

# **Las Palmas Grand Residents' Association By-laws**

## **ARTICLE I - NAME**

### **Section 1.**

The name of the association shall be Las Palmas Grand Residents' Association, hereafter referred to as LPGRA.

## **ARTICLE II - PURPOSE**

### **Section 1.**

The LPGRA's purpose is to provide homeowners a voice to Las Palmas Grand (LPG) Management. LPGRA shall maintain its association with the Arizona Association of Manufactured Homeowners (AAMHO). Although LPGRA members are not required to join AAMHO, the board shall encourage membership in the State-wide organization.

## **ARTICLE III - MEMBERS**

### **Section 1.**

All homeowners of LPG are members of LPGRA.

## **ARTICLE IV - BOARD OF DIRECTORS (OFFICERS)**

### **Section 1.**

A Board of Directors shall be elected annually in accordance with Section 3 of this Article. The Board shall represent the members of the association, and cooperatively interact with LPG Management in carrying out established policies and procedures. The Board shall work to enhance rapport between members and LPG Management by prompt action on matters of community-wide interest that are brought before the Board.

### **Section 2.**

The Board of Directors shall be composed of five (5) Directors but no fewer than three (3). See Article V. These positions are the Chairs of the three (3) Standing Committees.

### **Section 3.**

Each elected Director shall serve for a two (2) year term. A term is 2 consecutive years. Two (2) Directors shall be elected in odd years and remaining Directors shall be elected in even years. At the first Board meeting following the election, the Board of Directors shall decide among themselves as to the Board positions that each Director will hold.

#### **Section 4.**

Any Director of the Board is eligible for re-election. However, no Director may serve in the same capacity for more than two (2) consecutive terms, or 4 years. In case of a vacancy on the Board, the remaining Directors may appoint a person from the general membership to fill the unexpired term.

#### **Section 5.**

Election of the Board of Directors shall be held each November. New Directors will take office at the first Board Meeting following their election.

#### **Section 6.**

Members of the LPGRA may vote in person or by absentee ballot. Absentee ballots shall be made available fifteen (15) days prior to the general meeting in November and deposited in the designated ballot box no later than twenty-four (24) hours prior to the meeting. Absentee ballots shall be found on the LPGRA website or obtained from any Director.

#### **Section 7.**

Any Director of the Board who has three (3) consecutive unexcused absences from meetings of the Board or General meeting may be removed from the Board by a majority vote of the Board and shall be notified in writing. Any unexcused absence is any absence without prior notification to each member of the Board.

### **ARTICLE V - OFFICER DUTIES**

#### **Section 1. President**

The President shall preside at all meetings of LPGRA. The President is responsible for approving all committees and appointing the chair, subject to the approval of the Board of Directors. The President shall attend (or send a representative) to relevant AAMHO meetings and report to the membership at the next general meeting.

#### **Section 2. 1st Vice President**

The 1st Vice President shall assume the responsibilities of the President should the President be absent and serve as the Chair of the By-laws Committee.

#### **Section 3. 2nd Vice President**

The 2nd Vice President shall assume the responsibilities of the 1st Vice President should the 1st Vice President assume the responsibilities of the President. In the absence of both the President and First Vice President, will assume the responsibilities of the President. 2nd Vice President shall acknowledge receipt of all written comment/concern forms and follow up with action taken.

#### **Section 4. Secretary**

The Secretary shall be responsible to record and submit the minutes of all meetings, (General, Board, and Special) and maintain files of such on the LPGRA cloud storage platform (Google Drive). The Secretary is the Chair of the Nominating Committee.

#### **Section 5. Treasurer**

The Treasurer shall be responsible for receiving and disbursing (after board approval) all LPGRA funds while maintaining proper accounting. The Treasurer shall submit a financial report at General and Board meetings, and file required federal or state tax returns. The financial reports will be reviewed annually before the November election. The treasurer shall be the Chair of the Recycling Committee and General meeting raffle ticket sales.

### **ARTICLE VI - STANDING COMMITTEES**

#### **Section 1. Nominating Committee**

A Nominating Committee of not less than three (3) but not more than five (5) members of LPGRA shall be appointed by the President in July to draw up a slate of candidates. The Nominating Committee will report the slate of candidates at the October General meeting, with the election to take place in November. The Secretary shall be the Chair of the Nominating Committee.

#### **Section 2. By-laws Committee**

A By-laws Committee of not less than three (3) but not more than five (5) members of the LPGRA shall be appointed each year at the meeting following the election of the new Board of Directors. The 1<sup>st</sup> Vice-President shall serve as Chair of this committee. The purpose of the By-laws Committee is to review the LPGRA By-laws annually and make recommendations for necessary revisions. All recommendations must be submitted to the Board of Directors for their approval. At the General meeting following Board approval, the Chair of the By-laws Committee will present the revisions for approval by the membership.

#### **Section 3. Recycling Committee**

The Recycling Committee is a program which involves the active participation of community members to recycle certain types of waste. Types of items acceptable to this program will be determined by the Committee with approval of the Board of Directors and LPG Management. The Treasurer shall serve as Chair of the Recycling Committee and report to the membership at the General Meetings.

## **ARTICLE VII - MEETINGS**

### **Section 1.**

**A Quorum** is defined as twenty (20) homeowners in attendance at a meeting. This includes General, Annual and Special meetings. At any Board Meeting, a simple majority shall be considered a quorum.

### **Section 2.**

**Annual Meeting** The LPGRA shall hold an Annual Meeting and election during the month of November. Business at this meeting shall include the election of Directors for the ensuing term.

### **Section 3.**

**General Meetings** General Meetings of the members shall be held monthly. General Meetings are usually held at 9:30 a.m. on the first Thursday of the month.

### **Section 4.**

**Board of Directors Meetings** The Board of Directors shall hold monthly meetings. These meetings will usually be held at 9:00 a.m. on the last Thursday of the month. Additional Board meetings shall be held as needed.

### **Section 5.**

**Special Meetings** The President, Board of Directors or twenty-five (25) homeowners may call a Special Meeting at any time.

### **Section 6.**

**Attendance** All Annual, General and Special Meetings shall be open to all homeowners of LPG.

### **Section 7.**

**Rules of Order** The usual Parliamentary rules as laid down in "Roberts' Rules of Order" shall govern all deliberations, when not in conflict with these By-laws.

## **ARTICLE VIII - AMENDMENTS**

### **Section 1.**

Revisions to these By-laws are effective on the date of ratification by the homeowners.

**Section 2.**

Amendments, deletions or additions to these By-laws must be approved by a vote of two-thirds (2/3) majority of the homeowners present at the meeting provided a quorum of twenty (20) is present.