

Post-it® Fax Note	7671	Date	9/20	# of pages	4
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LAPWA

BY-LAWS

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ARTICLE 1 - NAME

The name of this organization shall be Lake Area Public Works Association (LAPWA).

ARTICLE 2 - OBJECTIVE

The object of this organization shall be to share ideas and/or to exchange and discuss mutual problems and solutions.

ARTICLE 3 - MEMBERSHIP QUALIFICATIONS

- a.) Membership shall be limited to non-union public works supervisors. Clerks, mechanics or other persons not actually performing public works duties shall not qualify.
- b.) The number of members shall not be limited as long as the members qualify and come from within the boundaries.
- c.) If a member in good standing retires from his job, he shall become an active, non-dues paying member or life and shall be entitled to all benefits of membership.
- d.) Each community is entitled to one vote.
- e.) Attendance at any meeting is restricted to two from any given community.

ARTICLE 4 - MEETINGS

- a.) Meetings are to be held (6) six times a year on the last Wednesday of January, March, May, July, September and November.
- b.) Meetings are to be as informal as possible.

ARTICLE 5 - DUES

Dues shall be as established from time to time by a majority vote of members present at a business meeting.

ARTICLE 6 - OFFICERS

- a.) This organization shall have a President, Vice President and a combination Secretary/Treasurer.
- b.) The election of officers shall be held during the January meeting.

ARTICLE 7 - DUTIES OF PRESIDENT

- a.) Shall chair and keep order at all meetings.

- b.) Shall have general supervisory powers over all matters concerning the organization.
- c.) Shall make emergency decisions on necessary matters when the organization is not in session.
- d.) Shall appoint committees as deemed necessary.
- e.) Shall send letters of "Thank you" to sponsors of our meetings and to officials of the host community as necessary.

ARTICLE 8 - DUTIES OF VICE PRESIDENT

- a.) Shall assume the duties of the President should the President be unable to attend a meeting. Assumes duties of Secretary/Treasurer in their absence.
- b.) Shall succeed the President in case of disability or resignation.

ARTICLE 9 - DUTIES OF SECRETARY/TREASURER

- a.) Shall take and record minutes of each meeting.
- b.) Shall handle correspondence relating to matters of the organization.
- c.) Shall compile and mail out a meeting notice about two weeks before each meeting.
- d.) Shall inform members of any important information or special meetings that may come up.
- e.) Shall maintain a list of members and membership information.
- f.) Shall take and keep record of attendance of all meetings.
- g.) Shall maintain a file of all important information pertaining to the organization.
- h.) Shall up-date the survey booklet and the by-laws as needed.
- i.) Shall collect dues and issue a receipt for same.
- j.) Shall disperse funds as required by order of the President, Secretary or by the membership by motion.
- k.) Shall maintain a record of all monies received and paid out.
- l.) Shall solely act as and administer the duties of a sick and welfare committee.

ARTICLE 10 - NOMINATING COMMITTEE

The nominating committee shall be appointed by the President at each September meeting. The nominating committee shall present a slate of officers for the next election in January.

ARTICLE 11 - SICK AND WELFARE COMMITTEE

- a.) The sick and welfare committee shall consist of only the Secretary/Treasurer.
- b.) Benefits shall be restricted to a member, parents, spouse, children and step-children.