**BY-LAWS**

***ARTICLE I***

**ORDER OF BUSINESS:**

Section 1 The order of business for the conduct of the meeting of the Board of Directors and the Park Association shall, in general be in conformity with Roberts (Revised) Rules of Order and as outlined below:

A. Pledge of Allegiance

B. Reading of the minutes of the last preceding meeting

C. Reading and presentation of the Treasurer’s financial report

D. Reading of correspondence

E. Unfinished Business

F. New Business

G. Committee Reports

H. Adjournment

***ARTICLE II***

**BOARD OF DIRECTORS:**

Section 1 The Association shall be managed by the Board Of Directors

Section 2 The Board will be comprised of the President, Vice President, Secretary and Treasurer (the Officers), members at large, and non-voting board members.

**PERIOD OF ACTIVITIES:**

Section 1 The organized activities of the Park Association begin on January 1 of each year and shall terminate on December 31 of the same year.

***ARTICLE III***

**FUNDS EXPENDED:**

Section 1 All funds or property remaining after the last day of December every other year shall be turned over to the newly elected Treasurer.

Section 2 Should the Park Association dissolve itself, all funds and property shall be distributed to charitable organizations.

***ARTICLE IV***

**ELECTION**

Section 1 Nomination of Officers shall be held at the October Park Association meeting. A nominating committee of three (3) members appointed by the President shall present a slate of nominees at the General meeting in October. Nominations from the floor shall be called for at this time.

Section 2 Election Date: An election of the Officers shall be held at the November meeting of the Park Association. The newly elected Board members will take office January 1st of the following year.

Section 3 The offices of Vice President and Secretary shall be elected for a two (2) year term in odd-numbered years and start service in the next even-numbered year. The office of President and Treasurer shall be elected for a term of two (2) years in even-numbered years and start service in the next odd-numbered year. There are Three (3) Members at Large. The Members at Large will be elected for a three-year term, staggered so that only one Member at Large is elected each year.

Section 4 Absentee ballots will be available, upon request, from the Association secretary beginning two (2) weeks before the election. They must be returned to the Association secretary by Friday before the election.

Section 5 The officers of the elective positions shall be elected by a majority of the residents voting.

Section 6 In the event of a vacancy in any of the Board positions or the non-voting offices the President shall appoint a person to fill the remainder of that term of office with the concurrence of the rest of the Board. Should the Presidency become vacant, the Vice President shall assume the office of President and therefore fill the Vice President vacancy as above.

Section 7 In the event that there is not a nominee for an elective office, the incumbent shall continue in office until the vacancy can be filled per Section 6 above.

***ARTICLE V***

**DUTIES OF OFFICERS OF THE BOARD OF DIRECTORS:**

Section 1 a. Duties of the President: The President shall always act in a manner that will maintain the organization and work for the benefit of its members. The President shall preside at all meetings of the Park Association. The President shall appoint all standing committees, as well as special positions not qualifying for the Board and shall be a member ex-officio of all such committees and appointments.

b. Duties of the Vice-President: The Vice-President shall assist in such duties that will keep the Park Association active and shall assist the President in giving the Park Association direction. In the absence of the President or the President’s inability to serve, the Vice-President shall preside at all meetings and perform all duties performed by the President.

c. Duties of the Treasurer: The Treasurer shall receive and take charge of all money, property and securities of the Park Association delivered to the Treasurer by any Association member of officer of the Board. All funds received by the Treasurer shall be counted and the amount approved by the Vice President who shall sign the related itemization. The Treasurer shall deposit all money so received to the credit of the Park Association in a bank or banks selected by the Board. The Treasurer shall keep an accurate record of receipts and disbursements and shall render a report thereof at each meeting of the Board.

1. All disbursements shall be made by check or debit card, except for the petty cash fund that will not exceed the amount of One Hundred dollars ($100.00). The Treasurer and President shall be the two officers on the bank signature card.

