

BAR LAKE ASSOCIATION BY-LAWS

MISSION: The mission of Bar Lake Association is to promote the welfare, maintenance and improvement of Bar Lake.

ARTICLE I - NAME & ORGANIZATION

Section 1. This organization will be known as the Bar Lake Association, a nonprofit organization of Manistee Township, Michigan.

Section 2. The fiscal and membership year of this Association will be the calendar year, January 1st - December 31st.

Section 3. The Association will be incorporated under the Laws of the State of Michigan as a nonprofit organization and will be operated under those laws.

Section 4. In the event of dissolution or abandonment of this Association, all monies, property, or title in equity that will remain after payment of all legal and just debts will be disposed of to a worthy cause according to the decision reached by the Executive Committee.

ARTICLE II - PURPOSES

Section 1. To encourage communication, cooperation, and understanding between all riparians and users of the lake.

Section 2. To provide community awareness through safety and educational information sharing.

Section 3. To explore opportunities to improve, maintain, and protect our lake.

Section 4. To be advocates for lakefront and lake access property owners with law enforcement agencies, and local, state and federal governing units.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Members

The membership of the Association shall be divided into three classes: Regular Members, Associate Members and Honorary Members.

Section 2. Regular Members

A Regular Member in good standing is any person who:

- (A) Is an owner, co-owner, or has an ownership interest in real property with riparian rights located on Bar Lake, as defined by Manistee Township, who supports the mission and purposes of the Bar Lake Association;
- (B) Has applied for membership and has been accepted as a Regular Member as provided in Section 3 below; and
- (C) Has paid the dues prescribed by such membership.

Section 3. Application for Regular Membership

Persons desiring to become Regular Members shall execute a written application for membership on a form provided by the Association in which the applicant shall state that he or she satisfies the Regular Membership requirements. The application, together with the proper dues, shall be submitted to the Treasurer of the Association who shall accept the applicant as a Regular Member if the application is in order.

Section 4. Associate Members

- (A) An Associate Member is any person, firm, foundation, corporation, trust association or other legal entity who supports the mission and purposes of the Bar Lake Association, but does not meet the requirements for regular membership as set forth in Article III Section 2 and,
- (B) Has paid dues and fees prescribed by such membership.

Section 5. Application for Associate Membership

Persons desiring to become Associate Members shall execute a written application for membership on a form provided by the Association in which the applicant shall state that he or she satisfies the Associate Membership requirements. The application, together with the proper dues and fees, shall be submitted to the Treasurer of the Association who shall accept the applicant as an Associate Member if the application is in order.

Section 6. Honorary Members

An Honorary Member is a person who the Executive Committee unanimously deems should be an honorary member by reason of past service to the Association or other consideration.

Section 7. Termination

Membership may be terminated by action of the Executive Committee or automatically for failure to pay dues, failure to abide by the by-laws, or by resignation.

Section 8. The amount of the dues each year will be determined by the Executive Committee and submitted to the membership at the annual meeting to be effective for the following calendar year. The annual dues are payable to the Treasurer on January 1st of each year and will be delinquent if unpaid by February 15th.

Section 9. The need for special collections will be determined by the Executive Committee and requested of the membership as the occasion demands.

ARTICLE IV – MEMBERSHIP MEETINGS

Section 1. The Annual Meeting of the Association will be set by the Executive Committee and held each year at a date, time, and place convenient to the membership. The first notification to the membership of this meeting will be in January of each year.

Section 2. Special meetings of the membership may be called at the option of the President or when requested by any two members of the Executive Committee.

Section 3. The Executive Committee will meet at least quarterly and conduct business as affirmed by the Committee. Special meetings of the Executive Committee may be called at the request of a majority of the Committee members or by the President.

Section 4. Due to the tiered level of communication that alerts the membership of pending actions and concerns before the Association, business at Association meetings of the whole will be conducted by motion and approved by a majority of the Executive Committee present at the meeting.

Section 5. VOTING

(A) Voting List. At each meeting of the members a full, true and correct list, in alphabetical order, of all members entitled to vote at such meeting, certified by the Secretary, shall be furnished for the use of the officers and inspectors in order to determine the eligibility of members to vote.

(B) Persons entitled to vote at membership meetings. Each Regular member in good standing as indicated by the records of the Association, and who is otherwise entitled to vote pursuant to these By-laws shall be entitled to cast one vote in person or by proxy. The vote of a member may be cast in person by the spouse of such member even though such spouse has not been appointed as the proxy of such member. Notwithstanding any other provisions of these By-laws, in cases where two or more members hold ownership interests in the same parcel of riparian real property, only one vote may be cast with respect to such property. If a husband and wife own the property jointly, either may vote. If the multiple ownership interests are in the form of a condominium association, partnership, trust or any other form of joint or common ownership, the members holding such interests shall designate a member to cast the one vote.

(C) Absentee or Proxy Votes will be acceptable and will be in the hands of

the Secretary prior to opening of a meeting.

(D) Ten percent or more of the members shall constitute a quorum for the transaction of business at Membership meetings.

