

**BY-LAWS
OF THE
PORT MALABAR HOLIDAY PARK
PROPERTY OWNERS'
ASSOCIATION, INC.**

215 Holiday Park Boulevard, NE
Palm Bay, FL 32907

These By-Laws, adopted by the Board of Directors of HPPOA, provides the framework of organization and the rules to establish and operate a non-profit Association/Corporation of members pursuing enjoyable and affordable social and recreational activities in common. Our aim is to maintain an active, happy community at Holiday Park where health and security are also emphasized and enjoyed.

DEFINITIONS

- (1) ASSOCIATION, CORPORATION OR HPPOA: All refer to the Port Malabar Holiday Park Property Owners Association.
- (2) DISTRICT or HOLIDAY PARK: Both refer to the Port Malabar Holiday Park Mobile Home Park Recreation District.
- (3) BOARD: Refers to the Board of Directors of the HPPOA.
- (4) DIRECTORS: Members of the Board of Directors of HPPOA.
- (5) HPPOA BOARD OF DIRECTORS: This Board is responsible for social and recreational activities for a better quality of life in Holiday Park.
- (6) OFFICERS: Executive Officers of HPPOA.
- (7) MEMBERS: Property Owners with paid-up dues in HPPOA.
- (8) RESIDENTS: Owners or renters who reside in Holiday Park.
- (9) BOARD OF TRUSTEES: District Officers responsible for the management of Holiday Park.

BY-LAW 01/08 – ASSOCIATION OFFICE BOOKS AND RECORDS

- (1) The principal office of the Association shall be located at the Recreation Center, 215 Holiday Park Boulevard, NE, Palm Bay, Florida 32907.
- (2) This Association shall keep correct and complete books, including records of accounts, and of tangible property; shall keep minutes of the meetings of its members and Board of Directors at the principal office; and shall keep a record giving the names and addresses of the members entitled to vote.
- (3) All books and records of the Association may be inspected by any member or agent, or attorney, for any proper purpose at any reasonable time.

BY-LAW 02/08 – PURPOSE OF THE BY-LAWS

- (1) The purpose of the following By-Laws, consistent with the Articles contained in the State of Florida, Division of Corporation, Certificate of Incorporation, dated the 31st day of May, 1977, (Charter Number 739190) and amendments thereto, is to establish the rules and procedures needed to implement a program of social and recreational activities for the pleasure and benefit of the Holiday Park residents by:
 - (a) Encouraging participation of the members in the social and recreational activities afforded by the Association and operated within the facilities provided and managed by the Port Malabar Holiday Park Mobile Home Park Recreation District;
 - (b) Encouraging residents to become members of the Association;
 - (c) Encouraging members to participate in the planning and operation of the various functions of the activities sponsored by the Association;
 - (d) Promoting and maintaining goodwill and harmony;
 - (e) All, for non-profit purposes.

BY- LAW 03/08 ORGANIZATION

- (1) This organization established to serve the membership of the Association shall be comprised of:
 - (a) BOARD OF DIRECTORS – consisting of not less than nine (9) members elected by the membership and who are responsible for managing the affairs of the Association.
 - (b) EXECUTIVE OFFICERS – President, First Vice President, Second Vice President/Director of Activities, Assistant Activities Director, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary are elected by the Board. Membership Secretary, Chaplain, Parliamentarian and Sergeant-of-Arms are appointed by the President.
 - (c) All officers are responsible to the members of the Association for the administration of the affairs of the Association, in accordance with the Board guidelines and as prescribed by the Association By-Laws.

- (2) COMMITTEES, AKA – STANDING COMMITTEES, are appointed and approved by the Board.
 - (a) Examples of the Standing Committees established for the efficient operation of the Association are, but not limited to: Ways and Means, Budget, Kitchen/Supplies, Sunshine, Welcome, Happenings, and Block Captains.
 - (b) Standing Committee Chairpersons are responsible to the President for the conduct of activities related to their respective function, as prescribed by the Board and as outlined in By-Law 10/08.
 - (c) Other Committees may be designated or established ad-hoc by the Board or President to carry out specific functions or duties.
 - (d) Nothing in this By-Law precludes Board Members/Officers from serving as Committee Chairperson or as a member of a Committee.
 - (e) Committee Chairpersons shall be a member or associate member of the association.
(01/2010)

BY- LAW 03/08 ORGANIZATION continued:

COMMITTEES continued:

