

**2023 DRAFT BY-LAWS
FOR
INDIAN LAKE
ASSOCIATION**

Produced for:



Wisconsin Department of Natural Resources

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Adapted from: "Sample By-laws for Any Lake Association" produced by Elmer Goetsch and from other examples.

Reviewers: Wisconsin Association of Lakes

BoardofDirectorsSK2:ASSNLAWS(8/9)

DRAFT BY-LAWS TO BE VOTED ON AT GENERAL MEETING

INDIAN LAKE ASSOCIATION, INC.

Sugar Camp, WI 2023

Article I - PURPOSE

The purpose of the Association is to preserve and protect Indian Lake and its surroundings, and to enhance the water quality, fishery, boating safety, and aesthetic values of Indian Lake, as a public recreational facility for today and for future generations.

Article II - STATUTES AND LIMITATIONS

To carry out the program of the Association and to make effective representations on behalf of its members, the Association shall be organized as a non-profit, non-stock corporation under Chapter 181 of the Wisconsin Statutes. No asset of the association shall benefit any officer or member. The Association shall not participate in partisan political activity.

To qualify for tax exemption under Sec. 501(c)(3) of the Internal Revenue Code, the benefits of a nonprofit organization's activities must flow principally to the public (but the membership can, of course, share fully in those benefits).

Article III - MEMBERSHIP

Section 1 - ELIGIBILITY: Membership in the Association shall be open to any individual, family, business, or organization, that (a) subscribes to the purposes of the Association and (b) owns or leases property in the vicinity of the lake. To be a qualified lake association, membership must be open to any individual who resides within 1 mile of the lake at least 1 month each year or any individual who owns real estate within 1 mile of the lake.

Section 2 - DUES: Dues shall be paid on a July 1- June 30 fiscal year basis. Dues will be recommended by the board, based on the association needs.

Article IV - VOTING

Section 1 - MULTIPLE VOTING: Any individual member may cast only one vote on any question called to a vote. Up to two individuals may represent a family, a business, or organization; and each of those two individuals may cast one vote on any question called to a vote.

Section 2 - CASTING BALLOTS: A member must be present at the meeting at the time the vote is called, and have paid the current year's dues in order to vote. No member may vote by proxy or absentee ballot. All votes shall be counted by a show of hands and/or voice voting unless otherwise specified in these By-laws. Based on circumstances, video conferencing may constitute being present at a meeting and the verbal vote counted at the same time as the show of hands.

Section 3 - REFERENDA: The Board of Directors may at any time solicit reactions from members through a mail or electronic survey. The Board resolution authorizing the referendum shall indicate whether the results shall be considered advisory or binding on the Board. The annual meeting may initiate an advisory or a binding referendum and shall specify the exact wording of the question and the required follow-up action by the Board. Members shall have 30 days from the date of the mailing to return response forms via mail or email. Results of the referendum shall be announced at a membership meeting or in printed form within 90 days of the response deadline.

Article V - MEMBERSHIP MEETINGS

Section 1 - ANNUAL MEETING: The annual meeting of the Association shall be held in the vicinity of Indian Lake on a designated day on or nearest the 4th of July. The time and place shall be arranged by the Board of Directors unless specified by the previous annual meeting. The agenda of the annual meeting may include elections, discussion of projects, budget review, adoption of a budget, member concerns, and an educational program.

Section 2 - SPECIAL MEETINGS: A special meeting of the Association may be called at any time by the President, by majority vote of the Board of Directors, or by written request of six members or more. The agenda of a special meeting may include any items properly brought before an annual meeting.

Section 3 - INFORMATIONAL MEETING OR SOCIAL EVENT: The Association may sponsor a variety of meetings and events designed to provide educational, recreational, or social opportunities for its members and their guests. It may also sponsor fund-raising activities. If business is to be conducted at such events, the notice requirement for special meetings must be met.

Section 4 - NOTIFICATION: Every annual or special meeting must be preceded by notice to paid members and members from the preceding fiscal year who have not yet renewed their membership. Notification may be by hand delivery, mail or email at least 30 days, but not more than 50, prior to annual meetings and at least 15 days, but not more than 50, prior to special meetings. The notice may summarize any proposed changes in the by-laws, may highlight any proposals to dissolve the Association, and may include a detailed agenda.

