



Lee Lake Association, LLC

By-Laws

October 2023

BYLAWS OF LEE LAKE ASSOCIATION, LLC

ARTICLE I: NAME

SECTION 1. The name of this organization shall be the Lee Lake Association, LLC, herein referred to as the Association.

ARTICLE II: PURPOSE, MISSION & ORGANIZATION

SECTION 1. The Association is a group of volunteers that pledges to work together to protect and enhance the quality of the water, the aquatic environment, the fishery and the wildlife of Lee Lake and its surrounding watershed. We are a community committed to preserving the health of our lake for present and future generations.

SECTION 2. The Association shall work in conjunction with federal, state, and local agencies, public and private, to maintain the quality of the lake and the adjoining watershed.

SECTION 3. The Association shall provide educational resources relating to the protection and quality of Lee Lake area and its wildlife.

SECTION 4. We pledge to keep our neighbors informed of developments that will impact our lake community. And to promote activities within our lake community that will offer the opportunity for all neighbors to get involved.

SECTION 5. The Association shall be a nonprofit, nonstock organization as defined under the Michigan Nonprofit Corporation Act, Act 162 of 1982 and is a domestic Limited Liability corporation (LLC) as defined under the Michigan Limited Liability Company Act, Act 23 of 1993. It is a registered LLC with the Michigan Department of Licensing and Regulatory Affairs (LARA)



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ARTICLE III: MEMBERSHIP

SECTION 1. Membership is voluntary and shall be open to all interested parties who share a concern for the purposes of the Association. Each member shall have one vote on all matters brought to the membership by the elected Board and/or Officers.

SECTION 2. Membership Residency:

- A. Members must reside in the geographical vicinity of Lee Lake. That is, they must reside on the following roads:
- a. I-Drive west of 10 mile road
 - b. Clark Road
 - c. Lakeside Drive
 - d. J-Drive between the east corner of Lakeside Drive and Lauralee Lane
 - e. Lauralee Lane

ARTICLE IV: DUES

SECTION 1. Dues are payable on an annual basis for a 12-month period beginning May 1 and ending on April 30 of the following calendar year.

SECTION 2. Membership fees:

- A. Initial membership fee shall be \$20 for general membership and applies to all adults residing in the household. Each adult shall be entitled to 1 vote on membership affairs.
- B. For purposes of membership, household adults must be over 21 years of age and considered permanently resident at said household.
- C. The Association reserves the right to increase or decrease the initial membership fee pursuant to a vote of the membership at the Association's annual meeting (see Article VI below).



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SECTION 2. Annual dues:

- A. Annual dues shall be \$20 for general membership.
- B. Annual dues shall be payable no later than June 1 of the current fiscal year to remain a voting member in good standing with the Association.
- C. The Association reserves the right to increase or decrease the annual dues pursuant to a vote of the membership at the Association's annual meeting (see Article VI below).

ARTICLE V: OFFICERS

SECTION 1. The officers of the Association shall be a President, Vice President, Secretary, and Treasurer. The Board may increase, but not decrease, the number of officers pursuant to an approved motion and followed by notification to the membership of all interested parties. A vote of the membership will then be conducted at the annual Association Meeting in October.

SECTION 2. The immediate Past President shall serve on the Board to advise the Board. The immediate Past President shall serve as an honorary Board Member and shall only vote in the instance of a tie. The immediate Past President's vote shall act as a tie breaker.

SECTION 3. Duties:

PRESIDENT

- The President shall preside at all general, Annual, Board, and special meetings of the Association and shall represent the Association at all official functions.
- The President shall develop and distribute, meeting agendas via the Secretary for all official Board and Association meetings.
- The President will represent Association at Newton Township Board Meetings, unless unavailable.
- The President will act as Official Registered Agent for the Association.
- The President will provide signature authority on all contracts, legal documents, and agreements binding upon Association.
- The President will prepare and distribute an annual end of year President's Report.



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- The President will perform other duties and responsibilities, as designated by the Board or the general membership.

VICE PRESIDENT

- The Vice President shall, in the absence of the President, fulfill the duties of the President.
- The Vice President shall assume a leadership role over all committees, filling in where necessary.
- The Vice President will attend regular Association meetings, as well as board and relevant committee meetings.
- The Vice President will promote the vision and mission of Association.
- The Vice President shall fulfill all other duties as designated by the President, the Board, or the general membership.

SECRETARY

- The Secretary shall record and maintain minutes of all general, Annual, Board, and special meetings of the Association and shall manage all routine correspondence of the Association.
- The Secretary will prepare copies of the prior minutes and handouts for Association meetings.
- The Secretary will confirm the rental of the Newton Township Hall for Association meetings.
- The Secretary will prepare and distribute newsletters as directed by the board.
- The Secretary will maintain resident data for periodic printing of the Lee Lake Directory.
- The Secretary will perform all other duties as requested by the President, Board, or the general Association Membership.



