

BLUE LAKE ASSOCIATION BYLAWS

BLUE LAKE ASSOCIATION, INC.

**A corporation (not for profit) duly organized and existing under and by the
laws of the**

State of Indiana

And by the Certificate of Incorporation

**Issued by the Secretary of State of Indiana under the great seal of the
State of Indiana**

BLUE LAKE ASSOCIATION, INC.

Churubusco, Indiana
(Revised Version – 2026)



ARTICLE 1: MEETINGS

Section 1.1: Place of Meetings

Meetings of members and the Board of Directors shall be held within the State of Indiana, primarily at the Blue Lake Community Building unless otherwise approved by the Board.

Section 1.2: Annual Meeting

The annual meeting shall be held on the last Saturday of April at 10:00 a.m. for the election of directors and other business.

Section 1.3: Notice of Meetings

At least ten (10) days' notice shall be given via mail, email, or electronic posting.

Section 1.4: Special Meetings

Special meetings may be called by the President or a majority of the Board. Only business stated in the notice shall be conducted.

Section 1.5: Board Meetings

- Regular meetings: Monthly (first Tuesday, 7:00 p.m.)
- Special meetings: Called as needed with at least two (2) days' notice

Section 1.6: Electronic Meetings

Meetings may be conducted in person or electronically, provided all participants can communicate simultaneously.

Section 1.7: Waiver of Notice

Notice may be waived in writing or electronically.



Section 1.8: Policies

The Board may adopt policies, which must be documented and made reasonably accessible to members.

ARTICLE 2: QUORUM & ACTION

Section 2.1: Quorum

A majority (51%) of Board members constitutes a quorum.

Section 2.2: Voting

Each Board member has one vote. A majority vote of those present decides matters.

Section 2.3: Action Without Meeting

Board action may occur without a meeting if approved by a majority via written or electronic consent.

Section 2.4: Remote Participation

Participation via phone or video counts as presence.

ARTICLE 3: MEMBERSHIP & VOTING

Section 3.1: Voting Rights

Each membership (one property address) is entitled to **one (1) vote**.

Section 3.2: Eligibility

Voting members must:

- Be 18 years or older
- Reside within Association boundaries



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- Be in good standing with dues paid

Section 3.3: Proxies

- Must be in writing
- Valid for one meeting only unless stated otherwise
- No individual may hold more than one proxy

Section 3.4: Nominations

Nominations shall be accepted prior to the annual meeting as determined by the Board.

Section 3.5: Elections

Directors are elected by plurality vote.

ARTICLE 4: BOARD OF DIRECTORS

Section 4.1: Composition

The Board shall consist of **seven (7) members**.

Section 4.2: Terms

Directors serve **three-year staggered terms**.

Section 4.3: Vacancies

Vacancies shall be filled by Board appointment until the next annual meeting.

Section 4.4: Attendance

Unexcused absences:

- Two consecutive → warning
- Three consecutive → removal



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Section 4.5: Removal

A Board member may be removed by a **2/3 vote** for:

- Failure to fulfill duties
- Policy violations
- Conduct detrimental to the Association

Section 4.6: Powers

The Board manages all business and affairs of the Association.

ARTICLE 5: OFFICERS

Section 5.1: Officers

- President
- Vice President
- Secretary
- Treasurer

Section 5.2: Election

Officers are elected annually by the Board.

Section 5.3: Duties

- **President:** Oversees operations, presides over meetings
- **Vice President:** Assists President
- **Secretary:** Maintains records and minutes
- **Treasurer:** Manages finances and reporting

Section 5.4: Financial Controls

- Board approval required for expenses over \$_____
- Two signatures required for payments over \$_____
- Monthly financial reports required
- Annual financial review required



ARTICLE 6: EXECUTION OF INSTRUMENTS

Authorized officers may sign contracts, checks, and legal documents as approved by the Board.

ARTICLE 7: BORROWING POWER

The Board may borrow money and secure debt as necessary for the Association.

ARTICLE 8: MEMBERSHIP & DUES

Section 8.1: Membership

Membership is open to property owners and residents of the Churubusco / Blue Lake Area.

Section 8.2: Dues

Dues shall be set annually by the Board and are payable by June 1.

Section 8.3: Good Standing

Members must be current on dues to vote.

ARTICLE 9: CONFLICT OF INTEREST

Board members must:

- Disclose conflicts
- Abstain from voting
- Have disclosures recorded in minutes

ARTICLE 10: LIABILITY PROTECTION

Board members shall not be personally liable for actions taken in good faith on behalf of the Association.



ARTICLE 11: RECORDS & TRANSPARENCY

Members may request access to:

- Financial records
- Meeting minutes

Requests will be fulfilled within a reasonable timeframe.

ARTICLE 12: CODE OF CONDUCT

Members and Board members shall act:

- Respectfully
- In good faith
- In the best interest of the Association

ARTICLE 13: AMENDMENTS

Bylaws may be amended by:

- Majority vote of members at a meeting with proper notice
- Or Board action followed by member ratification

ARTICLE 14: SEVERABILITY

If any provision is invalid, the remainder remains in effect.

CERTIFICATION

Adopted this _____ day of _____, 20.

President: _____

Secretary: _____