(E) A quorum of the Executive Committee will be no less than 50% of its membership.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. Executive Committee shall consist of the four elected officers and three to five Riparian Representatives. If possible, these appointments will be made so that varying locations around Bar Lake may be represented.

- (a) Each appointed member shall serve at least a four-year term that commences immediately upon being appointed and terminates on December 31 of the fourth calendar year of the term.
- (b) At least 50% of the Executive Committee will maintain residence on Bar Lake a minimum of six months of the year.

Any Regular member in good standing in this Association will be eligible for appointment.

Section 2. When an Executive Committee's vacancy occurs, that vacancy will be filled by appointment of the President for the remainder of the term.

Section 3. Any Executive Committee Member who fails to regularly attend Executive Committee meetings, without good reason, may be removed by a majority vote of the remaining Executive Committee Members, and replaced as per Section 2 above.

Section 4. Any Executive Committee Member may be removed for cause if they violate the by-laws of this organization, or disclose confidential information, the disclosure of which is detrimental to the organization, or in other ways act against the interests of the organization. The removal of the Committee Member in question must be by an affirmative vote of a majority of the then current Committee. Any Committee Member removed under this provision will be replaced as per Section 2 above.

Section 5. The Executive Committee shall oversee the affairs of the Association.

Section 6. The Executive Committee or President is authorized to expend up to \$200 prior to approval of the membership provided the expenditure is relative to Association business or activity.

ARTICLE VI OFFICERS

Section 1. The officers of the Association will consist of the President, Vice-president, Secretary, and Treasurer who are elected by a majority vote of the membership at the Annual Meeting. The term of each office will be four years. Terms for President and Secretary will run beginning and ending on even years, and the terms for Vice-President and Treasurer will run beginning and ending on odd years. The new officers will take office immediately prior to adjournment of the Annual Meeting at which they are elected.

Section 2. There will be 3-5 Riparian Representatives, who together with the Executive Committee will constitute the official governing body of the Association with authority to act collectively in the name of the Association.

Section 3. The President will preside at the meetings of the Association and the Executive Committee, and will cast the deciding vote in case of a tie. The President will appoint all standing and special committees and individual representatives as needed to meet responsibilities of the Association. The Executive Committee will affirm all appointments.

Section 4. The Vice-president will assist the President in the performance of all duties, and in the absence of the President will preside at meetings and perform all other duties of the President.

Section 5. The Secretary will conduct all correspondence for the Association and the Executive Committee. The Secretary will take the minutes of proceedings for all meetings and maintain suitable records. The Secretary will be responsible for the accumulation and preservation of information relating to the affairs of the Association. All records will be made available to any member of the Association upon request. These records will be incorporated into a permanent file for transmittal to the Secretary's successor.

Section 6. The Treasurer will keep an accurate record of all receipts and disbursements. He/she shall disburse funds as approved by the Executive Committee. There will be a report of the status of the Association made at each Executive Committee meeting, and a prepared annual report will be made available at the Annual Meeting of the membership. All monies received will be deposited in the bank account of the Association. The Treasurer will maintain a complete list of names and addresses of all association members and their financial status in the Association and provide this list to the Executive Committee on request.

Section 7. Each Riparian Representative, in addition to responsibilities as a member of the Executive Committee, will act as a liaison between property owners and the Association communicating opportunities and concerns to the

Executive Committee.

ARTICLE VII - ELECTIONS

Section 1. Nominating Committee - A committee of 3 members of the existing Executive Committee and/or Regular association members will be appointed at least thirty days prior to the Annual Meeting. This committee will make a least one (1) nomination for each pending vacancy in the Executive Committee and present the slate to the Executive Committee for approval before the Annual Meeting. Further nominations may be made from the floor at the Annual Meeting. All nominations must be for Regular members in good standing and will have the approval of the nominee and an agreement to serve, if elected.

Section 2. Absentee or Proxy Votes will be acceptable and will be in the hands of the Secretary prior to opening of a meeting.

Section 3. Riparian Representatives will be appointed by the Executive Committee with recommendations coming from the nominating committee and members at the Annual Meeting, or by the President when a vacancy occurs between Annual Meetings.

ARTICLE VII – INDEMNIFICATION

The Association shall have the power to indemnify persons who are or were Executive Committee Members, officers, employees or agents of the Association against liabilities and expenses in the manner and to the fullest extent provided by the Articles of Incorporation of the Association and the applicable laws of the State of Michigan.

ARTICLE IX - ORDER OF BUSINESS

The order of business for all meetings of the membership and the Executive Committee shall be as follows:

- Call to Order
- Roll Call
- Approval of Agenda
- Reading of the Minutes & Approval
- Correspondence
- Report by Treasurer & Submitting of Bills
- Report of Committees & Representatives
- Riparian Representative Reports/Remarks
- Unfinished Business
- New Business
- Public Input

Adjournment

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order will govern the Association in all cases to which they are applicable.

ARTICLE XI - AMENDMENTS

Section 1. These By-laws (Articles I-X) may be amended by a 2/3 vote of attending members at any regular or properly called special meeting of the membership.

Section 2. Members will be notified in writing of proposed By-laws changes or amendments at least 30 days in advance of the meeting called to consider revision of the By-laws.