(3) **APPENDIX "A" By-Law 03/08 illustrates an example of organization.**

BOARD OF DIRECTORS

PRESIDENT

DIRECTOR OF ACTIVITIES

STANDING COMMITTEES

BAKE SALES	AUDIT
BINGO	BLOCK CAPTAINS
BLOOD BANK	BUDGET
BLOOD PRESSURE	DECORATIONS
BUNCO	GAZEBO MEMORIALS & WALL OF HONOR
CARD PLAYING	HAPPENINGS
CRAFT SALE	HISTORIAN
DINNERS	KITCHEN MONITOR
EXERCISE CLASSES	KITCHEN SUPPLIES
55 ALIVE	SUPPLIES/PAPER CLOSET
FLEA MARKET	LIBRARY
GOODTIME SINGERS	NOMINATING
LADIES LUNCHEON	SUNSHINE
LINE DANCING	TELEPHONE DIRECTORY
PANCAKE BREAKFAST	WAYS & MEANS
SHOWS	WELCOME
SHUFFLEBOARD	
SIXTY/FORTY CLUB	
SUPER BOWL	

BY-LAW (04/08) – MEMBERSHIP

(1) **MEMBERS:** A member is a person who has purchased a HPPOA membership, and is a person of record in the District Office who has shown Title Ownership to property located in Holiday Park, including a spouse or significant other in residence.

BY-LAW (04/08) – MEMBERSHIP continued:

- (2) **ASSOCIATE MEMBERS**: An Associate Member is a person who has purchased a HPPOA Membership and who resides within Holiday Park without owning property. Associate Members may vote at membership meetings. Associate Members may serve as Chairpersons of Standing Committees except they may not serve on the Nominating Committee. Associate members may serve as Chairperson of an Activity. Associate Members may not serve as a Director or an Executive Officer. **(01/2010)**
- (3) **RENEWAL OF MEMBERSHIP**: When a member has paid the required annual dues, the Board shall provide a Membership Card, to be issued by the Membership Secretary and signed by the person selling the membership. The Membership Card shall contain the name of the member or associate member and year of issuance.
- (4) **TRANSFER OF MEMBERSHIP**: Membership in the Association is not transferable or assignable.
- (5) **TERMINATION OF MEMBERSHIP**: Membership shall terminate upon:
 - (a) the death or written resignation of a member;
 - (b) his/her expulsion by the Board of Directors.
- (6) **SUSPENSION OR EXPULSION OF MEMBERS**. A member may be suspended or expelled from the Association by a majority vote of the Board:
 - (a) When, in the opinion of the Board, a member's actions are detrimental to or inconsistent with the By-Laws.
 - (b) A member who has been suspended or expelled is not eligible to vote at meetings or at an election.
 - (c) A member who has been suspended or expelled by the Board may appeal such actions by filing with the Secretary a written notice-of-appeal and the reasons thereof.
 - (d) Upon receipt of the written appeal, the President shall appoint a committee of three from the membership to review the suspension or expulsion. At the completion of the review, the committee shall recommend to the Board either to reinstate the member or to continue the suspension for a period of time recommended by the committee.

BY-LAW (05/08) – DUES

- (1) The Board of Directors may determine the amount of the annual dues payable to

the Association by the members.

- (2) The annual dues shall be payable the first day of January of each year.
- (3) When membership has terminated because of non-payment of dues, the renewal of membership can be made by payment of a full current year's dues.

BY-LAW 06/08 – BOARD OF DIRECTORS

- (1) **ELIGIBILITY:** Directors must be Holiday Park property owners and members of HPPOA. Associate Members do not qualify to be a Director. No board member can serve on more than one board of Port Malabar Holiday Park Recreational District at any given time. **(01/2017)**
- (2) **TERM OF OFFICE:** Directors are elected by the members to serve a three (3) year term, assuming office at the first regular meeting following the election. Three (3) Directors are to be elected each year. **(12/2013)**
- (3) **INSTALLATION:** At the first meeting of the Board following the election, the newly elected Board members shall be installed by a Trustee of the Holiday Park Recreation District. Installation shall be conducted after all business of the Association is complete. The new Board of Directors shall elect a temporary Chairperson to serve until a President is elected at the Reorganization Meeting.
- (4) **ELECTED OFFICERS:** At the Reorganization Meeting, the Board of Directors shall elect a President and the Executive Officers of the association.
- (5) **RESPONSIBILITIES:** The Board of Directors is responsible to the members for managing the affairs of the Association by carrying out duties and functions listed below:
 - (a) Attending meetings for the purpose of transacting the business of the Association;
 - (b) Establishing policy as set forth in the By-Laws and amending policy as required;
 - (c) Reporting the Board's actions to the membership;
 - (d) Approving appointments to Committees and other positions made by President;
 - (e) Appointing auditors to conduct an annual audit of the financial records;

