

BY-LAWS OF THE LEISURE ACRES MOBILE PARK CLUB

AS AMENDED

ARTICLE I Name

Section 1 The name of this organization shall be the Leisure Acres Mobile Park Activities Club.

ARTICLE II Purpose

Section 1 The purpose of the Club shall be to provide organized activities for the membership and promote fellowship among its members.

Section 2 The Club shall be a non-profit organization.

Section 3 Receipts derived from all Club activities are to be turned in to the Club Treasurer within seven days after the event. However, up to \$200 each may be retained by the Coffee Committee and/or Suppers Committee for future expenses pertaining to those activities. Money derived from any and all Club activities shall be used for the sole purpose of supporting and improving the activities and equipment of the Club. Any deviation from this policy shall be considered by the Cabinet and, if required, approved or disapproved by a majority of members present at a general or special Club meeting.

ARTICLE III Membership

Section 1 Membership shall consist of residents of Leisure Acres Mobile Park whose annual membership dues are in good standing. Club membership is required to participate in any Club sponsored activity. At any organized activity, proof of membership may be requested at the discretion of any officer or the chairperson of that activity.

Section 2 The Club year shall be from November 1 through October 31 of the following year.

ARTICLE IV Officers

Section 1 Any member of the Club who lives in the Park for five months of a Club year is eligible to become a candidate for office.

Section 2 The officers shall consist of President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

- Section 3 The Vice President shall be elected for a two-year term and shall assume the office of President during the second year of his/her elected term. All other officers shall be elected for one-year terms. Term limitations of three consecutive years shall apply to all officers.
- Section 4 A Nominating Committee appointed by the Cabinet shall contact and select candidate(s) for each office. The Club secretary shall place the slate of nominations on the bulletin board ten days prior to the March general meeting. Nominations may be made from the floor at the time of the election with the written consent of the person being nominated.
- Section 5 Officers shall be elected at the March general meeting and shall assume office on November 1 of that year.
- Section 6 A vacancy occurring during a Club year in any elective office not filled by ascension shall be filled for the unexpired term by Cabinet appointment.

ARTICLE V **Duties of Officers**

- Section 1 The **President** shall:
- (1) Preside at all general and special meetings of the Club, at meetings of the Cabinet and at coffee hour.
 - (2) Appoint an Audit Committee prior to the March general meeting for the purpose of reviewing and reporting on the finances of the Club at this meeting.
 - (3) Coordinate the work of the officers and committees.
 - (4) Perform such other duties as may be prescribed by these By-Laws.
- Section 2 The **Vice President** shall:
- (1) Perform the duties of the president in the absence or inability of that officer to serve.
 - (2) Appoint the chairperson for each standing committee to serve during his/her term as president.
- Section 3 The **Secretary** shall:
- (1) Keep minutes of all meetings of the Club and the Cabinet, and file these in a book provided for that purpose.
 - (2) Give the president a copy of all minutes.
 - (3) Post on the bulletin board notification of date and purpose of all Club business meetings ten days prior to such meeting.
 - (4) Maintain written committee reports as a permanent part of records.

Section 4 The **Assistant Secretary** shall:

- (1) Perform the duties of the secretary in the absence or inability of that officer to serve.

Section 5 The **Treasurer** shall:

- (1) Receive all funds of the Club and deposit same in a bank selected by the Cabinet.
- (2) Pay out funds as necessary, subject to the approval of the Cabinet.
- (3) Keep an accurate record of receipts and expenditures.
- (4) Present a written report to the Cabinet and the Club as requested.
- (5) Present all records at the close of each term to an Audit Committee.
- (6) Post on the bulletin board a report ten days before the November meeting of the Club.

Section 6 The **Assistant Treasurer** shall:

- (1) Perform the duties of the treasurer in the absence or inability of that officer to serve.

ARTICLE VI **Meetings**

Section 1 General meetings of the Club shall be held each year on the third Monday of November and the second Monday of March.

Section 2 Special meetings may be called by the president.

Section 3 Meetings shall be held in the Leisure Acres Club House.

