

BY-LAWS OF BIG FISH LAKE PROPERTY OWNERS ASSOCIATION
Representing Owners of Property on the Big Fish Lake chain of Waters

* **ARTICLE I - OUR NAME**

The name of the Association shall be BIG FISH LAKE PROPERTY OWNERS ASSOCIATION.

* **ARTICLE II - OUR MISSION**

The Purpose of the Big Fish Lake Property Owners Association is:

To Protect the vested interests and all riparian and property rights of the owners of property abutting on, and with access to, Big Fish Lake and connecting waters.

To Preserve the beauty of the lake, the native wildlife, and the purity of its waters.

To Promote effective zoning laws, public health ordinances and regulations.

To Practice consideration, communication, commitment, cooperation and camaraderie among members, our neighbors, and the surrounding community.

* **ARTICLE III - BOUNDARIES**

The boundaries of the Association shall include all private property surrounding Big Fish Lake, Marcellus Township, Cass County, State of Michigan, and waters connecting therewith, and all property with deeded access to said waters.

* **ARTICLE IV - MEMBERSHIP AND VOTING**

Section 1

Any property owner within the boundaries described in Article III hereof, upon payment of all dues, shall be welcomed and admitted to membership.

Section 2

As a member, each property owner, or appointed designee thereof, shall be entitled to one vote at the time and place of such voting.

Section 3

All members shall be required to support the Articles of Incorporation, By-Laws and Amendments.

* **ARTICLE V - DUES**

The yearly dues shall be determined by the Board of Directors, and payable yearly for the period extending from July 1 to June 30 of the following year.

* **ARTICLE VI - BOARD OF DIRECTORS**

Section 1

The management, supervision and control of the affairs of the Association shall be vested in the Board of Directors.

Section 2

The Board of Directors shall consist of five (5) members elected from the general membership and all current Officers. The term of office shall run for three (3) years.

Section 3

Any vacancy occurring in the Board of Directors shall be filled by appointment of the President. In the event that the vacancy created is that of the President, the remaining Directors will elect a qualified replacement from among the Board. Any interim appointments to fill vacancies shall be for the balance of the elected term.

Section 4

Upon completion of an elected term, outgoing Officers shall be available for consult to the incoming Board for a period of one year.

Section 5

A quorum of Board members and Officers for all meetings shall consist of five (5) members.

* **ARTICLE VII - OFFICERS**

Section 1

The Officers shall consist of a President, Vice-President, Treasurer and Secretary. The term of office shall run for three (3) years.

Section 2

The President shall preside at all meetings of the general membership. The President shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall have the power to appoint committees and be ex-officio member of all committees, and shall, in general, perform the duties of supervision and management usually vested in the office of President. Upon completion of an elected term, the President shall be available for consult to the incoming Board for a period of one year.

Section 3

The Vice-President shall have all the powers, and shall perform all of the duties, of the President in the absence, or in case of the inability of the President to act. The Vice-President shall also perform such other duties as may be prescribed by the Board of Directors. Upon completion of an elected term, the Vice-President shall be available for consult to the incoming Board for a period of one year.

Section 4

The Treasurer shall keep a full and accurate account of the receipts and disbursements in dues and monies due and owing to the Association. The Treasurer shall, in general, perform all the duties that are incident to the office of Treasurer, subject at all times to the direction and control of the Board of Directors.

The Treasurer shall manage custody of the fund of the Association, and shall deposit all funds received in the name of the Association in such bank as may be designated by the Board of Directors. The Treasurer, or designee, shall make disbursements for the Association as may be ordered by the Board of Directors, and in the manner prescribed by them, and make vouchers for all such disbursements. Specific Board approval shall be required for any disbursement in excess of \$300, or 25% of the total fund. The Treasurer shall render to the

Board of Directors an account of all transactions as Treasurer, and of the financial condition of the Association for each meeting, and an annual report to the general membership once a year. Upon completion of an elected term, the Treasurer shall be available for consult to the incoming Board for a period of one year.