- (f) Recommending approval of capital projects prior to presentation to the membership for a vote;
 - (g) Communicating with the residents of Holiday Park;
 - (h) Performing all duties as specified in the By-Laws and accepting additional responsibilities as requested;
 - (i) Coordinating with the District Trustees to obtain their concurrence before proceeding with a Capital Project involving building, installing or acquiring a tangible asset at Holiday Park. Such assets include those, which will require ongoing maintenance or safeguarding by the District for the benefit of all residents. Such assets should be transferred to the District prior to the March membership meeting.
- (6) **QUORUM**: A majority of the Board shall constitute a quorum and an action for the transaction of business placed before the Board. If less than a majority, five (5) is present at a meeting, the meeting shall be considered adjourned.
- (7) **RESIGNATION**: Board member resignation shall be accepted when presented to the President in writing.
- (8) **REMOVAL**: Board of Directors, by a majority vote, may remove an Officer of the Association with justification.
- (9) **REPLACEMENT**: Board of Directors shall replace an Executive Officer due to death, resignation, or other reason for a vacancy for the unexpired term of the office being filled.
- (10) **FILLING OF VACANCIES**:
- (a) If the office of any member of the Board of Directors becomes vacant prior to the expirations of such member's term of office, the Board of Directors shall fill the vacancy by majority vote of the remaining Directors by appointment, of a successor from among the members of the organization. The appointment shall be held during an open meeting of the organization. Such appointed member shall hold office for the remainder of the term of the vacant office.
 - (b) In the event that any election shall fail to fill the number of seats open, the Board of Directors shall fill the seat by appointment of a successor, by a majority vote of the remaining Directors, from among the members of the organization. The appointment shall be held during an open meeting of the members of the organization. **(04/2008)**

BY-LAW 07/08 – EXECUTIVE OFFICERS

- (1) **PRESIDENT**: The President is the principal Executive Officer of the Association who shall, in general, supervise and control all the business affairs of the Association in accordance with its By-Laws. The President shall preside at all meetings of the Association. The President may sign jointly with the Secretary or any other authorized Officer or Agent of the Association, bonds, contracts or other instruments the Board shall have authorized to be executed. The President shall be the District Liaison per **By-Law 10/08 - No. 10**, and shall perform such other duties as may be prescribed by the Board.

- (2) **FIRST VICE PRESIDENT**: The First Vice President in the absence of the President, for whatever reason, shall perform the duties of the President, and when is so acting have all the responsibilities and authority of the President. First Vice President shall arrange programs for the Membership meetings.

- (3) **SECOND VICE PRESIDENT**: The Second Vice President shall function as the Chairperson of the Activities Committee. Be responsible for selecting, scheduling and overseeing the individual Activity Committee Chairpersons. Reports to the Board and to the members a summary of HPPOA sponsored activities. The Second Vice President shall pre-authorize advances to the Activity Chairperson up to the limits outlined in **By-Law 12/08**. The Second Vice President shall ensure that the Activity Chairpersons report all revenues and expenses to the Treasurer. Shall also ensure that the event chairperson accounts for all profits accruing from various activities, and shall be responsible for coordinating notices on the marquee with the District. The Second Vice President shall serve as Chairperson of the Ways & Means Committee.

- (4) **TREASURER**: The Treasurer or, if absent, the Assistant Treasurer is responsible for all funds and securities of the Association, receiving and depositing money in the accounts of the Association, recording same and carrying out all of the financial matters as outlined in **By-Law 12/08**. The Treasurer is responsible for paying approved expenditures from the appropriate account. The Treasurer will present a report of current finances at each monthly meeting.

- (5) **SECRETARY**: The Secretary, or if absent, the Assistant Secretary, is responsible for taking and preparing minutes of the meetings of the Board and of the members, giving notice of meetings, typing correspondence and being the custodian of corporate records, including minutes of meetings. Secretary is responsible for ensuring the Corporate Seal is affixed to all authorized documents and in general performing such duties as may be assigned.

