

AMENDED AND RESTATED
BY-LAWS

Of

HUBBARD LAKE COMMUNITY ASSOCIATION, INC.

BY-LAWS

(501(c) (4 Corp)

Hubbard Lake, Michigan 49747

REVISED June 15, 2026

HUBBARD LAKE COMMUNITY ASSOCIATION, INC.
Hubbard Lake, Michigan 49747

This is a non-profit organization incorporated under Act 327 Public Acts of 1931, as amended. Incorporation was granted on August 12, 1953, by the Michigan Corporation and Securities commission, Lansing, Michigan. Incorporation was renewed in 1978. The name was changed from the Hubbard Lake Citizen Incorporation to the Hubbard Lake Community Association in 1981.

SECTION 1. MISSION STATEMENT

The Hubbard Lake Community Association will work with the residents of the community, businesses and other community organizations to revitalize and improve the conditions and quality of life in the Hubbard Lake area. In addition, the Hubbard Lake Community Association will fully support and maintain a working relationship with the Hubbard Lake Fire Department. The Hubbard Lake Community Association will maintain the Community Hall on Hubbard Lake Community Association property.

SECTION 2. MEMBERSHIP

Membership in the Hubbard Lake Community Association is open to anyone who desires to join. Voting rights, however, are restricted to residents and/or property owners of Hubbard Lake zip code 49747 and Spruce zip code 48762.

SECTION 3. OFFICERS

Officers of the Hubbard Lake Community Association shall consist of a President, Vice-President, Secretary and Treasurer.

The PRESIDENT shall be the chief executive officer of the Hubbard Lake Community Association and shall have the general control and management of its business and affairs, subject, however, to the order of the Board of Directors and to the majority of the membership at the regular meetings.

The VICE-PRESIDENT shall assume the duties of the President when the President is absent or unable to preside.

The SECRETARY shall keep the minutes of all meetings including the Board of Directors' meeting and shall have custody of all the records pertaining to this office. In the event of a Secretary position change, then all records will be relinquished to the successor. The Secretary shall send notices of the annual membership meeting, shall keep a membership roster and a list of voting members in Hubbard Lake zip code 49747 and Spruce zip code 48762, shall provide all records to any officer or director upon request, and shall perform such other duties as are incidental to the office or as required by the Board of Directors or the President.

The TREASURER shall have custody of all financial records. In the event of a Treasurer position change, then all records will be relinquished to the successor. The Treasurer shall

deposit funds in a financial institution as directed by the Board of Directors and shall issue checks in payment of bills and obligations as ordered by the Board of Directors. All requests for expenditures in excess of \$500.00, not previously approved, will require Board approval. At the monthly Board of Directors' meeting, the Treasurer shall submit the Hubbard Lake Community Association financial statements. The Treasurer shall provide all books and records to any officer or director upon request, and shall perform such other duties as are incidental to the office or as required by the Board of Directors or the President. Any signatures on the checking accounts shall be bonded. Cost of bond shall be paid by the respective entity.

All officers shall be elected for a period of one (1) year, or until a successor is duly elected.

SECTION 4. BOARD OF DIRECTORS

The Board of Directors shall consist of the Officers of President, Vice President, Secretary, Treasurer and five (5) Directors for total of nine (9) members. Directors elected for a two (2) year term with two (2) directors to be elected in even numbers years and three (3) directors to be elected in odd number years. Board positions cannot be held by more than one (1) member of any immediate family. Immediate family consists of spouses, children, parents, brothers or sisters. Only residents and/or property owners of Hubbard Lake zip code 49747 and Spruce zip code 48762 are eligible to be on the Board of Directors.

The business and property of the Hubbard Lake Community Association shall be managed and controlled by the Officers and Board of Directors and all decisions made at a meeting shall be binding. Any decision made by a majority vote at the annual or a special meeting of the members shall be binding on the Officers and the Board of Directors, but may be amended by a majority vote of the Officers and Board of Directors, provided such a decision does not conflict with these By-laws.

