**Bylaws of the Twin Lake Association Rev 2**

**July 22**

This document constitutes the bylaws of Twin Lake Association, a Minnesota non-profit corporation, adopted for the purpose of regulating and managing the internal affairs of the corporation.

**ARTICLEI–NAME**

The organization shall officially be known as Twin Lake Association herein after called TLA or the Association.

**ARTICLEII–MISSION**

The TLA Is made up of residents and community partners who are dedicated to preserving and protecting Twin Lake and its surroundings. Specific areas of interest include water quality, shoreline and water shed protection, aquatic vegetation, fish and wildlife preservation, water safety and boating, taxation and membership. The Association strives to work cooperatively with government, business, professional associations, and private individuals to protect and preserve the lake and the surrounding environment for today and for future generations. Objectives by which to accomplish the mission: ●Provide information to members about water quality initiatives, environmental issues, and laws and regulations affecting lakes; and provide educational opportunities that promote the protection and stewardship of county lakes and shoreland. ●Support ecologically sound shoreland economics, population, and technological growth. ●Encourage public officials to develop and implement comprehensive plans for wise and prudent management of lakes and shoreland; encourage partnerships with governmental entities; contribute to developing municipal and county shoreland policy; monitor and participate, as appropriate, in governmental administration of lakes, rivers and shoreland.

**ARTICLEIII–MEMBERS**

Membership Eligibility Membership is open to all interested parties who share a concern for the purposes of the Association but is mainly comprised of those with property ownership on or adjacent to Twin Lake. Membership is gained and held by paying annual dues.

Terms of Membership

Membership shall be for one (1) calendar year. A membership shall be renewed annually by paying dues for that fiscal year.

Dues

The annual dues shall be set by the Board of Directors and are due and payable each fiscal year. These funds shall be used to improve and preserve Twin Lake and its water shed and for general operating funds of TLA.

Transfer of Membership

Membership in this association is non-transferable or assignable.

Annual Membership Meeting

The two annual meetings of the members shall be held on the 2nd Sunday in September and the first Sunday of march at a place and time determined by the Board of Directors. The board of directors voting will take place at the September meeting. Notice to members shall be made by electronic communication (email and Facebook) no less than fourteen (14) days before the meeting. The Annual Membership Meeting shall be held for the purpose of discussing topics such as lake projects, adoption of a budget, membership dues, member concerns, educational programming, and electing directors.

Quorum

Twenty-five percent (25%) of the Association members present shall constitute a quorum at all meetings of the Association.

Voting at Meetings

Members must be present (in person or virtually) at the meeting to vote. There shall be no voting by proxy. Each member who has paid annual dues shall have one vote. A household is viewed as a single member and shall have only one vote. Decisions are made by simple majority vote of the members present when the quorum requirements are met. Voting shall be a private vote. Each member will receive a ballot at the beginning of the meeting to make any votes on which will be collected and tallied. If member attends virtually their vote will have to be via chat and therefore no longer private. Any modifications to the ballot during the meeting will follow “Roberts Rules”.

**ARTICLEIV–BOARD OF DIRECTORS**

Management

The affairs of the Association shall be managed by its Board of Directors. Directors must be members of the Association. The Board of Directors shall have the authority to authorize spending over any budgeted line item of the annual budget approved by the Members of$300. The Board of Directors shall have the authority to authorize unbudgeted spending up to $300.

The budget will be maintained with the following stipulations: 1. If the balance is below $10K the only spending will be on lake wide weed treatments and the cost of running the association. Lake wide weed treatments do not require an association vote. 2. If the balance is over $20K with no planned projects (see article V) dues may be paused (with the exception for those that want to establish membership.) 3. Only 25% of funds greater than $10K can be used for a member request. The $10K threshold will be determined from the pre weed treatment balance for the year.

Board Composition

The Board of Directors shall include a President, a Vice President, a Treasurer, and 4 board members.

Board Elections

The Board of Directors shall be elected at the annual membership meeting by a simple majority.

Terms of Directors

All Board members shall serve one (1) year terms and are eligible for reelection. Each member of the Board of Directors shall take office immediately following the annual election.