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TREASURER

- The Treasurer shall maintain all revenues of the Association and shall disperse expenditures as designated by the Board or the general membership.
- The Treasurer shall develop, obtain approval, and publish annual fiscal year budget(s).
- The Treasurer shall pay all Association invoices.
- The Treasurer shall invoice and collect Association membership dues.
- The Treasurer shall develop and obtain approval of monthly treasurer's report showing budget to actual revenue/expense items.
- The Treasurer shall distribute monthly treasurer's report to Association members during the lake season of April through October. Thereafter, additional reports will be distributed as determined by the Board.
- The Treasurer shall present a yearly report of income and expenditures at the annual meeting of the Association.
- The Treasurer shall maintain membership listing based on paid dues.
- The Treasurer shall maintain the Association bank account and ensure secondary authorization authority by another board member.
- The Treasurer shall perform other responsibilities as directed by the President, Board, or the general Association Membership.

SECTION 4. Term of Office:

- A. Officers and Board Members shall serve a term of two years with the exception of the initial terms described in paragraph B below and shall be elected at the annual meeting by a simple majority.
- B. Initial terms shall be as follows:
 - President – Initial term will be October 2022 – October 2025.
 - Vice President - Initial term will be October 2022 – October 2024.
 - Secretary – Initial term will be October 2022 – October 2024.
 - Treasurer – Initial term will be October 2022 – October 2025.
 - Immediate Past President – Term will be for one (1) year from the date the previous term has expired.



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- C. An individual may not serve more than two consecutive terms in the same office, unless approved by a majority of the membership at the annual Association Meeting.

SECTION 5. Removal from Office

- A. Any Board Member may resign for any reason prior to completion of their term. The current Board may select a replacement to complete the term for that position or leave it open till the next annual Association Meeting at which time a replacement candidate will be voted on by the general membership.
- B. Any Board Member can be asked to resign by a quorum of the existing Board Members, including the immediate Past President, or by a simple majority of the general membership. The removal of said Board Member must be approved by a simple majority of the general membership at a special meeting called for such a purpose, or the next Association Meeting, whichever comes first.
- C. The Board Member asked to resign may appeal that decision by notifying the existing board by written notice within seven (7) days of receiving the decision. The Board will then call for a special meeting of the general membership within fifteen (15) days of receiving the appeal notice to obtain a vote regarding the appeal.

ARTICLE VI: MEETINGS

SECTION 1. The Association shall meet annually in October with the date and place to be determined and communicated to the association at least 30 days in advance. Additional meetings will be conducted during the season of April through September.

SECTION 2. The Board shall meet monthly during the season of April – October and as needed during the off season of November – March.

SECTION 3. Special meetings may be called at the discretion of the Board or at the request of the general membership at an official Association Meeting.

SECTION 4. Board meetings may occur in person or via streaming media (Zoom, etc.).



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SECTION 5. Association meetings may occur in person or via streaming media (Zoom, etc.).

SECTION 6. All Association meetings must be publicly announced via email, website, Facebook, and / or word of mouth. The agenda for all Association meetings must be posted to the Association website and / or distributed to the general membership via email approximately five (5) days in advance of said meeting.

SECTION 7. Any member may request to add items to the agenda for any upcoming Association meeting. The Board, at its sole discretion, may decide to include or not include said agenda items.

ARTICLE VII: ADDRESS

SECTION 1. The official Association mailing address shall be the address of the current president. That address shall also be on record with Michigan Department of Licensing and Regulatory Affairs (LARA).

ARTICLE VIII: VOTING

SECTION 1. Each paid membership is entitled to one (1) vote for each adult 21 years and older who permanently resides in the eligible address (see Article III above).

SECTION 2. Proxy votes, in writing or preauthorized, shall be allowed.

ARTICLE IX: PARLIAMENTARY PROCEDURE

SECTION 1. All meetings of the Association and the Board of Directors including any special meetings requested shall be conducted in accordance with Roberts Rules of Order, unless otherwise specified by these bylaws.



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SECTION 2. Pursuant to Roberts Rules of Order, any member will have the right to question and / or present argument or debate on any issue on the current agenda of the Association Meeting.

ARTICLE X: SUSPENSION OF THE BYLAWS

SECTION 1. These bylaws may be suspended by a two-thirds vote of the majority, present and voting, for emergency situations only.

ARTICLE XI: AMENDMENTS TO THE BYLAWS

SECTION 1. These bylaws may be amended at any meeting of the Association, provided that written notice is given to the general membership at least fifteen (15) days in advance of the meeting at which action is to be taken.

ADOPTED: 10/07/2023 – Initial Approval

AMENDED: