

BYLAWS
OF THE
KOONTZ LAKE REGIONAL SEWER DISTRICT
(AS REVISED AND ADOPTED JANUARY 20, 2015)

Article I - Name and Purpose

1. The name of the organization shall be the “Koontz Lake Regional Sewer District” (hereinafter referred to as “the District”).
2. The District has been established as a regional sewer district pursuant to Indiana Code Title 13-26 in order to provide for collection, treatment and disposal of sanitary sewage for the population surrounding Koontz Lake in the counties of Starke and Marshall in the state of Indiana.

Article II – Board of Trustees

1. Composition and initial term – The Board of Trustees (hereinafter referred to as the “Board”) shall be composed of seven trustees, with one trustee appointed by the Starke County, Oregon Township Trustee and Advisory Board, two trustees appointed by the Starke County Board of Commissioners, one trustee appointed by the Starke County Council, one trustee appointed by the Marshall County Board of Commissioners, one trustee appointed by the Marshall County Council, and one trustee appointed by the Marshall County, Polk Township Trustee.
2. Terms – The appointing bodies will make four-year term appointments.
3. Qualifications – Appointees shall be freeholders within the boundaries of the District so as to represent the interests of the community, but do not need to be residents of the District or residents of the county making the appointment.
4. Vacancy – Upon a vacancy of a seat on the Board prior to the expiration of the Trustees term, for any reason, the appointing authority for that Trustee shall appoint a replacement Trustee to complete the term of the Trustee who vacated the seat. This appointment should be made within 30 days of the notice of that vacancy or as soon as is practical for the appointing authority.
5. Officers – Immediately upon formation and approval of these Bylaws, the Board shall elect a President, a Vice President, a Secretary and a Treasurer. Election shall be made by majority vote. Terms of office shall be one year or until the next Annual Meeting. Vacancies to any of these offices shall be filled by majority vote at the next meeting following the vacancy.
 - a. Duties of the President – The President shall preside at all meetings of the Board and shall cause to be called regular and special meetings of the Board in accordance with these Bylaws. The President shall serve as official representative of the Board and the District. The President shall sign and execute all official documents and countersign all checks. The President shall make all committee appointments as necessary and act as Ex Officio member of all committees. The President shall prepare an Annual Report for presentation at the Annual Meeting.
 - b. Duties of the Vice President – During the absence and/or inability of the President to perform the duties of the office, the Vice President shall perform all duties and exercise all powers and responsibilities imposed upon the President.

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- c. Duties of the Secretary – The Secretary shall attend all meetings of the Board and keep a true and complete record of the proceedings of such meetings. The Secretary shall give proper notice of all meetings and work with the President to prepare the meeting agenda. The Secretary shall attest the execution of all official documents.
 - d. Duties of the Treasurer – The Treasurer shall have the care and responsibility for all the funds of the District and shall make and endorse the name of the District upon all checks, on the direction of the Board . The Treasurer shall render a statement of the condition of the finances of the District at each regular meeting of the Board and at other times as may be required. The Treasurer shall prepare, certify and submit any financial reporting that may be required by Federal, State and Local authority.
6. Authority – The Board shall have all the authority to operate the District pursuant to and under all applicable Indiana laws. The powers of the District shall be exercised by and under the authority of the Board and those appointed by and employed by the Board. The Board shall have the power and responsibility to hire such staff, from time to time, as may be required for the effective operation of the Board and management of the District.

Article III – Meetings of the Board

- 1. Regular meetings – Unless otherwise established, the Board shall hold regular meetings on the third Tuesday of each month at 5:30 PM Central Time at the District Administration Building, 10625 E Prairie Ave in Koontz Lake (Walkerton), Indiana. The Board may designate any other place or time for a regular meeting.
- 2. The Board shall hold an Annual Meeting each year at the regular time and place of its regularly scheduled August meeting for the purpose of electing officers and receiving the annual reports of existing officers.
- 3. Conduct of meetings – meetings shall be conducted in accordance with the requirements of the Indiana Public Access Councilor (the Open Door Law) and the principles of Robert’s Rules of Order, Revised.
- 4. Quorum – A majority of the Board (four members) present at the meeting shall constitute a quorum for the transaction of business.
- 5. Special Meetings and Executive Meetings – Special meetings and Executive meetings of the Board may be called at any time by or at the request of the President or by a majority of the Board.
- 6. Notice - Notice of any meeting shall be given as required by Indiana law.

Article IV – Committees

- 1. The President may designate any such committee as is deemed necessary or desirable and shall appoint members of the Board or others that might be desirable to accomplish the task of said committees. Committees shall report to the Board on their activities and shall operate under the general supervision of the Board.

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Article V – Compensation

1. Compensation for their services may be paid to the Trustees by resolution of the Board for a fixed sum and expenses for attendance at each regular or special meeting of the Board not to exceed the statutory maximums established for per diem as well as expenses.

Article VI – Amendments to the Bylaws

1. The Bylaws may be amended or revised, as deemed necessary by the Board, in whole or in part, for the effective operation of the Board and management of the District.
2. Amendment or revision shall be approved by no less than five Trustees.

Adopted by the Board of Trustees
Koontz Lake Regional Sewer District
January 20, 2015

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Ronald Armstead

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Dan Buchaniec

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Dan Pisarek

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Keith Raspovich

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Michael McKenna

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Jerry Weber

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James Jackson

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MISSION STATEMENT

The mission of the Koontz Lake Regional Sewer District shall be to provide the community with a safe, effective wastewater infrastructure and to manage the system such that its current costs are kept to a minimum while maintaining a sound financial base to assure that its operation is sustainable for generations to come.