

Revised July 2006

## GRAVEL LAKE ASSOCIATION, INC.

### BY-LAWS

#### ARTICLE I – NAME

Section 1. This association, having been duly incorporated under Public Act #137 (1929) of the State of Michigan, as amended, shall henceforth be known as Gravel Lake Association.

#### ARTICLE II - PURPOSE

Section 1. To exercise the jurisdiction, rights, and powers granted in Act 137 over its lands, its members, and the lands owned by its members.

Section 2. To promote the welfare of the members of the organization represented herein in problems of housing, transportation, sanitation, taxation, building restrictions, streets, public nuisance, safety, and all other matters of public interest, and generally to promote and to advance the welfare of the section embraced in the territory covered by this organization.

Section 3. This Association shall maintain the Gravel Lake water resource by providing for lake, fish and wildlife protection; by maintaining the proper water level as directed by state regulations; by marsh and weed control; by detecting sources of water pollution; and by assuring that the proper authorities take appropriate action with respect thereto on all water adjacent to the land of its members.

Section 4. To promote respect for the lake and all those using the lake. This includes water regulations so that all may enjoy Gravel Lake to its fullest.

#### ARTICLE III - MEMBERSHIP AND TERRITORY

Section 1. To be eligible for membership in the Gravel Lake Association, a person must own an equitable or legal interest in one or more lots or be buying or selling on land contract one or more lots within the territory described below in Section 2. The owner may assign a designee to be elected to the Gravel Lake Association Board of Trustees. Designees cannot exceed 30% of the Board of Trustees members.

Section 2. The Gravel Lake Association shall be included within the following bounds as platted and recorded with the county:

1. Willow Beach
2. Streeter Beach
3. Chamberlin Beach
4. Dugan's Landing
- 5a. Gebhard's Beach
- 5b. Matthew's Subdivision
6. Huff's Landing (unrec.)
- 7a. Idle Ease Park
- 7b. Idle Ease Park #1.
8. Lewis' Gravel Lake Beach
- 9a. Sandy Beach – Block 1
- 9b. Sandy Beach - Block 2
- 9c. Sandy Beach - Block 3
- 10a. Winkler's Gravel Lake Subdivision #1. Unrec.
- 10b. Winkler's Gravel Lake Subdivision
- 10c. Winkler's Gravel Lake Subdivision First Addition. Unrec.

## ARTICLE 1V – VOTING AND MEETINGS

### Section 1. VOTING

Each member shall be entitled to one (1) vote, and in case any lot is owned by husband and wife by the entirety (or is being purchased in such manner on land contract) the husband and wife shall each be entitled to one (1) vote. In no event shall one person have more than one (1) vote, regardless of the number of lots or other property within the boundaries of this corporation owned by such person. Votes may be cast in person or by written proxy filed with the Secretary at any time before the convening of the Annual Meeting, or other meetings at which a vote is to be taken.

### Section 2. MEETINGS

- A. The Annual Meeting of the Association shall be held between June 1<sup>st</sup> and August 31<sup>st</sup> each year, within the county of Van Buren, State of Michigan. The date, time, and location shall be determined by the Board of Trustees. The purpose shall be electing Trustees, and the transaction of such other business as may be brought before the meeting.
- B. Special meetings of the membership may be called if re-questioned by a majority of the board of Trustees and officers.
- C. Written notice of any membership meeting shall be mailed to each member at least (15) days prior to any meeting, and any notice of special meetings shall indicate briefly the objective(s) of the meeting.
- D. At the will of the majority of trustees and officers, a special vote of the Association members may be taken by mail on any matter that may be of interest and to the benefit of the Association, provided that no proposition submitted in this manner

shall carry without a majority vote of the members. A minimum of twenty (20) days must be allowed between mailing notice and the date the vote is to be returned.

- E. At any meeting of the members, twenty (20) members, with not more, than five (5) being trustees or officers, shall constitute a quorum. Meetings at which less than a quorum is represented may be adjourned, and a new date set without further notice, and when quorum is represented business may be transacted which was to have been done at the meeting originally called.

## ARTICLE V - TRUSTEES AND OFFICERS

Section 1. The business and property of this corporation shall be managed and controlled by a Board of Trustees within the limitations prescribed by Act 137. The number of Trustees shall be no less than ten (10) and not more than fifteen (15). At the first Annual Meeting of this corporation, five (5) trustees shall be elected to two (2) years. Five (5) trustees shall be elected to one (1) year terms. Trustees elected at subsequent Annual Meetings shall be elected to three (3) year terms.

Section 2. No more than three (3) Trustees shall be elected from any one (1) beach or subdivision of that beach.

Section 3. An appointment of a nominating committee shall be made each year and this committee shall present a slate of Trustees at the Annual Meeting. In addition to the persons nominated by the nominating committee, nomination for the office of trustee may be made from the floor.

Section 4. The election of Trustees at the Annual Meeting shall be by Ballot, hand or voice vote.

Section 5. Trustees are eligible for re-election.

Section 6. Meetings of the Board of Trustees may be called at any time by the president or by a majority of the Board of Trustees. Ten days written notice must be sent.

Section 7. Meetings shall be held within Van Buren County, Michigan.

Section 8. Five (5) Trustees shall constitute a quorum for the transaction of business.

Section 9. A Trustee not attending three (3) consecutive meetings, without just cause shall give up his place on the board. Vacancies on the Board of Trustees shall be filled by the remaining Trustees.

