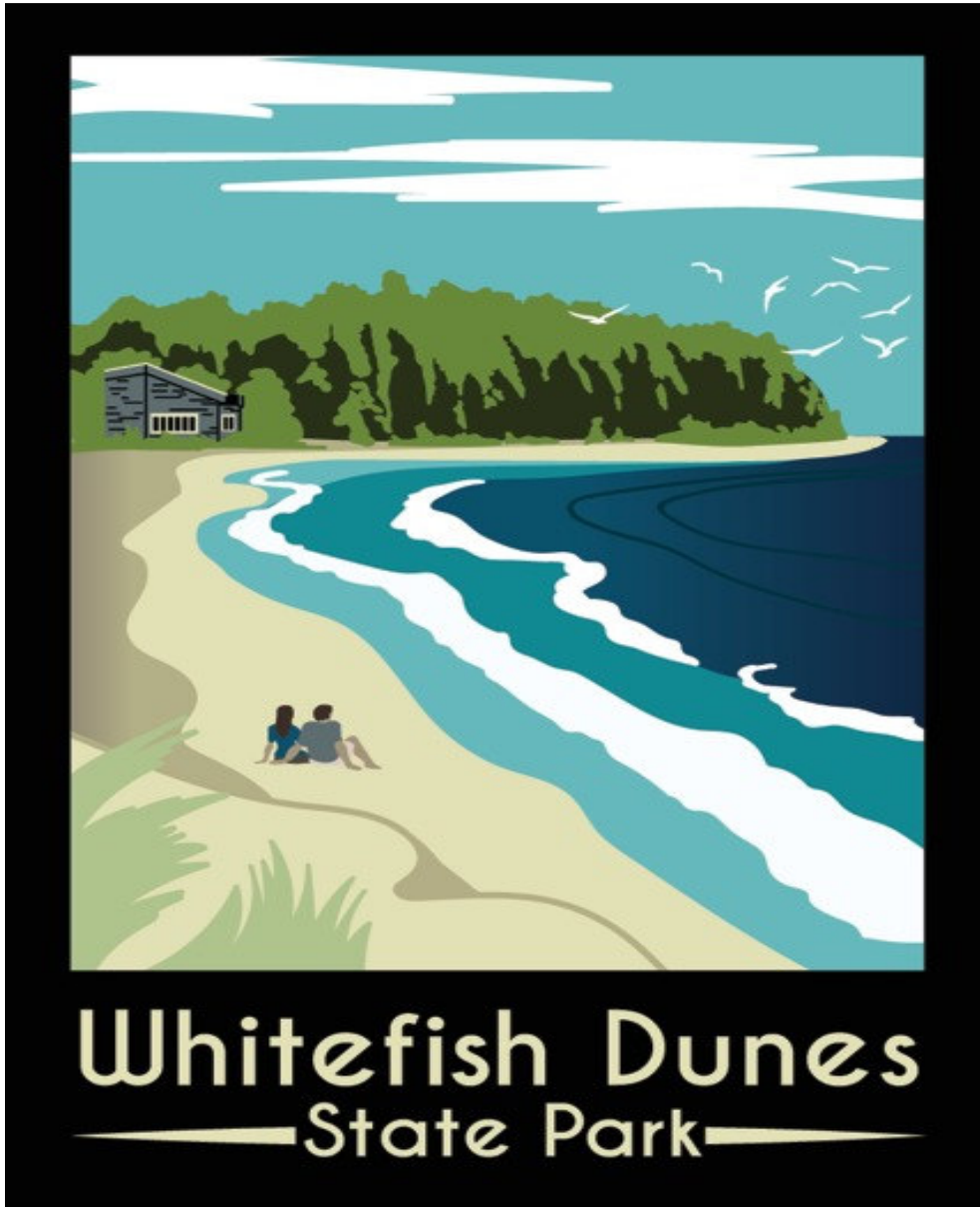


FRIENDS OF WHITEFISH DUNES, INC.

