

**REVISED OBJECTIVES AND BY-LAWS OF  
BASS LAKE PROPERTY OWNERS ASSOCIATION  
(July 2018, or as otherwise noted)  
Chartered September 14, 1929**

By-Law Objectives:

1. Maintain an ongoing organization that promotes and assists in the development and resolution of matters regarding the safety, concerns, participation and property protection of the members.
2. Protect and maintain the common property of the BLPOA.
3. Establish an effective relationship with local and state officials, agencies and organizations.
4. Support beneficial legislation affecting the interests of our members by local and state government.
5. Promote the established legal water level of Bass Lake as determined by the State of Indiana.
6. Support all efforts directed at preventing any pollution of the lake to preserve its water quality for healthy and safe usage by the members and to prevent any pollution in the future.
7. Promote the improvement of general conditions at Bass Lake and the immediate vicinity.
8. Provide for the general collection of garbage of its members.

**BY-LAWS**

**Article 1 – Membership**

Section 1. Membership shall be available and limited to all persons owning or renting a taxable year-round or summer home, or commercial enterprise within the boundaries of the Bass Lake Conservancy District (BLCD).

No individual, husband and wife combinations or joint ownership or rental combinations is entitled to more than two (2) memberships regardless of the number of qualifying homes or properties owned; nor may any member at any annual or special meeting cast a vote for a membership other than that **is** in his or her name.

Section 2. A person eligible to become a member of this Association shall apply to the Secretary of this Association, a member of the Board of Directors or to an appointed representative of said Board. A yearly membership is from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

Section 3. If you sell your home, the membership and sticker will remain with the new homeowner. Should a member sell their home and purchase another home then the membership fee for the remainder of that year will be waived and the garbage sticker prorated.

## **Article II – Officers and Directors**

Section 1. The business of this Association shall be administered by a Board of Directors, consisting of a President, a Vice President, a Treasurer, a Secretary, and seven (7) elected members of this Association who are all owners of real property and elected by the members as herein provided. The President of this Association must have served on the Board before his or her election.

Section 2. The term of office of the members of the Board of Directors shall be two (2) years for Officers with the President and Secretary elected in odd years and the Vice President and Treasurer in even years, and for the Directors two (2) years commencing immediately following the annual meeting at which they are elected or until their successors are elected. Three (3) members of the Board shall be elected as Directors for a two (2) year term in each odd numbered year and four (4) members of the Board shall be elected as Directors for a two (2) year term in each even numbered year at the annual meeting.

Section 3. In the event of a vacancy on the Board of Directors, the Board shall appoint a current member of the Association to fill this vacancy until the next annual meeting of the Association at which meeting the unexpired term shall be filled by a regularly elected candidate.

Section 4. Each Officer and Director shall be required to attend 60% of the scheduled Board Meetings. Failure to do so may require resignation. A current member of the Association will be appointed by the Board to serve until the next annual meeting of the Association at which time an election will be held.

## **Article III**

Section 1. The President shall:

- a. Preside at all meetings of the members and of the Board of Directors.
- b. Appoint all Committee Chairs.
- c. Be ex-officio a member of all committees except the Auditing and Nominating Committees.
- d. Have authority to assign, with Board approval, additional duties and responsibilities to the individual Board members in furtherance of the Board.
- e. Sign checks in payment of all proper bills against the Association, only in the absence of either the Secretary or Treasurer.

Section 2. The Vice President shall in the absence of the President perform all the duties of President, except Section 1e.

Section 3. The Secretary shall:

- a. Keep the minutes of all meetings and a record of the names and addresses of all members and their status in regard to payment of yearly dues.

- b. Be the custodian for preserving and maintaining all minutes, reports, documents, records, and official correspondence of the Association.
- c. With the Treasurer, or as provided in these bylaws, sign all checks in payment of all proper bills against the Association.
- d. Attend to the notifications as required by these bylaws and perform such other duties as prescribed by the Board of Directors.
- e. Will serve as chairperson of the Nominating committee.

Section 4. The Treasurer shall:

- a. Have charge of collection of all membership dues, in conjunction with an appointed representative of the Board, and see these funds and all monies received from other sources are deposited forthwith in a bank that is approved by the Board of Directors.
- b. Pay all proper bills against the Association. Upon approval by the Board of Directors and with the Secretary sign the checks issued for this purpose except as otherwise provided in these bylaws. Present a monthly Treasurer's Report to be approved by the Board for audit.
- c. Keep a record of all receipts and disbursements and present a detailed fiscal year report to the Board and to the members at the annual meeting. On the basis of this report, make the proper tax filings with the State and Federal Agencies for the protection of the Charter.
- d. Present a preliminary report for the current year to date and an expected budget for the following year at the annual meeting.
- e. File the annual required Business Entity Report.
- f. Perform other duties as prescribed by the Board of Directors during the year.

