

**DESERT HARBOR ACTIVITIES
ORGANIZATION
BY-LAWS
REVISED: MARCH 2008**

Article I: Name

The name of the organization shall be Desert Harbor Activities Organization.

Article II: Objective

The objective of the Organization shall be to create a closer bond of fellowship and friendship among community residents by planning, promoting, and maintaining suitable organization activities.

Article III: Membership

Membership in the organization shall be limited to registered community residents. Members shall be entitled to participate in all recreational activities, be active in meetings with the right to vote on any question.

Article IV: Board of Directors

Section 1. The Board of Directors shall consist of seven (7) members, President, Vice President, Secretary, Treasurer, and three (3) members at large.

- a. The President, Vice President, Secretary and Treasurer shall be elected to office for a term of two (2) years. The members at large shall each be elected to office for a term of three (3) years, with one to be elected each year.
- b. Term limit for the President is four (4) consecutive terms. (Amended 2 Mar 2013)
- c. In the event of a vacancy in the office of President the Vice President shall assume the duties of President to serve out the remainder of the term.
- d. In the event of a vacancy in any office other than President, a request for nominations to fill the vacant position for the remainder of the term will be made at the next regularly scheduled meeting. Ballots shall be provided to all members of the community as soon as possible and ballots returned prior to the next regular scheduled meeting at which time they shall be counted and the winner announced.
- e. Anyone being employed by American Land Lease should not hold an office of any kind or be on the board in any capacity.

Section 2. The Board shall be responsible for planning and coordinating activities to meet and further the objectives of the organization. The Board shall accept input from members of the organization including any suggestions and recommendations for recreational activities,

replacement or repair of equipment necessary for organization activities, and other recreational needs of the organization.

- a. It shall be the duty of the President to preside at all meetings, appoint Committee Chairpersons, and perform such duties as needed for the welfare of the organization. The President shall be the representative with park management in regards to social activities.
- b. It shall be the duty of the Vice President to assist the President and preside in the absence of the President.
- c. It shall be the duty of the Secretary to keep a record of the proceedings of all meetings and handle all organization correspondence. The Secretary shall call meetings to order in the absence of both the President and Vice President, and preside until the election of a chairperson pro-tem. Such election shall be the first order of business.
- d. It shall be the duty of the Treasurer to receive all moneys, issue receipts, maintain a record of receipts and disbursements, pay all authorized bills and report all transactions and balances at each monthly meeting.

Article V: Meetings

Section 1. All meetings of the Organization shall be conducted according to the principles of Parliamentary Law set forth in "Roberts Rules of Order (Revised).

Section 2. **Membership meetings shall be held on the first Saturday of every month from September through May and convene at 9:00 A.M. Resident meeting will not be held during the months of June through August. (Amended 7 Nov 2015)**

Order of Business:

- Call to Order
- Reading of the Minutes
- Treasurers Report
- Reports of committees
- Reports of special committees (Auditing, etc)
- Communications and remarks
- Bills to be submitted
- Unfinished business
- New business
- Motion to adjourn

Section 3. The annual residents meeting shall be held on the first Saturday in March at 9:00 AM with the order of business being the same as for regular meetings plus annual reports by the Secretary, Treasurer, and Committee Chairpersons, reading of the Bylaws unless waived by members present and the announcement of election results. The outgoing Board and the incoming Board will conduct joint board meetings during the month of March to familiarize new Board members with various duties. The outgoing President will open the April residents meeting and turn over duties to the new Board at that time. (Amended 3 December 2011)

Section 4. Board meetings will be held prior to the monthly meeting or more often if required. A quorum of four (4) Board members must be present to conduct business. A board member missing three (3) consecutive boards of director meetings without reasonable cause will be subject to dismissal by a majority vote of the members of the Board of Directors.

Section 5. Voting on motions during resident meetings:

- a. A motion shall be made by a member, seconded, discussed, and carried to a vote on its provisions. When a motion is made to make a vote unanimous, it fails if anyone objects.
- b. If a vote by ballot is considered necessary the President shall appoint two (2) tellers who will distribute slips of paper to members present. The tellers shall collect and count the votes and the President will read the results.

Article VI: Elections

Section 1. Nominations

- a. The President shall appoint a nominating committee of three (3) members whose names shall be provided to the membership not later than 60 days prior to the next annual membership meeting.
- b. The nominating committee shall seek and receive names submitted by members of the organization for any expiring elective office. The nominating committee shall submit the list of nominees for office at the monthly resident's meeting at least 30 days prior to the scheduled annual membership meeting. Nominations shall also be accepted from the floor during this meeting for any expiring office.
- c. Those living in the same household shall not serve concurrently as a board member, or as members of the nominating, audit or election committees.