BY-LAWS

APPROVED 12/15/2016



## **BY-LAWS**

### **Friends of Whitefish Dunes, Inc**

#### **Article I**

##### **Name and Purpose**

###### **Section 1**

The name of the Corporation is Friends of Whitefish Dunes, Inc.

###### **Section 2**

This Corporation is organized for the charitable and educational purpose of supporting, assisting, and promoting the Wisconsin State Park System with interpretive, scientific, historical, educational, recreational and related visitor services at Whitefish Dunes State Park (hereinafter sometimes referred to as the Park) Sturgeon Bay, Wisconsin. In order to accomplish this purpose, the Corporation has the following objectives:

- a) Sponsor and support volunteer interpretive services, environmental, educational and recreational activities, seminars and lectures that contribute to the interpretive and educational programs of the Park.
- b) Provide for the distribution or sale of appropriate interpretive materials; such as books, pamphlets, and photography of the Park.
- c) Provide financial support to the Park for the furtherance of its interpretive programs, recreational activities, facilities, and resources, by raising revenues through such methods as membership fees, donations, sales and special events.

#### **Article II**

##### **Membership**

###### **Section 1**

There will be five (5) classes of membership in this Corporation:

- a) Individual Membership - Any person 18 years of age or older, of good character and dedicated to the purpose of this Corporation, shall be eligible for an annual individual membership upon acceptance of his or her application by the Board of Directors (hereinafter sometimes referred to as the Board) and payment of such dues and initiation fees as may be

established by the Board. An individual member is entitled to one (1) vote at an annual meeting.

- b) Family Membership - Any person eligible to be individual member, together with his or her spouse and dependent minors, shall be eligible for an annual family membership upon payment of such dues as may be established by the Board. Each family membership is entitled to two (2) votes at an annual meeting.
- c) Lifetime Membership – This membership, similar to an individual or family membership, is entitled to one vote if an individual or two votes if a family, at the annual meeting. This membership is subject to a onetime payment of dues and initiation fees higher than that of an individual or family membership as may be established by the Board.
- d) Organization/Business Membership - Any Organization/Business may become an annual Organization/Business member upon acceptance by the Board and payment of such dues and initiation fees as may be established by the Board. An Organization/Business is entitled to one (1) vote at an annual meeting.
- e) Honorary Membership - any person eligible to be an individual member shall be eligible to be an honorary member by resolution of the Board. An honorary member pays no dues or initiation fees and is not eligible to vote at an annual meeting.

## **Section 2**

Members, of all classes, may receive all annual or other financial reports of the Corporation and all members may attend the annual or other meetings of the Corporation. Only individual, family, or lifetime members may become Officers or Directors of the Corporation and may vote in any election or on other motions made at the annual meeting.

## **Section 3**

Any member may withdraw from the Corporation by giving notice in writing to the Board or by simply not renewing their annual membership. Any member may be removed from membership upon good cause by majority vote of the Board.

## **Article III**

### **Organization and Administration**

#### **Section 1**

The Board shall consist of at least 10 but not more than 13 elected individuals from the voting membership of the Corporation. To provide continuity of the Board approximately one-third (1/3) of the entire Board shall be elected or re-elected each year. Elections for new or continuing Directors shall occur at the annual meeting. Newly elected Directors shall take office at the next Board meeting. Directors shall serve for a three (3) year term, or until a successor shall be elected or appointed. Directors may not serve for more than four (4) consecutive terms. Vacancies of the Board shall be filled by selection and appointment of a majority of the remaining Directors. Appointees shall take office immediately and shall serve the balance of the prior Director's term, or until a new successor shall be elected or appointed.

#### **Section 2**

The Board shall maintain a committee of three members to prepare a slate of nominees for Directors where terms are about to expire and are to be elected or re-elected at the next annual meeting. These Directors shall serve without compensation.

