

Association by-laws

ARTICLE I - NAME

The name of the Association is to be **THE PINE LAKE ASSOCIATION.**

ARTICLE II - PURPOSE

The purpose or purposes for which the Association is formed are as follows:

To operate as, and remain a non-profit organization to promote an understanding and appreciation of the rights and responsibilities of owners of riparian lands; to advance programs of either a local, state or federal nature which shall improve, develop, benefit or serve the area; to help maintain the natural resources and beauty of the area; to help solve problems common to the members involving the maintenance of property values, lake level, water safety, and elimination of water pollution; to act as a clearing house for all problems and information relevant to Michigan's natural resources and the use of surface water in the surrounding area; and to do any and all things lawful in connection therewith for the benefit of the non-profit organization.

ARTICLE III - ADDRESS

Location of the first registered office is:

P.O.Box 3
Plainwell, Michigan 49080

ARTICLE IV - MEMBERSHIP

Section 1. Regular Membership

1. Membership shall be limited to property owners with lake frontage or lake access on Pine Lake, Barry and Allegan County, State of Michigan
2. Active members are those who meet the qualifications of Article IV, Section 1, whose yearly dues have been paid.

A property owner may join the Association at any time upon payment of dues.

Section 2. Associate Membership

1. Associate members may be admitted to the Pine Lake Association upon recommendation of the Board of Directors or active members and the payment of designated dues.
2. Associate members may not hold office and shall be without vote. Their advice and counsel will be solicited on problems of mutual concern.
3. Associate members may be appointed to one of the committees.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Number and Composition

1. The Board of Directors and or Point Leaders shall not be less than five (5) or more than thirty-five (35) active members.
2. The Board of Directors shall include the officers which are the President, Vice President, Secretary, Treasurer, and the Sergeant of Arms.

Section 2. Nomination, Election and Term of Office

1. The election of the Board of Directors shall be held after old business and before new business at the annual meeting.
2. Nominations for all officers and directors shall be made by the Nominating Committee and may be made by members from the floor providing prior indication of willingness to serve has been given by the nominated individual. Every effort should be made by the Nominating Committee to evenly distribute the board membership around the lake. The Nominating Committee shall provide for continuity among the Board of Directors including officers.
3. One active member shall be elected to serve a one year term as President.
4. One active member shall be elected to serve a one year term as Vice President.
5. One active member shall be elected Secretary to serve a one-year term.
6. One active member shall be elected Treasurer to serve a one-year term.

7. One active member shall be elected Sergeant of Arms to serve a one-year term.
8. One or more directors from each area may be elected.

Section 3. Vacancy

1. In the event a member of the Board of Directors cannot finish the term of office, the Board of Directors may fill the vacancy by a majority vote of the Board of Directors. The new Director must meet the requirements of Article IV, Section 1.

ARTICLE VI - OFFICERS

Section 1. Duties of the Officers

1. The President shall preside at all meetings and perform such other duties as are usual to the office. The President SHALL NOT VOTE EXCEPT TO BREAK A TIE.
2. The Vice President shall have voting privileges, assume the duties of the President in the absence of the President, and carry on such traditional duties of the office as may be passed on to the Vice-President. The Vice President SHALL NOT HAVE VOTING PRIVILEGES WHILE ASSUMING THE DUTIES OF THE PRESIDENT EXCEPT TO BREAK A TIE.
3. The Secretary shall make a record of all meetings of the Association; carry on such correspondence as need be; check mail at the post office as necessary; and carry out the mandates of the office as expressed by the Board of Directors and/or the membership in annual meetings. Notify Board of Directors of meeting dates.
4. The Treasurer shall receive all dues, voluntary and special contributions; keep a record of receipts and disbursements; report the financial condition at annual meetings and regular meetings; and carry out the mandates of the office as expressed by the Board of Directors and/or the membership in annual meetings.
5. The Sergeant of Arms shall check membership eligibility at all meetings and act as advisor in parliamentary procedures.
6. The Association may be represented at Township Board Meetings by an officer or an alternate.

ARTICLE VII - MEETINGS

Section 1. Committees

1. Committees to properly carry out the needs of the members shall be appointed by the Board.
2. The following are suggested committees: Water Quality, Water Safety, Buoy, Fish and Wildlife, Special Events (Raffle, etc.), and Newsletter etc.
3. The Nominating and Membership Committee is a standing committee whose members are appointed by the President. The Chairman shall submit a report to the President one month prior to the annual meeting.
4. Special Ad Hoc committees may be authorized by the Board of Directors and appointed by the President.

ARTICLE VIII - MEETINGS

Section 1. Annual Meetings

1. The annual membership meeting shall be held on the third Saturday in June at a place and time as approved by the Board of Directors

Section 2. Regular Meetings of the Board of Directors

1. Regular meetings shall be on the Third Thursday in the months of February, April, June, August and October.

Section 3. Special Meetings

1. Special meetings shall be called by the Board of Directors as the need of the Association demand, providing five (5) day's notice (unless there is not time) of a proposed meeting is given, citing the reason for such a special meeting.

Section 4. All active members may attend all meetings.

Section 5. Parliamentary Procedure

1. Meetings shall be conducted in accordance with the following order of business and standard rules of order for group meetings.
 1. Call to Order

2. Roll Call of Officers
3. Reading of the Minutes
4. Secretary's Report and Membership Report
5. Treasurer's Report
6. Report of Standing Committees
7. Report of Ad Hoc Committees
8. Unfinished (Old) Business
9. Election of Officers
10. New Business
11. Adjournment

ARTICLE IX - VOTING

Section 1. Voting may be done orally or in writing as determined the President, or upon the request of any active member present.

Section 2. Majority vote shall be the rule with the following exceptions:

1. Changes, deletions, or additions to the By-Laws shall require a two-thirds majority vote of the members present at the annual meeting.
2. Special dues assessments shall require a two-thirds majority vote of the members present at the meeting.

Section 3. Voting shall be limited to two (2) votes per paying membership.

Section 4. A quorum is necessary to conduct Association business at general membership meetings. A quorum consists of ten (10) percent of the active members.

ARTICLE X - FINANCES

Section I- Finances

1. Annual dues shall be due before the annual meeting convenes.
2. The fiscal year of the Association shall begin on April 1st and end March 31st the following year.
3. A year-end financial report shall be submitted to the membership at the June annual meeting, with updates given at membership meetings throughout the year.
4. The financial records shall be audited by a member of the Board of Directors prior to the annual meeting.
5. The Treasurer is authorized to make necessary expenditures to conduct routine business on behalf of the Association. However, checks to the Treasurer, or other signatories on the checking account, must be approved and signed by the member of the board of directors who is the alternate signatory on the account. This is to include checks written to relatives of checking account signatories as well.
6. Annual dues shall be \$25.00 with a request for donations for fireworks.
7. In the event that the Association is dissolved, any and all real and personal property will revert to the benefit of the active members of the Pine Lake Association.

ARTICLE XI – Change Record

1. By-laws revised by membership vote
Annual PLA Meeting June 17, 2004
2. By-laws revised by membership vote
Annual PLA Meeting June 21, 2007
3. By-laws revised by membership vote
Annual PLA Meeting June 21, 2008