Section 2. Elections:

- a. The President will appoint a minimum of two (2) tellers who will distribute ballots containing the names of those running for office to each household in the Desert Harbor community. Tellers will be responsible for the collection and counting of the votes, which must be returned prior to the start of the annual meeting to be counted.
- b. A majority vote shall elect; with the exception that in the event more than two people are running for a specific office, a plurality of those voting shall be required to elect. In the event there is but one nominee for an office the president may take a voice vote of those present, or the Secretary may cast one vote. The President shall announce all election results during the annual meeting.
- c. The retiring Board members shall complete the work of the annual meeting.

d. (Deleted 2 Mar 2013)

VII: Committees

Section 1. The President shall appoint committee chairpersons each year following the annual meeting to carry on recreational, entertainment, and fund raising projects. Each chairperson may ask other members as required to assist in carrying out the committee's responsibilities.

Section 2. Fund raising projects are only to be held for the purpose of covering costs of activities approved by the membership. Committee chairs shall make a full accounting of funds received and expended for such activities to the Treasurer at regular intervals, as well as to the membership at the monthly meetings.

Article VIII Financial Operations

Section 1. The Treasurer shall maintain an accounting of all moneys received and expended for the Organization and shall make disbursements as authorized by the Board of Directors. All sums received shall be deposited in a FDIC insured bank to the organization's account within 14 days and prior to the end of month report. A minimum of three signatures shall be on record at the bank (President, Treasurer, Vice President or Secretary). The Treasurer shall maintain the checking account. Two signatures shall be required on all checks.

***Section 2.* Debit cards issued in the name of Desert Harbor Activities are authorized to be used in lieu of a check for approved expenses. Only the President, Vice President, and Treasurer shall be in possession of this debit card. A record shall be maintained for audit purposes. This record shall include as a minimum, the date the card was used, the payee and purpose. It shall include two signatures, one of which shall be the treasurer, or in his/her absence, the organization president. (Amended 6 December 2014)**

***Section 3.* The Treasurer shall make a financial report to the Board of Directors at monthly board meetings and to the membership during monthly and annual meetings. This report as a minimum shall consist of a line item accounting of income and expenses by category and will include the total amount of funds in the bank, to include pending receivables and payable amounts that have not been satisfied as of the closing date of the monthly report. It will also include the total amount in the petty cash fund. (Paragraph renumbered 6 December 2014)**

***Section 4.* Advances may be made to committee chairs to cover costs of necessary expenditures for activities approved by the membership. A report must be made of the expenditures and receipts must be turned in to the Treasurer to cover the amount advanced. (Paragraph renumbered 6 December 2014)**

***Section 5.* An Audit Committee shall be appointed by the President to review the financial records of the organization at least once a year. A report of the results of such audit shall be submitted to the Board of Directors and read at the annual meeting. (Paragraph renumbered 6 December 2014)**

Section 6. General Fund.

- a. Any transaction in an amount over **\$500** shall be considered by the Board and approved by a majority vote of the Board. It shall then be referred to the membership with a recommendation for approval. Such expenditure shall be approved by a majority of the eligible members present and voting. **(Amended 7 Nov 2015)**
- b. In the event of an emergency, the Board may approve the transaction, but shall refer such transaction to the membership at the next meeting for approval.
- c. All transactions shall be receipted and shall be reimbursed by an organizational check. **(Paragraph renumbered 6 December 2014)**

Section 7. A petty cash fund not to exceed **\$200** will be maintained by the Treasurer to cover small expenses that may occur. Expenditures for replacement of supplies, such as kitchen supplies, ink cartridges or small equipment that have previously been approved by the Board may be made by the Treasurer without obtaining further approval, provided the cost is less than **\$200**. All transactions shall be receipted but may be reimbursed in cash. **(Amended 3 December 2011)**
(Paragraph renumbered 6 December 2014)

Section 7. All record keeping shall be done on a paper Ledger. Single entry bookkeeping procedures shall be the minimum requirement. Checkbook shall be balanced each month to the Ledger.

Article IX: By-Laws

Section 1. The President shall appoint a Standing Committee to update and maintain the By-Laws and to answer any questions pertaining to the By-Laws. The committee shall consist of a Chairperson and at least two (2) members.

- a. These By-Laws shall go into effect when adopted by a majority of the members voting
- b. A copy of the current By-Laws will be posted in the Clubhouse. Upon their request members may receive a copy of the By-Laws.

Section 2. Amendments:

- a. **Proposed amendments to the By-Laws may be submitted at any time to the Chairperson or any member of the By-laws committee.** **(Amended 6 December 2008)**
- b. The committee shall review all proposed amendments and work with the individual submitting the amendment if necessary, to insure the proposed wording is clear and to resolve any possible conflict with other provisions of the By-Laws. **(Sentence deleted 2 Mar 2013)**

- c. **A proposed amendment along with the reason the change is required will be posted in the clubhouse for a minimum of 30 days. Ballots will be provided to each park resident so they may vote on the proposed amendment. All ballots must be turned in prior to the first residents meeting following the expiration of the 30 day posting period and at this time all ballots will be counted and the results announced. (Amended 2 Mar 2013)**
- d. **Deleted (2 Mar 2013)**
- e. A proposed amendment to the By-Laws shall require the approval of two-thirds (2/3) of the members voting on that specific amendment.
- f. An approved amendment to the By-laws shall become effective upon passage of the amendment.