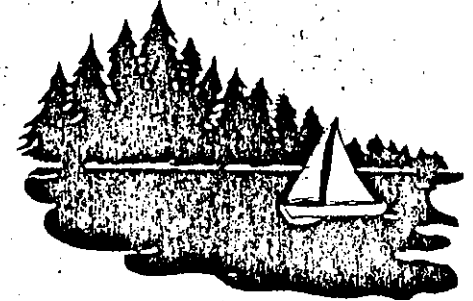


COLAP

COLAP IS A PRIVATE, NON-PROFIT ORGANIZATION DEDICATED TO THE PRESERVATION OF OUR LAKES. OUR GOALS ARE: EDUCATION OF THE PUBLIC, AID TO EMERGING LAKE ASSOCIATIONS, AND RELATED LEGISLATIVE CONCERNS.

PLEASE JOIN US IN OUR COMMON EFFORTS TO CONSERVE OUR BEAUTIFUL NATURAL RESOURCES. JOIN COLAP.



FORMING YOUR OWN LAKE ASSOCIATION

MASSACHUSETTS CONGRESS OF
LAKE and POND ASSOCIATIONS, Inc.

P.O. BOX 1001 WORCESTER, MA 01613

(617) 892-3837

THE FOLLOWING IS A GUIDE TO FORMING YOUR OWN LAKE ASSOCIATION. IT IS BASED ON THE EXPERIENCES OF OTHER LAKE ASSOCIATIONS IN THIS STATE IN THE HOPES IT WILL HELP YOU SAVE TIME IN YOUR EFFORTS TO SAVE OR IMPROVE THE QUALITY OF YOUR LAKE. FORMING A LAKE ASSOCIATION TAKES TIME AND SOME HARD WORK, BUT CAN BE A LOT OF FUN TOO.
GOOD LUCK!

NINE STEPS TO FORMING YOUR LAKE ASSOCIATION

1. DEFINE YOUR PURPOSE(S)
Other lake associations have formed around one or more of the following issues:
 - a. lake preservation
 - b. watershed management
 - c. public health
 - d. civic/community awareness
 - e. marine traffic
 - f. social interests
2. PLAN AN INFORMAL MEETING
Invite a minimum of ten (10) families from around the lake to a meeting to discuss their concern about the issues identified above.

Note: Those people who attend can begin functioning as your Executive Committee.
3. HOLD AN INFORMAL MEETING (Once the concerns have been discussed):
 - a. Elect a Temporary Chairman to oversee committees and run meetings
 - b. Elect a Secretary to take thorough notes of meetings and type correspondence.
 - c. Elect a By-Law Committee to draft a set of by-laws.
 - d. Elect a Membership Committee to obtain all names, addresses, and telephone numbers (summer and winter) of all lake/pond residents.
 - e. Decide how to pay for your operating costs (dues.)
4. DRAFT YOUR BY-LAWS
 - a. Obtain by-laws from neighboring or other lake associations and use them as a guideline, or
 - b. Contact COLAP for sample by-laws, or
 - c. Contact DEQE, Water Pollution Control Division for a Lakes Qualification List
 - d. Note: decide what constitutes full membership in your association and incorporate that into your by-laws. For example, some associations may wish full membership with voting rights access to the Board of Directors and the Office of President be limited to lake residents who are registered waterfront property owners. Others may become Associate Members.
 - e. Note: You may wish to include an environmental control committee as part of your by-laws.
5. HOLD A FORMAL MEETING
 - a. Notify all lake residents of the forming of an association.
 - b. Invite them to attend. Mention date, time, place, etc.
 - c. Note: You may wish to have a "kick-off" banquet, or pot luck at the same time.
6. AT THE FORMAL MEETING
 - a. Present the Executive Committees' intentions and purposes.
 - b. Propose the drafted by-laws.
 - c. Discuss by-laws.
 - d. Vote on by-laws.
 - e. Elect Board of Directors, Officers and other committees as set up in the by-laws you just adopted.
 - f. Begin work on tasks as defined by your purpose and goals.
7. FILE YOUR BY-LAWS APPROPRIATELY
 - a. If you choose to incorporate, you may need to follow certain state mandated procedures which involve filing the by-laws and paying certain fees. Contact the Division of Corporations in the State House Annex in Boston.
 - b. If you do not incorporate, file with designated officer of your association.

8. ESTABLISH COMMUNITY CONTACTS
Use your Officers and your Board of Directors as liaisons with your surroundings in the following areas:
 - a. Social: plan social activities (get-togethers, newsletters, fishing derby, sailboat races) once or twice a year at which time you can inform the membership of progress, keep support and communication going, and maintain interest in goals and projects.
 - b. State Political: develop contact with State Senators, Representatives, and environmental agencies. Let them know of your existence and purpose, and then keep them knowledgeable of your efforts.
 - c. Local Governments: establish communication with your Selectmen, Board of Health, Conservation Commission.

9. For further assistance or a slide program presentation of lake ecology and state mechanisms for restoration and management
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