

***RIDGEWOOD MOBILE HOME PARK
ASSOCIATION, INCORPORATED**

BY-LAWS

ARTICLE I. NAME

SECTION 1. The official name of this organization shall be "THE RIDGEWOOD MOBILE HOME PARK ASSOCIATION, INCORPORATED."

ARTICLE II. OBJECTIVES

SECTION 1. The objectives of this organization shall be directed toward insuring the welfare, safety, communication, recreation, and pleasure of the residents of Ridgewood Park.

ARTICLE III. MEMBERSHIP

SECTION 1. All mobile homeowners and joint owners shall upon beginning their period of ownership automatically become members of this Association.

SECTION 2. The term "resident" shall apply to those adult persons who make Ridgewood Park their principal residence for not less than three (3) months of each year.

ARTICLE IV. OFFICERS

SECTION 1. Elected officers of the Association and Corporation shall be the President, First Vice President, Second Vice President, Secretary and Treasurer. The President or the First Vice President or Second Vice President must be a year-round resident of Ridgewood Park.

SECTION 2. The election of officers shall be held at the Annual Meeting of the Association in January of each year, insofar as possible, and elected officers will have a term of office of one year.

SECTION 3. DUTIES OF OFFICERS: The PRESIDENT shall be the presiding officer at all Annual, Special and Regular meetings of the Association and at meetings of the Executive Board. The PRESIDENT shall act as the coordinator of Park activities and serve as chairperson of the Executive Committee (see ARTICLE IX- Section 1.- Executive Committee.)
The First VICE PRESIDENT shall preside at all meetings in the absence of the President and shall act with the President and Second Vice President in Executive Board duties and Executive Committee duties (see Article IX- Section 1.- Executive Committee).
The Second VICE PRESIDENT shall be third ranking officer to preside in the absence of the President and First Vice President and shall also act with the President and First Vice President in preside at all meetings in the absence of the President and First Vice President in Executive Board duties and Executive Committee duties (see Article IX- Section 1.- Executive Committee).
The SECRETARY shall be responsible for the minutes of all Association and Executive Board Meetings. Duties shall include the performance of all correspondence initiated by the President of the Executive Board on behalf of

of the Association. The Secretary may appoint with the approval of the Executive Board a Corresponding Secretary to assist in this duty. The Secretary shall be the fourth ranking officer to preside in the absence of the President and Vice Presidents.

The TREASURER shall collect, hold, and disburse monies of the Association. Disbursements other than from "Petty Cash Fund" shall be made only by approval of the Executive Board with maximum limitations as stated in Article VIII Section 5. The Treasurer shall be the fifth ranking officer to preside in the absence of all other members of the Executive Board.

SECTION 4. If a vacancy occurs during a Board member's term in office a replacement may be appointed by the remaining Board members and confirmed by the Association members at the next regular monthly meeting.

ARTICLE V. MEETINGS

SECTION 1. All meetings of the Association shall be called only through action of the Executive Board and shall be defined as ANNUAL, SPECIAL, and REGULAR types of meetings.

SECTION 2. The ANNUAL meeting of members shall be held on the third Saturday in the month of January each year. The purpose of the meeting is to elect the officers for the ensuing year, amend by-laws, adjust quorums, and conduct any unusual business of the Association. Advanced notice of not less than three (3) weeks is mandatory. This may be accomplished by posting on the bulletin board and in the monthly bulletin of Park activities.

SECTION 3. A SPECIAL meeting may be called under emergency conditions or when time limits preclude regular meeting action, and the business is of major importance. Any Special meeting must be posted on the bulletin at least one (1) week in advance of the meeting date. Action at Special meetings shall be strictly limited to agenda items specified in the posted announcement of the meeting.

SECTION 4. REGULAR meetings are a means by which Association members maintain an overview of and provide active participation in policies, programs, and activities governing pleasure and recreation and the association business operations. Regular meetings shall be held monthly unless voted otherwise by the assembly at the recommendation of the Executive Board. Resident members must be notified of regular meetings by bulletin board posting at least one (1) week in advance of the meeting date and by publishing the meeting date in the official monthly bulletin of Park activities.

ARTICLE VI. QUORUM

SECTION 1. A QUORUM of members for the purpose of conducting ordinary business of the Association during the months of November of any calendar year through May of the next calendar year shall consist of not less than (forty 40) members; for the months of June through October of a given calendar year a Quorum shall consist of not less than (twenty-five 25) members. At annual meetings when business includes the election of officers and changes in the by-laws the Quorum shall not be less than (fifty 50) members. Quorums may only be adjusted at Annual meetings.

ARTICLE VII. VOTING

- SECTION 1.** The rules for group discussion are commonly called "parliamentary procedure." The parliamentary authority in conducting meetings shall be the "ROBERTS RULES OF ORDER." Opportunity for discussion of each question shall be provided before a vote is taken on any subject or motion. When a motion is made, the member making the said motion, must identify himself or herself by name. The same requirement applies to the member seconding the motion.
- SECTION 2.** On each question or motion each member is entitled to one vote which may be by acclaim, written ballot, or other accepted method at the direction of the presiding officer of the meeting. In case of a written ballot, the President shall appoint two "tellers" to handle the counting.
- SECTION 3.** ABSENTEE BALLOT voting on matters covered by ARTICLE VII of these by-laws may be accomplished by absentee (but not proxy) ballot provided the entire absentee membership roll of the Association is contacted and each member provided with a ballot mailed to the last known Ridgewood address at least three (3) weeks in advance of the meeting.