BY-LAW 07/08 – EXECUTIVE OFFICERS continued;

- (6) **MEMBERSHIP SECRETARY:** The Membership Secretary, or if absent, the Assistant Membership Secretary, is responsible for promoting and encouraging membership in the Association, collecting dues and submitting dues collected to the Treasurer, also is responsible for maintaining the mailing addresses of all members. Membership Secretary shall oversee the eligibility of voting members.

- (7) **SERGEANT-AT-ARMS:** The Sergeant-at-Arms, or if absent, the Assistant Sergeant-at-Arms, is responsible for counting and reporting the number of members in attendance at the regular meeting of the members. Sergeant-at-Arms is responsible for leading members in the salute to the flag and for maintaining order at these meetings.

- (8) **CHAPLAIN:** The Chaplain is responsible for preparing and enunciating the invocation at the meetings of the members and the Board and whenever the ceremony requires these formalities for the occasion.

- (9) **PARLIAMENTARIAN:** The Parliamentarian is responsible for advising the Board regarding the conduct of meetings of the members, Board, Executive Officers or Committees. The provisions of the By-Laws and Robert’s Rules of Order, when not in conflict with the By-Laws, shall be used as a guide for this advice.

BY-LAW 08/08 – MEETINGS

- (1) **QUORUM:** A majority of five (5) Directors constitutes a quorum for all meetings of the Board and of the members.

- (2) **MEMBER QUORUM:** At the annual, regular or special meeting of the members a quorum is 2/3 or more of the voting members in attendance when a vote is required of the general membership.

- (3) **VOTING RIGHTS:** A maximum of two (2) votes per home will be allowed. Multi-home owners are limited to vote(s) for one home only. A suspended or expelled member is not entitled to vote. Associate Members are not entitled to vote.

- (4) **MEETING PLACE**: All meetings of the Board of Directors are to be held at Holiday Park with the President, or if absent, the First Vice President presiding.
- (5) **REORGANIZATION MEETING**: Prior to the Workshop Meeting in April the temporary Chairperson, elected at the Regular Meeting in March, shall determine a date and time for the Reorganization Meeting.
- (6) **DIRECTOR WORKSHOP MEETING**: The Board shall meet on the first Monday during the months of October through May, or at least seven (7) days prior to the regular meeting of the members. Special meetings of the Board may be called at the request of the President of the Board, or any five Directors. Board members shall be given notice at least 48 hours prior to the regular monthly meetings. In the event of a Legal Holiday on a Monday, or for other good reason, the meeting will be conducted at an alternate day set by the Board.
- (7) **REGULAR MEETING**: The regular meetings of members are to be held at the Recreation Center, Holiday Park, at 7:00 P. M. on the Third Monday of the months of October through May of each year. The President or, when absent, the First Vice President presides. In the event of a Legal Holiday on a Monday, or for other good reason, the meeting will be conducted at an alternate day set by the Board.

The order of Business for the regular meeting of members is:

INVOCATION
SALUTE TO THE FLAG
ROLL CALL
SECRETARY'S REPORT
CORRESPONDENCE
COMMUNICATIONS
TREASURER'S REPORT
MEMBERSHIP SECRETARY REPORT
SECOND VICE PRESIDENT (ACTIVITIES) REPORT
SPECIAL COMMITTEE REPORTS
OLD BUSINESS
NEW BUSINESS
ADJOURNMENT

BY-LAW 08/08 – MEETINGS continued:

- (8) **NOTIFICATION:** The President has the responsibility for ensuring that members are notified at least 48 hours in advance of the date, time and place of meeting by placement of a notice on the HPPOA Bulletin Board at the Recreation Center, on the marquee at the entrance, or published as a notice on the “Happenings” calendar.
- (9) **COMMITTEE MEETINGS:** Committee meetings are to be held at Holiday Park at a time and place announced by the Chairperson of the Committee or Event. The meetings are normally held at the Recreation Center to conduct business associated with that Committee as defined in **By-Law 10/08 – Committees.**

