

BY LAWS OF THE HORSEHEAD LAKE ASSOCIATION

(First Approved April 14, 1981)

ARTICLE I

NAME AND PRINCIPAL OFFICE

Section 1.01. Name. The name of this corporation shall be the Horsehead Lake Association.

Section 1.02. Principal Office. The principal office of the corporation shall be in Mecosta, Michigan, unless changed by the Board of Directors. The corporation may also have offices at such other places as the Board of Directors may from time to time appoint.

ARTICLE II

ASSOCIATION LOGO

Section 2.01. Association Logo. The Association Logo is shown in the attached Exhibit A.

Section 2.02. Association Logo Use. Any and all uses of the Association Logo by authorized Association members shall be faithful reproductions of the mark as shown in the attached Exhibit A without distortions, modifications, additions or deletions of any manner. Any and all uses of the Association Logo by authorized Association members shall be used solely for the purpose of indicating membership in the Association and shall be subject to approval by the Association officers. The Association Logo may be displayed on materials used in connection with the endeavors and activities relating to the Association. Such materials for which the Association approves use of the Association Logo include membership cards, certificates, stationery, pins, jewelry, patches and clothing insignia, event signage, the Association website and social media pages and printed materials such as catalogs, directories, bulletins, newsletters, magazines, programs and the like.

ARTICLE III

PURPOSE

Section 3.01. Purpose. The purposes of the Corporation are to preserve and enhance the environmental and recreational quality and safety of the Horsehead Lake, Big John Brown Lake, and Little John Brown Lake areas and Lakes themselves by enlisting the efforts of association member volunteers to promote, organize, manage, and support endeavors toward those ends and to engage in any activity consistent with the foregoing purposes for which a Michigan non-profit corporation may be formed.

ARTICLE IV

MEMBERSHIP

Section 4.01. Eligibility for membership. Membership is voluntary and is open to any individual who supports the objectives of the Association. Members will pay annual dues in such amount as is established by the Board of Directors. Membership applications shall be reviewed by a Membership Committee appointed by the Board of Directors. The Board of Directors, at its discretion, may appoint honorary Members.

Section 4.02. Updating Membership Information. It is the duty of the member to keep his/her member profile current. Notify the Secretary and/or the Membership Chair of any changes to member status.

Section 4.03. Delinquent Members. Delinquent members shall be those members whose dues are not paid by the April Association meeting. Thereupon, voting privileges shall be revoked. Full privileges shall be restored immediately upon payment of current dues.

Section 4.04. Membership Defined. One payment of dues will constitute one voting member of the Association. A household may be represented by one payment of dues but that household will have one voting membership.

ARTICLE V

DUES

Section 5.01. Annual Dues. Members will pay annual dues in such amount as is established by the Board of Directors.

Section 5.02. Dues Payable. Dues are payable to Horsehead Lake Association in care of the Treasurer or Membership Chair.

ARTICLE VI

MEETINGS OF MEMBERS AND BOARD OF DIRECTORS

Section 6.01. Meeting Dates. Regular meetings of the Board of Directors shall be held on the second Saturday, March through November at 10:00am at the Martiny Township Hall, or another location if the Martiny Township Hall is not available. Special meetings may be held at any time when called for by the Association Officers or a majority of Association members.

Section 6.02. Annual Meeting. The Annual Meeting of the members shall be held at a time and place designated by the Board of Directors. At the Annual Meeting, the members shall elect directors and the Directors shall elect officers, receive reports on the activities of the association, and determine the direction of the association for the upcoming year.

Section 6.03. Special Meetings. Special meetings of members may be called by the President, and shall be called by the President upon request of a majority of the then elected and qualified Board of Directors, or after the corporation receives petitions signed by not less than ten percent (10 %) of the membership.

Section 6.04. Notice of the Special Meeting. Written notice of the time, place, and purpose of the special meeting of members shall be given to each member personally, by first class mail, by announcement in the Association newsletter, or by posting on the Association website not less than ten (10) days, not more than sixty (60) days before the meeting. If mailed, notice shall be deemed given by depositing the same in a post office box, postage prepaid, and addressed to the last known address of such member.

