Constitution and By-Laws
Of
Twin Lakes of Matteson Association, Inc.

Preamble

The Twin Lakes of Matteson Association, Incorporated, is formed for the purpose of promoting the welfare of the residents and shall remain nonprofit forever. All assets are pledged to charitable purposes. Monies collected or earned are to be spent on lake rehabilitation and/or lake activities.

Article 1

Membership, Dues and Calendar Year

Section 1. Eligibility: All persons who own or lease property adjacent to, or close to Matteson Lake, or who are interested in the welfare of the lake, or are users of the lake, are eligible to hold membership in the non-profit corporation, provided they pay the required yearly dues.

Eligibility for holding office in the Corporation requires that the representatives reside at or own property in the adjacent lake area.

Section 2. Dues: All Members shall pay annual dues to belong to the Association. The dues shall be established by the Officers of the Corporation, with approval by the membership, in such amounts to meet the lake rehabilitation and lake activities per the annual budget. The dues will be divided between the General Fund (lake activities, operations and weed control), Lake Management Fund (water quality testing and watershed management)(revised May 23, 2015) Fish Fund (fish restocking) as determined by the Officers of the Corporation to meet the approved budget requirements. Dues should be paid on or before the Annual Meeting. Members who are delinquent in paying dues will lose his/her voting privileges until dues are paid. (revised Sept 22, 2012)

Section 3. Financial Policies and Procedures
The Association shall adhere to the financial policies and procedures outlined in the *Twin Lakes of Matteson Financial Policies and Procedures Manual*. This manual shall be maintained by the Association Treasurer with oversight of the Executive Board and serve as the official guide for all financial practices, controls, and responsibilities of the Association.

Section 4. Calendar Year: Fiscal year shall be January 1 to December 31.

Section 5. Voting Rights: Any person who is declared to be a Valid member, by the Officers of this Corporation, shall have the right to vote on any issue of this Corporation

as provided by their by-laws. One vote shall be acknowledged per household membership.

Section 6. Office Holding: Any valid member has the right to hold any office in this Corporation. Offices are filled by election. Only one member of a family shall hold office at one time. Any officer who fails to meet membership requirements or misses three consecutive meetings without notifying the secretary or president, prior to the meeting, shall forfeit his or her office.

Article 2

Composition and Terms of Office

Section 1. Composition: This Corporation shall be operated by the action of four (4) officers. At the May meeting of the members of this organization, the four officers shall be elected in accordance with the Articles of Incorporation.

Section 2. Terms of Office: All officers are elected for one-year terms.

Article 3

Power of the Officers

Section 1. Conduct: The officers are hereby granted the right to conduct the affairs of this Corporation, providing it conducts the same in a legal fashion as authorized by the Articles of Incorporation, including the ownership and disposition. (revised 6-22-19)

Section 2. Fund Raising: The officers are empowered to transact any legal fund raising business on behalf of the Corporation.

Section 3 Bid Process Requirement : The officers are hereby requiring that for purchases of services or items, over the amount of $5,000, a bid process will be used. The bids will include 2 or more companies, if possible. The bids will be reviewed by the person and committee requesting the service or item being purchased. After the selection of the company, the bids received will be presented to the Board, for confirmation.

Article 4

Membership Meetings

Section 1. Annual Meeting: There shall be one, (1) official meeting of the members of this corporation annually. The meeting will be held in May on the Saturday before Memorial Day. At the May meeting the membership shall elect the officers for the

ensuing year, approve or disapprove the accounts of the Treasurer, and conduct any other business that is pertinent and essential at the time.

Section 2. Conduct: All meetings shall be conducted in accordance with Roberts Rules of Order.

Article 5

Officers

Section 1. Executive Board: The Executive Board of the organization shall consist of the Officers listed below.

Section 2. President: The President of the organization will be in charge of all the meetings of the Corporation in accordance with the terms of the Articles of Incorporation and appoint any and all committees deemed necessary.

Section 3. Vice President: The Vice President shall act as the President of this organization in the absence of the President, and while so acting shall have the same duties. The Vice President shall serve as the chairperson of the membership committee.

Section 4. Secretary: The Secretary shall be and is charged with the duties of recording the minutes of all meetings. He/She must keep necessary records of the meetings and give notice of Special meetings as required.

Section 5. Treasurer: The Treasurer is charged with the duty of keeping the records and accounts of this Corporation, including payment of dues and records of all other income. The Treasurer of this corporation shall be bonded for the sum of ten thousand ($10,000) dollars(revised 6-25-18).

Article 6

Notice of Meetings

Section 1. General: Written notice of all meetings of this corporation shall be given at least ten, (10), days in advance of the time by the Secretary. The notice must include date, time, place and purpose of the meeting.

Section 2. Officers: The Officers shall meet once per year, prior to the General Meeting. (revised 6-22-19)

Section 3. Special: Special meetings of the Officers or of the members of the corporation may be called upon the given notice of the President or Vice President, or upon the request of any ten members, provided the request is made twenty, (20) days in advance to

the Secretary. Upon receipt of such a request, the Secretary shall furnish notice of the meeting according to the rule in Section 1 of this Article.

Article 7

Quorum

At any meeting of the Association, 12 or more members present shall constitute a quorum for the transaction of business.

At any meeting of the Officers, the presence of two, (2), or more Offices shall constitute a quorum for the transaction of business.

Article 8

Amendment

These by-laws may be altered, amended, changed or repealed by the Officers or a majority vote of the membership at any regularly called, duly advertised meeting where a quorum is present.

Article 9

Social Activities

The Officers are hereby empowered to determine what social activities shall be held throughout the year.

Article 10

Dissolution

If for any reason whatsoever, the Twin lakes of Matteson Association, Inc. ceases to exist as a chartered non-profit corporation, all assets shall revert to Matteson Township Board of Trustees, located in Branch County, Michigan.

Revised 10-25-2012
Revised 05-23-2015
Revised 6-25-18
Revised 6-22-19
Revised 6-20-20
Revised 5-31-25

SSK, V.P.