

**Sage Lake Association
Constitution and By-Laws
Adopted August 31, 2019**

ARTICLE 1 - TITLE

Section 1. This association shall be known as the SAGE LAKE ASSOCIATION, (SLA is a nonprofit organization).

ARTICLE 2 – PURPOSE

The Association is organized exclusively for environmental, charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- Section 1. This association was organized for the betterment and preservation of Sage Lake, Hale and Lupton, Michigan.
- Section 2. The association shall be devoted to creating community harmony through various fundraising activities and resolve problems affecting Sage Lake and the members of the association.
- Section 3. Responsibilities shall include maintaining the lake level at the Department of Natural Resources (DNR) established level. (See Article 6)

ARTICLE 3 - MEMBERSHIP

- Section 1. Members of the association shall be people interested in the welfare/quality of Sage Lake and who pay their dues.
- Section 2. The members shall regulate the dues for membership in the association. Dues in the association shall cover a member and one other person in household.
- Section 3. Dues are due on or before the annual meeting in May. Any member of the association who fails to pay dues will lose voting privileges.
- Section 4 Each Membership in good standing has one (1) vote

ARTICLE 4 – OFFICERS

- Section 1. The officers of the association shall consist of a President, Vice president, Secretary, Treasurer and three trustees. There shall be a nominating committee in an election year. The nominating committee shall run the election by ballot. The Ballots are to be counted by an impartial person(s), not nominated. They shall be elected at the August meeting and shall hold office for three (3) years or until their successor has been duly elected. The new term length starts with the 2019 elections. Members that cannot attend the meeting may vote by absentee ballot. Candidates must express an interest in holding office, at least, by the meeting prior to the election. Absentee ballots shall be provided with the meeting notice sent prior to the election meeting.
- Section 2. It shall be the duty of the President to preside at all meetings, seeing that the constitution and by-laws are enforced. Appoint standing and other committees and maintain order.
- Section 3. The Vice-president shall assist the President and, in case of a vacancy of the President, he/she shall assume powers and discharge relevant duties.
- Section 4. The duties of the Secretary shall be such as are usual to said office. The Secretary shall keep a faithful record of all meetings and conduct all correspondence under the direction of the board.
- Section 5. It shall be the duty of the Treasurer to be custodian of and keep safely all funds and ledgers pertaining to said office, to receive all money from the membership, giving a receipt therefore, make payments upon warrants, and be accountable to the officers and membership at business meetings. The Treasurer shall possess and retain receipts for all expenditures made on behalf of the Association.
- Section 6. The books of the Secretary and Treasurer shall be kept in proper form and shall be open for audit. An audit committee and/or accountant shall be appointed to review the association's income and expenditures on a yearly basis. In election years one month before the start of the treasurer's new term. See – Article 6 Committees
- Section 7. In case of a vacancy in any office, the President shall appoint said

officer to hold office until the following election meeting.

ARTICLE 5- MEETINGS

- Section 1. The regular business meeting of the association shall be held four times per year starting Saturday of Memorial Day weekend and the last Saturday of each month from June through August.
- Section 2. The annual meeting shall be held in May.
- Section 3. Special and emergency meetings may be called at the discretion of the President or upon request by a member of the association to the President. In the request, special mention shall be made regarding the nature of business to be discussed.
- Section 4. The presence of 3 of 7 officers and 10% of members shall constitute a quorum.
- Section 5. All business meetings shall be opened and closed in regular form as prescribed in the By-laws of the association: The association shall be governed by Roberts Rules of Order Parliamentary Procedure, stated in May 1998 edition.

ARTICLE 6 - COMMITTEES

- Section 1. Sage Lake Level Committee: This committee shall be staffed by minimum two (2) Sage Lake Association volunteer members. :
- MISSION STATEMENT: The purpose of the committee shall be to maintain the lake level at DNR established levels. The level control device in the dam shall be lowered in mid-April and raised in mid-November, by the committee.
- Section 2. Neighborhood Watch Committee: This committee shall be staffed by volunteers with these requirements:
1. Submit a written application on the form provided
 2. Pass a background check
 3. Submit to training prior to performing community patrols
 4. Take direction from the Committee chair.
- MISSION STATEMENT: The purpose of this committee shall be to help members of the community during times of emergency and support the local law enforcement in crime

prevention. In order to do this, it will take action to impact the Sage Lake Community's disaster preparedness, crime prevention and ability to respond to emergencies. The Committee chair shall provide written reports to the SLA board for approval of all changes to the operation of the Neighborhood Watch.

Section 3. Weed Control Zone Representatives: This committee shall be staffed by Weed Zone Representatives and/or volunteer members with these requirements:

1. Association Member
2. Report to the Sage Lake Maintenance Liaison appointed by the President.

- MISSION STATEMENT: The purpose of the committee shall be to monitor the weed control performed by the contractor in a section of Sage Lake, hear weed control concerns from residents neighbors and report these to the Sage Lake Maintenance Liaison.

Section 4. Audit Committee: This committee shall be staffed by two (2) volunteer members and the Treasurer:

1. Meet in person to review all association financial records to verify standard accounting methods have been followed.
2. Verify all expenditures have receipts matching expenditures.
3. Issue a report of the audit findings and any recommendations for future consideration to the Officers.

Section 5. Special Committees: Special committees can be created at the discretion of the Board.

ARTICLE 7- BY-LAWS OF THE SAGE LAKE ASSOCIATION

Section 1. Order of Business -Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Reading and approving of minutes from previous meetings.
5. Treasurer's report.

6. Report of Special Committees
7. Unfinished Business
8. New Business
9. Adjourn

- This order of business may be changed or suspended if there is no objection from the floor

Section 2. The officers of the association are empowered to purchase and pay for SLA obligation to conduct the business of the association. No one Officer of the Board shall distribute more than \$500.00 without approval of a majority of the SLA Board. These approvals shall be retained in the Treasurer's records.

ARTICLE 8 - NON-PROFIT CORPORATION

This corporation will not have or issue shares of stock.

ARTICLE 9 - FISCAL YEAR

The fiscal year of the corporation shall be May 1 to April 30.

ARTICLE 10 – AMENDMENTS

- Section 1. The Constitution and By-laws may be amended at any regular meeting, provided notification has been given at the previous business meeting.
- Section 2. A two thirds vote of the members present shall be required for the adoption of any amendment.

ARTICLE 11 – DISSOLUTION

- Section 1. Upon the dissolution of the Association, assets shall be used to pay all outstanding liabilities of the association then distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any

such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes. Notice of such action shall be given to membership at least thirty days prior to such called meeting.

This constitution and by-laws was adopted at the Sage Lake Association meeting of August 31, 2019 to establish Officers terms of 3 years, establish Audit Committee, Committee report to SLA Board for approval, membership vote defined and limit expenditure of \$500 by one Officer.