

Constitution of the Sand Lake
Property Owners Association
Adopted
June 9, 2012

Article I. Name

The name of this Organization shall be the Sand Lake Property Owners Association, also will be known as "SLPOA" which shall be registered as a non-profit corporation under the laws and provisions of Act 327 of the Public Acts of 1931 of the State of Michigan and comply with any changes to the Act.

Article II. Purpose

The purpose of this Association is to conserve, maintain and preserve the natural resources in and around Sand Lake, Lenawee County, Michigan, including the water in the lake, its water level, to promote the health, safety and welfare of the families of the property owners and residents on and around Sand Lake.

Article III. Members

Membership in the "SLPOA" shall be limited to members and immediate family who own property that is deeded, in a Trust, Living Will or an LLC and be eighteen (18) years of age. Including those whose properties are located on leased land, as well as those owned in fee simple by him or her.

Sub-section (a) – Voting Rights

Each Property owner or his/her chosen designate shall be limited to one (1) vote, no matter how many properties are owned or the number of owners of said properties, on issues regarding elections and business of the SLPOA.

Sub-section (b) – Dues

Each member of this Association shall pay annual dues to be determined by the Governing Board and with membership approval. Dues to be paid to the Treasurer before or at the Annual Meeting. Members will not be considered qualified as members, or eligible to exercise their voting rights, until such dues are paid, together with any duly authorized assessments for the current year. Non-payment of the authorized dues and any other current fees shall automatically cancel membership in this Association.

Sub-section (c) – Special Assessments

Special assessments, to cover expenses of projects considered to be essential to the purpose of this Association may be levied on the membership by the Governing Board, when such assessments and the reasons therefore, have been brought to the membership and have been approved by the membership.

Article IV. Governing Board

This Association's business shall be governed by the Governing Board, consisting of four (4) officers, President, Vice-President, Secretary, Treasurer and Shore Delegates consisting of representatives of six shore Districts. Each District shall be represented by a Shore Delegate. A quorum to transact Association business at a Board meeting will be seven (7) members of the Governing Board. There shall be an alternate who will vote only in the absence or disability of the elected Shore Representatives. For this representation the shores of Sand Lake shall be divided into six Shore Districts, defined as follows:

South Shore: Bounded by and including 794 Pentecost on the East, and by and including 1380 Lyster Drive on the West.

West Shore: Bounded by, but excluding, 1380 Lyster Drive on the South and by Marsh Road on the North.

Northwest Shore: Bounded by and including 7878 Marsh Road (as extended to the lake shore) on the South and by the West Shore of the Sand Lake-Iron Lake Channel on the East, extending to the intersection of Hane Highway and Highway US-12 on the North.

North Shore: Bounded by the East Shore of the Sand Lake-Iron Lake Channel on the West, extending to the intersection of Hane Highway and Highway US-12 on the North, and by Ray's Drive on the East, including property 5884 and all shore properties at that point.

Northeast Shore: Bounded by Ray's Drive on the West and by, and including 75 Boulevard on the South.

East Shore: Bounded by, but excluding 75 Boulevard on the North, and by 794 Pentecost excluding same, on the South.

The Governing Board shall have the right to enlarge or change the shore districts boundary lines should occasion be required.

Article V. Banking Institution

The funds of the SLPOA shall be deposited in a Federally Insured Saving Institution in Lenawee County, State of Michigan, to be withdrawn only upon checks signed by Treasurer. In case of the absence of the President, an electronic verification from the President to the Treasurer will be sufficient documentation. The Vice-President will also be a signatory.

Article VI. Duties of Officers and Shore Delegates

Duties of President:

It shall be the duty of the President to preside at all meetings of the Association, to preserve order and enforce the Constitution; to see that all Officers and Shore Delegates perform their respective duties and carryout the mandates of the membership. The President will decide all questions of order, subject to the appeal of the membership. The President shall have the right to vote only in case of a tie, where he/she shall have the deciding vote. The President shall have the power to call special meetings when requested by one-third or more of the Voting membership in writing; and the President shall sign all orders on the Treasury for such money and shall by the Constitution or by vote of the membership be ordered paid; sign all drafts and checks and perform such duties as the Constitution may require.

Duties of Vice-President:

It shall be the duty of the Vice-President in the absence of the President to preside and to perform all duties pertaining to the office of the President and to render such assistance as may be required of him/her. In case of a vacancy in the President's office the Vice-President shall preside until the membership elects a President to fill the vacancy.

Duties of Secretary:

It shall be the duty of the Secretary to keep a correct account of the proceedings of the Association; to call the roll of officers, carry on all correspondence, perform other duties that pertain to his/her office and to deliver to the Association at the expiration of his/her term of office all property entrusted to his/her care. He/she shall by virtue of his office, be required to maintain an accurate account of all voting and non-voting members of the "SLPOA" as to their most current address.