BY-LAW 09/08 – ELECTIONS

- (1) **NOMINATING CHAIRPERSON:** Chairperson of the Nominating Committee shall be selected by the President, reports to the Board no later than the October Workshop Meeting.
- (2) **NOMINATING COMMITTEE:** President and Chairperson of the Nominating Committee shall select five (5) members to serve as the Committee. Committee members shall be announced to the Board at the November Membership Meeting.
- (3) **COMMITTEE RESPONSIBILITIES:** Committee shall oversee the entire election process in accordance with the terms of these By-Laws.
- (4) **SLATE OF CANDIDATES:** The Nominating Committee shall submit to the Board a proposed slate of candidates at the December Board meeting. The slate of candidates need not be limited to the number of vacancies. Additional nominations may be made from the floor at the December meeting of members. Additional write-in candidates may be added to the ballot at the time of voting. All candidates must signify their willingness to serve and must meet requirements specified in **By- Law 06/08.**
- (5) **NOTIFICATION:** Slate of candidates shall be posted on the HPPOA Bulletin Board at the Recreation Center.
- (6) **VOTING PROCESS:** Voting shall take place in the Recreation Center from 10:00 A. M. to 4:00 P. M. on the date of the regular meeting of the members held in March. Voting shall be by a secret ballot deposited in a secure and locked box provided for that purpose. The

BY-LAW 09/08 – ELECTIONS continued;

candidates' names shall be printed on the ballot in alphabetical order. The ballots shall be counted immediately after the 4:00 P. M. closing of the polls.

- (7) **VOTING RIGHTS**: A maximum of two (2) votes per home will be allowed. Multi-home owners are limited to vote(s) for one home only. A suspended or expelled member is not entitled to vote. Associate Members are not entitled to vote.
- (8) **VOTING MEMBERS**: On the day of the election, the Membership Chairperson shall validate members in good standing prior to the casting of their vote.
- (9) **ABSENTEE BALLOTS**: Absentee ballots will be inserted in the February issue of the "Happenings" newsletter with instructions to complete and return them to the HPPOA office either by mail or personal delivery not later than the last day of February. The returned absentee ballots must be identified with the voting member's name in order to be counted. The nominating Chairperson shall date and secure all absentee ballots. On the day of the election, the Membership Chairperson shall review absentee ballots to determine members in good standing.

BY-LAW 09/08 – ELECTIONS continued:

- (10) **RESULTS**: Candidates receiving the greatest number of votes will be elected. The results will be announced at the March meeting of the members. In the event of a tie, and when agreeable to the tied candidates, the winner shall be decided by the President tossing a coin.
- (11) **SOLICITING & CAMPAIGNING**: There will be:
 - (a) No distribution of literature;
 - (b) No campaigning;
 - (c) No soliciting;
 - (d) No electioneering permitted at any HPPOA activity, except when a "Meet The Candidates" event is held.
- (12) In the event that there has been no challenge to the slate of candidates, the Secretary shall cast one (1) vote for the entire slate.

BY-LAW 10/08 – COMMITTEES

The Standing and other committees established by the Board or President in accordance with the **By-Law 03/08 – Organization**, are responsible to the Board for conducting activities and carrying out the duties associated with the functions and aims outlined herein. The President of the Board is responsible for appointing each Committee Chairperson.

The normal term of office for an appointment to a Standing Committee is for one year beginning April 1st. Whenever a Committee is established to undertake a short-term function or objective, the member is appointed for the required period.

- (1) **ACTIVITIES COMMITTEE**: This Committee will be chaired by the Second Vice President who is responsible for appointing persons to conduct the Association's social and recreational activities open to all residents in the park, all designed to benefit and improve the quality of life of the residents. Procedure for a new activity: Complete the form provided by the Activities Chairperson, obtain preliminary approval from the HPPOA Board, and forward the application to District Office for their approval, then the application is returned to the HPPOA Board for scheduling. District Manager has the authority to temporarily approve an activity use of the building over the summer months of June, July, August and September once he/she has spoken to the HPPOA Chairperson. This temporary summer activity must go through the usual procedure in October to be approved by the HPPOA Board at an HPPOA meeting. **(01/2017)**
 - (a) The activities sponsored by the Association are available as long as there is interest and a chairperson to include but not mandatory **(01/2017)** or limited to: Bake Sale, Bingo, Blood Bank, Blood Pressure Checks, Bunco, Card Playing, Craft Sale, Dances, Dinners, Exercise Classes, Flea Market, Picnics, Good Time Singer, Ladies' Luncheons, Line Dancing, Needlework, New Year's Eve Party, Pancake Breakfast, Shuffleboard, Fifty/Fifty Club, Super Bowl Party, Aquacise, Bocce, 55 Alive, and Pool Playing tournaments **(01/2010)** ***New activities added since Jan 2010 are Basket making, Corn Hole game and Jewelry making, Quilting and Hand Bells.
 - (b) Activities not sponsored by the Association but are encouraged; include but are not limited to, activities that are held outside the facilities of Port Malabar Holiday Park Mobile Home Park Recreational District, such as Bus trips, Bowling and Golf. These activities do not receive funding from the Association. A chairperson of these activities may publish events in the "Happenings", post notices on bulletin board and receive no personal gain. **(01/2010)** These Activities do not receive cash advances
 - (c) A new activity proposed must be presented to HPPOA Board for approval.
 - (d) After receiving Board approval, an application form provided by the activities Chairperson shall be completed. Activities Chairperson shall review the

