

**BYLAWS  
OF THE  
KOONTZ LAKE REGIONAL SEWER DISTRICT**

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 to serve until December 31, 2007, two trustees appointed by the Starke County Board of Commissioners each to serve until December 31, 2008, one trustee appointed by the Starke County Council to serve until December 31, 2009, one trustee appointed by the Marshall County Board of Commissioners to serve until December 31, 2008, one trustee appointed by the Marshall County Council to serve until December 31, 2009, and one trustee appointed by the Town Council President of a municipality, when and if a municipality is chosen to provide treatment of the waste, and this trustee will serve until December 31, 2007.
2. Terms – Upon expiration of the initial term, 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.
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.
  - 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

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perform all duties and exercise all powers and responsibilities imposed upon the President.

- 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 prepare an annual report. 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 President. 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.
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 6:30 PM local Central Time at the Koontz Lake Clubhouse at 10879 Cherokee Road 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 principles of Robert’s Rules of Order, Revised.
4. Quorum – A majority of the Board present at the meeting shall constitute a quorum for the transaction of business.
5. Special Meetings – Special 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 at least three members of the Board to said committees. Committees shall report to the Board on their activities and shall operate under the general supervision of the Board.

**Article V – Compensation**

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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  
May 15, 2007

Robert Aloï

James Buza

Louise Buza

Thomas Camire

Michael McKenna

Paul Warnke

**MISSION STATEMENT**

**The mission of the Koontz Lake Regional Sewer District shall be to provide progressive leadership in protecting our local environment and public health by developing and managing a cost effective sewage collection and disposal system that best serves the needs of the population surrounding Koontz Lake.**

**AMENDMENT TO THE BYLAWS  
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**The purpose** of this amendment is to change the appointing body for the seventh member of the board *from* “the Town Council President of a municipality, when and if a municipality is chosen to provide treatment of the waste” *to* “the Marshall County, Polk Township Trustee” *and* to bring the term date in line with current relevance.

Article II – Board of Trustees (as amended)

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 to serve until December 31, 2007, two trustees appointed by the Starke County Board of Commissioners each to serve until December 31, 2008, one trustee appointed by the Starke County Council to serve until December 31, 2009, one trustee appointed by the Marshall County Board of Commissioners to serve until December 31, 2008, one trustee appointed by the Marshall County Council to serve until December 31, 2009, and one trustee appointed by the Marshall County, Polk Township Trustee, and this trustee will serve until December 31, 2013.

Adopted by the Board of Trustees  
Koontz Lake Regional Sewer District  
July 21, 2009

Robert Aloï

James Buza

Thomas Camire

Michael McKenna

Charles Tilleman

Paul Warnke