

*2nd Draft*

BY LAWS OF  
BIG ELBOW LAKE COMMUNITY COUNCIL

A non-profit organization recognized by the White Earth Reservation Tribal Council.

ARTICLE I.

Title and Purpose

Section II. The organization shall be known as the Big Elbow Lake Community Council.

Section II. The purpose of this organization shall be to promote the well being of the Community of Big Elbow Lake, Waubun, Minnesota. This shall be accomplished through the development and/or operation of service programs such as education, recreation, health services, public housing, employment and general welfare.

ARTICLE II.

Board of Directors

Section I. The property and business of this organization shall be managed by its Board of Directors; which shall be five (5) in number.

Section II. Members of the Board of Directors shall be elected from residents within these prescribed boundaries;

One and a half (1 1/2) miles East on highway 143 to County Road 37/39. Five miles South on county road 35 including Big Elbow Lake, Little Bear Lake, including Jugger Lake and Pike Lake. Eight (8) miles West on Hwy 119 including McCrabe Hill. Three and a half (3 1/2) miles North including Little Elbow Lake Park area.

See Attachment A for description.

Any individual living within one and a half (1 1/2) miles on or near the boundaries and consider themselves apart of the Big Elbow Lake Community are considered community members.

Section III. The officers of the Board of Directors shall consist of a chairperson, vice-chairperson, secretary, treasurer, and (1) one council member.

Section IV. The terms of office for the Board of Directors after the first election shall be two (2) years in length, with elections for chairperson, secretary and treasurer on odd years and the elections for the vice-chairperson and council member on even years.

Section VI. No person shall hold an office of the Board of Directors unless the age of nineteen (19) has been reached before the election.

Section VII. In the event any member of the Board of Directors shall, without justification, fail to attend three (3) consecutive meetings, they shall be deemed to have resigned and a vacancy to have been created.

Section VIII. Any vacancies occurring in the Board of Directors shall be filled by the remaining members of the board. Only individual (s) who sought a position on the Board of Directors shall be considered. When no individual (s) have sought a position on the Board of Directors the Board of Directors shall appoint individual (s) to said vacancies.

### ARTICLE III.

#### Meetings of the Board of Directors

Section I. The Board of Directors shall meet on the second Monday of each month. Time and location of the meetings determined by the chairman of the Board of Directors. Special meetings may be held at the request of the chairman of the Board of Directors or any other three (3) members of the Board of Directors. Limit of one (1) special meeting per month.

Section II. At all meetings of the Board of Directors a majority of the Board of Directors shall be necessary and sufficient to constitute a quorum for the transaction of business. The acts of a majority of the Board of Directors present at any meeting at which there is a quorum, shall be the acts of the Board of Directors. A quorum shall consist of at least four (3) members present.

Section III. Each member of the Board of Directors, except the chairman of the Board of Directors, shall be entitled to one (1) vote on matters submitted to a vote of the

directors. The chairman of the Board of Directors will vote in case of a tie, and in the absence of any board member.

Section IV. Roberts Rules of Order shall govern the proceedings of all meetings of the Board of Directors.

Section V. Order of Business:

- A. Call to order
- B. Roll call
- C. Reading of minutes
- D. Treasurer's report
- E. Approval of bills
- F. Unfinished business
- G. New business
- H. Open forum/ (three minutes per person please)
- I. Discussion
- J. Adjournment

Section VI. Member of the Board of Directors may be reimbursed for their expenses on a per diem basis, incident to their attendance at a board meeting, in an amount to be determined by the board.

Section VII. All meetings of the Board of Directors shall be open to the public. At which time public may address the Board during the open forum.

#### ARTICLE IV.

##### Duties of Officers

Section I. The chairman shall:

- A. Preside at all regular and special meeting of the Board of Directors.
- B. Assume responsibility for the implementation of all resolutions and ordinances of the Elbow Lake Community Council.
- C. Sign with the secretary or treasurer on behalf of the Elbow Lake Community Council, all official papers and disbursements when authorized to do so.

- D. Assume general supervision of all officers and committees of the Elbow Lake Community Council and, as delegated take direct responsibility for the satisfactory performance of such officers and committees.
- E. Prepare a report of negotiations, important communications, and other activities of the Elbow Lake Community Council, and shall make this report at each regular meeting of the Board of Directors. He shall include in this report all matters of importance to the Elbow Lake Community, and in no way shall he act for the community unless specifically authorized to do so.
- F. Have general management of the business activities of the Elbow Lake community Council. He shall not act on matters binding the community until the Elbow Lake Community Council, has deliberated and enacted appropriate resolution, or unless written delegation of authority has been granted.
- G. Shall not vote in meetings of the Board of Directors except in case of a tie, in the absence of any board member and to amending By-Laws of the Community Council.

Section II. Vice-Chairman:

In the absence or disability of the chairman, the vice-chairman shall preside. When so presiding, he shall have all rights, privileges and duties as set forth above under duties of the chairman, as well as the responsibility of the chairman. Will have signing authority in the absence of the chairperson.

Section III. The Secretary shall:

- A. Keep and maintain a complete record of the meeting of the Board of Directors
- B. Be the custodian of all property of the Elbow Lake Community Council.

- C. Keep a complete record of all business of the Elbow Lake Community Council
- D. Sign with the Chairman all official papers as provided in Section 1 (c)
- E. Serve all notices required for meetings and elections.
- F. Perform other duties as may be required by the Board of Directors.
- G. Will have signing authority in the absence of the treasurer.

Section IV: Treasurer:

- A. Sign, with the chairman, all official papers as provided in Section 1 (c) of this article.
- B. Receive all funds of the Elbow Lake Community Council, entrusted to it, deposit same in depository selected by the Board of Directors, and disburse such community funds as authorized by the Board of Directors.
- C. Shall maintain, open inspection by members of the Elbow Lake Community at all reasonable times, with written request, current amounts of the properties and business transaction of the Elbow Lake Community Council.
- D. Make a monthly report and account for all transactions involving collections and obligations of the Elbow Lake Community Council funds. He/she shall present such financial reports to the Board of Directors at each of its regular meetings. Disbursement of such obligations shall be approved by the Board of Directors.
- E. Perform other duties as may be required by the Board of Directors.

ARTICLE V.

Section I. Board of Directors shall be permitted to inspect the books of the Elbow Lake Community Council with written request, at all reasonable times.

Section II. All checks of the Elbow Lake Community Council shall be signed by the chairman and by the treasurer.

Section III. These By-Laws may be amended or altered by the majority vote of the Board of Directors at any meeting.

Section IV. A petition with forty (40) signatures or more will result in a vote by the Board of Directors with the majority vote needed for expulsion from the Board of Directors.

We do hereby certify that the foregoing By-Laws were adopted by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, at a special meeting of the First Board of Directors of the Elbow Lake Community Council, a quorum being present, held on \_\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer