

**BY-LAWS OF THE
MANUFACTURED HOME OWNERS ASSOCIATION
OF NEW JERSEY, INC.**

ARTICLE I – ADMISSION TO M.H.O.A.

- Section 1. An active member may be any person eighteen (18) years of age or older and an owner of a physical street address in a Manufactured Home situated in the State of New Jersey.
- Section 2. Associate membership shall be conferred after written application by the proposed applicant.
- Section 3. Honorary membership may be conferred by the Executive Committee.

ARTICLE II – MEMBERSHIP PRIVILEGES & RESPONSIBILITIES

- Section 1. Every member receives from the Administrative Director a membership card which is his/her credential for the receiving of membership privileges. The membership card also serves as the member's record of dues paid.
- Section 2. Each member is entitled to:
- A. The official publication.
 - B. Legal guidance on affairs relevant to Mobile Home Living, available through the Administrative Director.
 - C. Bring to the attention of the Executive Committee any problems related to Mobile Home Living.
- Section 3. Each active member who has held a membership card for six (6) months is eligible to hold office in the Association, except for the offices of President and Vice-President. The candidate for the offices of President and Vice President shall be twenty one (21) years of age, or older and shall previously held a LOCAL CHAPTER or STATE ASSOCIATION office or combination thereof for a period of two (2) years.

ARTICLE III – DUES AND ASSESSMENTS

Section 1. Dues payable to the State Association shall be paid on the anniversary date. Annual dues will be established by the M.H.O.A. State Executive Board.

Section 2. Chapters shall have:

A. Renewal notices will be sent directly to the Chapter officer, who in turn will notify the members of the pending renewals, collect the renewals and forward them to the Administrative Director for processing the memberships. The Chapter shall initiate follow-up procedures on all delinquent renewals directly with the non-renewing memberships.

B. At-Large members shall be contacted directly by the Administrative Director prior to the expiration of membership.

Section 3. The Association shall have no claims to funds or assets belonging to individual Chapters or to regions except that which is due it for per-capita tax or assessment.

Section 4. Special assessments may be levied by the Executive Committee with the majority approval of all Chapters voting.

ARTICLE IV – PENALTIES AND EXPLUSION

Section 1. If any dues or assessments levied against a member are not paid on or before the due date, the member's membership card shall be in default, but a grace period of thirty (30) days will be allowed for any payment during which time the membership card will be in force. Should the member fail to pay the amount due at the expiration of their grace period, he/she shall forfeit his/her privileges of membership.

Section 2. A member who has forfeited membership for non-payment of dues or assessments must reapply for membership by remitting the annual dues and written application.

Section 3. Any member not complying with the Constitution and By-Laws of the Association, or involved in actions detrimental to M.H.O.A., as determined by the Executive Committee, may be expelled from the Association.

A. Such member shall be given thirty (30) days in which to show cause to the Executive Committee why such action should not be taken.

B. Should the expulsion still stand, the member shall be given thirty (30) days to file an appeal with the Judicial Committee, which shall have final judgment.

ARTICLE V – CHAPTERS

- Section 1. A minimum of 10% of the legally occupied homes within the park/community maybe eligible to be a Chapter of Manufactured Home Owners Association of New Jersey, Inc. For unusual circumstances an exception to this article can be made by the Executive Board. Chapters may be incorporated or unincorporated, and shall be considered separate legal entities from the Manufactured Home Owners Association of New Jersey, Inc.
- A. Any new Chapter so formed shall adopt a Constitution and By-Laws for its own government, which shall be submitted to the Executive Committee and which shall not conflict with the Constitution and By-Laws of the Manufactured Home Owners Association of New Jersey, Inc.
- Section 2. Each Chapter shall be legally responsible for any actions taken by it, and such acts shall not be the responsibility of the Manufactured Home Owners Association of New Jersey, Inc., unless authorized in writing by the Executive Committee. Chapters shall cooperate with the work of the Manufactured Home Owners Association of New Jersey, Inc. by:
- A. Keepings members currently and fully informed on the activities of the organization.
- B. Creating an appreciation by members of the need for and the importance of their active support.
- Section 3. The Executive Committee shall be notified in writing, at least thirty (30) days in advance of the adoption of any proposed amendment to the Constitution and By-Laws of any Chapter, and the Constitution and By-Laws of each Chapter shall provide for this notice and for notice to all Chapter members. Adoption by a Chapter of a change in its Constitution and/or Corporate Charter or By-Laws that conflicts with the Constitution and/or Corporate Charter or its By-Laws of the Manufactured Home Owners Association of New Jersey, Inc., except as otherwise provided herein, shall be grounds for termination of the Chapter’s cooperating relationship with the Manufactured Home Owners Association of New Jersey, Inc.
- Section 4. Chapters shall establish their own requirements for membership and collect dues from their members, but only active members of the Manufactured Home Owners Association of New Jersey, Inc. may be members of a Chapter.

Section 5. The Executive Committee may terminate the cooperating relationship between the Manufactured Home Owners Association of New Jersey, Inc. and any Chapter for cause, on sixty (60) days written notice, but the Chapter shall be given a reasonable opportunity, within the specified sixty (60) days to show cause why such cooperating relationship should not be terminated. Should the termination stand, the Chapter shall be given thirty (30) days in which to make it's appeal to the Judicial Committee, which shall have final judgment.

ARTICLE VI – DUTIES OF CHAPTERS

Section 1. Each Chapter is responsible for seeing all of their members of Manufactured Home Owners Association of New Jersey, Inc. dues are collected and sent to the Administrative Director before expiration of the member's membership privileges for the year. Checks, drafts and money orders shall be drawn to the order of Manufactured Home Owners Association of New Jersey, Inc., (MHOA of NJ). The check submitted must be the Chapter check or money order and the Chapter will deposit their own member's personal checks.

Section 2. Each Chapter shall inform the Administrative Director of all membership status changes within the Chapter such as admission, expulsions or suspensions of members, etc.

Section 3. Each Chapter shall keep proper accounts of dues collected for Manufactured Home Owners Association of New Jersey, Inc. Said accounts shall always be ready for inspection and comparison with the accounts of the Manufactured Home Owners Association of New Jersey, Inc.

Section 4. Monthly meetings of the Chapters shall be held at a time, date and place to be designated by the Chapter officers who shall inform the Executive Committee of said meetings.

Section 5. At monthly meetings of Chapters, the Secretary shall inform members of all correspondence received. In addition, the Secretary shall send to the Administrative Director a copy of each Chapter meeting and Chapter Activities. The Chapter shall send to the Editor of the official publication, material of Chapter activities and interests to be included in this publication.

Section 6. The Secretary of each Chapter shall, upon request from any member, approve transfer to another Chapter. Upon the member's meeting the requirements of the new Chapter, the Secretary of the new Chapter shall notify the Administrative Director.

Section 7. Each Chapter shall comply with all instructions relating to payment of Manufactured Home Owners Association of New Jersey, Inc. dues, or Chapter participation in Manufactured Home Owners Association of New Jersey, Inc. activities, as the Executive Committee shall adopt.

ARTICLE VII – DUTIES OF ELECTED & APPOINTED OFFICIALS

Section 1. The elected officers of the Association shall be President, Vice President, Recording Secretary, Treasurer and Legislative Representative.

Section 2. The appointed officials of the Association shall be the Administrative Director and Editor.

Section 3. Term of office for all elected and appointed officials shall be one (1) years.

A. Any office vacated may be filled by the President with the approval of the Executive Committee, to fill the unexpired term.

B. If the President resigns or vacates office for any reason, the Vice President will assume the office of President for the remaining portion of the term.

C. Any member on the Manufactured Home Owners Association State Executive Board holding more than one position on the Executive Board, whether appointed or elected, is entitled to only one vote.

D. If the remaining term being filled for the office of President or Vice President is no longer than six (6) months it will then count as one term.

Section 4. **PRESIDENT**

A. The President shall be the Chief Administrative Officer of the Association and shall be responsible for the execution of its policies and programs and the efficient functioning of its organization, under the general direction of the Executive Committee and pursuant to the Constitution and By-Laws, and the directives of the Convention.

- B. Make assignments and re-assignments of such duties and functions of elected officers and committees as are not set out in the By-Laws subject to the approval of the Executive Committee.
- C. Preside at all Conventions of the Association, and at all meetings of the Executive Committee.
- D. Appoint all committees and be ex-officio member thereof.
- E. Co-sign all drafts with the treasurer and/or Administrative Director.
- F. No person shall be elected to the position of President for more than four (4) consecutive one (1) year terms.

Section 5. **VICE-PRESIDENT**

- A. Shall be the Chief Executive Officer of the Association in the absence of the President.
- B. No person shall be elected to the office of Vice President for more than four (4) consecutive one (1) year terms

Section 6. **RECORDING SECRETARY**

- A. Shall keep accurate records of the proceedings of all Executive Committee meetings and at special meetings as the Executive Committee shall deem necessary.
- B. Present a copy of the minutes of the Convention to the Executive Committee at least sixty (60) days before the Convention.
- C. Keep accurate records of the proceedings of the Convention.
- D. Have charge of all secretarial records of the Association.

Section 7. **TREASURER**

- A. Receive deposit amounts from the Administrative Director so the treasurer can make the monthly financial reports to the Executive Board.
- B. Prepare the budget for the following year and make the annual report at Convention.

- C. Prepare and co-sign any drafts with the Executive Board Members.
- D. Prepare and co-sign with any Executive Board Member all drafts to the President.
- E. Pay all bills approved by the Executive Committee.
- F. Perform such other duties as the Executive Committee shall deem necessary.

Section 8. **LEGISLATIVE REPRESENTATIVE**

- A. Shall keep abreast of all State Legislative plans with regard to mobile home living.
- B. Do research on legal matters related to mobile home living and report findings to the State Executive Board.

Section 9. **ADMINISTRATIVE DIRECTOR**

The Administrative Director must be a mobile home owner and resident in the State of New Jersey, and is appointed by the Executive Committee. He/she shall be general manager of the Association and shall be required to:

- A. Receive all checks and money orders from whatever source, and deposit said funds.
- B. Send to the Editor of the official publication, any announcements designated by the Executive Committee.
- C. Process Association dues and assessments, notifications, as outlined in Article III (By-Laws).
- D. Process correspondence and inform the Executive Committee of action taken.
- E. Prepare a report to Convention.

Section 10. **EDITOR**

- A. Shall prepare articles for the official publication, encouraging membership, and reflecting current policies of the Association.
- B. Be responsible for regular production and mailings of the official publication.

ARTICLE VIII – PAY OF OFFICIERS

Section 1.

- A. Travel cost and any other expense of any officer on official business shall be paid as long as receipts are provided and subject to the approval of the Executive Board.
- B. Authenticated telephone bills and office supplies shall be paid, subject to the approval of the Executive Committee.

Section 2.

- A. The Administrative Director shall be reimbursed for all office expenses subject to approval of the Executive Board.

ARTICLE IX – STANDING COMMITTEES

Section 1.

Judicial Committee shall be appointed at the Convention by the President to serve until the next Convention. It shall be comprised of five (5) active members who are not elected officers. It shall be the duty of the Judicial Committee, to hear the appeal of any Chapter, officer or member who has been expelled by the Executive Committee, and give final judgment thereon.

It may also be called upon to mediate disputes within Chapters, if asked by the Chapters.

Section 2.

By-Laws Committee shall be appointed by the President at the Convention. It shall consist of three (3) active members to serve until the next Convention. It shall be the duty of the Committee to study proposed Constitution and By-Laws of the new Chapters and recommend to the Executive Board if same should be accepted. It shall study all proposed amendments to State By-Laws, and make recommendations to the Executive Committee.

- Section 3. Credentials Committee shall be appointed by the President. It shall consist of three (3) members who shall verify the eligibility of delegates and/or alternatives to vote at the Convention.
- Section 4. Nominating Committee will be appointed four (4) months before the Convention by the Executive Committee.

ARTICLE X – NOMINATIONS & ELECTIONS

- Section 1. Nominations and elections of officers shall be made at the annual Convention after all committee reports, regular and special reports have been made.
- Section 2. Any active member in good standing of the Association may be a candidate for election, provided he/she qualifies as stated in Article II, Section 3.
- Section 3. All elections must be by secret ballot, majority vote deciding. In the event there is no opposition for a certain office, the Recording Secretary shall cast one ballot.

ARTICLE XI – CONVENTION

- Section 1. The annual Association Convention shall run no more than three (3) days, in April, place and date to be decided by the Executive Committee.
- Section 2. The President is the presiding officer at the Convention. The Recording Secretary serves as the Secretary for the Convention.
- Section 3. In order to maintain order, the presiding officer may appoint a Sergeant-At-Arms.

ARTICLE XII – DELEGATES

- Section 1. Each Chapter is entitled to one delegate or alternate for every (25) twenty-five active members or fraction thereof, who are also active members of the Manufactured Home Owners Association of New Jersey, Inc.
- Section 2. A member At-Large shall be any member in good standing where there is no Chapter in their community. If there is said Chapter, then the member must join the Chapter instead of being an At-Large member.

Section 3. Delegates of the Chapters and members At-Large must register with the Credentials Committee at least (30) thirty days prior to Convention.

Section 4. Delegates shall have vote equal to the number of Chapter members he/she represents, not to exceed (25) twenty-five memberships or fraction thereof.

ARTICLE XIII – OFFICIAL PUBLICATION

Section 1. The Association shall have its own publication to:

- A. Be an organ for giving notices to members.
- B. Keep members informed of Association activities
- C. Keep members aware of news of the Manufactured Home and Civic/World.

Section 2. The Editor of the publication shall always act in conformity with the policies as set by the Executive Committee.

Section 3. The Association shall be responsible for all monies earned and bills incurred by the publication.

ARTICLE XIV – PARLIAMENTARY LAW

Section 1. In all deliberations of the Convention, the Executive Committee or other bodies of the Association, “Roberts Rules of Order” shall be used and shall be conclusive on laws or order, unless the Convention shall establish other regulations or rules.

APPROVED BY THE GENERAL MEMBERSHIP
AT ANNUAL CONVENTION
APRIL 5, 2008

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