Section 6.04a Special Meetings of the Board of Directors. Special meetings of the Board of Directors may be held upon the call of the President, and shall be called when requested in writing by three (3) members of the Board of Directors. The President shall be responsible for notifying board members of any special meeting and the purpose of the meeting.

Section 6.05. Agendas. Agendas shall be provided at the meetings and shall be available, upon request, at least seven (7) days in advance of the meeting.

Section 6.06. Order of Business. The order of business at regular meetings shall include, but not be limited to: Welcome and introduction of guests; roll call; review and amend and/or approve minutes from last meeting; review and amend and/or approve treasurers report; committee chair reports; old business; new business; other; set date for next meeting; adjourn.

Section 6.07. Format. All meetings of the corporation and of the Board of Directors shall be conducted in accordance with Robert's Rules of Order (Revised) for Deliberative Assemblies, except where in conflict with Michigan law, or the corporation's Bylaws or Articles of Incorporation.

ARTICLE VII

VOTING

Section 7.01. Quorum. Except as hereinafter provided, and as otherwise provided by law, at any meeting of members, or of the Board of Directors, or of a committee, one half (1/2) of the members of the board, and whatever number of other members are present, shall constitute a quorum. The members present in person at such meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. At the Board of Director's discretion, based on a majority vote, a board member may be considered present at the monthly meeting of the Board of Directors if they conference into the meeting using available electronic means. This option shall only be used when absolutely necessary. Less interest than a quorum may adjourn any meeting. A vote of the majority of members present at a meeting at which a quorum is present constitutes an official action of the membership, the board, or of the committee.

Section 7.02. Voting. All issues to be voted on shall be decided by a simple majority (one more than half the members present) of those present at the meeting in which the vote takes place. In the event that a quorum is present but a vote results in a tie, that agenda item will be tabled until the next meeting. Amendments of these By-Laws require a two-thirds majority vote of the Board to pass. See **Section 15.01.**

Section 7.03. Voting Rights of Members. Each paid membership shall have one vote on each matter submitted to a vote of the members. A person may vote by mailing a ballot (provided by the association to each member household) to the Association's mailing address, or in person at the designated meeting. The Board of Directors will provide a deadline by which mailed ballots must be received, and designate a time and location for the meeting where all votes will be counted. When an action other than the election of Directors is to be taken by a vote of the membership, it shall be authorized by a

majority of the votes cast at a meeting at which a quorum is established, unless a greater plurality is required by the Articles of Incorporation or by law. Except, as otherwise provided by the Articles of Incorporation, the Directors shall be elected by a plurality of the votes cast at an election of Directors.

Section 7.04. Fixing of Record Date. For the purpose of determining members entitled to notice of or to vote at any meeting of members or an adjournment thereof, or members entitled to receive the allotment of rights, or for the purpose of any other action, the record date for such determination of members shall be ten (10) days before the date of any other meeting or any other action to be taken.

ARTICLE VIII

BOARD OF DIRECTORS

Section 8.01. General Powers. The business and affairs of the corporation shall be managed by its Board of Directors. The Board of Directors of the corporation shall be elected by the members at the Annual membership meeting.

Section 8.02. Qualifications, Number, and Term of Directors. Directors shall be members in good standing of the corporation. There shall be fifteen (15) Directors. The fifteen (15) Directors shall each serve a three year term, with 1/3 of the Directors to be elected each year at the Annual Meeting of Members as each of the 3 year terms expire.

Section 8.03. Waiver. Attendance of a Director at a meeting constitutes a waiver of notice of the meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 8.04. Vacancies. Vacancies in the Board of Directors shall be filled by a majority vote of the remaining members of the Board, and each person so elected shall remain in office for the balance of the term so vacated.

Section 8.05. Removal. A Director, or the entire Board, may be removed, with or without cause, by a vote of a majority of the Association Membership.