Compensation of Directors

Directors shall not be compensated for their services except that they may be reimbursed for reasonable expenses incurred in the performance of their duties on behalf of the association.

Filling Vacancies

In the event a vacancy occurs on the Board of Directors, the remaining board members may appoint a replacement to fulfill the term.

Removal of a Director

Board members at a duly constituted meeting may, by a two-thirds vote of those in attendance, and with or without cause, remove a director from office. A Director shall not be removed from office unless the notice of the special meeting at which removal is to be considered states such purpose.

Quorum

Fifty percent (50%) of the Board of Directors present shall constitute a quorum at all meetings of the Board of Directors.

Regular Board Meetings

Regular meetings of the Board of Directors shall be held at such time and place as the Board of Directors shall determine. Board meeting notes will be shared via Facebook and email after each meeting if there is any pertinent information to share.

Special Board Meetings

Special meetings may be called by the President, by two board members, or by a minimum of 10% of the members, by requesting such a meeting in writing, email, or delivered in person to one of the Officers. It will be the duty of such officer to notify the other Board members. Only those matters described in the notice shall be discussed at the meeting.

Informational or Social Meetings

The Board may sponsor a variety of meetings and events designed to provide educational, recreational, or social opportunities for its members and their guests. Notice to members shall be made by electronic communication (email and Facebook).

ARTICLEV–OFFICERS

All board members shall be responsible for performing the duties of their respective offices as follows:

President

●Preside at all Annual Membership, board, and special meetings of the Association and shall represent the Association at all official functions.

●Responsible for day-to-day administration of the affairs of the Association and supervision of any contractors.

●Present an annual budget for approval at the Annual Membership Meeting.

 Vice President

 ●Perform the duties of the President in the absence of the President.

●Assist the President with the overall operation of the association.

●Fulfill other duties as designated by the President, the Board, or the general membership.

●track and document all weed treatment issues

Treasurer

●Have charge and custody of funds of the association.

●Handle the disbursement of funds of the association as may be ordered by the Board of Directors. ●Report the financial condition of the association to the Board of Directors and to the Annual Membership Meeting.

●Notify members regarding annual dues as established by the board.

●prepare and file yearly taxes

The entire board will work together to fulfill the following duties

●Keeps the Association informed about issues and topics that are of importance to the whole group, as well as informing the members of meetings, activities, and other important events

 ●Maintains private Facebook page for the Association

●Schedules Annual Membership and board meetings

●Fulfill all duties as directed by the President, Board of Directors, or the general membership.

●Create and distribute all meeting agendas to each Board Member or member.

 ●Create and distribute meeting minutes for all member meetings and Board meetings

●Be custodian of the association records.

 ●Keep an accurate, up-to-date mailing list of Directors and Members.

●Assure that corporate records are maintained.

**ARTICLEV–FISCAL YEAR**

The fiscal year of the Association shall begin on January 1 and end on December31.

**ARTICLEVI–COMMITTEES**

The Board may create committees and appoint committee chairs as needed. The committee chair reports directly to the Vice President.

**ARTICLEVII–COMMUNICATIONS**

The Association shall communicate with its members through electronic communication to ensure adequate communication with members on the status of objectives, education of members on issues of importance relative to the Associations purpose, to encourage membership in the Association and to communicate with other organizations important to the Associations purpose. These communications may also be used to inform the lake community of events not sponsored by the Association, but of interest to members.

**ARTICLEVIII–AMENDMENTS**

The bylaws may be modified, altered, or amended by majority vote of the members present, provided that the quorum requirements are met, at the Annual Membership Meeting of the Association, or at a special meeting called for that purpose

**ARTICLEIX-Lake wide and member request definition**

Lake wide requests are requests or ideas brought to the board to improve the entirety of the lake. These are ideas that the board would own presenting to the association for voting and acting upon if voted in. (these are typically funding and implementing requests)

Member requests are requests or ideas that members would present to the association for voting and act upon if voted in. Active members for less than 5 years can only request up to $400 per year, per project. (if dues are paused that year is not counted against the 5 years) (These are typically funding requests only)