

Briggs Lake Chain Association

By-Laws

ARTICLE I - NAME

The name of the corporation shall be: Briggs Lake Chain Association (BLCA), hereinafter known as the Association.

ARTICLE II - Purpose

The purpose of the Association shall be to promote the care, social events, improvement and general welfare of the Briggs Lake Chain (Lake Julia, Rush Lake, Briggs Lake and Big Elk Lake) and adjoining and connecting waters, and any other matter affected by or related to the stated purpose.

ARTICLE III - Membership and Dues

- Section 1** Membership in the Association shall mean person or persons who pay dues to the Briggs Lake Chain Association. Membership entitles you to one vote per paid membership.
- Section 2** The yearly dues of the Association shall be set at the annual meeting by the membership. Nothing in this section shall prohibit the solicitation or donation from any source of voluntary contribution to the Association.
- Section 3** The membership year will be from Jan. 1 to Dec. 31. Any person who has not paid dues shall have no vote in the affairs of the association until such dues are paid.
- Section 4** Any member disturbing the harmony of the Association may have their membership revoked by a two-thirds vote of members attending any regular meeting after receiving proper notification of such activity.
- Section 5**
- A. It is understood that this Association is non-sectarian and non-political.
 - B. Churches and other organizations of the community may announce their fundraisers and social activities. Politicians and others may be invited to speak to the membership in order to keep us informed as to what is being done for our community.
 - C. Campaigning for political office is not permitted.

Approved by Association August 2007 Annual Meeting

ARTICLE IV - Officers and Board

Section 1 Board of Directors

- A. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer. The whole group of board members will be referred to as the Board of Directors or as the Board. The Board shall consist of 24 members. Recommended representation is as follows: Briggs Lake - six (6); Lake Julia - five (5), Rush Lake - four (4); and Big Elk Lake - five (5). There shall be a minimum of 2 Board members from each lake.
- B. A nominating committee shall be appointed at the July meeting of the Association, and it shall present a slate of board candidates at the annual meeting in August. Additional nominations may be made of current members in attendance at the Annual meeting.
- C. The nominating committee must receive permission from each nominee to have his/her name placed in nomination.
- D. All Board members must be paid up Association members.
- E. A quorum of the Board shall consist of one-half of the current filled board positions.

Section 2 Terms of Board Members

- A. The President and Vice President shall serve for two (2) years and be elected at the annual meeting of odd years.
- B. The Secretary and Treasurer shall serve for two (2) years and be elected at the annual meeting of even years.
- C. Board members are to serve for two years, with half of the board members elected in even years and half elected in odd years.
- D. All officers and Board members shall take office at the October meeting following their election.
- E. If, in the event a Board member cannot fulfill his or her term of duty, a replacement shall be made by the Board for the remainder of the term.
- F. The outgoing president will remain on the Board for one year.

Section 3 Duties of the President

- A. The President shall preside at all meetings of the Association, enforce order and observance of the By Laws, appoint committees, and perform other duties as pertain to the office, and such duties as the Association may order.
- B. The President shall present the budget for the following year at the Annual meeting; to be approved by the membership.

Approved by Association August 2007 Annual Meeting

Section 4 Duties of the Vice President

- A. The Vice President shall act as Education Committee Chair.
- B. The Vice President shall perform all the duties of the President in the event of his or her absence or inability to attend to the duties of the office, and other duties as assigned.
- C. In the event a vacancy occurs in the office of President, the Vice President shall automatically become President. A new Vice President shall be appointed by the Board at the next scheduled Board meeting.

Section 5 Duties of the Secretary

- A. The Secretary shall keep the minutes of the Association and Board meetings. At each meeting the minutes of the preceding meeting shall be read and offered for correction and approval.
- B. An agenda will be available for each Board member prior to the Board meeting.
- C. An agenda shall be available to Association members at all general membership meetings.
- D. The Secretary shall handle all correspondence and mailing of Association and Board meeting notices unless otherwise designated.

Section 6 Duties of the Treasurer

- A. The Treasurer shall collect all dues and assessments and receive all contributions to the Association, pay all the bills of the Association, keeping accurate and/or separate accounts thereof.
- B. The Treasurer shall report financial transactions for the preceding period at each meeting of the Association, and each Board meeting.
- C. All bills are to be paid by check only, signed by the Treasurer and/or other signatories.
- D. All bills shall be presented to and paid by the Treasurer, including those over \$200.00 that were pre-approved and/or budgeted for.
- E. Projected plans for fund raising and activities shall be included in the budget.
- F. There shall be an annual audit of the Association books within 45 days following the end of the operating year (Dec. 31st).

Section 7 Duties of the Board

- A. All contracts and permits shall be approved by a quorum of the Board..
- B. All contracts shall be in writing and the appropriate Association standing committee shall see to the proper execution of said contracts.
- C. The Board shall approve the annual budget prior to its presentation by the president at the Association annual meeting.

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Section 8 Compensation

Compensation of officers shall be reviewed by the Board and recommended to the members attending the annual meeting and voted upon.

Section 9 Standing Committees

- A. Communication
- B. Education
- C. Events and Programs
- D. Fund raising and budget
- E. Healthy Lakes
- F. Member development

ARTICLE V - MEETINGS and BY-LAWS

Section 1 Meeting Dates

- A. Regular meetings of the Association shall be held the second Saturday of the month, June through September (or as recommended by the board), at Palmer Town Hall or such place as designated by the Board.
- B. Board meetings of the Association shall be held the second Saturday of the month, unless otherwise agreed upon, at Palmer Town Hall or such place as designated by the Board. Activities and transactions of the Board shall be posted on the Association website.
- C. The Annual Meeting shall be in August each year.
- D. The Annual Meeting agenda shall include the annual budget, member elections, and other items deemed to be significant by the Board.
- E. The membership will be advised of Association meetings by means of local signage, a periodic newsletter, and the BLCA website. Special programs may also be published in local newspapers..

Section 2 By-Law Amendments

- A. By-Laws may be amended by majority vote at any Annual meeting of the Association with notification of such changes at a prior meeting.
- B. By-laws will be reviewed and updated by the Education Committee every three (3) years or as needed.

Section 3 Parliamentary Procedure

All proceedings of this Association will follow Roberts Rules of Order.

[Presented to Board March, 2006 and modified and approved by Board in April 2007]

Approved by Association August 2007 Annual Meeting

By-Law Committee

Carolyn Carringer
Tom Koontz
Randy Peterson
Kenzie Phelps

Approved by Association August 2007 Annual Meeting