Section 10. At the first meeting of the Trustees subsequent to any Annual election, the Trustees shall elect the following officers:

President  
Vice President  
Secretary  
Treasurer

- A. Term of office shall be one (1) year. Officers can be re-elected.
- B. No one of such officers, except the President need be a Trustee, but a Vice-President who is not a Trustee cannot succeed to or fill the office of President.
- C. The Board of Trustees may also appoint such other officers and agents as they may deem necessary for the transaction of business.

Section 11. Duties of Officers

**President:** The President shall be the chief executive officer of the corporation. He/She shall preside over all meetings of the Board of Trustees and members. He/She shall have general and active management of the business of the corporation and see that all orders and resolutions of the board are carried into effect. He shall be ex-officio a member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of a corporation. He shall have the power to appoint standing committees for a suitable term to accomplish its purpose.

**Vice President:** The Vice President shall perform the duties and exercise the powers of the President during the absence of the President.

**Secretary:** The Secretary shall record the proceedings of the meeting of the Association, shall keep a register of its members, and shall furnish the Chairman of every committee with the names of his associates. He shall keep his books ready for inspection at any time. The secretary shall notify members by mail of all meetings, shall write all correspondence or communications at the direction of the President, and shall read all correspondence.

**Treasurer:** The Treasurer shall have custody of all corporate funds and securities and shall keep in books belonging to the corporation, full and accurate accounts of all receipts and disbursements; shall deposit all monies, securities and other valuable effects in the name of the corporation in such depositories as may be designated for that purpose by the Board of Trustees. He shall disburse the funds of the corporation as may be ordered by

the board; and whenever requested by them, an account of all his transactions as Treasurer and of the financial condition of the corporation shall be made to the board. The Treasurer shall be bonded in the amount of \$5,000.

## ARTICLE VI- FINANCES AND DUES

Section 1. No member of the Board of Trustees or officers shall receive salary or other compensation for his services.

Section 2. The fiscal year of the corporation shall commence on January 1 and shall continue through December 31 of the same year.

Section 3. Prior to the Annual Meeting in June, the President shall appoint an auditor who will verify the accuracy of the books of the corporation, and their findings shall be submitted to the membership.

Section 4. The President and Treasurer shall oversee the Association budget.

Section 5. Total budget for any fiscal year shall not exceed the current year's income, plus 50% of the remaining checkbook balance as of 12/31 of that year. Baseline expenses are defined as items necessary to support the Association in performance of core function on an annual basis and typically are repeated year to year. These include, but are not restricted to the following:

- \*Surety bond for Treasurer
- \*Office supplies
- \*Association insurance
- \*Post office box
- \*Stamps
- \*Printings (meeting minutes, agendas, fliers)

Section 6. Board majority is required to approve the annual budget with the President having tiebreaker authority.

Section 7. The previous year's budget will be used as a foundation for the upcoming fiscal year.

Section 8. An announcement will be made at the annual meeting that requests for funds are being taken. These should be submitted through the beach representative or Board member.

Section 9. Any items requested for the upcoming fiscal year beyond the baseline, shall be submitted to the President prior to the final budget Board meeting or no later than November 1<sup>st</sup> of that year.

Requested items must be submitted in writing and must include the following information:

- \*Beach representative
- \*Name of requestor
- \*Date of request
- \*Detailed description of the request
- \*Expected benefit for the membership
- \*Estimated amount and source of estimate
- \*When the item is required
- \*Expected date of invoice
- \*Other pertinent information

Requested items must be approved or denied, and signed by the President.

Section 10. No single item is to exceed 50% of the checkbook balance after expenses.

Section 11. Budget for the next fiscal year must be approved by the final Board meeting of the current year.

Section 12. Items may be added during the current year with proper approvals, as long as all budget guidelines are met or offsets in the budget are identified.

Section 13. The unapproved expenditure limit is two hundred and fifty dollars. Expenditures between two hundred and fifty and five hundred dollars must be voted on by the President and Vice President of the Gravel Lake Association. Expenditures between five hundred and one thousand dollars must be approved by a majority of the executive officers. Expenditures greater than one-thousand dollars must be approved by the majority of members on the Board of Trustees.

Section 14. Dues: All property holders within the Gravel Lake Association boundaries shall be assessed annual dues.

Section 15. Dues for any given year are due and payable on January 1 of that year.

Section 16. Dues may not be raised without membership vote.

Section 17. Annual dues are \$35.00.

## ARTICLE V11 – ENFORCEMENT

Section 1. The Board of Trustees may appoint one or more Marshalls to enforce the by-laws of this corporation in accordance with Public Act #137. (1929) of the State of Michigan.

## ARTICLE V111-AMENDMENTS

Section 1. These by-laws may be amended from time to time in the following manner: Any member or group of members may file with the Secretary such suggestion for amendments as he, she, or they may deem advisable. This filing must be done at least 90 days prior to the Annual Meeting. The Secretary shall submit the same to the Board of Trustees, who, after due and thorough consideration, shall report upon the advisability of the same to the association at its next general meeting, with the recommendation of the Board for or against the adoption of same. The Board may recommend alterations, additions or omissions, provided, however, that the amendment, in original form, must be read at such meeting of the Association. Recommendations of the Board shall not be binding upon the Association. A majority of the members present and voting at such meeting shall be required for the adoption of any amendment.

Section 2. The Board of Trustees shall have the authority to enact by-laws subject to repeal or modification by the members at any general or special meeting in regard to public health, welfare, or safety, in accordance with Public Act #137 (1929) of the State of Michigan, as amended.