ARTICLE VIII. EXECUTIVE BOARD

- SECTION 1.** The EXECUTIVE BOARD of the Association shall be comprised of a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.
- SECTION 2.** DUTIES & RESPONSIBILITIES shall include the review of policies in the conduct of ordinary business and planning activities of the Association and making necessary recommendations to the general membership in matters requiring Association approval.
- SECTION 3.** REGULAR Meeting of the Executive Board shall be held monthly with a regular date and time set prior to the Association meetings and conducted by the President. Regular meeting dates may be decreed by the President in agreement with other members of the Executive Board. Meetings other than the Regular meetings of the Executive Board may be called by any of the members provided the President or one of the Vice Presidents is present to preside and all Board members in residence are contacted and a majority quorum is present for conducting business.
- SECTION 4.** The immediate past President may, by invitation, sit in on Board meetings in an advisory capacity without vote.
- SECTION 5.** All expenditures, none of which may exceed (\$50.00) in total, must be approved by a majority vote of the Executive Board. Authorization to spend (\$400.00 or more) shall be given only by a majority vote of the membership at a REGULAR, SPECIAL, or ANNUAL meeting at which a quorum of members is present.

ARTICLE IX. STANDING COMMITTEES

SECTION 1. The EXECUTIVE COMMITTEE shall be comprised of the President as chairperson, the First Vice President, and the Second Vice President. The President shall act as coordinator of Park activities and share with the Vice Presidents the responsibilities for the appointment and function of all standing ad-hoc committees. Members of the Executive Committee, acting individually or together, will initiate contact and have full authority for completing appointments as necessary to fill all committee vacancies. A full and complete list of all committee chairpersons shall be posted on the Park bulletin board no later than March 1st of each year.

SECTION 2. ACTIVITIES COMMITTEES may consist of one or more persons involved in the detail concerning the broad subjects of Park activities such as personnel, entertainment, communication, medical and health, meals, grievances, shuffleboard, security, hobby groups, and others as may be decided by the Executive Board.

SECTION 3. The TERMS OF OFFICE:
EXECUTIVE BOARD and EXECUTIVE COMMITTEE- One year from date of Annual Meeting and election.
STANDING COMMITTEES- March 1st of any given year through February 28th of the succeeding year.
A SHUFFLEBOARD- April 1st of any given year through March 31st of the succeeding year.

SECTION 4. The PURCHASING AGENT shall be responsible for the purchase of supplies and equipment for the Association upon such direction by the membership in proper assembly or by direction of the Executive Board. The Purchasing Agent shall be responsible for effecting necessary repairs or adjustments on damaged or unsatisfactory equipment or merchandise and for obtaining bids on needed purchases. The Purchasing Agent shall advise the Executive Board in matters related to contemplated purchases for the Association. The Purchasing Agent of the Association is appointed by the Executive Board and by virtue of the office may sit in on Executive Board meetings with the right to vote on the matters pertaining to the duties of the Purchasing Agent.

ARTICLE X. AD HOC COMMITTEES SECTION

SECTION 1. SPECIAL EVENTS committees cover single events or activities such as auctions, card parties, Thanksgiving and Christmas dinners, pancake breakfasts, potluck dinners, and other as may be determined by the Executive Board and/or Association.

SECTION 2. An AUDITOR'S report is prepared for the Annual meeting by two (2) Association members appointed as Auditors by the President. The report is from financial operating data for the fiscal year of January 1st through December 31st and becomes part of the official corporate record.

SECTION 3. The NOMINATING COMMITTEE appointed by the Executive Committee shall be announced at the November regular meeting. The Nominating Committee shall present the slate of Nominees to the membership at the December and/or January regular meeting(s) for action at the Annual Meeting in January. Nominations may be made from the floor at the Annual meeting in January if said nominee(s) has been contacted in an advance and agrees to serve if elected. The proposer should introduce the nominee from the floor and give a short resume of qualifications.

SECTION 4. Any committee may be disbanded by mutual agreement between the chairperson of such committee and the Executive Committee.

ARTICLE XI. CORPORATION RECORDS

SECTION 1. CORPORATION RECORDS are available for review by the members upon request provided the requesting member is accompanied by an elected officer of the Corporation. Any records removed from the files must be documented as to identity. A receipt must be signed and dated and left on deposit with the accompanying officer. A limit of three (3) file folders or documents only are permitted and must be returned within three (3) days.

ARTICLE XII. AMENDMENTS TO BY-LAWS

SECTION 1. BY-LAWS of the Association must be amended only at the Annual meeting of the Association except, under stress of unusual conditions, the By-laws may be amended when requested by the Executive Board. Such action is the subject to the procedures stipulated in Article IV, V, and VI of the By-laws of the Association.

SECTION 2. The Articles included in this document shall be considered the sole and entire By-laws of the Ridgewood Mobile Home Park Association, Incorporated, and as officially amended, will comprise the framework for activities of the Association.

***Original By-laws dated April 7, 1960**

***Name changed in our Assigned Charter #746613, April 4, 1979**

REVISED AND PUBLISHED

JANUARY 2023

**COMMITTEE: Jake Hayes, David Wischmeyer,
Tom Duffy, Harry Hubbling**