

**BYLAWS  
OF THE  
MICHIGAN STORMWATER-FLOODPLAIN ASSOCIATION  
(MSFA)**

**ARTICLE I  
Membership**

The membership of the Association shall be as hereinafter set forth.

Section 1. Members – A person becomes a member upon payment of dues and enrollment on the list of active members of the organization. There are three classifications of members.

- a. Full: members are professionals or governmental officials involved in storm water or floodplain management.
- b. Associate: members are individuals, groups, associations, or corporations interested in storm water or floodplain management but are not directly involved in storm water management or the abatement of flooding for the good of the general public.
- c. Student: members are registered, full- or part-time students interested in storm water or floodplain management.

Section 2. Only Full members of the Association are voting members.

Section 3. The annual dues of the Association shall be \$20 per person for Full members; \$15 per person for Associate members; and \$5 per person for Student members. Dues are payable on or before January 1 of the calendar year. New members applying after July 1 will pay 50 percent.

Dues are subject to review and modification of the Full members as established by the Bylaws.

Section 4. Any member delinquent in payment of dues for more than 60 days shall be dropped from membership of the Association until such time as dues are paid.

Section 5. The Association Treasurer will be responsible for sending out notices and collecting dues and will be assisted in this responsibility as directed by the Board of Directors.

**ARTICLE II  
Meetings of the General Membership**

Section 1. Annual Meeting – The annual meetings of the Association shall be held in accordance with the Constitution; shall elect a Board of Directors for the Association; may establish policy by resolution; and consider and revise proposed amendments to the Constitution; and may conduct other business and activities. The annual meeting shall be held at such time, date, and place as may be designated by the Board of Directors.

Section 2. Special Meetings – All business and activities that may be conducted at an annual meeting may be conducted at special meetings, except for the election of the Board of Directors. Special meetings of the Association may be called at any time by a majority of the four officers. Any member of the Board of Directors may request in writing a special meeting of the Association subject to approval of the majority of the four officers.

Section 3. Notice of Meetings – Written notice of each meeting of the Association shall be given by mailing a copy of such notice at least 21 days before such meeting to each member, addressed to each member's address last appearing on the books of the Association or supplied by such member to the Association for the purposes of notice. Such notice shall specify the place, day, and hour of the meeting noticed, and, in the case of a special meeting, the purpose of the meeting.

### ARTICLE III Board of Directors

Section 1. The purpose and objectives for which the Association is formed and established and the Association's property shall be managed by the Association's Board of Directors.

The Board of Directors consists of the Officers and the Regional Representatives. In furtherance of the purposes of the Association, the Board may establish and appoint committees and delegate authority.

Section 2. Officers and their Duties

a. Enumeration of Officers: the officers of the Association shall be Chair, Vice-Chair, Secretary, and Treasurer.

b. Election of Officers: the election of officers shall take place at the annual meeting. Election shall be by a majority of all votes cast by Full members in good standing.

c. Term: the officers shall hold office for one year or until the next annual meeting.

d. Vacancies: a vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

e. Multiple Offices: no person shall simultaneously hold more than one office.

f. Resignation and Removal: any member of the Board of Directors may be removed from office with justifiable cause by the Board. Any member of the Board may resign at any time by giving written notice to the Board, the Chair, or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

g. Duties: the duties of the officers are as follows:

- (1) Chair: The Chair shall preside at all meetings of the Board of Directors, the annual meeting, and shall see that orders and resolutions of the Board are carried out.
- (2) Vice-Chair: The Vice-Chair shall act in the place and stead of the Chair in the event of absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- (3) Secretary: The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members, keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board. The Secretary shall prepare and mail notices of all meetings of the Board and General Membership.
- (4) Treasurer: The Treasurer shall have the custody and control of the funds of the Association, subject to the action of the Board of Directors, and shall, when requested by the Chair or Board, report the state of the finances of the Association at each meeting thereof. The Treasurer shall also perform such other services as the Board may require from time to time. Checks issued by the Treasurer in excess of \$250 shall be co-signed by the Chair. The Treasurer and Chair shall be bonded at the discretion of the Board.

