

AMENDED BY-LAWS OF SKYWAY PARK CIVIC ASSOCIATION

The following By-laws ("Amended By-laws") correctly set forth the provisions of the By-Laws of Skyway Park Civic Association, a corporation subject to IRS Section 277.

ARTICLE I

NAME AND LOCATION

The name of the corporation is SKYWAY PARK CIVIC ASSOCIATION, hereinafter referred to as the "Association." The Association was adopted and established as a body corporate and politic under Chapter 41, Article 13, 35 C.S.A. on the 6th day of October, 1954 A.D., in the County of El Paso, State of Colorado. The principal office of the Association shall be located at 1232 Milky Way Drive, Colorado Springs, CO 80905 with a mailing address of P.O. Box 38852, Colorado Springs, CO 80937-8852. Meetings of the Members and Directors may be held at such places within the County of El Paso as may be designated by the Board of Directors, which shall also be referred to herein as the "Board."

ARTICLE II

OBJECTS AND PURPOSES

The primary object and purpose of the Association is to operate and maintain the Little Dipper Pool, also referred to herein as "LDP", for the benefit of members. When it was originally incorporated, the Association had much broader objects and purposes, some of which have been narrowed through time. Nevertheless, these objects and purposes remain, particularly in connection with the "Little Dipper Pool" and may be expanded at the discretion of the Board. These additional objects and purposes are:

1. To foster and cultivate the social and civic relations of the families of the various subdivisions represented in the membership.
2. To forward and promote the general welfare of the members.
3. To encourage among the members closer personal acquaintance and a friendly spirit of mutual cooperation.
4. To encourage and promote the development and improvement of the subdivisions represented in the membership.

5. To promote leisure-time activities for members.

ARTICLE III MEMBERSHIP

1. Type and Duration. There shall be one type of membership in the Association. Every applicant for Membership who is accepted for membership by the Association shall be a Member of the Association and shall remain a Member until the expiration of the membership year for which membership fees were paid. The Membership year shall run from May 1 of the year in which membership fees are paid through April 30 of the following year.

2. Qualification for Membership. To qualify for Membership, at the time of application, applicants must (1) have been members who, at the time of adoption of these Amended Bylaws, would have the right to re-apply for membership under provisions of the then existing bylaws, (2) be eligible to apply for membership pursuant to Section 3 or Section 7 of this Article, or (3) maintain their primary residence within the geographic boundaries established by School District 12 for attendance at Skyway Park, Gold Camp or Broadmoor Elementary schools in Colorado Springs ("Residence Area") as those boundaries existed on August 11, 2009. In cases of dispute, primary residence will be determined by the Board, in its sole discretion, using the applicant's driver's license, voter registration, tax returns or any other indicia of residence.

3. Change of Residence. If any member moves so as to reside outside the geographic boundaries established by School District 12 for attendance at any of its elementary or secondary schools, their membership shall terminate effective at the end of the membership year, but would be able to reapply for that membership through Article III, Section 7 qualifications. Notwithstanding the above residence provisions, any member who has been a member of the pool for ten (10) or more consecutive years may reapply for membership from year to year regardless of place of residence so long as the membership is continuously renewed.

4. Application. To apply for Membership, an applicant shall comply with rules for application and pay the membership fee as established by the Board for the year in which the application is made. Any such membership fee shall be non-refundable, providing membership is granted. Current members who qualify for membership shall be entitled to reapply for membership the following year with priority over new applicants for membership.

5. Non-transferability. Memberships are nontransferable.

6. Memberships. The maximum number of members of the Club shall be established at two hundred paid memberships(200).

7. Memberships Outside Residence Area. The Board shall attempt to secure qualifying memberships from the Residence Area. If in any membership year, however, the Board receives less than 200 qualifying membership applications from the Residence Area and, in its sole discretion, it determines that it would be in the best interests of the Association to solicit additional qualifying memberships to fill the vacancies, then it shall seek to fill the remaining vacancies by May 1 of the given year from areas outside the Residence Area but within the geographic boundaries established by School District 12 for attendance at any of its elementary or secondary schools. After May 1st, memberships can be opened to perspective members from outside the established boundaries in the order in which they are received. The board must evaluate the membership boundaries year by year to insure that the intent of the Skyway Park Civic Association is honored. Once a membership has been accepted from outside the Residence Area pursuant to this Section, that member may reapply for membership from year to year subject to the provisions of Article III, Section 3.

8. General. Any property of the “LDP” broken or damaged by a member or by a guest of a member shall be promptly paid by such member. No person shall take any article belonging to the “LDP”.

