

BY-LAWS OF THE BECKER COUNTY COALITION OF LAKE ASSOCIATIONS

Article I Name

Section 1. The name of this organization shall be the Becker County Coalition of Lake Associations. The organization is registered as a Non-profit corporation under the laws of the State of Minnesota and maintains a legal address in Detroit Lakes, Minnesota.

Article II Purpose

Section 1. The Becker County Coalition of Lake Associations, hereafter referred to as Becker County COLA is organized for the purpose of facilitating cooperation among member Lake Associations to protect and enhance the quality of lakes and their shore areas.

Section 2. Becker County COLA will encourage a water quality monitoring programs, assist in the identification of environmental impacts to lakes, communicate information to association members and the public regarding the preservation of lakes as an important natural resource, present recommendations related to shoreland development, coordinate and cooperate with County, State and other appropriate agencies in maintaining and improving water quality.

Article III Membership

Section 1. Lake Associations located within or outside of Becker County that are organized with a purpose of protecting and improving their lakes are eligible for membership in Becker County COLA. Requirements of membership include payment of annual dues, designating a Lake Association COLA Representative and providing Lake Association Member rosters and Officer mailing lists. Each member Lake Association shall have one (1) vote in the conduct of business on those matters requiring approval of the organization.

Section 2. Individuals not represented by a Lake Association and organizations with an interest in preservation of lake water quality may join Becker County COLA by paying member dues, providing mailing lists and designating a COLA Representative. Such members while allowed to participate in discussion and provide input to the decisions of Becker County COLA, are non-voting members.

Section 3. Lake Associations shall provide Becker County COLA with a list of current Members and Officers as soon as possible following their annual meeting, preferably no later than September 1st.

Article IV Dues

Section 1. The Executive Committee will include a dues recommendation in the annual budget for presentation at the April COLA meeting. The dues amount established for that budget period must be approved by the COLA Representatives.

Section 2.- Annual dues in the amount approved by the COLA Representatives are payable by September 1st for the current calendar year and considered delinquent if not received by December 1st of that year.

Article V Officers

Section 1. The Officers of Becker County COLA shall consist of a President, Vice President, Secretary and Treasurer.

Section 2. Responsibility of Officers

- A. The President shall preside at the regular and special meetings of Becker County COLA and shall represent Becker County COLA at official functions. The President, with approval of the Executive Committee, shall appoint members to committee and special project assignments.
- B. The Vice President shall, in absence or disability of the President, fulfill the duties of the President. The Vice President shall accept and perform other duties as designated by the President.
- C. The Secretary shall record minutes of all regular and special meetings of Becker County COLA. The Secretary shall distribute notices and correspondence in the conduct of Becker County COLA business matters. The Secretary is the custodian of Becker County COLA records.
- D. The Treasurer shall receive all revenues and disperse all authorized expenditures of Becker County COLA. The Treasurer shall maintain record of all financial transactions and submit monthly reports. The Treasurer shall present an Independent Uncertified Audited Income and Expense report of the previous Calendar year at the April COLA Representatives meeting. An uncertified audit shall also be performed within 3 months of a

change in Treasurer. The Treasurer may be bonded at expense of Becker County COLA.

Section 4. Terms of Office

- A. The President shall serve a two year term and is elected by a simple majority at the October COLA Representatives meeting. The position of President will be elected on even years.
- B. The Vice President shall serve a two year term and is elected by a simple majority at the October COLA Representatives meeting. The position of Vice President will be elected on odd years.
- C. The Secretary shall serve a two year term. The Secretary's position is subject to election and approval by simple majority each even year at the October COLA Representatives meeting.
- D. The Treasurer shall serve a two year term. The Treasurer's position is subject to election and approval by simple majority each odd year at the October COLA Representatives meeting.
- E. The terms of all Officers elected at the October Cola Representative meeting begin service on January 1st of the next Calendar year.
- F. The COLA Representative or an authorized Alternate Representative must be present to vote on the election of any officer of Becker County COLA.
- G. The Officers of Becker County COLA are not subject to a term limit.
- H. The President, with approval of the Executive Committee shall appoint a replacement for any elected officer not able to complete a full term.

