

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 and BCCOLA 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. BCCOLA will encourage a water quality monitoring program, 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 Board will include a dues recommendation in the annual budget for presentation at the May 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, Administrative Assistant and Treasurer.

Section 2. Responsibility of Officers

- A. The President is the senior leader of BCCOLA. The President presides over the organization, including meetings of the Executive Board and Membership. The President, with approval of the Executive Board, shall appoint members to committee and special project assignments. The average time requirement for this position is 4 to 6 hours per month.
- B. The Vice President shall, in absence or disability of the President, fulfill the duties of the President. The Vice President will be responsible for attending MN COLA meetings and reporting on the activities of this organization. The Vice President shall accept and perform other duties as designated by the President. The average time requirement for this position is 4 to 6 hours per month.
- C. The Administrative Assistant shall record minutes of all regular and special meetings of BCCOLA. The Administrative Assistant takes the lead to receive and send communications on behalf of BCCOLA relative to business matters. This individual is responsible for contacting speakers, setting schedules, arranging meeting

locations, and following through with meeting preparation, as necessary. The Administrative Assistant is the custodian of BCCOLA records. The average time requirement for this position is 6 – 8 hours per month.

- D. The Treasurer shall receive all revenues and disperse all authorized expenditures of BCCOLA. The Treasurer shall maintain a record of all financial transactions and prepare an annual budget for membership approval at the October Membership meeting. The average time requirement for this position is 4 to 6 hours per month. The Treasurer may be bonded at expense of BCCOLA. An uncertified audit shall also be performed within 3 months of a change in the Treasurer.

Section 3. Terms of Office.

- A. The President shall serve a two-year term and is elected by a simple majority attending the October COLA Representatives meeting.
- ~~B.~~ The Vice President shall serve a two-year term and is elected by a simple majority attending at the October COLA Representatives meeting.
- C. The Administrative Assistant shall serve a two-year term. The Administrative Assistant's position is subject to election and approval by simple majority attending 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 attending the October COLA Representatives meeting.
- E. The terms of all Officers elected at the October Cola Representative meeting will begin service on January 1st of the next Calendar year.
- F. Candidates may be nominated from the floor, if they are present at the meeting and approve of their name being placed for nomination.
- G. The Lake Association COLA Representative or an authorized Alternate Representative must be present to vote on the election of any office of Becker County COLA.
- H. Terms of office are two years. Officers may serve unlimited sequential terms, if approved by voting members.
- I. If an officer leaves their position, the Executive Board has permission to appoint a person to any position. The appointed candidate will be presented to membership at the next monthly meeting. This candidate will be voted on at the following monthly membership meeting. After approval by membership, the candidate will began service the following month.
- J. There is an open meeting policy at any BCCOLA Executive Board meeting.

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 Board; consisting of the elected Officers, and Committee Chairs, and presided over by the President. The functions of the Executive Board 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 do not allow consideration by the COLA Representatives.

Section 2. The President with concurrence of the Executive Board 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, if necessary. A quorum of 10 Lake Association BCCOLA Representatives, or authorized Lake Association alternate Representatives, must participate in person or through live audio-visual technology, to vote on the election of any officer or vote on changes of the BCCOLA Bylaws

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 Board
- C. Organization emails will be available to all members of the BCCOLA Executive Board 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 Board members will/can update/revise the BCCOLA website.
- B. Executive Board 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 Executive Board 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 before 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	May 17, 2018	Jennifer Heitman Thompson, President
Seventh Revision	June 9, 2021	Rich Cieslak, President
Eighth Revision	January 2022	David Oberlander, President