

# By-Laws of the Chinook Pass Cabin Owners Association

## Article I

**Name:** The name of this Association shall be the Chinook Pass Cabin Owners Association.

## Article II

**Purpose:** The purpose of this Association shall be to promote and protect the recreational interests of its members in the Chinook Pass area of the Wenatchee National Forest; to seek equitable and just legislation and regulations; and to work in cooperation with the Forest Service in the protection and administration of the Naches Ranger District recreation features including the preservation, improvement, and economical use of the national forest as well as any government issues—federal, state, county tribal or local—that impact cabin ownership and activities, or the forest in general.

## Article III

**Membership:** Membership is offered to any person, firm or corporation using a national forest or a portion thereof for like purposes stated in Article II. They may become a member of this Association by the payment of dues and assessments set by the Association. Associate memberships, shall be accepted when one or more individuals associated with a regular member wish to join the organization, at a reduced rate. Associate memberships will be non-voting. Such associate memberships shall include, but not be limited to, family members of a cabin owner or co-owners of a cabin. Associate memberships will be accepted only after one member associated with a given cabin or business has joined as a full member.

- A regular member shall be defined as an individual, agency or corporation paying dues at the regular member rate.
- An associate member shall be defined as an individual, agency or corporation who is directly affiliated with a regular member and pays dues at the associate member rate.

#### **Article IV**

**Dues:** The annual dues for regular and associate members of this Association shall be established by the Executive Board and ratified by a majority of the members present at the meeting. Changes in dues shall be submitted to a vote of the membership for ratification. Dues will be payable on or before March 31<sup>st</sup> of each calendar year. Special assessments may be determined by the Executive Board and will be subject to member ratification

#### **Article V**

**Meetings:** There will be two (2) meetings of the Association each year. These meetings shall be held at a place and time designated by the Executive Board as specified in Article VIII. Regular Executive Board meetings shall be held at least twice a year at a time and place designated by the Executive Board. Special meetings may be called by the President or at the request of at least two members of the Executive Board and held at such time and place as may be designated by the Executive Board. Notice of these scheduled meetings and any special meetings shall be sent via US mail or e-mail to all members at least thirty (30) days before the time such meetings are to be held.

#### **Article VI**

**Quorum:** Members present at a regularly scheduled annual meeting shall constitute a quorum for the transaction of business of the association. Each cabin or other entity paying regular member dues shall be entitled to one (1) vote.

#### **Article VII**

**Amendments:** Amendments to the by-laws of this Association may be made at any regular meeting upon a two-thirds vote of the members present. Any by-law amendments must be submitted to the membership in writing or via e-mail at least thirty (30) days prior to scheduled meeting.

#### **Article VIII**

**Officers:** The elected officers of this Association shall consist of President, First Vice-President, Second Vice-President of Member Activities, Secretary, Treasurer and two (2) "At Large Members".

## Article IX

**Election of Officers:** Officers shall be elected by the membership at the 2nd regular membership meeting in each calendar year. Candidates will be nominated by the members for vacant offices.

President, Vice-Presidents, Secretary, Treasurer and at-large members shall be elected for a term of two (2) years. To ensure continuity, terms of office among these positions will be staggered as follows:

Odd year—President, Treasurer, 2nd Vice President of Member Activities and one at-large member

Even year—Secretary, 1st Vice President and one at-large member

The Executive Board shall have the power to name any member of the Association to fill the unexpired term of any officer, subject to ratification by the membership at the next regular meeting.

## Article XI

**Duties of the President:** The President shall preside at all meetings, have general supervision of the work of the Association and direct the work of officers.

## Article XII

**Duties of the 1st Vice-President:** The 1st Vice-President shall act in the absence of the President and perform additional duties as directed by the Executive Board.

## Article XIII

**Duties of the 2nd Vice-President for Member Activities:** The 2nd Vice-President for Member Activities shall coordinate general member committee activities (i.e. field trips, water & vegetation management, etc. ) and perform additional duties as directed by the Executive Board.

## Article XIV

**Duties of the Secretary:** The Secretary shall conduct the correspondence of the Association, keep minutes of meetings, keep all appropriate records, notify members of upcoming meetings, publish and distribute the Association newsletters.

## Article XV

**Duties of the Treasurer:** The Treasurer shall keep all Association financial records, receive all dues and assessments, pay all bills and conduct all financial affairs as directed by the Executive Board. The Treasurer shall provide a written report to the association at each association meeting. The financial records shall be open for inspection by any member in the Association.

## Article XVI

Duties of At-Large Members: Attend Board meeting and represent the issues & concerns of association members. Participate in special projects and on committees as directed by the President.

## Article XVII

**Executive Board:** The elected officers as specified in Article VIII will make up the Executive Board. The Executive Board shall have general responsibility for the work of the Association and shall act on behalf of the Association as an Advisory Board in dealing with the local, regional and national offices of the U.S Forest Service and other government agencies that effect cabin owner activities.

## Article XVIII

**Duties of the Executive Board:** The Executive Board shall manage the general business of the Association.

Meetings of the Executive Board may be called by the President by US mail or e-mailing a written notice to the last recorded address of each Board member not less than thirty (30) days prior to the date of such meeting. The Executive Board has the authority to call a special meeting at their discretion.

## Article IXX

**Forest Service Notification:** The Special Use Officer of the Naches Ranger District and the Naches District Ranger shall be furnished with the names of all officers as they are elected or appointed. The Naches District Ranger, the District Special Use Officer and other district staff as identified will be notified in advance of any regular membership meeting and shall be invited to attend.

## Article XX

**Membership in the NFHA and WSFHA:** The Association will maintain active membership in the National Forest Homeowners Association(NFHA) and the Washington State Forest Homeowners Association. (WSFHA), including paying the assessed dues and participating in scheduled meetings when possible.

## Article XXI

**Dissolution:** In the event of dissolution of this Association, after paying or making provision for the payment of all liabilities of the Association, the net assets will be distributed equally between the Washington State Forest Homeowners Association and the National Forest Homeowners Association.

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*Submitted to CPCOA members on May 1, 2011 by CPCOA Board: Mike Berriochoa, Dave Leinweber, Carl Buchholtz, Maureen Bell and Jim Lundeen.*

*Approved unanimously by CPCOA membership on June 25, 2011.*