

**THE GREEN LAKE and DUCK LAKE ASSOCIATION BY-LAWS
(As Amended and Approved by Membership on August 25, 2018)**

Article 1: Name

The name of the organization shall be "The Green Lake and Duck Lake Association and shall be referred to hereinafter as "the Association."

Article 2: Objectives

The objectives of the Association shall be:

1). To monitor the Green Lake and Duck Lake ecosystems and take actions necessary for maintaining or improving our lakes, watershed, and riparian community. 2). To educate Riparian's and the local community about relevant ecological, recreational and ethical issues; and to endeavor to make our community a better place to live.

Article 3: Membership

Section 1 – Voting members shall be comprised of persons owning or having deeded access to real property fronting on Green Lake or Duck Lake and whose dues are current. The annual dues shall be set each year by the Board on a per residence basis.

Section 2 - Persons concerned and interested in the views and objectives of the Association may, upon application and approval by the Board, become Associate members. They shall have a voice, but not a vote, at the annual meetings. Associate member annual dues shall be half the regular dues.

Article 4: Board Members, Officers and Their Duties

Section 1 - The officers of the Association shall be elected from the Board members at their first meeting following the annual meeting. The offices shall consist of: President, Vice-President, Secretary and Treasurer.

Section 2 - The members of the Board shall be voting members, one third of whom shall be elected each year, shall hold office for three years. An effort shall be made to solicit equal representation on the board from voting members of each lake. The Board shall consist of at least 9 but no more than 15 members. They may succeed themselves.

Section 3 - The President, Vice-President, Secretary and Treasurer shall sit with the Board constituting a governing body to conduct the business of the Association.

Section 4 - The Board and Officers shall conduct the business of the Association and be responsible to the Association. It shall direct projects, cooperate with any

governmental departments with which it may come into contact, shall authorize the payment of bills, and shall promote the welfare of the Association to the best of its ability.

Section 5 - Should vacancies occur on the Board, the President shall appoint any voting member to fill such vacancy until the next Annual Meeting. Should the office of President become vacant, the Vice-President shall become President and shall proceed to appoint a Vice-President from among the senior members of the Board. The vacancy thus caused on the Board shall be filled by regular procedure. All such appointments shall be confirmed by a simple majority of the Board.

Section 6 - When a Board Member fails to attend at least three meetings in any year in office without extenuating circumstances that person's position may be declared vacant and be filled by a voting member approved by the Board.

Article 5: Meetings

Section 1- All meetings of the Association and of the Board shall be conducted in accordance with Robert's Rules of Order (new rev. ed.) unless otherwise stated in these by-laws.

Section 2 - The Annual Meeting shall be held during the month of July or August. A suitable time and place shall be announced by the Secretary at least two weeks in advance. The Association newsletter may be utilized for the announcement.

Section 3 - The Annual Meeting shall be for the purpose of election of Board members; hearing the annual reports of all committees; the general expression of the membership on projects, amendments to the By-Laws, and the general education and welfare of the Association.

Section 4 - A quorum at the Annual Meeting shall consist of the President or Vice-President, six members of the Board, and one-eighth of the voting members of record.

Section 5 - It shall be the Association's objective to arrive at decisions of the Association and/or the Board by consensus. When a vote is called for, only one voting member per property-owning household shall cast a ballot. A majority of the voting members present and voting shall be required for a motion to pass. No proxy voting shall be permitted.

Section 6 - The Board shall meet within 30 days after the Annual Meeting.

Section 7 - An Officer with any additional six Board Members shall constitute a quorum for a Board Meeting.

Section 8 - The presiding officer in any meeting shall have no vote, except in case of a tie.

Article 6: Committees

Section 1 - Standing Committees may be created as deemed necessary by the Board of Directors.

Article 7: Finance

Section 1 - The Association shall be financed by the assessment of annual dues, payable in advance. The fiscal dues paying year is January 1st to December 31st.

Section 2 - All monies collected from dues shall be deposited in the financial institution approved by the board. The Treasurer and one other Officer on the Board, whose names shall also be recorded on the bank accounts, will either receive copies of all bank statements or have on-line access for purposes of verifying account balances.

Section 3 - All accounts shall be in the name of the Green Lake and Duck Lake Association.

Section 4 - All past and future funds collected from dues and contributions designated as Green Lake shall be tracked separately by the Treasurer and reported as such at all board meetings and the Annual Meeting. All past and future funds collected from dues and contributions designated as Duck Lake shall be tracked separately by the Treasurer and reported as such at all board meetings and the Annual Meeting.

Section 5 – It is the intent of these By-Laws that all past and future funds collected for each lake be tracked separately and used only for the lake whose membership donated the funds. Any attempt by the board or membership to use these funds otherwise will violate these By-Laws.

Article 8: Disbursements and Correspondence

Section 1 - Bills owed by the Association shall be ordered paid by the governing body. The Treasurer may pay minor bills from petty cash and all other bills by check or money order, signing such checks or money orders.

Section 2 – Expenses owed by the Association will be paid from the funds allocated to the lake that generated the expense. Any expenses that are shared by both lakes will be deducted from the funds reserved for each lake according to the pro-rated portion of the expense generated by each lake. Any attempt by the board or membership to use these funds otherwise will violate these By-Laws.

Section 3 – An Officer, whose name shall also be recorded on the bank accounts, may sign checks or money orders in the absence of the Treasurer.

Section 4 - The Secretary shall carry on any necessary correspondence as a normal part of the duties as Secretary.

Article 9: Amendments

Section 1 - These By-Laws may be amended at any membership meeting by two thirds of the voting members present and voting provided that notice of the proposed amendments has been sent to the membership at least two weeks prior to the vote.

Adopted by a membership vote on 8/25/2018