

# BY-LAWS FOR WOODBECK CHAIN OF LAKES

Revised Nov. 14th, 2022

## ARTICLE 1 NAME AND ORGANIZATION

Section 1. This organization shall be known as Woodbeck Chain of Lakes Association, a (XXX) non-profit corporation of Oakfield and Spencer Townships, Kent County, Michigan.

Section 2. The fiscal year of this association and membership shall be the fiscal year, September 1 to August 31.

## ARTICLE 11 PURPOSES

Section 1. This Association exists to promote the education of riparian property owners and other lake users about lake water quality; provide education about boater safety and etiquette; and address any concerns regarding the safety and welfare of the members.

Section 2. This Association also exists to promote community friendships and interaction through a residential network amongst the riparian property owners. Activities that facilitate this may be sponsored by the Association.

## ARTICLE 111 MEMBERSHIP

Section 1. Voting membership in the Association shall be limited to riparian property owners on the lake and persons who own property with legal access to the lakes, including land contract purchasers, that are in good standing (defined in Section 5 below). For purposes of voting, one vote is allowed per membership. Members may give their voting rights to a proxy, in writing, if they are unavailable to vote at a meeting.

Section 2. Non-voting membership may be granted to long term renters with proof of lease. Long term is defined as one year or longer.

Section 3. Any member of this Association may attend any Board Meeting or Annual meetings of the Association and participate in the discussion.

Section 4. Membership in the Association runs from September 1 through August 31 of each fiscal year.

Section 5. Annual dues are payable to the Treasurer any time during the fiscal year but members must pay their dues prior to May 1 of that fiscal year to be in good standing.

## ARTICLE IV BOARD OF DIRECTORS

Section 1. The business and other affairs of this Association shall be directed and managed by a BOARD OF DIRECTORS of fifteen (15) members in good standing and will consist of three (3) representatives from each of the five (5) lakes.

- a) These representatives will be nominated and elected by members at the Annual Membership Meeting of the Association, and;
- b) They will serve a two (2) year term.
- c) One half of the Lake Representatives will be elected on even years, and the other half on odd years so that only one half of all Lake Representative positions are up for re-election in any given year.

- d) The fifteen (15) Lake Representatives will nominate and elect four officers from their ranks – President, Vice-President, Secretary, and Treasurer.
- e) These Officers shall also be elected at the first Board Meeting following the Annual Membership Meeting.
- f) Voting for Officers will be by secret ballot, if there is more than one member running for that office, and IF requested by any Board member, any voting at any meeting could be by secret ballot.
- g) Vacancies that may occur on the Board of Directors shall be filled by appointment by the President with approval by the Board.

Section 2. The Board of Directors shall have control of the affairs and property of the Association, and shall serve as the executive and policy-making group of the Association.

## **ARTICLE V      OFFICERS**

Section 1. The officers of this Association shall be President, Vice-President, Secretary, and Treasurer. They shall be elected by a majority vote of the Board of Directors following the annual meeting.

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 his/her 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 appointment by the President with a majority of the members of the Board concurring.

Section 4. Any officer or director that should become “not in good standing” in the Association, shall automatically forfeit his/her office and such vacancy shall be filled in the same procedure stated in Article V.

Section 5. The Officers and their respective duties shall be:

- a. The President of the Association shall preside at all the meetings of the Board of Directors and at the annual and special meetings of the membership. The President shall have general and active management of the business of the Association and see that orders and resolution of the Board are carried into effect. The President shall appoint, with the approval of the Board, regular and special committees as they deem necessary to carry out the purpose of the Association.
- b. The Vice-President shall assist the President in the performance of their duties and in the absence of the President, shall assume their place and duties with full responsibilities and powers.
- c. The Secretary shall attend all meetings of the membership and of the Board of Directors. They shall keep true minutes of the proceedings of all such meetings. They shall conduct all correspondences and give all notices required by these By-Laws, statute or by resolution of the Board and perform such duties as are delegated to them by the President. In the absence of the Secretary, the President shall appoint someone to fill this role at the given meeting/s.
- d. The Treasurer shall have in custody all Association funds and shall keep, in books belonging to the association, full and accurate accounting of all receipts and expenditures. The Treasurer shall deposit all monies and other valuable effects in the name of the Association in a depository or depositories designated by the action of the Board of Directors. They shall render a financial statement at all board meetings or other meetings requested by the president. They shall, upon demand of the Board or in event of their resignation or termination of their

membership, immediately surrender to the Board or their successor in office all monies, account books and other Association records and effects in their possession. The Treasurers books of accounts and bank books showing current balances will be reviewed by a committee appointed by the President of the Board and will report back to the Board no later than May 1<sup>st</sup>. The Board of Directors may require the treasurer to be bonded.

## **ARTICLE VI MEETINGS**

Section 1. The Annual Meeting of the Association shall be held on or before the last weekend in August each year. The board of Directors will set a date when the best attendance of the membership may be expected, the place of the meeting and time.

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 Board. Every member shall be notified of such meeting at least 30 days prior to the time of the meeting.

Section 3: All meetings may be conducted in person as well as electronically so that access is available for all members to attend via phone or video conferencing.

Section 4. The quorum for an Annual or special meeting of the membership shall be the number of members who are present when the meeting is called to order, provided that due notice has been given. The Quorum for a meeting of the Board of Directors is nine (9), including at least two officers.

## **ARTICLE VII ORDER OF BUSINESS**

At all meetings of the Board and of the Membership, Robert's Rules of Order Newly Revised are to be observed. The Board of Directors may seek the advice of outside professional services for advice if required (Attorney, Water Management (PLM), etc.).

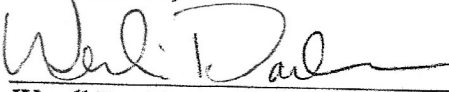
## **ARTICLE VIII AMENDMENTS**

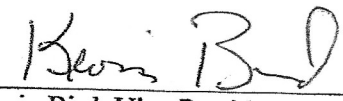
Section 1. The By-Laws may be amended at any regular Annual, or properly called special meeting of the membership by a 2/3 vote of those present.

Section 2. Members shall be notified of proposed By-Law changes at least 30 days prior to the Annual meeting or special meeting called to consider revision of the By-Laws.

**THESE BY-LAWS WERE APPROVED AND ACCEPTED AT THE BOARD MEETING DATED:**

November 14, 2022

  
Wendi Davidson, President

  
Kevin Bird, Vice-President