-The “LDP” assumes no responsibility, and members or their guests have no claim against the “LDP” for the property of members or any guest which may be brought or left on the “LDP” premises.

-The “LDP” assumes no responsibility, and members or their guests can have no claim against the Club, its officers, Board of Directors, or employed for any accident or injury to any person on the “LDP” property.

9. Guest Policy. The Board shall, by rule, fix the terms and conditions by which guests of members may use the “LDP” facilities. Each active membership shall be allowed to bring guests to the pool either using guest passes provided by the Board or paying the guest fees set by the Board each year. All guests must be accompanied by a member.

ARTICLE IV

MEETINGS OF MEMBERS

1. Voting Rights. Each Membership in the Association shall be entitled to one vote on every matter presented to the Members for determination. The affirmative vote of a majority of the Members present at a meeting shall be required for decisions and action by the Association at that meeting.

2. Annual Meetings. The date and time of the annual meeting shall be determined by the board no later than July 15 of each year. At the annual meeting, Members shall elect members of the Board of Directors whose terms are expiring and shall transact such other business as shall properly come before them.

3. Special Meetings. Special meetings of the Members may be called at any time by the President or by the Board, or upon written request of one-fifth (20%) of the Members.

4. Notice of Meetings. Email or written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary or persons authorized to call the meeting, by emailing to the address of record or mailing a copy of such notice, postage prepaid, at least ten (10) days prior to such meeting, to each Member entitled to vote thereat, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting. No business shall be transacted at the special meeting except as stated in the notice sent to Members.

5. Action Taken Without a Meeting. Notwithstanding any provision to the contrary, any action required or permitted to be taken at any meeting of Members may be taken without a meeting and without prior notice or a vote, if consent in writing, setting forth the action so taken is signed by all the Members.

6. Quorum. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, ten percent (10%) of the votes of the Members shall constitute a quorum for any action. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have the power to adjourn the meeting, from time to time, with proper notice as set forth above for meetings of Members. If a quorum is present, Members entitled to vote thereat shall have the power to adjourn from day to day as required to conduct the business of the Association and notice of such adjournment need not be given, other than announcement at the meeting, and a quorum need not be separately established on the date adjourned to.

7. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary prior to the meeting. Every proxy shall be revocable upon written notice to the Secretary. A member may not carry more than one proxy at any meeting.

ARTICLE V

BOARD OF DIRECTORS, SELECTION, TERM OF OFFICE

1. Purpose. The purpose of the Board of Directors is to manage the property, business and affairs of the Association, provide long-term planning, financial oversight and directives to pool management. Day-to-day responsibilities of the “LDP” will be provided by the pool manager and staff. The Board, the pool manager and the staff shall adhere to guidelines set forth by the Colorado Department of Public Health and Environment and the Centers for Disease Control and Prevention.

2. Number. The Board of Directors shall be composed of nine (9) Directors, four (4) of whom shall be elected in the even years and four (4) of whom shall be elected in the odd years by the Members at the annual meeting. Directors shall be Members of the Association (or an individual in a membership composed of more than one individual).

3. Term of Office. The terms of Board members will commence immediately upon election and continue until successors have been elected and have taken office.

4. Resignation. Any Director may resign at any time by giving written notice of such resignation to the President or the Secretary. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by such officer.

5. Removal. Directors may be removed from the Board, with or without cause, by at least a majority vote of the Members present in person or by proxy at a meeting called for that purpose.

6. Vacancies. In the event of death, resignation, removal or other causes of a vacancy on the Board, the Director's successor shall be selected by a majority of the remaining Directors and shall serve for the unexpired term of his predecessor.

6. Membership Fees Waived for Board of Directors. The Directors will volunteer their time to serve on the Board. Their membership fees for the time they are serving on the Board will be waived unless a director wishes to pay them.

7. Action Taken Without a Meeting. The Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

8. Powers. The Directors shall have the general management and control of the business and affairs of the Association and shall exercise all the powers that may be exercised or performed by the Association under the Laws of Colorado, Articles of Incorporation for the Association or these By-laws. The Directors shall have the power and authority to adopt such Rules and Regulations concerning Members and use of Association Property as are necessary to accomplish its responsibilities.

ARTICLE VI MEETINGS OF DIRECTORS

1. Regular Meetings. Regular meetings of the Board of Directors shall be held with such frequency and at such time and place as shall be determined by a majority of the Directors. Notice of regular meetings of the Board of Directors shall be given to each Director personally, by e-mail or telephone at least three (3) days prior to the day named for such meeting. In the event a question before the Board results in a tie vote, which cannot be resolved, the question shall then be submitted to the membership for decision.