Article VI COLA Representatives

Section 1. Each member Lake Association shall designate a COLA Representative and as necessary an Alternate Representative to Becker County COLA.

Section 2. The COLA Representative and/or Alternate should attend all regular and special Becker County COLA meetings to participate in business decisions.

Section 3. The COLA Representative and/or Alternate is responsible to disperse information, recommendations and decisions of Becker County COLA to their respective Lake Associations officials and members. In addition, the COLA Representative and/or Alternate is responsible for communicating to Becker County COLA issues, concerns and response from their respective Lake Association.

Article VII Committees

Section 1. Becker County COLA shall have an Executive Committee, consisting of the elected Officers, and Committee Chairs, and presided over by the President. The functions of the Executive Committee are:

- A. Review progress, develop initiatives and/or action plans for consideration by the COLA Representatives.
- B. Establish dates and plan the agenda for meetings of the COLA Representatives.
- C. Prepare and submit an annual budget for the current Calendar year to the COLA Representatives for approval.
- D. Act on behalf Becker County COLA when urgency and/or circumstances don't allow consideration by the COLA Representatives.

Section 2. The President with concurrence of the Executive Committee will establish Standing and Ad Hoc Committees as necessary to carry out the functions of COLA. Such Committees could include but are not limited to Water Monitoring, Communications, Environmental Concerns and Membership Development. Committee members must belong and be in good standing with a Lake Association affiliated with Becker County COLA. Committee members may serve in a dual role as a Lake Association Officer or COLA Representative. Each Committee shall have a designated chairperson and the activity of the Committees will be reported as necessary or on a regular schedule to the COLA Representatives.

Article VIII Meetings

Section 1. Becker County COLA operating on a calendar year basis, conducts a monthly COLA Representatives meeting May through October each calendar year. The May meeting is organizational in nature related to orientation, budget and the years agenda. The October meeting will include the election of Officers.

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

Section 3. All meetings shall be documented by a set of minutes, provided to the COLA Representatives and made available to any Lake Association member upon request.

Section 4. Special meetings may be called by the President given 15 days notice to the COLA Representatives. The business conducted at a special meeting will be limited to the purpose stated in the meeting notice.

Article IX Communications/Website

Section 1. Organizational email list

- A. The organizational email list is the property of BCCOLA.
- B. The organizational email list will be kept under the authority of the BCCOLA Executive Committee
- C. Organization emails will be available to all members of the BCCOLA Executive Committee for communication purposes to BCCOLA membership.
- D. The organizational email list will not be share with any outside sources for publication or solicitation purposes.
- E. Lake Association contact information will be provided to the Becker County Zoning office should there be an issue surrounding a specific lake/Lake Association.

Section 2: Website

- A. Executive Committee members will/can update/revise the BCCOLA website.
- B. Upon agreement with the Executive Board, Executive Committee members can communicate with membership through website capabilities.

Article X General Governing Provisions

Section 1. Becker County COLA observes a calendar year for the purpose of financial matters, election of officers, appointment of committees and meeting schedules.

Section 2. Any Member of the Board of Directors may represent COLA by citing policies or positions approved by the membership. An officer or chair may cite his/her COLA affiliation when presenting views to another group.

Section 3. An action to remove an Officer or Committee member can be initiated by written petition of Forty (40%) percent or more of the member Lake Associations provided that written notice is given to the member Lake Associations at least Fifteen (15) days in advance of the date a which the action will be undertaken.

Section 4. The Bylaws may be suspended by a two-thirds majority of those present and voting for emergency situations only.

Section 5. The Bylaws may be amended by a majority vote at a meeting of Becker County COLA, provided that written notice is given to the member Lake Associations at the COLA meeting previous to the date at which the action will be undertaken.

Original Bylaws:	June 11, 1991	Mark Geihl, President
First Revision:	June 8, 1995	Mark Geihl, President
Second Revision:	June 8, 2000	Phyllis Onsgard, President
Third Revision:	May 14, 2009	Richard Hecock, President
Fourth Revision	May 12, 2011	Richard Hecock, President
Fifth Revision	May 10, 2012	Richard Hecock, President
Sixth Revision	March 13, 2018	Executive Committee – Needs approval by membership at 5/17 meeting