BY-LAW 10/08 – COMMITTEES continued;

application form, schedule approved activity and forward form to District Office for their review and approval. **(01/2010)**

1. **WAYS and MEANS:** This Committee is chaired by the Second Vice President and is responsible for presenting to the Board a proposed schedule of activities for the coming year. The Committee proposes the admission fee to support each activity.
2. **BUDGET COMMITTEE:** Chaired by the Treasurer, this committee includes the President and 2nd Vice President, who will use the report of the Ways and Means Committee to prepare the budget for the coming year to be presented to the Board at the April meeting.
3. **PAPER GOODS/SUPPLIES:** This Committee is responsible for procuring, storing and controlling general supplies and paper products used for various activities.
4. **KITCHEN MONITOR:** This committee is responsible for procuring, storing and controlling supplies used in the kitchen. The kitchen Monitor checks the kitchen after an HPPOA activity or event using a checklist posted in the kitchen and then reports to the Activities Director.
5. **BLOCK CAPTAIN COMMITTEE:** The Block Captains assist with the distribution of information materials, collection of dues for the Membership Secretary and act as liaison between the residents and the Association.
6. **HAPPENINGS and CALENDAR:** This Committee receives reports from Committee Chairpersons, Board of Directors, Executive Officers of the Association and Holiday Park Management. Coordinates and publishes the newsletter called “Happenings” and the monthly activity calendar. The Block Captains distribute this newsletter to residents during the months of October through May.
7. **TELEPHONE DIRECTORY:** This committee compiles and updates names, addresses and phone numbers of residents, and may solicit advertising for the annual Holiday Park directory.
8. **AUDIT COMMITTEE:** The Committee is responsible for auditing periodically, and at least annually, the accounts of the Association in accordance with the general accepted principles of accounting. The audit may be carried out with spontaneity, or at the direction of the Board, or at the request of the Treasurer. The results of any audit shall be reported to the Board.

BY-LAW 10/08 – COMMITTEES continued;

9. **NOMINATING COMMITTEE:** This Committee is responsible for complying with provisions of **By-Law 09/08**.

10. **DISTRICT LIAISON:** The President shall chair this Committee and has the responsibility for providing direct contact between the District Management and the Board of Trustees by attending meetings and keeping abreast of its activities which impact the Association. The President is responsible for presenting to the District any activity approved by the Association, which will directly affect the District.

11. **WELCOME COMMITTEE:** This Committee acts as a liaison between the Association and new owners and distributes a packet of information and coupons to certain events.

12. **LIBRARY:** This Committee is responsible for maintaining the Library in good order by returning books to their proper shelves, removing duplicate and badly worn books.

13. **DECORATIONS:** This Committee is responsible for maintaining the decoration closets and for decorating the Recreation Hall for seasonal holidays.

14. **SUNSHINE COMMITTEE:** This Committee ascertains and reports on residents of Holiday Park who are ill, hospitalized or deceased. It posts this information on the HPPOA Bulletin Board at the Recreation Center. It also sends cards to hospitalized, shut-in and bereaved residents.

15. **GAZEBO MEMORIALS & WALL OF HONOR:** This Committee is responsible for updating and maintaining the memorial plaques (name plates) in the Gazebo as well as placing the name of volunteers with five or more years of service to HPPOA on the name plates on the plaques located in the lobby of the Recreation Hall.

BY-LAW 11/08 – GRIEVANCES:

- (1) For the purpose of this By-Law, a grievance is defined as a cause of distress affording reason for a legitimate complaint against the Association. It is not intended to explore frivolous accusations, nor is it intended as an avenue for civil actions.

BY-LAW 11/08 – GRIEVANCES continued:

- (2) When grievances cannot be resolved by the parties involved, the complaint shall be put in writing and filed with the Secretary of the Association who will record it and send it to the President for action.
- (3) When a member has a grievance against the Association and/or its actions, the Board President shall endeavor to have the problem resolved amicably by referring the matter to the Board or Committee member most closely related to the problem.
- (4) The Secretary shall be apprised of the disposition of all grievances and, in any case where a matter has not been resolved, will continue to refer the matter to the Board's attention.