Duties of Treasurer:

The Treasurer shall keep a true and proper financial account between the Association and its membership; collect all money due the Association. He/she shall report to the membership at each regular meeting the amount collected. The Treasurer shall make a statement of receipts, deposits, expenditures and balance. The Treasurer shall make no disbursements without authorization of the Governing Board. The Treasurer may spend no more than \$250.00 (dollars) for administrative supplies but receipts must accompany all expenditures. Any Disbursements or reimbursements shall require and be accompanied by a receipt for said goods and services. The Treasurer shall in the name of the Association, deposit all money in the bank that the Association may select, only to be drawn upon drafts signed jointly by himself/herself, and the President .He/she shall prepare all records and submit to the proper Governmental Agency any required

forms that may be required of the Association for tax purposes and keep current with all Laws of the State of Michigan in regards to his/her office.

Duties of the Shore Delegate:

It shall be the duty of the Shore Delegate to report all issues encountered as a representative of their specific shore in which elected to represent. They shall report to the Governing Board any concerns of their specific shore members and report all their acts and doings to the regular meetings of the Association's or special meeting called by the President. It shall be their duty to carry out all of the instructions of the Association.

Article VII Unethical Offenses

Any Governing Board Member may be charged with specific activities as per the February 2, 2010 Certificate of Amendment to the Articles of Incorporation.

Article VIII Nomination and Election of Board of Directors and Shore Delegates

The elected officers of this Association shall serve for a term of two (2) years. The membership shall not be liable for any claim for salary or expenses for services performed by an Officer or Shore Delegate, except such has been duly authorized by the membership prior to the performance of services or expenditures.

Election of the Board of Directors of this Association shall be by means of secret ballot and shall be held at the regular Annual Meeting held in the month of June. Members to be eligible to run for any office must have been a member in good standing of the Association for one (1) year and as defined in Article III. Should it be found that any member(s) voted more than once or may have coerced or influenced the outcome of the election; said election shall be declared null and void.

An election committee consisting of the Secretary and at least two (2) members in good standing shall have been appointed by the Governing Board prior to the nomination of Officers and Shore Delegates and shall be chaired by the Secretary who shall provide a roster of qualified voters listed by Shore and in alphabetical order. The election committee will be responsible for the election, receiving the ballots and counting of the ballots. Immediately after the results are known, the results shall be addressed to the membership.

At the annual meeting, the presiding officer shall declare that it is in order to proceed with the nomination of candidates and after nominations have been closed the Secretary and the election committee shall by affirmation of member in good standing, distribute an official ballot of the Association to each rightful voter and allow sufficient time to collect said ballots. Once ballots have been secretly cast, the election committee members shall count ballots and proclaim the winner.

The positions of the Shore Representative to be elected by members of the specific shore, in which the representative is running for, (example: North Shore Representative can only be voted into office by the North Shore members as defined in Article III.

Any Officer wishing to resign shall submit his resignation in writing to the Secretary which will then submit resignation to the Governing Board. The President shall have the power to fill any vacant office by appointment and approval of the Governing Board, until a successor has been duly elected and qualified to serve until the next annual meeting.

Article IX Meetings

There shall be an annual meeting of the members of this Association, held normally in the month of June of each year. Time of day shall be set by the Governing Board and at an appropriate place on Sand Lake or in the near vicinity. Written notice of the time, place and purpose of any members meeting shall be given to Members entitled to vote, not less than fourteen (14) days prior to the date of the meeting. Notice will be mailed (USPS) and such notice will be sent to the Members at their last known address provided to the Association's records and such notice shall be deemed duly served when it has been deposited in the United States mail (USPS), with postage fully prepaid. All written notices shall bear the signature of the Secretary of the Association.

At such Annual Meeting, there shall be transacted any and all business necessary and incident to the furtherance of the purpose of this Association.

Sub-Section (a) Additional Meetings

Additional or special meetings of the membership may be called when considered necessary by the Governing Board,

Also, additional meetings may be called by one-third (1/3) vote of members in good standing, of those members present at the Annual Meeting or by written request signed by the majority of members in good standing at the time of request, to the Governing Board.

Article X Rules of Order

“Roberts” Rules of Order shall guide the conduct of the meetings of this Association on all questions of parliamentary nature, not specifically provided for, in this Constitution.

Article XI Amendments to this Constitution

In order to amend, alter or rescind any section, or part thereof, of this Constitution the proposed change must be submitted to the Governing Board and Secretary in writing, bearing the signature of the author, at least forty-five (45) calendar days prior to the Annual Meeting at which the proposed change will be read, discussed and must be voted upon by the membership in good standing.

Article XII General Provisions

Quorum at an Association meeting will be in person and shall be twenty-five (25%) percent of Members qualified to vote.

Errors and Omissions Insurance will be required by any member of the Association who handle funds of the Association.