### Section 3. Regional Representatives

- a. Eight members of the Association shall be selected as Regional Representatives to serve on the Board of Directors. Each Regional Representative shall represent the membership in one of the geographic regions defined as follows:

Region 1 consists of the following counties: Gogebic, Ontonagon, Houghton, Keweenaw, Baraga, Iron, Marquette, Dickinson, Menominee, Alger, Delta, Schoolcraft, Luce, Mackinac, Chippewa.

Region 2 consists of the following counties: Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Kalkaska, Crawford, Oscoda, Alcona, Missaukee, Roscommon, Ogemaw, Iosco.

Region 3 consists of the following counties: Leelanau, Benzie, Grand Traverse, Manistee, Wexford, Mason, Lake, Osceola, Clare, Gladwin, Arenac, Oceana, Newaygo, Mecosta, Isabella, Midland, Bay.

Region 4 consists of the following counties: Muskegon, Ottawa, Kent, Montcalm, Ionia, Gratiot, Clinton.

Region 5 consists of the following counties: Huron, Tuscola, Sanilac, Saginaw, Shiawassee, Genesee, Lapeer, St. Clair.

Region 6 consists of the following counties: Allegan, Barry, Van Buren, Kalamazoo, Berrien, Cass, St. Joseph.

Region 7 consists of the following counties: Eaton, Ingham, Livingston, Calhoun, Jackson, Washtenaw, Branch, Hillsdale, Lenawee.

Region 8 consists of the following counties: Oakland, Macomb, Wayne, Monroe.

- b. Election of Regional Representatives to serve the following year shall be accomplished by the regional members prior to the adjournment of the annual meeting.
- c. The Regional Representative shall be a Full member of the Association.

Section 4. Quorum: a quorum at a meeting of the Board of Directors shall consist of a simple majority of the Directors currently serving.

Section 5. Voting Required: the affirmative vote of the majority of the directors at the meeting in which a quorum is present shall be required for any act of the Directors.

#### ARTICLE IV Amendments

At any meeting of the Board of Directors, the Board by a two-thirds vote may amend the Bylaws in conformity with the Constitution, provided that written notice of such shall have been made to each Board member at least 21 days prior to the meeting at which action thereon is to be taken. The Bylaws may be amended by a majority vote of the members present at any Association meeting.

#### ARTICLE V Special Corporate Acts

Section 1. Execution of Written Instruments – contracts, deeds, documents, and instruments shall be executed by the Chair or Vice-Chair and attested by the Secretary, unless the Board of Directors shall, in a particular situation, designate another procedure for their execution.

Section 2. Signing of Checks and Notes – checks, notes, drafts, and demands for money shall be signed by the officer or officers from time to time designated by the Board of Directors.

#### ARTICLE VI (added 4/7/05) Section 501(c)(3)

Section 1. The purposes for which the Michigan Stormwater-Floodplain Association, Inc. is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 2. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

These Bylaws were adopted at a meeting of the general membership held on \_\_\_\_\_ (see below note \_\_\_\_\_, \_\_\_\_\_).

Certified by:

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

**Note:** The below notarized signing of these bylaws for the Michigan Stormwater-Floodplain Association (MSFA) is enacted due to the unavailability of an originally dated and signed version or copy thereof, assuming one was dated and signed upon origination. The unsigned version of the bylaws have been used and referred to in the MSFA's business operations for many years. This recertification and notarization affirms the document's existence and facilitates applicable and effective enabling and operations documentation for the MSFA.

Recertified by:

Les Thomas, date: 4/27/09

Les Thomas  
National Flood Insurance Program State Coordinator  
Michigan Department of Environmental Quality  
Land and Water Management Division  
PO Box 30458  
Lansing, Michigan 48909

Subscribed and sworn to before me this 27<sup>th</sup> day of April, 2009.

Lynda Kay Jones

Lynda Kay Jones, Notary Public  
Clinton County, Michigan; acting in Ingham County, Michigan  
My Commission Expires: 10/01/2013

LYNDA KAY JONES  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF CLINTON  
My Commission Expires Oct. 1, 2013  
Acting in the County of Ingham