2. Special Meetings. Special meetings of the Board of Directors may be called by the President of the Association, or by any three or more Directors, upon three (3) days notice to each Director, given personally, by e-mail or telephone, which notice shall state the time, the place and the purpose of the meeting.

3. Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the board shall be a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

4. Quorum. The active members present at any official Club meeting shall constitute a quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If, at any meeting of the Board, there be less than a quorum present, those present may adjourn the meeting from time to time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

ARTICLE VII OFFICERS AND THEIR DUTIES

1. Enumeration of Offices. The officers of the Association shall be a President, Vice-President, Membership Coordinator, Social Coordinator, Junior Social Coordinator, Secretary, Treasurer, Senior Maintenance and Junior Maintenance. These officers shall also constitute the Board of Directors. All these officers shall be elected by the Board at the first regular meeting held by the new Board.

2. Term of Office. All positions will serve a two-year term except Junior Maintenance and Junior Social, which succeeds Senior Maintenance each year, therefore the junior maintenance and social positions are up for election every year. Also, the vice president will succeed the president after his/her two-year term expires.

3. Duties. The duties of the officers are as follows:

(a) The President has a 2-year commitment:

- To ensure the pool opens on time, runs smoothly throughout the season.
- Help oversee general operations of the pool in conjunction with the head guard.
- Helping the head guard with any needs, or issues.
- Helping other board members with any needs or issues.
- Assisting with swim lesson registration and responding to swim lesson emails.
- Organizing board meetings and helping create the agenda.
- Assisting with the website as needed (with Vice President and Secretary).
- Send and answer emails as needed (with Secretary and Membership).
- Update LDP Calendar as needed (with Social and Secretary).
- Helping Members with any needs or issues.

- Help make decisions with the pool budget.
- Help guide and mediate Board actions if there is a conflict.
- Overall ensuring that the board and pool matters are handled appropriately for members and staff.
- Attend as many events at the pool as possible.
- Attend all Board Meetings

(b) The Vice-President has a 2-year commitment then a 2 year roll over commitment as President:

- To ensure the pool opens on time, runs smoothly throughout the season.
- Help oversee general operations of the pool in conjunction with the head guard.
- Helping the head guard with any needs, or issues.
- Helping other board members with any needs or issues.
- Assisting with swim lesson registration.
- Assisting with the website as needed (with President and Secretary).
- Helping Members with any needs or issues.
- Help make decisions with the pool budget.
- Help guide and mediate Board actions if there is a conflict.
- Overall ensuring that the board and pool matters are handled appropriately for members and staff.
- All duties the president does should be monitored and learned by the Vice President. If the President is not available, the VP needs to step in and handle the situation.
- Contacts companies/Individuals that are willing to purchase banners to advertise at LDP.
- Attend as many events at the pool as possible.
- Attend all Board Meetings

(c) The Secretary has a 2-year commitment:

- Create agendas for monthly meetings with Board President.
- Keep minutes of all meetings and post on Website monthly.
- Record votes in minutes during board meetings.
- Update LDP website as needed (with President and Vice President).
- Send Emails as needed (with President and Membership).
- Update LDP Calendar as needed (with President and Social).
- Assist Social with any events LDP is holding.
- Attend as many events at the pool as possible.
- Attend all board meetings.

(d) The Treasurer has a 2-year commitment:

- The Treasurer applicant must show evidence of a working knowledge of accounting software, payroll processing, and timely filings of payroll taxes and timely preparation work of annual federal income tax returns.
- Keep the financial records and books of account and shall receive and deposit in appropriate bank accounts all monies of the Association.
- Maintain a separate accounting of all fundraising monies and the \$100 surplus received in New Member dues to hold in escrow for capital expenditures.
- Disburse such funds as directed by resolution of the Board of Directors.
- Shall sign all checks and co-sign promissory notes of the Association with one other Board member.
- Keep proper books of account.
- Upon resolution by the Board of Directors shall cause an annual audit of the Association books to be made by a certified or public accountant at the completion of the fiscal year.
- Shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting.
- Shall perform such other duties as are delegated to him/her by the Board.
- Shall make sure that necessary governmental reports are filed in a timely manner, including workman's compensation reports, income taxes, Social Security withholding, and others.
- All expenditures of \$500 or more outside the scope of operating expenses shall not be paid without approval of the Board.
- Attend as many events at the pool as possible.
- Attend all board meetings

(e) The Membership Coordinator has a 2-year commitment:

- Maintain list of all members; provide that list to guards for reference.
- Review all membership applications making sure they are completed in full and follow membership rules.
- Collect membership fees and forward to Treasurer (separate new memberships from returning).
- Create member cards to be kept at guard stand.
- Communicate pool events using Constant Contact (with President and Social).
- Maintain gmail account
- Attend as many events at the pool as possible.
- Attend all Board Meetings.

