staff reserves the right to refuse any business which seeks to advertise any product which is illegal or generally considered unhealthy or undesirable for the membership as determined by the Chair Tree staff.
- 2) The Chair Tree staff may choose to publish free public service ads at their discretion.
- 3) The Chair Tree staff will not print political ads.
- 4) The Chair Tree staff reserves the right to withdraw any ad because of non-payment after 90 days.

g. Letters to the Chair Tree

- 1) Participation through letters/e-mails to the staff by all membership and the community is encouraged: letters must be signed.
- 2) Due to limited space all letters/e-mails should be limited to 500 words. The Chair Tree staff reserves the right to reject, edit or shorten letters.
- 3) Letters should be submitted in writing to:

The Chair Tree  
2 Lake Thunderbird Drive  
Putnam, Il 61560  
Or via e-mail : [chairtree@lakethunderbird.us](mailto:chairtree@lakethunderbird.us)

h. Reporting Policy

Change: 09/06/2010

Last printed 09/06/2010 13:37

Rules of order Approved 08/15/2010

- 1) Members or guests who are interviewed or photographed for any Chair Tree story should be made aware beforehand that their name/picture will be published in the newspaper.
- 2) Chair Tree staff should make every effort to interview sources in person, not through notes, e-mail or over the telephone. The writer of a story should conduct all of his/her own interviews. If another Chair Tree staff member completes some interviews, he/she must be given credit at the end of the story.
- 3) If a reporter would like to tape an interview, the source must give permission in advance. *(eff: 2-17-08)*

7. Security:

- a. Enforcement of Lake Thunderbird rules on Common Property.
- b. Define rules for Common Property.

8. Rules:

- a. The Rules Committee shall be used to research and interpret questions of procedure and rules and regulations.
- b. The Rules Committee should review the rules every year or when requested by the Board.
- c. The Rules Committee shall maintain all of the Association's governing documents, and apply all changes to those documents as approved by member vote or Board resolution.
- d. The Rules Committee shall review suggested changes to the Associations governing documents, prior to a member vote to be put forth by the Board, or prior to a Board resolution, as directed by the President. The Rules Committee shall render an opinion as to the consistency of a proposed change with other established provisions of the governing documents, and may render an opinion as to the appropriateness of the change. The opinions of the Rules Committee shall be non-binding upon the Board. *(eff: 10-17-09)*

9. Social Committee, Ways-N-Means:

- a. Promote public relations with neighboring communities.
- b. Promote good will amongst Lake Thunderbird members.
- c. Organization of fund-raising activities.

10. Planning Committee:

- a. Long-range planning for future development of Lake Thunderbird.

11. Wage Committee:

- a. The President shall be the Chairman of this Committee and shall appoint the members. There will be not less than three or more than five members. This Committee must consist of lot owners in good standing. Two-thirds or three-fifths of the Committee must be Non-Board members. No employee or member of his family shall be a member of this Committee. (eff: 10-17-09)

- b.. Review wage policy and recommend changes to Board.

12. Complaint Committee:

- a. Channel complaints and suggestions to proper person of responsibility.

13. Lake Thunderbird Indians:

- a. Promote activities for the children at Lake Thunderbird.

G. Any money which will be given to any Committee from the Association will be held by the Association until the Committee needs these funds. At that time, the Committee must appear before the Board with their request and present the bill. Once the request is approved by the Board, the check will be issued.

V. A copy of these rules is to be given to each Board Member, Lake Manager, Secretary to the Board, Bookkeeper, all Rules Committee members and the Lake Thunderbird Association lawyers. A copy will be at the office of the Lake Manager for review by request. These rules should be updated by the Rules Committee every year or anytime at the Board's request.

Rules of Order Committee: ( 20xx)