#### **Section 3**

The Board shall formulate all the operational policies of the Corporation and shall coordinate its activities through the Property Coordinator. The powers of the Board shall be limited only by the law, the articles of incorporation, these bylaws, and the policies of the Department of Natural Resources. The Board shall also review and approve the dues and initiation fees once a year and present them to the membership at the annual meeting.

#### **Section 4**

The Board may select and appoint an advisory committee of interested scientists, historians, and Friends of Whitefish Dunes, Inc, available for consultation on matters of the Corporation and technical questions. Committee members should represent the principal fields of the Corporation's endeavor and

should be invited and encouraged to offer suggestions and criticisms of the policies and work of the Corporation.

Members of the committee shall hold office for one year, subject to reappointment. Immediate past Directors shall be asked to serve on this committee for one year. The Superintendent of the Whitefish Dunes State Park, shall be a member of this committee. Any number of persons may serve on this committee. Inactive members may be replaced upon notice by the Board.

#### **Section 5**

Any Director may be removed from Board upon good cause by majority of the Board.

#### **Section 6**

A slate of Officers shall be maintained by the Board. To provide continuity of the Corporation, only two Officers may be elected or re-elected each year. The Board shall elect new or continuing Officers at the Director's meeting prior to the annual meeting and those elected shall take office at the next Board meeting. Officers shall serve for a two (2) year term, or until a successor shall be elected or appointed. Officers may not serve for more than four (4) consecutive terms. Vacancies of the Officers shall be filled by selection and appointment of a majority of the remaining Directors. Appointees shall take office immediately and shall serve the balance of the prior Officer's term, or until a new successor shall be elected or appointed. These Officers shall serve without compensation. The following list of Officers shall be maintained by the Board:

- a) **President** - The President shall be a member of the Board and shall preside at the annual meeting and all the Board meetings. The President shall have authority to sign checks on behalf of the Corporation.
- b) **Vice President** - The Vice President shall be a member of the Board and shall preside at meetings of the Board and the membership in the absence of the President. The Vice President will have the option, subject to the approval of a simple majority of the Board, to succeed to the office of President.
- c) **Secretary** - The Secretary shall be a member of the Board and shall be (1) jointly responsible with the President for the preparation and distribution of the meeting agendas and (2) responsible for recording and keeping minutes of the annual meeting and all Board meetings.

- d) **Treasurer** - The Treasurer shall be a member of the Board and shall not be an employee of the Department of Natural Resources. The Treasurer shall administer the finances of the Corporation and supervise the keeping of the Corporation's financial records. The Treasurer has the authority to sign checks on behalf of the Corporation. The Treasurer shall prepare an annual budget that will be approved by the Board and presented at the annual meeting. Expenditures against budgeted items will require Board approval if they exceed the budget by an amount, to be determined annually by the Board. Individual expenditures that are not in the budget will require approval by the majority of the Board before payment is made. Finally the Treasurer is responsible for the filing of the quarterly sales tax reports, when appropriate and the annual State and Federal tax exempt reports.

#### **Section 7**

The Board by a vote of 2/3 of its members may establish an Executive Committee. The membership of the Executive Committee shall include the four officers and at least one other Director. The powers of the Executive Meeting shall include the authority to approve payments and to take such other actions as are granted by the Board. The Executive Committee shall be empowered to conduct business electronically via email as long as the other Board of Director members are notified of the issues before the Executive Committee meeting and a record/minutes of the meeting is provided. All Board members are entitled to attend an Executive Committee meeting.

#### **Section 8**

Any Officer may be removed from office upon good cause by majority vote of the Board.

#### **Section 9**

The Property Coordinator shall be the Superintendent or other person the Superintendent shall appoint to this position. The term of office shall be until replaced by the Superintendent.

The Property Coordinator shall serve as the Department of Natural Resources representative to the Board and shall advise the Board on all program needs. The Property Coordinator shall meet with the Board, but shall have no vote on actions taken by the Board. The Property Coordinator shall act as an advisor on

all publications activities. The Property Coordinator shall not sign checks or legal contracts as a representative of the Corporation.