(f) Senior and Junior Maintenance has a 2-year commitment (1 year as Jr. and 1 year as Sr.)

- Responsible working together (Jr. and Sr. Maintenance) for all facets of the maintenance posture of the pool.
- Contact for all maintenance needs with vendors, members, board and pool staff.
- Work closely with Pool Manager and board to identify and repair or replace maintenance faults.
- Schedule, plan and prepare pool clean up and closing days.
- In coordination with Pool Manager, conduct pool opening operations.
- Order materials as needed in coordination with Pool Manager.
- Conduct safety checks of entire pool grounds as required.
- In coordination with Pool Manager, provide grounds maintenance and lawn care.
- Attend as many events at the pool as possible.
- Attend all board meetings

(g) Senior and Junior Social Coordinators have a 2-year commitment (1 year as Jr. Social and 1 year as Sr. Social)

- All events need to be correlated between Sr. Social and Jr. Social.

Events:

- Kid's Night: 3 (one each month).
- Little Dipper Family Night (every Wednesday).
- Little Dipper Volleyball League (every Tuesday in June & July).
- Little Dipper Members only Fun Days: 3 (Father's Day in June, July, LDP birthday in August).
- Luau (June).
- Fiesta (July).
- Swim Lessons (4 sessions - 2 in June, 2 in July).
- Annual Board Meeting/Election (August).
- Select the dates for all events.
- Input all events on the calendar/website.
- Create the flyers for all events.
- Make copies of event advertisements and hang them at LDP.
- Meet with lifeguards to coordinate events/games/menus.
- Create the sign-up sheets for all events.
- Purchase all food & supplies for all events (current list of events below).
- Bag/prepare all the Kids' Night dinners (75+).
- Order/pick-up pizza.

- Check LDP inventory and either gather or purchase supplies (for games, etc.).
- Attend the first night of Volleyball league to collect team money and waivers.
- Purchase or get prizes for the Volleyball league winners.
- Coordinate with Treasurer to ensure s/he brings coins to Sunday Fun Days.
- Coordinate with Pool Manager and purchase all items for Fun days (Pop, Beer for Father's day, candy, food and cake for birthday).
- Coordinate and plan for big events (luau and fiesta).
- Coordinate with Membership Chair & send emails for her to blast to members.
- Managing the LDP Facebook Account
- Purchase items for the annual board meeting and election.
- Attend as many events at the pool as possible.
- Attend board meetings.

4. Indemnification of Directors and Officers. Each person who acts as a Director of the "LDP" shall be indemnified by the "LDP" against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of his/her being or having been a Director or Officer of the "LDP", except in relation to matters as to which he/she shall be adjudged in such action, suit, or proceeding to be liable for gross negligence or willful misconduct, and except any sum of money paid for the "LDP" in settlement of an action, suit, or proceeding based on gross negligence or willful misconduct in the performance of his/her duties.

ARTICLE VIII

DIRECTORS AND OFFICERS AS AGENTS OF THE ASSOCIATION

Contracts or other commitments made by the Board of Directors or Officers shall be made as agent for the Association and they shall have no personal responsibility on any such contract or commitment.

ARTICLE IX COMMITTEES

1. The Board of Directors may appoint any committees which are required or deemed appropriate in carrying out its purpose.

ARTICLE X
BOOKS AND RECORDS

The Association shall make available to Members copies of the Articles of Incorporation, By-Laws, other rules concerning the Association and the books, records, records of receipts and expenditures, and financial statements of the Association. "Available" means available for inspection, upon request, during reasonable times, considering the Board and its Officers are volunteers with other full-time commitments.

ARTICLE XI
AMENDMENTS

Any of these By-Laws may be amended by a majority vote of the membership, present and voting, at any annual meeting or at any special meeting called for that purpose.

IN WITNESS WHEREOF, I, being the President of the SKYWAY PARK CIVIC ASSOCIATION, have hereunto set my hand this 25th day of August, 2017.

 /s/ Holly Trinidad
Holly Trinidad, President

CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting Secretary of the SKYWAY PARK CIVIC ASSOCIATION, a Colorado Non-Profit Corporation, and THAT the foregoing By-Laws constitute the original By-Laws of said Corporation, as duly amended and adopted at the annual meeting of the Membership thereof, held on the 25th day of August, 2017.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this day of August 25, 2017.

 /s/ Jami Seabolt
Jami Seabolt, Secretary