Section 8.06. Resignation of Directors. Any Director may resign from the corporation by delivering a written resignation to the President or Secretary of the corporation. Any Director who fails or neglects to attend three (3) consecutive meetings without being excused by the President for good cause shall be deemed to have resigned. Said failure of attendance shall be confirmed by a vote of the Directors and said absentee Director shall be sent a written confirmation of this resignation.

Section 8.07. Election of the Board of Directors. At the Annual meeting of members, the members shall elect Directors to hold office for the term as set forth in these Bylaws. Any member in good standing may place their name in nomination to the Board with a written notice to the Secretary, or President of the Association no less than 60 days prior to the Annual meeting of members so that a list of candidates may be published in the newsletter and other available means prior to the Annual meeting of the Members.

Section 8.08. Compensation of Directors. Directors shall not receive any salary for their services, as such, but the Board of Directors shall have power to contract for, and pay to Directors rendering

unusual services to the corporation, special compensation appropriate to the value for such services. Directors may receive reimbursement for reasonable expense incurred in carrying out their obligations as Directors, upon approval of the Board of Directors.

Section 8.09. Income of the Corporation. All income and earnings of the corporation shall be used exclusively for corporate purposes, and no part of the net income or net earnings of the corporation shall inure to the benefit of or profit of any member, private individual, firm, corporation, partnership or association.

ARTICLE IX **OFFICERS**

Section 9.01. Association Officers. The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer who shall be elected by the Board of Directors at the annual meeting. The Board of Directors may also appoint such other officers and agents as they shall deem necessary for the transaction of the business of the corporation.

Section 9.02. Appointment of Officers. The officers nominated from the Board of Directors shall be elected by a majority vote of the Directors at the annual meeting, or, in the case of vacancies, as soon thereafter as convenient.

Section 9.03. Terms of Officers. Terms of office shall run from the first day immediately following the Annual Meeting until the day of the Annual Meeting in the following year, or until their successors have been duly elected in conformance with these By-Laws.

Section 9.04. Resignation. Resignations are effective upon receipt, by the Secretary of the Association, via written notification.

Section 9.05. Removal. An officer may be removed for any reason by a vote by the Association Members at a meeting pursuant to Section 6. Any such removal shall be without prejudice of the person so removed. An officer elected or appointed by the Board may be removed or suspended by the Board for cause. Unless an Officer or Director is removed under the provisions of Section 6, 8.05 or 8.06, any Officer or Director that is the subject of a removal action shall be given a minimum of seven (7) days notice of their pending removal, including the reason(s) for such action.

Section 9.06. Office Vacancy. If an Association Office becomes vacant; The Board may fill that vacancy until the term of office is complete. The vacancy will be filled only to the end of the particular Association Officers member's term.

Section 9.07. Duties of the President. The general responsibilities of the President are to be the chief presiding officer of all meetings of the corporation and the calling of such meetings • Be responsible for the carrying out of the directives of the Board of Directors and the corporation membership • Supervise the officers of the corporation in carrying out their assigned tasks • Be responsible for appointment of such committee members and committee chairmen as required and the carrying out of the duties assigned to such committees. The President shall be an ex-officio member of every committee except as hereinafter provided • Conduct the affairs of the corporation in such a manner as will carry out the purposes and objectives of the corporation • Perform all other duties as are normal to the office of

President • The functions of the president include, but are not limited to: • Plan, create an agenda and conduct monthly meetings of the Association • Development of both short and long range plans and objectives assisted by board members or other members of the Association • Monitor compliance with the association documents and enact any changes within those documents as necessary or desirable • Oversee/monitor all communications to ensure consistency of message • Provide any relevant data to the newsletter and website • Actively support the plans and objectives of the association.

Section 9.08. Duties of the Vice-President. To the extent that the position of Vice President is created and filled by the Board of Directors, the Vice President shall perform all tasks assigned by the President • Assist the President in the supervision of all other officers of the corporation and the work of committees of the corporation • Perform all other duties as are normal to the office of vice president • Preside at all meetings in which the President shall be absent • Maintain communications with the community, to include Association members, government agencies, educational institutions and others as may be required • Actively support the plans and objectives of the association • Prepare monthly reports, as needed, to update the Association on actions, results, and recommendations • Provide any relevant data to the newsletter and website.