BY-LAW 12/08 – FINANCES / CONTRACTS

This By-Law establishes responsibilities, and the procedures to be used in the establishment and maintenance of the accounts of the Association, the handling of funds, and the guidelines and limitations for contracting of goods and services that are to be used for the benefit of the members of the Association.

Expenditures are approved by a majority of the Board at a Board Workshop or at a Regular Meeting of the membership. President shall authorize the Treasurer to pay approved expenditures from the appropriate account. Approvals recorded in the minutes of meetings shall be sufficient for the Treasurer when a bill is received for payment, notation of date approved shall be placed on invoices.

- (1) **FISCAL YEAR:** The fiscal year of the Association shall begin on the first day of April and end on the last day of March each year.
- (2) **BONDING:** The Treasurer, Assistant Treasurer, President, First Vice President, and Secretary shall be bonded for an amount that will sufficiently cover their duties while in office.

BY-LAW 12/08 – FINANCES / CONTRACTS continued:

- (3) **ACCOUNTS:** The Treasurer is responsible for maintaining a minimum of two approved bank accounts with a full service bank in the local community, namely:
- (a) One account to support the business of the Association. Funds are received from annual dues of members of the Association. This account is to be known as the General Account.
 - (b) A second account to support the activities of the Association. Funds are received from sale of tickets, raffles, etc. that are sponsored by the Association. This account shall be known as the Activity Account.
 - (c) Additional accounts may be established upon the recommendation of the Treasurer or President and approved by the Board for specific purpose. An account shall be titled to identify the purpose, when funds are being accumulated for a specific purpose. Designated funds for any contingency should be so noted.
- (4) **SIGNING AUTHORITY:** The Treasurer is authorized to sign checks to be cosigned by either the Assistant Treasurer, President, or if absent, the First Vice President or Secretary. In the absence of the Treasurer, the Assistant Treasurer will sign and a cosigner shall be the President or if absent, the First Vice President or Secretary (or any two signers from the above list). None can sign a check written to oneself or a member of their immediate family.
- (5) **REVENUE:**
- (a) Except for Bingo, all revenue received from an activity, for example, but not limited to, ticket sales, raffles, membership, prize money donations, passing the basket, etc., will be turned over to the Treasurer for deposit within one (1) week of collection. Moneys held for prizes for an activity shall be entered into a separate account for that activity which will show on the monthly Treasurer's Report. That money will be issued to that activity chairperson at the time of distribution. Bonding regulations require that no one should hold activity money in their home. **(01/2010)**
 - (b) Revenue derived at Bingo from the sale of papers and cards shall be returned to players in the form of prizes as stated in 2001 Amended Statutes 849.0931 (4) after deducting the actual business expenses for such games for articles designated for and essential to the operations, conduct and playing of bingo. **(01/2010)**

BY-LAW 12/08 – FINANCES / CONTRACTS continued:

REVENUE continued:

- (c) Upon completion of an activity, all remaining revenue, including an advance, shall be reported on the proper form and turned over to the Treasurer within seven (7) days. **(01/2010)**

All revenues statements are from expenditures #s (iii), (iv)

(6) EXPENDITURES:

- (a) **PETTY CASH.** Maintain a separate Petty Cash account for all Yearly cash advances to be drawn from the Activities Account. All advances are given at the beginning of the fiscal year (April 1).

Some Standing Committees have yearly cash advances, the amount to be determined by the Activities director or President. (But not to exceed \$100 without Board approval) Upon receipt of cash advance check, the Standing Committee chairperson will sign a Petty Cash form filled out by the Treasurer showing the check number, amount of the check, the date of the check and the activity for which the check was issued. If an additional advance is needed during the fiscal year, the Board must approve the advance prior to the Treasurer issuing the check.

When anyone holding Petty Cash moneys leaves the park for an extended length of time, 30 days or more, they must return unused funds, along with receipts on the proper form, to the Treasurer before leaving. A new Advance will be issued upon return.

All Petty Cash expenditures shall be supported by bona fide receipts and reported to the Treasurer on the proper form. Unused funds are to be returned to the Treasurer with a final report by the end of the fiscal year (March 31). The date shall be announced by the Treasurer at the Workshop Meeting in March. At this time the Standing Committee chairperson will sign the bottom portion of the form they signed at the beginning of the fiscal year showing the moneys have been returned.