SECTION 5. MEETING

There shall be an annual membership meeting of the Hubbard Lake Community Association. The Secretary shall send notices to all members not less than fifteen (15) days prior to the date of such meeting. This meeting shall be held on the third (3rd) Monday of June each year. Election of Officers and Directors for the ensuing year will take place at this meeting.

The President may call special meetings from time to time as conditions warrant and the Secretary shall contact members. The President shall also call a special meeting when petitioned by ten (10) members in good standing.

The Officers and Board of Directors shall meet as often as necessary to properly conduct the affairs of the Hubbard Lake Community Association. Such meetings can be called by the President or whenever requested by at least two (2) of the directors.

If a Board member is unable to attend a scheduled meeting in person, they may make a request to the Board President to attend the meeting electronically.

SECTION 6. QUORUM

At the annual membership or a special meeting of the Hubbard Lake Community Association, twenty (20) of the voting members in attendance shall constitute a quorum.

SECTION 7. DUES

Annual dues of \$10.00 per person or \$15.00 per couple are payable prior to or at the annual membership meeting.

SECTION 8. GOOD STANDING

Only members who have paid their dues shall be considered in good standing and only those residents and/or property owners within Hubbard Lake zip code 49747 and Spruce zip code 48762 shall be allowed to vote at the annual membership meeting or a special meeting.

SECTION 9. FISCAL YEAR

The fiscal year shall end April 30th of each year and the Treasurer's books shall be closed on that date.

SECTION 10. ANNUAL FINANCIAL REVIEW

At the close of each fiscal year, the Treasurer of the Hubbard Lake Community Association shall submit the records for a financial review. The President shall appoint an internal financial review committee at least one (1) month prior to the annual membership meeting. This committee shall be composed of the President or Vice-President, one (1) Director, and one (1) member of the Association. The Treasurer shall be available to answer any questions.

SECTION 11. VOTE

A majority of votes at an annual membership meeting, regular monthly board meeting or a special meeting shall govern.

The following cases require a two-thirds (2/3) majority voting members in attendance:

- a. Change in annual dues
- b. Changes in the By-Laws
- c. Any major expenditure of the Hubbard Lake Community Association which cannot be paid from funds in the treasury.

SECTION 12. VACANCIES

In the event of death of any officer or director, or inability or unwillingness to serve, the remaining officers and directors, even though lacking a quorum, may by a majority vote elect successor or successors who will hold office until the next annual election of officers.

SECTION 12A. REQUIRED ATTENDANCE OF DIRECTORS

After three (3) consecutive absences, a director may be removed at the discretion of the Board of Directors.

SECTION 13. ORDER OF BUSINESS

"Roberts' Rules of Order" shall govern all meetings.

SECTION 14. CHANGE IN BY-LAWS

The officers and Board may propose any change in the By-Laws made by the directors or by a petition of at least nine (9) members in good standing. Any change(s) must be presented at the previous month's membership meeting prior to the annual membership meeting, regular monthly board meeting or a special meeting at which voting to accept changes will occur. Copies of proposed changes will be provided to all members in attendance.

SECTION 15. NOMINATION COMMITTEE

At least thirty (30) days prior to the annual membership meeting, the President shall appoint a nominating committee consisting of at least three (3) members in good standing who are not officers or directors, for the purpose of recommending candidates for the officer positions and director positions. A resident or eligible person in Hubbard Lake zip code 49747 and Spruce zip code 48762 desiring to be a candidate for the Hubbard Lake Community Association Board must give written notice of his or her intent thirty (30) days prior to the election directed to the current Hubbard Lake Community Association President.

Should there be more than one (1) candidate for a position, the vote shall be by ballot and the President shall appoint at least two (2) tellers to distribute, collect and count the ballots and report the outcome to the President. The candidate receiving the most votes shall be declared elected and shall serve for the ensuing year.

All candidates for office must be present at the annual membership meeting to accept their nomination and must be members in good standing.

SECTION 16. DISSOLUTION

Upon dissolution of Hubbard Lake Community Association, Inc., assets shall be distributed for one or more purposes within the meaning of section 501(c)4 of the internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to Caledonia Township, for the sole purpose of sustaining the Hubbard Lake Community Center/Library building.