

Bylaws – Balch Lake Improvement Association v2.0

Article 1. These are the bylaws for Balch Lake Improvement Association, Inc. (BLIMP, PO Box 494, East Wakefield, NH 03830. Balch Lake Improvement Committee, Inc. is a 501(c)(3) non-profit corporation registered in the state of New Hampshire representing the following organizations: Balak Association, Balch Hill Association, Lake Balch Owners Association, Balch Pond Acres Association, Jennifer Lane Association, The Ridge Association, Shady Nook Association, Shephard’s Island Association, Walden Association, Whitehouse Rd Balch Lake Association, Wise Cove Association, Wyman Point Road Association, or any other Associations or groups the members deem appropriate

Article 2. Purpose

BLIMP is formed, including but not limited to, to promote a mutual expression of opinion and joint action where necessary on all matters affecting the welfare of the Balch Lake community as well as to foster the beneficial improvement and preservation of the Balch Lake Community.

Article 3. Responsibilities

The responsibilities of BLIMP will include: protection of the waters of Balch Lake including minimizing the effects of invasive aquatic species; representing the lake organizations with New Hampshire Department of Environmental Services, Maine Department of Environmental Protection, Wakefield, NH, Acton, ME and Newfield, Maine; represent the affiliated Associations at meetings in NH, ME and other agencies with missions effecting Balch Lake including, but not limited to the Loon Preservation Committee, NH Lakes, Lake Stewarts of Maine, Lakes Environmental Association (LEA) Acton Wakefield Watershed Alliance (AWWA), and any other matters deemed important by the membership.

Article 4. Membership

The voting members of the BLIMP shall be selected by each of the owner associations on Balch Lake. Each association shall have one (1) representative. There will also be one (1) representative for camps without an association to be determined by those camp owners.

Article 5. Board of Directors

The board of directors of BLIMP shall consist of seven (7) members. Each director will be elected to serve a three (3) year term. The board of directors shall be elected, by majority vote, at the annual meeting of BLIMP.

Should any director resign before the expiration of his/her term, the board of directors, by majority vote, will fill the position until the next annual meeting when the members will vote to replace the director for the remainder of the term or elect a new member if the term of the resigned director has expired.

The board of directors will be responsible for all day to day operations of BLIMP including, but not limited to: coordination of communications with all Balch Lake property owners; finances and budgeting, administration, and fundraising; authorizing contractual relations with state and local municipalities; management of all Balch Lake water quality issues especially as related to control of invasive aquatic species; and coordination of relationships with other related non-profit organizations.

Article 6. Officers

The officers of BLIMP shall consist of President, Vice President, Secretary and Treasurer. Each shall be elected, by majority vote, by the Board of Directors at its first meeting after the BLIMP Annual Meeting. Each shall serve a one year term.

The duties of each officer shall consist of, but not be limited to:

- President:
 - presiding over all Association and Board of Director meetings

- representing BLIMP with all interacting agencies and organizations
- management of all grant writing and reporting to all agencies
- preparing and presenting an annual report to all Associations
- Vice President
 - Assists the President with her/his duties as and when needed
 - Completes special projects as requested by the President
 - Chairs meetings in the absence of the President
 - Serves as spokesperson in the absence of the President
- Secretary
 - Maintaining minutes for all Association and Board of Director meetings
 - Maintaining a roster/mailling list of all Association representatives
 - Providing timely communication between BLIMP and its member associations
 - Assisting the president in grant preparation & reporting
- Treasurer
 - Maintaining all financial records
 - Developing an annual budget to be presented to the Board of Directors for approval
 - Filing any and all necessary tax reports

Article 7. Committees

In conjunction and coordination with the Board of Directors, the following outlines the goals and purposes of our standing Committees:

- **Invasive Species Management:**
 - Monitor levels and locations of existing non-native invasive species; keep abreast of potential new non-native species and watch for existence in Balch Lake; in conjunction with state and local agencies, identify and coordinate efforts to control or mitigate invasive species; and other related matters that occur from time-to-time.
- **Fundraising:**
 - Maintain/develop activities that provide non-governmental funds to support BLIMP's annual budget; work in coordination with the Communications and Education Committee to further enhance sense of community among residents of Balch Lake related thereto; and other related matters that occur from time-to-time.
- **Communications and Education:**
 - Develop and maintain a structured approach to enhance community engagement at Balch Lake, insuring visibility of the organization to the public in multiple formats, including awareness about BLIMP efforts and activities; identify, implement, and maintain methods and tools to efficiently connect with the Balch Lake community on a regular basis; identify opportunities to share knowledge about BLIMP activities, and awareness of challenges facing the lake; and other related matters that occur from time-to-time.
- **Science Committee:**
 - Provide BLIMP with a scientific perspective for matters concerning the health of Balch Lake, including but not limited to water quality. Identify opportunities and implement methods to monitor lake health and water quality on a regular basis; determine if needs exist to implement programs that enhance lake health and water quality; work in conjunction with the Communications and Education Committee to share water quality activities and status with Balch Lake community; and other related matters that occur from time-to-time.

The Standing Committee members shall be selected by the Board of Directors. Committee members will serve a three (3) year term.

The Board of Directors are also authorized to create Ad Hoc Committees as they deem necessary.

Article 8. Meetings

Annual Meeting of Association Representatives (Annual Meeting):

The Annual Meeting shall occur on a Saturday morning in June in the Shady Nook Association, or at any other suitable time and place as determined by the Board of Directors.

A notice of the Annual Meeting including date, time, location and agenda shall be mailed or emailed to all Associations a minimum of thirty (30) days before such meeting is to be held.

It shall also be the responsibility of the secretary to send notification to all Associations regarding items to be voted upon to include, but not be limited to, election of Board of Directors and change of by-laws no later than two (2) weeks of the meeting date.

A Quorum will be required for voting on measures such as, but not limited to, election of Board of Directors and change of by-laws. A quorum of 50% of eligible members will be established by the presiding officer. Should a quorum not be present for a necessary vote the Board of Directors may authorize a ballot by either mail or electronic means. In all voting matters a secret ballot may be called for by any single member. Any such secret ballot will be counted by two members looking at the ballots at the same time.

Proxy votes are permitted at the Annual Meeting. The person holding the proxy must be a duly designated representative of the same Association as the person who is being represented.

Special Meetings:

Special meetings may be called by the President with the approval of the Board of Directors or if 25% of the association representatives sign a petition for a Special Meeting will require the meeting be called within 45 days. Time and place and specific agenda must be noticed no later than 30 days before a Special Meeting and only those specific agenda items may be discussed and acted upon.

Board of Directors Meeting

The Board of Directors shall meet a minimum of two (2) meetings per year at the date, time and place of the President's choosing.

Article 9. Amendments to bylaws

Any amendments to the bylaws must be noticed at least 2 weeks before the Annual Meeting or at least 30 days before a Special Meeting.

Amendments to these by-laws may be made by a vote of two-thirds (2/3) of the members present providing there is a quorum.

Article 10. Roberts Rules of Order (latest edition)

"Roberts Rules of Order" will be used as a general guide to governing the Association and its meetings.