

CROOKED LAKES ASSOCIATION

BYLAWS

ARTICLE I NAME AND ORGANIZATION

Section 1. This organization shall be known as CROOKED LAKE PROPERTY OWNERS ASSOCIATION, a non-profit corporation of Keeler Township, Van Buren County, Michigan.

Section 2. The fiscal year of this Association shall be June 1st to May 31st each year.

ARTICLE II PURPOSES

Section 1. This Association shall promote the education of riparian property owners and other lake users about water quality and water safety.

Section 2. This Association will support issues which concern the welfare of the lake in general, including the conservation of the water supply in the lake and watershed, maintain the quality of water safe for swimming, boating and fishing.

Section 3. This Association shall support the measurement and evaluation of hydrological data of the lake so that decisions and actions of the Association shall promote what is best for the lake.

Section 4. This Association may support issues that arise within our community for the betterment or safety for our members.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Association shall be limited to riparian property owners on the lake and persons who own property with legal access to the lake or their immediate family members. A person who has negotiated a contract to purchase riparian property or property with legal access to the lake shall be eligible for membership.

Section 2. The term "member" is defined as the person or person legally or beneficially owning riparian property on the lake or who own property with legal access to the lake (or immediate family members). For purposes of voting, each property shall be entitled to one vote.

Section 3. The membership year is from June 1st through May 31st of each fiscal year.

Section 4. Annual dues shall be determined annually by majority vote by the Board of Directors.

Section 5. The annual dues shall be payable to "Crooked Lake Association". Dues shall become delinquent if not paid by November 1st of each calendar year. A past member or new member who has not paid their dues prior to the annual summer meeting will not be allowed to vote or participate at such meeting. Annual membership shall not be prorated.

Section 6. A member who has paid dues for the last two years is considered to be in good standing and eligible for nomination to the Board of Directors.

ARTICLE IV MEETINGS OF THE MEMERSHIP

Section 1. The Annual Meeting of the members of the Association shall be held in the summer (preferably in July) each year. The meeting is to be held on the day set by the Board of Directors and due notice sent to each member.

Section 2. Special meetings of the membership may be called by vote of the majority of the Board or by written petition by 20% of the membership. Every member shall be notified of such meeting by regular U.S. Mail or email where available prior to the time of the meeting.

Section 3. A quorum of the Association shall be no less than 10% of the entire membership. Voting members shall register with the Secretary of the Association immediately prior to any regular or special meeting. All votes to be effective shall require a majority vote of the voting members in attendance at such meeting.

ARTICLE V THE BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of no less than 8 and no more than 15 members made up of equal number, when possible from both Big and Little Crooked Lakes. Each Board member shall serve a term of 24 months. One half of the Board members shall be elected on odd years and the remaining half shall be elected on even years. Should a Board member be unable to complete his or her term, the Board of Directors can appoint a replacement member to complete the term by majority vote. The election to the Board of Directors by the Membership shall take place at the Annual Meeting. The elected members shall take office at the time of their election.

Section 2. At the first board meeting following the Annual Meeting, the Board members shall elect officers from among the directors. The officers are: President, Vice President, Secretary and Treasurer. The officers shall constitute the Executive Committee.

Section 3. A quorum of the Board of Directors shall be a minimum of no less than 40% of the entire Board. This quorum may make decisions other than major policy and expenditures up to \$500 by majority vote. Policy and expenditures over \$501 will be made by the majority vote of the entire Board either in person or electronic vote to the Secretary or President of the Association. The Executive Committee shall be empowered to make minor decisions that need to be made in an emergency situation. These decisions will be communicated to the Board at the next meeting.

Section 4. The Board shall meet each month starting in May and ending in September. Board members failing to attend three board meetings in one year may be subject to removal by vote of

the Board. A replacement Board member shall be appointed by vote of the Board to serve the remainder of the term of any Board member so removed.

Section 5. Meetings of the Board shall be open for attendance to any Association member. The time and place of regular and special Board meetings shall be announced to the membership by means determined by the Board. Members may request time on the agenda by contacting a Board member in advance.

ARTICLE VI OFFICERS

Section 1. The officers of this Association shall be a President, Vice President, Secretary and Treasurer. They must be a member in good standing for at least two years and have served as a director for one term prior to being elected by majority vote of the directors and shall hold office for one year term. They shall take office at the time they are elected by the Board of Directors.

Section 2. The officers shall serve without compensation.

Section 3. In case of death or resignation of the President, the Vice President shall at once assume their title and duties. The vacancy in the Office of Vice President shall be filled by a majority vote of the Board of Directors. In case of death or resignation of any other officer, their office shall be immediately filled by a majority vote of the Board of Directors.

Section 4. Any officer or director becoming ineligible for membership in the Association shall automatically forfeit their office and such vacancy shall be filled in the same procedure as stated above.

Section 5. The President shall preside at all meetings of the Association and of the Board of Directors.

Section 6. The Vice President shall assist the President in the performance of their duties. In the absence of the President, the Vice President shall preside at the meetings of the Association and perform all other duties of the President.

Section 7. The Secretary shall conduct all correspondence for the Association and the Board of Directors. They shall keep the minutes of all meetings and maintain a clear record of the business of the Association and the Board of Directors. In the case of an electronic vote, votes will be tallied by the Secretary.

Section 8. The Treasurer shall receive all monies paid to the Association and shall keep an accurate record of the members and their financial status in the Association. They shall disburse such monies as approved by the Board of Directors. All expenditures of the Association shall be by check from the Association's account. The Treasurer shall make an oral report of the financial status of the Association at each meeting of the Association and of the Board of Directors and an itemized written statement of cash receipts and disbursements shall be prepared annually and can be subject to audit or review by a third party at the discretion of the Board and made available to the membership at the Annual meeting. All monies paid to the Association shall be deposited by the Treasurer in the bank account of the Association.

ARTICLE VII COMMITTEES

Section 1. Committees shall be established as herein set forth or by majority vote of the Board of Directors. Each committee shall have at least one member of the Board of Directors as a committee member and such other members of the Association as directed by the Board of Directors.

Section 2. Standing Committees shall be:

1. Water Quality
2. Water Safety
3. Local Government
4. Ad Hoc Committees as needed

Section 3. Ad Hoc committees may be established by majority vote of the Board of Directors as need arises.

Section 4. The Board of Directors by majority vote shall appoint a nominating committee to propose candidates for election to the Board of Directors at the June Board meeting prior to the Annual Association Membership Meeting of the present year.

ARTICLE VII ORDER OF BUSINESS

All meetings of the membership and of the Board of Directors shall be as follows:

1. Call to Order
2. Roll Call of the Officers/Directors
3. Reading of the Minutes
4. Report of Officers/Directors
5. Report of Standing Committees
6. Report of Ad Hoc Committees
7. Unfinished Business
8. New Business
9. Adjournment

ARTICLE IX PARLIMENTARY AUTHORITY

All meetings of the Association membership and the Board of Directors shall be conducted in accordance of **Robert's Rules of Order** relative to small boards.

ARTICLE X AMENDMENTS

Section 1. The Bylaws may be amended by 2/3 affirmative vote of the membership. Balloting shall be conducted by means of either electronic or U.S. Mail or in person at a properly called regular or special meeting.

Section 2. Members shall be notified of the proposed Bylaws changes.

Section 3. These Bylaws shall be made available to the membership.

APPROVED: September 5, 1992

AMENDED: May 28, 1994

AMENDED: _____, 2013