Petty Cash funds for the Executive Officers are to be used when an expenditure is less than \$25.00. The yearly amounts for the following Executive Officers are as stated below:

BY-LAW 12/08 – FINANCES / CONTRACTS continued:

EXPENDITURES continued:

(a) **PETTY CASH continued:**

<u>OFFICE</u>	<u>MAXIMUM YEARLY</u>	
	<u>AMOUNT</u>	<u>INCREMENTS</u>
President	\$100.00	\$ 50.00
Second Vice President	400.00	\$100.00

Funds for the President and the Second Vice President are to be drawn by check from the Activities Account.

Petty Cash expenditures shall be supported by bona fide receipts and reported to the Treasurer on the proper form prior to the disbursement of subsequent increments. Unused funds are to be returned to the Treasurer with a final report at the end of the fiscal year.

(b) **ADVANCES:**

(i) Activity Director or the President may request the Treasurer issue an advance (starting cash) to the Chairperson of an HPPOA approved activity in an amount not to exceed \$400 when the leader must purchase supplies or pay for services relating to that activity. No purchases are to be made from ticket-sale money. All purchases must come from the cash advance.

(ii) When an advance in excess of \$400 is required for start-up expenses of an approved special event, the Board shall approve the advance prior to the check being issued.

(iii) Bona fide receipts must support expenditures for all activities.

(iv) Upon completion of an activity, all remaining revenue, including an advance, shall be reported on the proper form and turned over to the Treasurer within seven (7) days.

(v) Bona fide receipts must support expenditures for activities.

(c) **TRANSFER:** The Board may request authorization from the membership to transfer funds from one account to another for general expenses or specified purposes.

BY-LAW 12/08 – FINANCES / CONTRACTS continued:

EXPENDITURES continued:

(d) **BUDGETED EXPENSES:** The Treasurer shall pay invoices for telephone, office supplies, insurance, maintenance contracts, and printing cost which have been pre-approved through the Budget. Invoices shall be received and reviewed by the Treasurer.

(e) **CAPITAL EXPENSES:** Expenditures for Capital Projects in excess of \$500.00 shall be approved by a majority vote of the Board and approved by a majority of members in attendance at the meeting where the Board reports on the expenditure. **(01/2010)**

(7) **CONTRACTS:**

(a) Activity Director and person approved by the Board shall sign contracts for dance musicians in amounts not to exceed \$350. Contract for New Year's Eve party shall not exceed \$1,500.00. Board of Directors may approve contracts for amounts in excess of these stated amounts.

(b) Activity Leaders are required to receive prior approval when contracting with entertainers for their event. This approval shall be received from the Activity Director or the President.

(c) Prior Board approval is required for all other contracts. Activity Leader and one of the following Executive Officers must sign all contracts: Executive Officers: President, First Vice President, Second Vice President or Secretary.

(8) **REPORTS.** The Treasurer, or if absent the Assistant Treasurer, shall prepare and present to the Board and members a Treasurer's Bimonthly (twice monthly) Report which shows the status of all accounts

Contingency expenditures in excess of \$1,200 are to be reported as a separate item on the monthly report and deducted from the balances as a final balance.

BY-LAW 13/08 – RESERVED

**BY-LAW 14/08 – ADOPTION, AMENDMENT OR
REPEAL OF THE BY-LAWS**

- (1) The By-Laws of the Association adopted at the first meeting of the Board of Directors may be amended, repealed, or replaced with new By-Laws approved by a Resolution and a majority vote of the Board of Directors, subject to the limitations of the Articles of Incorporation. Any change to the By-Laws must be presented and discussed at an HPPOA meeting. Then, written, posted, and read to the audience at the following meeting before approval by the HPPOA Board **(01/2017)**.
- (2) The By-Laws of the Association may also be adopted, amended or repealed, by a majority vote of two thirds (2/3) of the members attending who are entitled to vote at a meeting duly called for that purpose.
- (3) With the enactment of these By-Laws, the By-Laws of the Association, dated previous to the year 2008 are no longer in force, and are hereby repealed.
- (4) The foregoing By-Laws of the Association numbered consecutively 01/08 through 14/08, having been read and passed by the Board, are now ENACTED and in force.

Molly Stone

Maureen Corton

PRESIDENT OF THE BOARD

SECRETARY

ENACTED AND RECORDED IN THE MINUES DATED

April 21, 2008