Section 5 - QUORUM: No formal business may be conducted at membership meetings unless at least 10 paid-up individual members/families are present. 2 members maximum per family.

Section 6 - PROCEDURE: Roberts Rules of Order, in the current revised edition, shall be in force at the meetings of the Association, of the Board of Directors, and of the Association committees unless required otherwise by Wisconsin Statutes or these by-laws. Non-members of the Association may be recognized to speak at Association functions at the discretion of the presiding officer who shall also serve as parliamentarian.

Article VI - BOARD OF DIRECTORS

Section 1 - AUTHORITY: Subject to directives of annual and special meetings and these by-laws, the Board of Directors shall have authority over the activities and assets of the Association.

Section 2 - COMPOSITION: The Board of Directors shall include the President, Vice-President, Secretary, Treasurer, and all at-large directors.

Section 3 - ELECTIONS: The Board of Directors shall nominate one or more members for each vacant position on the Board. Additional nominations of members, present at the annual meeting and willing to serve, shall be taken from the floor. All elections for the Board shall be conducted by open ballot show of hands.

Section 4 - TERMS OF OFFICE: Directors are elected for two-year terms. Their terms shall expire after the annual meeting or upon the election of new Directors, whichever occurs later. The terms of office of President, Secretary, and one half of the at-large directors expire in even-numbered years. The terms of office of Vice President, Treasurer, and one half of the other at-large directors expire in odd-numbered years.

Section 5 - BOARD MEETINGS: The new Board should meet within 90 days of the annual meeting and at least one other time prior to the next annual meeting. Regular meetings shall be held at places, dates, and times established by the Board. Special meetings may be held on the call of the President or any three Directors after at least 72 hours notice by telephone, mail, email or personal contact. Half of the directors shall constitute a quorum for the transaction of business. The meetings may be open to the members. Decisions shall be made by majority vote of directors' present, with the President voting only to break ties. Between meetings, the President may solicit decisions from the Board through written communications.

Section 6 - VACANCIES: Any director who misses two consecutive meetings without good cause as determined by the Board may, at the discretion of the Board, be removed from office. Any vacancy may be filled for the remainder of the term by the affirmative vote of a majority of the directors then in office, although less than a quorum but at least two.

Section 7 - COMPENSATION: Directors shall not be compensated for their time and effort. The Board may authorize officers, directors, and committee members to be paid actual and necessary expenses incurred while on Association business.

Article VII - OFFICERS

Section 1 - PRESIDENT: The President shall preside over all membership meetings and Board meetings. The President shall be the chief executive officer of the Association, responsible for day-to-day administration of the affairs of the Association and supervision of any employees or contractors. The President shall appoint all committee members who shall serve until the end of that President's term. The President is an ex-officio member of all committees.

Section 2 - VICE PRESIDENT: The Vice President shall assume the duties of the President should that office become vacant and shall preside at meetings when the President is unable to attend. The Vice President shall arrange for the educational segment of the annual meeting and carry out other assignments at the request of the President.

Section 3 - SECRETARY: The Secretary shall maintain the official records of the Association as well as archives. The Secretary shall record and distribute the minutes of member meetings and Board meetings. The Secretary shall maintain a current record of the names and addresses of members entitled to vote and shall send out notices of membership meetings. The Secretary shall prepare publicity for the Association and shall prepare the Association newsletter unless an editor is appointed to do so. The Secretary shall serve on the Membership Committee.

Section 4 - TREASURER: The Treasurer shall maintain the financial records of the Association and shall sign all checks. The Treasurer shall prepare an annual financial statement for the annual meeting and shall be responsible for presenting the board recommended budget at the annual meeting. The Treasurer may serve on the Finance Committee.

Section 5 - MULTIPLE OFFICE HOLDING: The same person may hold the offices of Vice President and Treasurer or the offices of Secretary and Treasurer.

Section 6 - OTHER OFFICERS: Other officers may be appointed by the President, with concurrence of the Board. A legal counsel, an executive secretary, newsletter editor, or such other assistant officers as are deemed necessary need not be members of the Association. Committee coordinators (e.g., Newsletter, Website, Social, Welcome, Loon Watch, etc.) appointed by the President or the Board shall have the option to be elected as directors at the next general membership meeting after their appointment.