Section 4 Attendance is open to all residents of Leisure Acres Mobile Home Park. However, only Club members are entitled to vote.

ARTICLE VII **Cabinet**

Section 1 The Cabinet shall consist of the officers of the Club and the immediate past president who shall be a non-voting member of the Cabinet. The Cabinet shall meet at the call of the president.

Section 2 The Cabinet shall:

- (1) Be the governing body of the Club.
- (2) Be responsible for establishing policies pertaining to the Club, subject to Club approval.
- (3) Be accountable for all Club finances.
- (4) Appoint committees as needed.

- (5) Transact necessary business between Club meetings and report same to the Club.
- (6) Appoint a Nominating Committee for the spring election and designate a chairperson.
- (7) Set the amount of dues each Club year, subject to Club approval.
- (8) Perform such other duties as may be prescribed by these By-Laws.

Section 3 Before the November general meeting, the incoming Cabinet shall prepare an itemized financial budget for that Club year. The proposed budget shall be presented and voted on at the November general meeting. During the Club year, if a committee requests funds over its budgeted amount, the Cabinet is authorized to approve such amounts not exceeding \$500. Amounts exceeding \$500 requested by any committee must be presented to the Club and voted on by ballot at a general or special meeting. Each committee chairperson is responsible for assuring that its budgeted amount is not exceeded without prior approval.

ARTICLE VIII **Standing Committees**

Section 1 Standing committees are those committees that are regularly appointed by the Vice President. The Committee Chairperson will assume his/her duties when the Vice President becomes President of the Club.

Section 2 The following standing committees shall be appointed: Bible Study; Bingo; Cards; Coffee; Coffee Emcee; Coffee Mini-Programs; Dances; Decorations; Dinners; Garage Sale; Health and Safety, Hobbies and Crafts; Horseshoes; Ladies Social Activities; Library; Membership; Music; Park Directory; Photographer; Pool Room; Prayer Group; Programs; Purchasing; Set-Up; Shuffleboard; Sunday Evening Services; Sunshine; Suppers; Tours; Welcome.

Section 3 At the March general meeting, each committee chairperson for the winter season just ending shall present a written report of the committee's activities, receipts and disbursements. These reports are to be filed with the secretary.

Section 4 Prior to November 1, each incoming committee chairperson shall submit to the Cabinet a request for operating funds for inclusion in the Club budget which will be presented at the November general meeting.

ARTICLE IX **Duties of Standing Committees**

Section 1 BIBLE STUDY — To plan and arrange Bible Study group. Open and lead discussion of biblical subjects.

Section 2 BINGO — To make necessary arrangements for Bingo games.

- Section 3 CARDS — To plan and promote the playing of card games, of choice, in the Club House.
- Section 4 COFFEE — To arrange a weekly morning social hour, including purchasing, preparing and serving coffee and refreshments.
- Section 5 COFFEE EMCEE — To call the Coffee Hour to order, recognize birthdays, anniversaries, new residents, guests, returnees and introduce the entertainment.
- Section 6 COFFEE MINI-PROGRAMS — To arrange entertainment for Coffee Hour.
- Section 7 DANCES — To organize and promote all dances.
- Section 8 DECORATIONS — To decorate the inside of the Club House appropriately and to assist Park Management with outside Christmas decorations.
- Section 9 DINNERS — To make all necessary arrangements for Holiday and Special Event dinners, including entertainment, and decorations in consultation with Decoration Chairperson.
- Section 10 GARAGE SALE — To arrange an annual Garage Sale.
- Section 11 HEALTH and SAFETY — To promote general good health and safety practices. Including organizing blood pressure checks, health fairs, blood drives, etc.
- Section 12 HOBBIES and CRAFTS — To plan and arrange meaningful activities in the development of hobbies and crafts to be enjoyed by all interested Club Members.
- Section 13 HORSESHOES — To encourage participation in the sport, instruct beginning players and maintain the pits.
- Section 14 LADIES SOCIAL ACTIVITIES — To organize women's brunches, lunches, style shows, etc. Proceeds from ticket sales to cover expenses; food, decorations, door prizes, etc.
- Section 15 LIBRARY — To keep books, puzzles, tapes and magazines in good order. To purchase needed replacements and eliminate out-dated materials and damaged items.
- Section 16 MEMBERSHIP — To collect Membership dues and keep up-to date records of all Park residents.
- Section 17 MUSIC — To be responsible for special music within the Park.