Section 5. The Officer and Board of Directors of this Association shall be furnished liability and errors and omissions insurance in an amount to be determined by an insurance company enlisted by the Association and at the expense of the Association. The amount and types of such insurance coverage will be commensurate with that of other like organizations of size, mission and scope. Coverage amounts will be determined periodically through an analysis obtained through a competitive bid process or through some other process determined to be complete and adequate in risk identification analysis.

Section 6. During the interim between annual meetings, all powers of the Association shall be vested in the Board of Directors with majority vote.

#### **Article IV – Meetings**

Section 1. The Annual Meeting of the Association shall be held at 9:00 AM on the second Saturday in July of each year at the Bass Lake Property Owners building, or at such other place at the lake as may be selected by the Board of Directors and designated in the Secretary's notice to the membership.

Section 2. Special meetings of the Association may be called by the Board of Directors and shall be so called on petition for such meetings signed by not less than ten (10) members in good standing and presented to the Board of Directors.

Section 3. For Special meetings noted in Article IV., Section 2 above, The Secretary shall notify each member in the Secretary's records, notices of all regular meetings and special meetings of the members not later than (10) days prior to the holding of said meetings, and in case of special meetings, the notices shall state the purpose for which the meeting is called.

Section 4. Members present shall constitute a quorum for the transaction of business as may properly come before the annual meeting.

Section 5. Scheduled meetings of the Board of Directors shall be held at 9:00 AM on the first Saturday of May, June, and the third Saturday of August. All members are entitled to attend these meetings and to bring up for discussion as well as participate in same, any matter pertaining to the objectives of the Association of the duties of the Board of Directors. At these meetings, however, only the eleven (11) members of the Board of Directors are entitled to vote on any motion presented. Six (6) members of the Board of Directors shall constitute a quorum for transaction of business.

Section 6. Meetings other than as described herein of the Board of Directors will be called on order of the President, as the occasion requires. A meeting may also be called on petition by three (3) members of the Board. Six (6) members of said Board shall constitute a quorum for the transaction of business. Prior notice of meetings shall be given by the Secretary to members of the Board by email, telephone, or personal contact.

Section 7. "Roberts Rules of Order" Newly Revised, shall be the parliamentary authority for all matters of procedure for the Association not specifically covered by its By-Laws.

## **Article V – Committees**

Section 1. At the stated meeting of the Board in May, committees of three (3) shall be appointed as follows:

- a. A committee to audit the books of the Treasurer and Secretary, unless previously audited by a C.P.A., will be appointed by the Board (Audit & Budget Committee). It shall also be the responsibility of the Audit & Budget Committee to tally the votes for any elections and/or ballot proposals presented at the annual meetings.
- b. A Nominating Committee will be formed to present a printed slate of candidates to be voted on at the Annual Meeting.

Section 2. Membership on any committee, including Audit & Budget, By-Laws, and Nominating Committees shall be limited to members of the Board of Directors and the members of the Association. The Treasurer will not be part of the Audit & Budget Committee.

Section 3. Special committees shall be appointed by the President, when authorized by the members of the Board of Directors, and shall cease to exist upon acceptance of the final report or by affirmative action of the Board of Directors.

#### **Article VI – Membership Dues**

Section 1. The annual dues for each member for the fiscal year shall be established by a membership vote at the Annual Meeting after recommendation from the Board of Directors.

#### **Article VII – Amendments to By-Laws**

Section 1. These By-Laws may be amended at any Annual Meeting or Special Meeting of the membership of the Association with notification as provided in Article IV, Section 3, thereof.

Section 2. Quorum for the amendment of the By-Laws shall be the same as provided in Article IV, Section 4, thereof.

#### **Article VIII - Voting Procedures**

- a. All members in good standing may vote at the Annual Meeting.
- b. One (1) vote per registered membership but not more than two per household.
- c. Each member shall check in with the Audit & Budget Committee and receive a ballot prior to the start of the Annual Meeting.
- d. During the meeting the nominees will be introduced and a call for nominations from the floor will be held and may be added to the ballot.
- e. After all introductions and nominations are complete, voting will commence.
- f. Ballots will be collected and tallied by the Audit & Budget Committee. Results will be announced by the President at the end of the meeting.