


# By-Laws

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## **ARTICLE I – Name**

Moon Lake Riparian Association, a Michigan not-for-profit corporation, shall be the name of the Association.

## **ARTICLE II – Boundaries**

The real estate boundaries of the Association shall be the area immediately adjacent to and abutting the Lake and properties on either side of the three Moon Lake Roads (North, East and South) which surround Moon Lake in County of Gogebic, State of Michigan.

## **ARTICLE III – Purpose and Objective of the Association**

The purpose and objective of this Association shall be to conserve and safeguard the quality of life of our air, waters, and shoreline for the benefit of the property owner members and the greater north woods area; to support zoning and other state, county and township legislation and administration of rules and regulations for the protection of our environment; and to promote social and recreational activities.

## **ARTICLE IV – Membership**

Section 1. Voting Membership shall be open to any owners who hold property within the boundary, heretofore defined, upon payment in advance of one year's dues. Each household shall be entitled to one vote.

Section 2. Non-Voting Membership shall be open to any household who do not live within the boundary, heretofore defined, upon payment in advance of one year's dues. Each household shall not be entitled to a vote.

Section 3. Membership will be solicited by board members throughout the year.

## **ARTICLE V – Dues**

Section 1. Dues shall be paid per household per calendar year. The amount of dues shall be reviewed annually by the Board of Directors. Change in the amount of dues shall be based on the planned activities of the Association.

Section 2. Contributions to the Association may be made at any time in any amount for general or specific purposes, subject to the approval of the Board of Directors.

## **ARTICLE VI – Board of Directors**

Section 1. The Board of Directors shall number seven members and shall include the immediate past president and the current officers of the Association.

Section 2. The administration of the affairs of the Association shall be vested in the Board of Directors who are authorized to act within the purposes, objectives and bylaws of the Association, subject to the following limitations:

1. The Board of Directors is authorized to committee the Association to expenditures of Association funds of no more than \$1000.00 for any one purpose except as approved by the majority of member households.
2. The Board of Directors is not empowered to initiate, promote, agree to, nor participate in controversial political or discriminatory programs or activities.
3. The Board of Directors is not empowered to initiate, promote, agree to, nor participate in any legal action or lawsuit except upon approval of a majority of member households or the Association.

Section 3. An Executive Committee of the Officers, consisting of the President, Vice-president and Secretary-Treasurer shall carry out the objectives of the Board of Directors, and shall act, from time to time, on routine matters. The Executive Committee may authorize the Secretary-Treasurer with the co-signature of the President (or Vice-president in the absence of the President) to issue without specific approval of the Board, Association checks not exceeding \$100.00 for routine expenditures in keeping with programs and activities.

Section 4. Regular meetings of the Board of Directors shall be held at least once every year, or more as determined by the Board of Directors.

Section 5. A quorum for Director's meetings shall consist of a majority of the Directors elected.

Section 6. Any vacancy occurring on the Board of Directors shall be filled by a vote of the majority of the Board present at a duly constituted meeting. Each electee shall be on the Board for the unexpired term created by the vacancy.

## **ARTICLE VII – Officers**

Section 1. The officers shall consist of a President, Vice-president, Secretary-treasurer and each shall hold office for one year until such officers' successors have been duly elected.

Section 2. PRESIDENT: The President will act as chief executive officer of the Association and shall preside at all meetings. The President will have the power to appoint operating committees with approval of the Board of Directors and will be an ex-officio members of such committees.

Section 3. VICE-PRESIDENT: In the absence, or in case of inability of the President to act, the Vice-president shall have all of the powers and shall perform all of the duties of the President.

Section 4. SECRETARY – TREASURER

1. In the absence, or in case of inability of the Vice-president to act, the Secretary shall perform such other duties and have such other powers as may be prescribed by the Board of Directors.
2. The Secretary shall keep the minutes of the meetings of the Association and shall in general perform all other duties which are incident to the office of the Secretary of the Association, subject at all times to the direction and control of the Board of Directors. All records and books shall be the property of the Association.
3. The Secretary shall record attendance of households at duly constituted meetings on a roll of certified members. Quorums and total ballots cast must relate to the attendance record/
4. The Secretary shall have the duty of mailing statements and other correspondence for the Association.
5. The Treasurer shall keep a full and accurate account of the receipts and disbursements in dues and moneys due and owing to the Association. The Treasurer shall have custody of such funds received in the name of the Association in such bank as may be designated by the Board of Directors.
6. The Treasurer shall make such disbursements for the Association as may be ordered by the Board of Directors and in the manner prescribed by them and take vouchers for all disbursements.
7. The Treasurer shall present a financial statement at the meetings of the Board of Directors and the general membership. Financial records shall be accessible to members upon request.

**ARTICLE VIII – Nominations**

Section 1. The President and Directors shall constitute a nominating committee charge with preparing a slate of officers and directors and presenting such slate for election at the annual meeting of the Association.

Section 2. No officer or director shall be nominated without his or her consent.

Section 3. A meeting must be opened to nominations from the floor prior to the close of nominations.

## **ARTICLE IX – Elections**

The directors shall be elected for a two-year term. Officers shall be elected for one-year terms. Elections shall be by a majority of member household votes cast. Written ballots will be used whenever more than one members is nominated for the same office. Officers shall assume their responsibilities immediately following the annual meeting.

## **ARTICLE X – Voting**

Section 1. A majority of Voting Member households, whose dues are paid, shall rule as otherwise provided in these bylaws.

Section 2. Each Voting Member household will have one vote on any matter under consideration by the Association.

Section 3. Voting Member households are entitled to pay dues prior to the call to order of any Association meeting in order to be eligible to vote at such meeting.

## **ARTICLE XI – Meetings of the Association**

Section 1. There shall be one annual meeting each year. The annual meeting will be held in August.

Section 2. Special meetings may be held from time to time upon two weeks notice as indicated by the Board of Directors or as requested by ten or more member households.

Section 3. In an emergency, a vote can be taken by mail ballot.

## **ARTICLE XII – Amendments**

Section 1. Any member in good standing may petition, in writing, the Board of Directors to change or amend these bylaws provided such proposed change or amendment is subscribed to by a minimum of ten member households in good standing.

Section 2. The proposed amendment or change of these bylaws shall be submitted in writing to the general membership thirty days prior to the Association meeting at which the proposed amendment or change is to be voted upon.

### **ARTICLE XIII– Association Committees**

Section 1. The Board of Directors, from time to time and at its discretion, shall establish both standing and ad hoc committees, which the Board deems necessary to meet the purposes, goals and objectives of the Association. Conversely, any committee that is deemed to be no long necessary may be dissolved at any time by appropriate action of the Board.

Section 2. Such committees shall be composed of two or more Association members. Chairpersons or Coo-chairpersons shall be appointed by the President.

Section 3. The officers of the Association shall be ex-officio members of all such committees.

Section 4. Each committee shall be responsible for submitting a report of its activities to the Board by July 31 of each year.

### **ARTICLE XIV – Order of Business**

Meetings of the Association and of the Board of Directors shall be conducted in accordance with Robert’s Rules of Order.