

# **Constitution**

## **Five Lakes Association Property Owners' Corporation**

### **ARTICLE 1 - Name**

This organization shall be known as the Five Lakes Association

### **ARTICLE 2 - Object**

1. This Association is a registered non-profit organization with the State of Michigan. The purpose and objective of the corporation shall be to build a better community in which to live by promoting and conserving our natural resources and encouraging all members to promote a sound fresh-water program, encourage safe operation of pleasure crafts on our lake, abide by the building and sanitation code and building restrictions as originally planned for our subdivision.

2. This Association was organized by the James A. McKay and Sons, Inc. and Dyer White Sand Venture and governs the premises in Five Lakes Subdivision. Restrictive Covenants formulated by the Dyer White Sand Venture will apply to all property in above subdivisions and these covenants and restrictions shall run with the land and shall be binding on all the parties and all persons claiming them until January 1, 1990.

### **ARTICLE 3- Membership**

All property owners are members of this Association at the time of purchase of property.

### **ARTICLE 4- Officers**

1. The elective officers of this Association shall be: President, Vice-President, Secretary, Treasurer and five Area Representatives.

2. The officers shall be elected to serve a period of two years and not more than two consecutive terms.

3. The officers are to be elected at the annual meeting.

### **ARTICLE 5 - Duties of Officers**

1. The President shall be its authorized leader. He/She shall appoint all committee chairpersons with the approval of the Executive Board. He/she is an ex-officio member of all committees. The President shall preside at all Association meetings and Executive Board meetings. The President shall co-sign all checks and legal documents necessary for the advancement of the Association. He/She shall appoint a nominating committee by May 1 and submit slate at June Board meeting.

2. The Vice President shall attend all meetings of the Association, and in the absence of the President shall preside at the meetings and perform all the necessary duties of the office. In the event of a vacancy of Presidency, the Vice-President shall succeed to that office.

3. The Secretary shall take the minutes of each meeting of the Association and the Executive Board and shall keep an accurate report thereof. The Secretary shall assume the responsibility of all Association business correspondence. Also, the Secretary shall keep a record of membership.

4. The Treasurer shall have custody of all funds, collect and deposit all dues and revenues, pay authorized bills, and give complete financial report at monthly meetings, The Treasurer shall co-sign all checks and shall also be bonded.

5. The Area Representatives shall be members of the Executive Board. They shall be liason representative of their respective subdivisions. They shall funnel all information to and from the Board. The Area Representatives shall attend all Board meetings.

**ARTICLE 6- Executive Board**

1. The Executive Board shall consist of four officers and immediate past president, and five Area Representatives.

2. The Executive Board shall appoint a Resident Agent who shall serve in compliance with the laws and serve as an ex-officio member of the Board.

3. The Executive Board shall meet monthly at the call of the President. Special meetings may be called at the option of four officers.

4. Six members shall be needed for a quorum.

5. If an office, except the Presidnecy, becomes vacant, the Exectuive Board shall fill the vacancy until the next annual meeting.

6. The Executive Board shall constitute authority in deciding matters of policy not otherwise specified between the annual meetings.

7. The Executive Board shall enforce restrictions.

**ARTICLE 7 - Amendments**

Amendments of the Consitution must be presented to the membership one month prior to the vote and may be made by two-thirds voted of the members present at the annual meeting.

**POLICIES**

The meetings shall begin promptly at 7:00 pm unless otherwise stated.

## **BY-LAWS**

### **ARTICLE 1 - Election of Officers**

The offices of President, Vice-President, Secretary, and Treasurer shall be elected on the even years while the five Area Representatives shall be elected on the odd years at the annual meeting.

### **ARTICLE 2 - Annual Meeting**

The annual meeting shall be held in July with the time and place to be established by the Executive Board.

### **ARTICLE 3- Order of Business**

The order of business in the Association Board meetings shall be as follows:

1. Meeting called to order
2. Roll call
3. Reading and adoption of minutes of last regular meeting
4. Report of Treasurer
5. Report of Committees
6. Unfinished Business
7. New Business
8. Adjournment of Business Meeting

### **ARTICLE 4- Rule of Order**

Robert's Rule of Order Newly-Revised shall be the Parliamentary authority of the Association.

### **ARTICLE 5 - Dues**

1. The dues shall be established by the Executive Board and passed on the general membership to be voted on at the annual meeting.
2. Any proposed dues change must be submitted in writing with a rationale to the membership thirty days prior to its consideration. A dues change shall not take effect until the following fiscal year.
3. In order to vote at the annual meeting, property owners must be members in good standing, i.e. dues up to date.
4. In cases of a property owner's having more than one lot, only one assessment will be levied.
5. Dues paying members shall be permitted to vote, and no more than two votes per dues assessment shall be allowed.
6. Dues are to be paid at the annual meeting and no later than July 15.
7. All board members are dues exempt for their term of office beginning July 1982 providing that the member attend 75% of meetings during each fiscal year.

### **ARTICLE 6 - Quorum**

A quorum shall consist of the Executive Board and all members in good standing that are present at the annual meeting.

### **ARTICLE 7- Amendments**

Amendments of the By-Laws must be presented to the membership on the month prior to the vote and may be adopted by a simple majority.