Section 9.09. Duties of the Secretary. The Secretary shall record and transcribe accurately and fully the minutes of all meetings of the corporation, both regular and special • Preserve such minutes in an appropriate book or folder used specifically for such purpose, and such books shall be open for inspection as prescribed by law • Make available to any member of the corporation copies of such minutes at reasonable times and places • Report the proceedings of any meetings of which he/she has records upon request to do so at any regular meetings of the corporation • Sign with the President or Vice President, in the name and on behalf of the corporation, any contracts or agreements authorized by the Board of Directors • Perform all other duties as are normal to the office of Secretary • The Secretary shall be the custodian of all business correspondence, permanent business records (except the Treasurer's records) and the Official Documents of the Association, including but not limited to, legal documents, by-laws, and insurance policies, and shall submit such records to the Association Officers upon their request • Duties include but are not limited to: • Notify the membership of meetings • Provide a sign-in sheet at each meeting • Provide copies of the minutes at the next meeting for review • Make corrections to the minutes as may be necessary • Support the various duties of the President as he/she may request • Actively support the plans and objectives of the association • Save and file a paper and digital copy of all recorded minutes • Provide any relevant data to the newsletter and website.

Section 9.10. Duties of the Treasurer. The Treasurer shall be responsible for the collection of and disbursement of all corporation monies pursuant to the direction of the Board of Directors • Open and maintain such checking and/or savings accounts as are normal and customary • Promptly deposit all monies paid to the corporation in appropriate bank depositories under the corporation name • Pay when due all bills of the corporation • Keep accurate, complete and current records of all financial transactions of the corporation, and make such records available to any member upon reasonable demand and at reasonable times and places. The Treasurer shall also prepare reports as requested by the Board of Directors • The Treasurer shall be authorized to make disbursements for budgeted items or disbursements up to a dollar limit determined by the Board of Directors, in payment of normal and routine bills of the corporation. Payment of any sum in excess of said limit shall be only upon authorization of the Board of Directors • Perform all other duties as are normal to the office of Treasurer • The Treasurer shall be responsible for filing the Corporation Income Tax Reports annually as they

become due both to the Federal Government and to the State Government if necessary • Specific duties include but are not limited to: Support the various duties of the President as he/she may request • Prepare an annual financial report • Prepare and present an annual budget for the next fiscal year prior to the start of that fiscal year • Save and file a paper and digital copy of all generated treasurer reports • Actively support the plans and objectives of the association • Provide any relevant data to the newsletter and website.

ARTICLE X

ADVISORY COMMITTEES & DUTIES

Section 10.01. Committee Formation. The Board of Directors may establish one or more committees. The members of any such committee shall serve at the pleasure of the President. Such committees shall advise with and aid the officers of the corporation in all matters designated by the Board of Directors. Each such committee may, subject to the approval of the President, prescribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure. The members of any committee shall not receive any salary for their services as such.

ARTICLE XI

AGENTS AND REPRESENTATIVES

Section 11.01. Agents and Representatives. The Board of Directors, by resolution, may appoint such agents and representatives of the corporation with such powers and to perform such acts or duties on behalf of the corporation as the Board of Directors may see fit, so far as may be consistent with these Bylaws, to the extent authorized or permitted by law.

ARTICLE XII

CONTRACTS

Section 12.01 Authority. The Board of Directors, except as these Bylaws otherwise provide, may authorize, by resolution, any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to a specific instance; and, unless so authorized by the Board of Directors, no agent, officer, or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

Section 12.02 Borrowing. The corporation, by resolution of the Board of Directors, may borrow money and issue its promissory notes, bonds, debentures, or similar instruments as evidence that it will repay its debt, and then repay the debts with interest, and may in connection therewith, provide security for the payment thereof, including mortgaging its real property, and providing security interests in its personal property.