2. The Association books are to be audited annually at December of each year by a majority of the Voting Board members and officers.

d. Duties of the Secretary: The Secretary shall keep a record of all proceedings of the Board and meetings of the Park Association typed and presented to the board and/or association for approval, carry on correspondence of the Park Association and perform such other duties as may be required by the Board.

e. Duties of the Members-at-Large: The Members-at-Large shall assume the duties and responsibilities mutually agreed upon by the President, the Board and themselves.

f. Duties of the AAMHO Representative: The AAMHO Representative shall attend the AAMHO Annual Meeting and may attend other AAMHO meetings. The AAMHO Representative shall stay in touch with activities of AAMHO that may affect members of the Association and report on these at Association meetings. The AAMHO representative is a non-voting member of the Board.

g. Duties of the Newsletter Content Editor: The Content Editor shall collect and co-ordinate content for the newsletter with the Production department at Cobblestone. The Content Editor may use the services of volunteers to carry out operations of the newsletter. The Content Editor is a non-voting member of the Board.

h. Duties of Webmaster: The Webmaster shall direct the creation and maintenance the Association’s website, should there be one. The Webmaster shall be responsible for the operation of the website(s), any email services for the Association, and any functioning of the web system. The Webmaster may use the services of volunteers to carry out web operations. The Webmaster is a non voting member of the Board.

i. Duties of the Activities Director: The Activities Director shall direct the creation, scheduling, and operation of any activities and events organized by the Association for the benefit of the residents. The Activities Director may appoint such persons in carrying these duties as may be desired. The Activities Director is a non-voting member of the Board.

Section 2 Unexcused absence more than twice of any member of the Board, may be cause for the President to appoint their replacement, be it either elective or appointed office.

***ARTICLE VI***

**MEETINGS:**

Section 1 Regular meetings of the Park Association shall be held at dates agreed upon by the Board.

Section 2 Board meeting date and time will be determined as agreed upon by the Board.

Section 3 Special meetings may be held at the call of the Board. Ten or more members of the Park Association may at any request a special meeting by filing such a request with the President.

***ARTICLE VII***

**COMMUNICATIONS:**

Section 1 Newsletter: The Newsletter shall be Created and overseen by the Cobblestone Division assigned to that task. The Desertscape Content Director Shall submit content to Cobblestone for inclusion in the Newsletter. The purpose of the newsletter shall be to inform Members of news and activities of the Association as well as other information that the Content Editor may determine to be of value, or the Board may request. Any advertising will be managed by Cobblestone. The Content Editor will be responsible for the newsletter and shall report to the Board on this operation. The Newsletter should be distributed on the last Friday of the month.

Section 2 Web system: The Board may decide to operate a web system which may include one or more domain names, a web site, an email system, and such other web-based functions as desired. The Webmaster will be responsible for any web system(s) and shall report to the Board on this operation.

***ARTICLE VIII***

**COMMITTEES:**

Section 1 The Board may establish standing committees to perform various functions for the benefit of the Association and may appoint person(s) to head up such committees. The Board may determine that the chairman of any such committee head shall be a non-voting member of the Board, including on an ad hoc basis.

Section 2 The Board may establish temporary committees for any specific purpose. The chairperson of any such committees will participate in Board meetings as directed by the Board, but not on a voting basis.

Section 3 Board members may be on any committee, including as committee chair, but this does not affect their voting rights.

***ARTICLE IX***

Section 1 These Revised By-Laws for Desertscape Park Association have been approved by a majority of its members on:

Date: March 18,2023

President: Patrick McCombs

Vice President: open

Secretary: Allison Hawley

Treasurer: Mary Jane Caraher

Member-at-Large: Mary McDougale

Member-at-Large: Frances Hedrick

***ARTICLE X***

**ADOPTION:**

Section 1 a. These By-Laws were adopted by the members at a membership meeting of the Association on January 27, 1970.

b. These By-Laws were amended in part on April 20, 1971.

c. These By-Laws were amended in part on October 26, 1974.

d. These By-Laws were amended in part on January 8, 1980.

e. By-Laws – Election dates – Article V. Section 1, amended December 15, 2012.

f. By-Laws – Duties of Treasurer – Article VI, Section b, amended December 15, 2012.

g. These By-Laws were amended in part in 2003 to change the name of the organization from Royal Palm Park Association to Royal Palm Social Club. At that time the By-Laws were combined with the prior Constitution and called simply By-Laws.

h. These By-Laws were amended in part on August 18, 2019 to change the name of the organization from Royal Palm Social Club back to Royal Palm Part Association. At that time the Constitution was restored as a separate document.

i. These by-laws were rewritten on March 18, 2023 to update procedures related to the Management change from Continental Communities to Cobblestone and to reflect the change of Park name by Cobblestone from Royal Palm Mobile Home Park to Desertscape Mobile Home Park.