By-laws of the
Sunset Lake Association

Article I
Name and Purpose

Section 1: Name. The name of the Association shall be Sunset Lake Association.

Section 2: Purpose. The specific purpose of this Association shall be to support, promote, and develop activities which help preserve Sunset Lake’s and its surrounding watershed’s character, quality, beauty and recreational resources for current and future generations.

To the extent that this purpose involves receiving funds for charitable, educational or scientific purposes, such funds and the Association will be administered as described in Section 501(c)(4) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Code.

Article II
Membership, Member Activities, Member Authority

Section 1: Eligibility. Any person who owns property along the Sunset Lake shoreline or sections of a road bordering the lake is eligible for membership.

Section 2: Members. Members are defined as dues paying property owners.

Section 3: Voting rights. In order that all members have equal standing there shall be one voting right per property but no more than one voting right per member. Postal mail or electronic mail messages which properly and clearly identify the member, the matter being addressed and the member’s intention as to that matter shall be accepted as votes whenever votes are taken or elections are held.

Section 4: Dues. The officers shall recommend and the majority of members present at the annual meeting shall determine membership dues. Annual dues will be established at the annual meeting only.

Section 5: Activities. This Association and its members shall undertake activities that align with the purpose of the Association.

Section 6: Benefits. No member shall receive any personal economic benefit from this Association but may receive reimbursement for expenses incurred related to Association activities as approved in advance by the officers. A member may be paid for
services rendered under an appropriately written contract for such services which is approved in advance by the members or the officers as required under these by-laws.

Section 7: Approvals. Expenditures of the Association over $500.00 need approval by a majority of members in attendance at a meeting where that meeting is adequately noticed in advance.

Section 8: Regular Meetings. Regular meetings of the members will be held as requested by the officers or individual members. The date and location will be announced.

Section 9: Annual Meeting. There will be an Annual Meeting where agenda items will be, but are not limited to:

A. Election of officers  
B. Ratification of officers’ actions  
C. Approval of member dues  
D. Agenda items accepted from the floor.

Section 10: Special Meetings. Special meetings shall have only one agenda item followed by adjournment and require adequate notice to members. Special meetings may be called by the President, or upon petition of 10% of the Association membership, at any time. The Vice-President may call a special meeting if the President cannot be contacted.

Section 11: Contact Information. Contact information for members may be kept by the officers to facilitate notification of activities or meetings. All information shall be kept confidential.

Article III
Officers, Officer’s Roles, Officer’s Responsibilities

Section 1: Number and Qualifications. The officers of the Association shall consist of a President, Vice President, a Secretary, and a Treasurer where enough members volunteer to fill these positions.

Section 2: Appointments and Term of Office. A President and Treasurer shall be elected in odd numbered years and a Vice-President and Secretary shall be elected in even numbered years by a simple majority vote of Association members in good standing present at an Association meeting where an election is held. Nominations for officers will be accepted from the floor and the election shall follow.
Section 3: Responsibilities.

(a) The President, subject to the direction of the members, shall be responsible for the day-to-day operation of the Association and its officers and shall preside at meetings.

(b) The Vice President shall assist the President in carrying out the President’s duties and shall act on behalf of the President in the case of the President’s absence.

(c) The Secretary shall keep the minutes of the officers and membership meetings in one or more books belonging to the Association to be kept for that purpose, and shall give all notices required by the by-laws. The Secretary shall have custody of all books, records, and papers of the Association, except those in the possession of the Treasurer or other person authorized by the officers.

(d) The Treasurer shall have custody of and be responsible for all funds of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. The Treasurer shall cause all moneys and other valuable effects to be deposited in the name and to the credit of the Association in such depositories as may be designated by the officers. The Treasurer shall cause the funds of the Association to be disbursed when such disbursements have been duly authorized, taking proper vouchers for such disbursements. At least once a year, the Treasurer shall prepare an annual financial statement and distribute it in written or electronic form to the officers in advance of the annual meeting at which the statement is submitted for approval.

Section 4: General Powers. The officers shall have general power to conduct and manage the affairs and business of the Association, and to suggest and draft proposals consistent with the statutes of the State of Michigan, Association by-laws and the members’ intent and which are aligned with the purpose of the association.

Section 5: Resignation and Removal. An officer may resign by written notice to the Association. The resignation is effective upon its receipt by the Association or a later time as set forth in the notice of resignation. An officer may be removed from office, for cause, by a simple majority vote of the members present at a special or annual meeting.

Section 6: Vacancies. A vacancy shall be filled by affirmative vote of a simple majority of the members present at the meeting where the vacancy is discussed.

Section 7: Compensation. No officer shall receive any personal economic benefit from this Association but may receive reimbursement for expenses incurred for activities related to Association activities. Reasonable and customary expenses incurred by an officer shall be reviewed and approved in advance by the officers but shall not exceed
$500 (five hundred dollars) for any single activity of the officer requesting reimbursement.

Section 8: Officer Meetings. Notice, place, and purpose of meetings shall be given to each officer and member. Telephone conference meetings shall be allowed and considered valid. An officer may participate in a meeting by means of a conference telephone call. Participation in a meeting conducted in this fashion constitutes presence in person at the meeting.

Section 9: Quorum. A quorum at a meeting of the officers for the transaction of business is constituted by at least two officers.

Article IV
Finances

Section 1: Fiscal Year. The fiscal year of the Association shall be January 1 through December 31.

Section 2: Inurement of Income. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its officers, members or other private person except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered or reimbursement of approved purchases and to make payments and distributions in furtherance of the Association's purposes.

Section 3: Donations. Money received as donations for specific purposes shall be expended for the purposes specified by the donor, to the extent reasonably possible. General donations are welcomed and will be placed in the general fund.

Article V
Miscellaneous

Section 1: Contracts and Execution of Instruments. An officer or an agent of the Association may enter into a contract or execute and deliver an instrument in the name of and on behalf of the Association. This authority shall be in writing. Any such authority may be confined to specific instances and shall be limited to $500 (five hundred dollars) per issue. Any amount exceeding $500 (five hundred dollars) shall be approved by a simple majority of the members present at a meeting where this expenditure is discussed.

Section 2: Records. The Association shall keep books of the minutes of all meetings of the officers and members. The Association shall also keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of
assets, liabilities, receipts, and disbursements. These records shall be kept at the Associations' principal office.

Sections 3: Principal Office. The officers shall designate the location of the principal office as appropriate. The mailing address for the transaction of business of the Association shall be:
Sunset Lake Association
P.O. Box 411
Iron River, MI 49935

Article VI
Amendments

Section 1: Amending the By-laws. The by-laws of this Association may be amended or repealed or new by-laws may be adopted by a vote of the majority of the members present at any annual or special meeting of the members provided that adequate notice of the meeting has first been given.

Article VII
Dissolution

Section 1: Dissolution. Upon the termination or dissolution of the Association, all remaining assets of the Association shall be distributed to Bates Township for a purpose or to an organization or organizations described in Section 501(c)(4) of the Code.

Adopted on the 19th day of July, 2012 by resolution of the officers.

Officers in approval:

[Signatures]

Signature: [Signature] Print Name: Michael A. Gous

President of: SUNSET LAKE ASSOCIATION (A Michigan Nonprofit Domestic Association)