- Section 18 **PARK DIRECTORY** — To be responsible for the preparation, publication and distribution of the Annual Park directory.
- Section 19 **PHOTOGRAPHER** — To take pictures of residents and any special events and keep resident picture board in the clubhouse up to date. (Special event pictures are to be displayed in the clubhouse.)
- Section 20 **POOL ROOM** — To give helpful aid to beginning players; arrange for competitions; and keep pool tables in good condition.
- Section 21 **PRAYER GROUP** — To plan and arrange for group Prayer meetings.
- Section 22 **PROGRAMS** — To be responsible for scheduling, coordinating and making financial arrangements for all Monday night programs. Introduce program if desired by performer(s).
- Section 23 **PURCHASING** — To maintain an adequate inventory of kitchen supplies; including cleaning supplies, paper products and food items. Also maintain and recommend replacement of kitchen equipment and appliances.
- Section 24 **SET UP** — To arrange the clubhouse (tables, chairs, etc) for all activities in cooperation with the Chairperson of the event.
- Section 25 **SHUFFLEBOARD** — To give helpful aid to beginning players; to arrange for competition; and to keep the courts in good functioning order.
- Section 26 **SUNDAY EVENING SERVICES** — To plan and arrange Sunday evening services in the clubhouse. These services shall be non-denominational programs of ministry and spiritual nurturing. Free-will offerings may be taken to cover program expenses.
- Section 27 **SUNSHINE** — To send appropriate cards to Club members at times of hospitalization or prolonged illness at home. In case of death of a Club member, a financial memorial shall be sent at the discretion of the deceased's family. This committee shall also insure proper display of the American flag and the Club flag at the clubhouse. The Club flag may be flown at half mast following the death of a Park resident.
- Section 28 **SUPPERS** — To plan and arrange for Tuesday night Suppers in the clubhouse for which a requested monetary donation may or may not be requested by the Committee. Dates and times may be changed at the discretion of the committee chairperson.
- Section 29 **TOURS** — To plan and arrange for different types of tours.
- Section 30 **WELCOME** — To visit and welcome all new park residents, give and explain the monthly calendar, give a copy of the By-Laws, encourage

attendance at Coffee Hour. Explain the policy of sign-ups for suppers, dinners and special events. Answer questions and encourage participation in Club activities.

ARTICLE X

Quorum for Voting

Section 1 A quorum shall consist of 25% of paid-up members.

ARTICLE XI

Amendments

Section 1 All proposed amendments to the By-Laws shall first be presented in writing to the Cabinet for study. The amendment shall then be presented at a general or special meeting, after it has been posted on the bulletin board for ten (10) days. A majority vote of members present shall be required to pass or reject the amendment.

ARTICLE XII

Parliamentary Authority

Section 1 *Robert's Rules of Order* shall govern the business procedures of the Club.

ARTICLE XIII

Miscellaneous

Section 1 Upon discontinuance of the Club, the disposal of all property purchased by or donated to the Club shall be determined by a majority vote of the then current membership at a general or special meeting of the Club.

ARTICLE XIV

Compensation

Section 1 Any resident(s) in the Park who performs for a Monday night program or ball room dancing can/may be paid for their performance.

ARTICLE XV

Guests

Section 1 Individuals, from outside the Highlands Co. area, visiting the Park as day or over-night guests of a Club member, are welcome to attend and participate in Club activities accompanied by their host Club member.

ARTICLE XVI

Advertising and Promotion

Section 1 Except for the annual Club sponsored Yard Sale, there shall be no public promotion/advertising of Club programs and activities without the prior approval of the Cabinet.