Section 5

The Secretary shall keep the minutes of the Board of Directors and of the general membership meetings, shall have the duty of mailing statements, notices of meetings and all other correspondence to the Board of Directors and membership, and shall, in general, perform all the duties incident to the office of Secretary of the Association, subject at all times to the direction and control of the Board of Directors. Upon completion of an elected term, the Secretary shall be available for consult to the incoming Board for a period of one year.

Section 6

Dedication to the purposes of the Association is an essential qualification for office and it shall be the duty of the Board of Directors to remove from office any Officer or Director who shall fail to support the policies of this Association as declared by the Board of Directors or by the general membership.

Section 7

All records, books and materials used in conducting the business of the Association remain the property of BFLPOA, and are to be transferred to incoming officers upon completion of elected terms.

* **ARTICLE VIII - ELECTION OF OFFICERS AND DIRECTORS**

Section 1

The Board of Directors and Officers shall serve 3-year terms, as aforementioned, and until their successors shall have been elected and qualified in the following manner:

A Nominating Committee shall be appointed for the purpose of drawing up a slate of prospective Directors and Officers. All nominees shall signify their willingness to serve.

The proposed slate shall then be submitted to the membership for its approval, and for election as aforesaid; provided however, that nothing in these By-Laws shall prevent any member from placing in nomination any person not named by the Nominating Committee.

Section 2

Upon resignation of either the Vice-President, Treasurer or Secretary, the President, with the consent of the Board of Directors, shall appoint a successor for the balance of the term of the office so vacated. In the event that the vacancy created is that of the President, the remaining Directors will elect a qualified replacement from among the Board.

* **ARTICLE IX - COMMITTEES**

The following committees shall be appointed by the President:

- A Nominating Committee whose purpose it shall be to select a slate of Officers and Board members to be elected by the general membership.
- Any such Ad Hoc Committee which may be required to accomplish a specific task.

Committees will present their proposals and findings to the Board of Directors for further action.

*** ARTICLE X - MEETINGS AND VOTING**

Section 1

There shall be no less than three (3) regular general membership meetings in each year to be held in the Spring, Summer, Fall. The place and time for all meetings shall be designated by the Board of Directors.

Section 2

The Board of Directors shall meet at open session prior to every general membership meeting. The time and place of said meetings shall be designated by the Board of Directors.

Section 3

The President, or a majority of the Board of Directors, may call a special meeting, provided that at least two (2) weeks written or electronic notice is given to the general membership.

Section 4

The President, upon written petition of three (3) members, shall call a meeting of the Board of Directors to take place within twenty (20) days of the receipt of said petition.

Section 5

For purposes of voting, each adult member in attendance at a membership meeting will be entitled to one vote at the time and place of such voting. Voting at general membership meetings shall be by voice or a raise of hands, provided that on request of any member present, voting by roll call shall be ordered.

*** ARTICLE XI - AMENDMENTS**

Section 1

These By-Laws may be amended by a majority vote of the total membership at any regular meeting, or by a majority vote of all members present at any regular or special meeting called for that purpose, provided that at least two (2) weeks written or electronic notice is given to the general membership of the proposed amending action.

Section 2

The Articles of Incorporation may be amended by a vote of two-thirds of the membership.

Any subject not covered by these BFLPOA By-Laws shall be governed by the laws of Michigan concerning NOT FOR PROFIT CORPORATIONS.

ADOPTED _____
Date

ATTEST:

Marian Dinneen
President

Beth Sjo-Grondahl
Secretary

AMENDMENTS TO THE BYLAWS FOR THE BIG FISH LAKE PROPERTY OWNERS ASSOCIATION

Amendment 1: ARTICLE III – BOUNDARIES

The boundaries of the Association shall include all private property surrounding Big Fish Lake, Marcellus Township, Cass County, State of Michigan and waters connecting therewith, all property with deeded access to said waters and all properties taxed in the SAD (Special Assessment District) for Marcellus/Volinia Townships.

Adopted: July 15, 2017

I hereby certify that Amendment 1 of the Big Fish Lake Property Owners Association was unanimously approved by the Association members.

Alice Paulsen
Board of Directors
Big Fish Lake Property Owners Association