ARTICLE XIII

FINANCIALS

Section 13.01. Deposits and Accounts. All funds of the Association shall be deposited in a bank checking or savings account, or other depositories as the Association Officers may select. For the purpose of deposit and for the purpose of collection for that account of the Association, checks, drafts, and other orders of the Association will be endorsed, assigned, and delivered on behalf of the Association by the Treasurer or assigned agent of the Association. The financial records of the

organization are public information and shall be made available to the membership, Association Officers, and the public.

Section 13.02. Audit. The Board of Directors shall provide for an annual audit of the corporation's books.

ARTICLE XIV
FISCAL YEAR OF OPERATION

Section 14.01. Fiscal Year. The fiscal year of the Association shall be the calendar year, January 1 to December 31, but may be changed by resolution of the Board of Directors, with such change to be updated and published accordingly in the by-laws.

ARTICLE XV
AMENDMENTS

Section 15.01. Amendment Provisions. Any proposed amendment of these Articles of the By-Laws must be submitted in writing and must include the name of the party or parties proposing the amendment, together with an explanation of why the amendment is proposed, and must be sent so as to be in the hands of the Association Board prior to the Meeting.

Section 15.02. Amendments. Any article or provision herein may be altered, amended, supplemented, or repealed by an affirmative two-thirds (2/3) vote of the voting members of the Association present at the Annual meeting, or by a simple majority vote through a special election by paper ballot of the association members. These Bylaws may also be altered or amended by a 2/3 majority vote of the Board of Directors then in office. Any changes, amendments, revisions, or repeals of the by-laws shall be published in the first newsletter following such action, and on the website.

Section 15.03. Effective. All approved changes, amendments, revisions, or repeals of these by-laws shall become effective immediately upon an affirmative vote.

Section 15.04. Listing of Amendments. List of Amendments from July, 1990 forward is shown in the attached Exhibit B.

ARTICLE XVI
INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES

Section 16.01. Definitions. As used in this Article XVI, any word or words that are defined in MCL 450.2561, 450.2562, 450.2563, 450.2564, 450.2465, and 450.2469, as amended from time to time (the "Indemnification Section"), shall have the same meaning as provided in the Indemnification Section.

Section 16.02. Indemnification of Directors and Officers. The corporation shall indemnify and advance expenses to a Director or officer of the Corporation in connection with a proceeding against the corporation to the fullest extent permitted by and in accordance with the Indemnification Section.

Section 16.03. Indemnification of Employees and Agents. With respect to an employee or agent, other than a Director or Officer, of the Corporation, the Corporation may, as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding against the corporation to the extent permitted by and in accordance with the Indemnification Section.

ARTICLE XVII

DISSOLUTION OF THE ASSOCIATION

Section 17.01 Dissolution. The Corporation may be dissolved by a 2/3 vote of active members through a paper ballot election mailed to the last known address of each member. The members will have no less than 14 days to vote and return their ballots to Secretary of the Association. Ballots will remain sealed until the vote is counted on the day immediately following the deadline.

Section 17.02. Obligations. In the event of dissolution of the Horsehead Lake Association, the Association Officers, will pay or make provisions from the Association's assets for the payment of all debts, obligations, liabilities, costs and expenses of the Association.

Section 17.03. Tangible Properties. Prior to dissolution, all tangible properties of the Association shall be sold or donated.

Section 17.04. Dispersal of Properties upon Dissolution of the Association. In the event the Horsehead Lake Association is dissolved pursuant to statute regulating the dissolution of non-profit corporations, and the Association does not desire to further operate as a voluntary association, then and in that event the remaining assets shall be given over to the benefit of Martiny Township, the specific units thereof, and the manner of distribution, to be determined by the then current HLA Board of Directors.

Exhibit A: Association Logo



Exhibit B: List of Amendments from July, 1990 forward

July 9, 1990	2.1
July 9, 1990	3.1
August 9, 1990	12.1
May 28, 1993	3.4
May 28, 1993	3.7
May 28, 1993	4.7
July 20, 1996	Article XIII
October 18, 1999	4.3
October 18, 1999	4.4
October 5, 2002	3.1
October 5, 2002	5.6 (6)
October 12, 2002	3.5
October 9, 2010	3.1
November 10, 2012	Entire Document
August, 2019	Entire Document