Article VIII - EXAMPLES OF POTENTIAL COMMITTEES APPOINTED BY THE PRESIDENT DEEMED NECESSARY TO SUPPORT THE EFFORTS OF THE BOARD:

Section 1 - MEMBERSHIP COMMITTEE: The Membership Committee shall initiate plans for recruiting of new members and retention of members.

Section 2 - SOCIAL OR HOSPITALITY COMMITTEE: The Social or Hospitality Committee shall provide refreshments at the Annual Meeting and, after receiving Board approval, shall organize and publicize other social events to be sponsored by the Association.

Section 3 - FINANCE COMMITTEE: The Finance Committee shall recommend fund-raising activities to the Board and, after receiving Board approval, shall organize such activities.

Section 4 - LAND USE COMMITTEE: The Land Use Committee shall represent the Association at local public hearings and informational meetings relating to zoning, sanitation codes, subdivision ordinances, pollution sources, and changes in land use which might affect water quality. The Committee shall offer proposals to the Board regarding land use issues.

Section 5 - BOATING SAFETY COMMITTEE: The Boating Safety Committee shall represent the Association at local public hearings and informational meetings relating to water safety patrols, lake use ordinances, and obstacles to navigation. The Committee shall offer proposals to the Board regarding water use issues.

Section 6 - FISHING AND WATER QUALITY COMMITTEE: The Fishing and Water Quality Committee shall represent the Association at Department of Natural Resources hearings and at local meetings relating to in-lake water quality, fish and wildlife habitat, and water levels. The Committee shall offer proposals to the Board regarding water quality monitoring and ecological management of the fishery.

Section 7 - AQUATIC PLANT AND ALGAE COMMITTEE: The Aquatic Plant and Algae Control Committee shall represent the Association at Department of Natural Resources hearings and at local meetings relating to the control of nuisance plants and to the protection of desirable vegetation. The Committee shall offer proposals to the Board for a vegetation management plan and may be delegated responsibility to implement such a plan.

Section 8 - OTHER COMMITTEES: The President may appoint such other committees as are deemed necessary to support the efforts of the Board.

Article IX - MISCELLANEOUS PROVISIONS

Section 1 - INDEMNIFICATION OF OFFICERS AND DIRECTORS: As provided by Wisconsin law, the Association shall indemnify any officer, director, employee, or agent who was, is, or may be involved in legal proceedings by virtue of his or her good faith actions on behalf of the Association.

Section 2 - FISCAL YEAR: The records and accounts of the Association shall be maintained on a fiscal year basis

Section 3 - ACCOUNTS AND INVESTMENTS: Funds of the Association shall be promptly deposited at a financial institution designated by resolution of the Board of Directors. Funds not needed for current operations shall be deposited in investment accounts or certificates as authorized by the Board of Directors.

Section 4 - ANNUAL AUDIT: An annual audit shall be conducted by a qualified individual.

Article X - ADOPTION AND AMENDMENTS

These By-laws, and any amendments thereto, may be adopted at any annual or special meeting of the Association by two-thirds vote of members present and entitled to vote. Proposed amendments to the by-laws must be summarized in the notice for the annual meeting, or special meeting at which the amendments are to be voted on.

Article XI - DISSOLUTION

The Board of Directors, by a two-thirds affirmative vote of all directors, may recommend that the Association be dissolved and that the question of such dissolution be submitted to a vote at a subsequent meeting of members. Notice of the meeting shall highlight the question of dissolution. At the meeting, a two-thirds affirmative vote of members present, and entitled to vote shall be required to approve a resolution of dissolution. Such a resolution shall direct the Board of Directors to prepare a dissolution plan for subsequent approval by the members as provided under Wisconsin law. Dissolution of the Association shall not be final until the members, by majority vote, shall have approved the dissolution plan, either at a meeting or by a binding mail referendum.

CERTIFICATION

These By-laws were adopted by vote of ____yes and ____no at the Indian Lake Association meeting on this ____ day of _____, 20__.

Secretary