

## **BY-LAWS SAND LAKE ASSOCIATION**

### **Article I – Purpose**

The purpose of the Association is to maintain, protect and enhance the quality of the lake and its surroundings for the collective interests of members and the public that utilizes Sand Lake. To carry out the program of the Association and to make representations on behalf of its members and the public, the Association shall be organized under Chapter 181 of the Wisconsin Statutes. (Sections of the Statutes are cited throughout these by-laws.) No asset of the Association shall benefit any officer or member. The Association shall not participate in partisan political activity.

### **Article II – Membership**

Section 1 – Eligibility: Membership in the Association shall be voluntary and open to any individual, family, business, or organization, that (a) subscribes to the purposes of the Association (Article I above).

Section 2 – Dues: Dues shall be \$20.00 paid on a calendar year basis of January 1 to December 31.

### **Article III – Voting**

Section 1 – Multiple Voting: Any individual member may cast only one vote on any question called to vote. Up to two individuals may represent a family, a business, or an organization; and each of those two individuals may cast one vote on any question called to vote.

Section 2 – Casting Ballots: A member must be present at the meeting at the time the vote is called in order to vote. No member may vote by proxy or absentee ballots. All votes shall be counted by a show of hands unless otherwise specified in these by-laws. A ballot shall pass by approval of two thirds of the members present at the meeting.

Section 3 – Referenda: The Officers may at any time solicit reactions from the members through a mail, email, or web survey. The Board resolution authorizing the referendum shall indicate whether the results shall be considered advisory or binding on the Board. The annual meeting may initiate an advisory or binding referendum and shall specify the exact wording of the question and the required follow-up action by the Board. Members shall have 30 days to respond to the survey. Results of the referendum shall be announced at a membership meeting, email or posted on the Sand Lake Association website within 90 days of the response deadline.

## **Article IV – Membership Meetings**

Section 1 – Annual Meeting: The annual meeting of the Association shall be held in the vicinity of Sand Lake on the Saturday of the Association picnic as designated by the President. This is usually the second Saturday in August. The time and the place shall be arranged by the officers unless specified by the previous annual meeting. The agenda of the annual meeting shall include elections and may include discussion of projects, adoption of a budget, member concerns, and an educational program. [Sec. 181.14 (1) (2)]

Section 2 – Special Meetings: A special meeting of the Association may be called by the President, or by written request by one-twentieth of the members, whichever is greater. The agenda of a special meeting may include any issues properly brought before an annual meeting. [Sec. 181.14 (3)]. Special meetings may be held on the call of the President after at least 24 hours by telephone, email, listing on the Sand Lake Association website, mail or personal contact. Meetings shall be open to the members. Decision shall be made by majority vote of the members present.

Section 3 – Informational Meeting or Social Event: The Association may sponsor a variety of meetings and events designed to provide Educational, recreational, or social opportunities for its members, their guests, and the public. It may also sponsor fundraising activities. If business is to be conducted at such events, the notice requirement for special meetings must be set.

Section 4 – Notification: Every annual or special meeting must be preceded by notice to paid members and members from the preceding year. Notification may be by email, Sand Lake Association website, and hand delivery or by mail at least 7 days before the meeting. The notice shall summarize any proposed changes in the By-laws, shall highlight any proposals to dissolve the Association, and may include a detailed agenda. [Sec. 181.15]

Section 5 – Quorum: No formal business may be conducted at membership meetings unless at least one-twentieth of the members or six members, whichever is greater, are present. [Sec. 181.17]

Section 6 – Procedure: Roberts Rules of Order, in the current revised edition shall be in force at the meetings of the Association, of the Officers, and of any Association Committee unless required otherwise by Wisconsin Statutes of these By-laws. Nonmembers of the Association may be recognized to speak at Association functions at the discretion of the presiding officer who shall serve as parliamentarian.

## **Article V – Officers**

Section 1 – Authority: Subject to directives of annual and special meetings and these By-laws, the Officers shall have authority over the activities and assets of the Association.

Section 2 – Composition: The Officers shall include the President, Vice President, Secretary and Treasurer.

Section 3 – Election: The Officers may nominate one or more members for each vacant position on the Board. Additional nominations from members, present at the annual meeting and willing to serve, shall be taken from the floor. All elections for the Board shall be conducted at the discretion of the paid members present.

Section 4 – Terms of Office: Officers are elected for three-year terms. Their terms shall expire after the annual meeting or upon election of new officers.-The election of the Vice President and Treasurer shall be on different years than the election of the President and Secretary.

Section 5 – Board Meetings: The officers shall meet as needed to plan for the business of the association. Board meetings shall be held at a place, date, and time established by the officers. No formal business may be conducted at Board meetings unless at least three-quarters (or three Board members) are present.

Section 6 – Vacancies: Any vacancy of an officer may be filled at the next association meeting or via a Special Meeting (article IV, Section 2) following the vacancy.

Section 7 – Compensation: Officers shall not be compensated for their time and effort.

## **Article VI – Officers**

Section 1 – President: The President shall preside over all membership meetings and Board meetings. The President shall be the chief executive officer-of the Association, responsible for day-to-day administration of the affairs of the Association. The President shall oversee all committee members who serve until the end of that President's term. The President is an ex-officio member of all committees. The President is also the second party check signer or individual signer with approval of the Board. The President shall oversee or assign the creation of any publicity, Association newsletter, emails, Sand Lake website updates or other communications methods deemed necessary and reasonable to communicate Association information.

**Section 2 – Vice President:** The expectations of the Vice President is to learn the role and duties of the President should that office become vacant and shall preside at meetings when the President is unable to attend. The Vice President shall arrange for the educational segment of the annual meeting, carry out other assignments at the request of the President, and assist the President with development of Recruitment and Transition Plans.

**Section 3 Treasurer:** The Treasurer shall maintain the financial records of the Association and shall co-sign all checks or sign individually with approval of the Board. The Treasurer shall prepare the annual financial statement for the annual meeting and be responsible for sharing the financial reports to the Board. Report all required governmental paperwork that is not handled by the payroll vendor and submit annual financial records for review by the Audit Committee.

**Section 3 - Secretary:** The Secretary shall maintain the official records of the Association as well as an archive. The Secretary shall record and distribute the minutes of member meetings and Board meetings via the Sand Lake Association website. The Secretary or assignee shall maintain a current record of the names and addresses of members entitled to vote.

## **Article VII – Committees**

The President may appoint such other committees as are deemed necessary to support the efforts of the Association.