## **Article IV**

### **Meetings**

#### **Section 1**

The Corporation shall hold an annual meeting in an appropriate place during the months of July through September. Notice of the time and place of such meeting and its agenda shall be given by mail/email to all members of the Corporation. Membership meetings may be called by the Board or by written request of twenty percent (20%) of the Corporation's members. A quorum of ten percent (10%) or twenty-five (25) members, whichever is less, is required at meetings of the members. Directors shall be elected at the annual meeting in accordance with Article III, Section I of these bylaws. Nominations for such positions shall have been made by the President on behalf of the Board and included in the notice of the annual meeting. Other nominations may be made from the floor at the meeting. Those nominees receiving the highest number of votes cast will be elected; a tie vote will be broken by the President. Only voting members present may vote on the election of Directors or other motions made at the annual meeting. At the annual meeting, the President shall present the annual report of the Corporation's activities and its plan for the future, the Property Coordinator shall present the annual Park Report and the Treasurer shall present an annual financial report for review along with the approved annual budget. All meetings will be conducted according to **ROBERTS RULES OF ORDER**.

#### **Section 2**

The Corporation shall hold at least five (5) Board meetings in an appropriate place during a fiscal year. A quorum of two-thirds (2/3) of the Directors or seven (7) Directors whichever is less, is required at Board meetings. Only Directors present at the Board meetings and Directors communicating electronically in real time at Board Meetings may vote on any motions made at the meetings. Members may attend Board Meetings, however they will not be able to vote. The Treasurer shall prepare a financial summary report identifying sources and amounts of income and disbursements, year-to-date actual versus budget report,

along with current balance of funds, available and committed. All meetings will be conducted according to **ROBERTS RULES OF ORDER**.

## **Article V**

### **Property, Funds and Assets**

#### **Section 1**

All property, funds, and assets of any nature received or acquired by the Corporation shall be taken, held, disposed of, and expended in the following manner:

All monies received from membership fees and the sale of publications, or derived in any manner from the business operations of the Corporation, shall be deposited in an operations fund. The monies shall be used for the support of the Park and its missions and activities; publication of technical and popular publications, the development of the library and interpretive center, purchase of sales publications, stationery, miscellaneous supplies and equipment, travel expenses, tax reporting, and other miscellaneous expenses incurred by the Corporation in the usual course of business.

Monies received by donations for specific purposes shall be expended only for the purposes specified by the donor.

#### **Section 2**

The Corporation shall maintain all funds in any Bank or Savings and Loan Association where deposits are insured by an agency of the United States. The Board shall determine the financial institutions used for this purpose.

#### **Section 3**

No income of the Corporation shall be distributable to its Directors or Officers.

## **Article VI**

### **Miscellaneous**

#### **Section 1**

The principal place of business of the Friends of Whitefish Dunes, Inc shall be at the Whitefish Dunes State Park.



## **Section 2**

The Board may adopt a Corporate Seal as it sees fit.

## **Article VII**

### **Amendment of Bylaws**

#### **Section 1**

Power to repeal or amend these bylaws and to adopt additional bylaws is hereby delegated to the Board, and may be executed at any Board meeting provided that proper notice has first been given to the individual Directors by mail/email at least one (1) week before the meeting. Such action must be executed by two-thirds vote of the Directors present.

These bylaws may also be amended by a majority vote at any duly noticed annual meeting at which a quorum is present.

## **Article VIII**

### **Dissolution**

#### **Section 1**

In the event of the dissolution of the Friends of Whitefish Dunes, Inc., or any change to the bylaws which allows engagement in activities not directly related to the mission and activities of Whitefish Dunes State Park or the State Park and Forest System, all net assets shall be transferred to the Whitefish Dunes State Park gift account. Any portion of the funds donated for specific purposes at the Whitefish Dunes State Park will be so designated to the extent possible.

**Approved 12/15/2016**