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**CONSTITUTION OF MODEL  
MANUFACTURED HOME OWNERS ASSOCIATION**

**ARTICLE I**

- Section 1.      This Association shall bear the name “Model Manufactured Home Owners Association.
- Section 2.      The “Model Manufactured Home Owners Association” is a volunteer organization and is organized for the mutual benefit of its members and their way of life.

**ARTICLE II**

- Section 1.      This Association shall apply for and maintain a Certificate of Cooperation from the Manufactured Home Owners Association of New Jersey, Inc.
- Section 2.      In matters of its own internal affairs, the Chapter shall have the power of self-government.

**ARTICLE III**

- Section 1.      Membership in the “Model Manufactured Home Owners Association” shall be open to all owners of mobile homes in “Model Manufactured Home Owners Association except as noted in this Constitution. 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.      No home owner who is an employee, officer, or director of “Model Manufactured” or its affiliated companies shall be eligible for membership in this Association. This prohibition shall also apply to the immediate family of an employee, officer, or director of “Model Manufactured” or its affiliates.

**BY-LAWS OF MODEL  
MANUFACTURED HOME OWNERS ASSOCIATION**

**ARTICLE I – MEMBERSHIP**

- Section 1. Membership in this Association shall include concurrent membership in the Manufactured Home Owners Association of New Jersey, Inc. (MHOA of NJ). A member of this Association must maintain an active membership in MHOA of NJ.
- Section 2. An active member is any individual(s) who is a member of this Association and of MHOA of NJ and who dues are current.
- Section 3. A membership shall consist of all residents residing at a physical street address in a Manufactured Home situated in the State of New Jersey.

**ARTICLE II – OFFICERS**

- Section 1. Officers shall be duly elected by secret ballot at the initial meeting of this organization and at the same monthly meeting each year thereafter. The only requirement for office is that the member be an active member as defined in the Association By-Laws.
- Section 2. Officers of this Association shall be as follows: President, Vice President, Secretary, and Treasurer.
- Section 3. The term of office for each officer shall be for a period of one year. The President shall not hold office for more than three consecutive terms.
- Section 4. Nominations for office shall be submitted to the membership by a Nominating Committee, which shall be designated each December for this purpose. Additional nominations shall be submitted from the floor by members at the time of the election.
- Section 5. If any office is vacated for any reason, a special election will be called at the earliest possible date to fill the unexpired term of such office with the exception of the office of President whose office shall be filled by the Vice President.

## **ARTICLE III – DUTIES OF OFFICERS**

- Section 1. President: 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 Constitution and By-Laws and directives of the assembly. The President shall preside at all meeting of the Association and appoint all committees and be ex-officio member thereof except for the Nominating Committee which shall be appointed, by the members. The President shall co-sign, along with the treasurer, all orders drawn on the treasury, and authorized by the membership, requiring the disbursement of monies.
- Section 2. Vice President: The Vice-President shall assist the President in carrying out his/her duties and perform the duties of the President in his/her absence. If the office of President is vacant, the Vice-President shall perform the duties of the President until the office is filled. The Vice-President shall act as Chairman of all committees to which he/she is appointed.
- Section 3. Secretary: The Secretary shall keep an accurate record of the proceedings of the organization and preserve all documents of the organization except those specially assigned to others. The Secretary shall carry on all official correspondence of the organization. The Secretary shall send a copy of the minutes of all Association meetings to the office of the Manufactured Home Owners Association of New Jersey, Inc.
- Section 4. Treasurer: The Treasurer shall collect all dues from members and deposit same in the Association's account in a bank insured by the Federal Deposit Insurance Corporation. The Treasurer shall report to the membership at each regular meeting the amount of deposits, withdrawals, and the balance of all Association accounts. The Treasurer shall prepare and co-sign with the President all drafts for money authorized by the membership. The Treasurer shall pay each member's annual dues to MHOA of NJ when due each year if that member's dues in the Association are current.

## **ARTICLE IV – MEETINGS**

- Section 1. Regular meetings will be held at \_\_\_\_\_ am/pm on the \_\_\_\_\_ of each month. In the event that a holiday falls on such date the meeting shall be held on the \_\_\_\_\_ of the month.

- Section 2. It is necessary for a quorum to be present in order to conduct business. A quorum shall consist of twenty-five percent of the members.
- Section 3. In all deliberations of the Association, Robert's Rules of Order shall be used and shall be conclusive on laws or order and the conducting of business.
- Section 4. If there is no business to conduct, the President with the consent of at least another member of the Executive Committee may cancel a monthly membership meeting.

### **ARTICLE V – DUES**

- Section 1. The dues of this chapter shall be \$\_\_\_\_\_ per month.
- Section 2. Upon receiving an application for membership in the Association the Treasurer shall collect \$15.00 representing one year's dues to the Manufactured Home Owners Association of New Jersey, Inc. and \$\_\_\_\_\_ representing the first month's dues to this Association.
- Section 3. The Treasurer of the Association shall forward upon receipt all State dues payable to the Manufactured Home Owners Association of New Jersey, Inc. or MHOA of N.J. to the designated State office of that organization.
- Section 4. A member whose dues are in arrears over sixty (60) days must rejoin the Association by resubmitting another application.
- Section 5. The Treasurer shall renew each member's dues in MHOA of NJ annually. The member's dues to the Association must be current when the renewal is due.
- Section 6. The Association shall have the power to levy assessments against member if approved by a two-thirds vote of the membership present at a regular monthly meeting of the Association.

### **ARTICLE VI – STANDING COMMITTEES**

- Section 1. Executive Committee: The President, Vice-President, Secretary, and Treasurer shall constitute the Executive Committee. This committee shall assist the President in carry out the mandates of the Association.

- Section 2. Action Committee: The Action Committee shall consist of the Chairperson of all other standing committees of the Association and the members of the Executive Committee. The Vice President of the Association shall be the Chairperson of this committee. It shall be the duty of the Action Committee to assist and advise members of the Association who are experiencing difficulties that may arise due to residing in “Model Mobile”. Problems that cannot be resolved by the committee shall be present to the assembly by the Vice President for official action.
- Section 3. By-Laws Committee: This committee shall consist of three (3) members appointed by the President. The duties of this committee are set forth in Article 7 of the Association By-Laws.
- Section 4. Finance & Fund Raising Committee: This committee shall consist of three (3) members appointed by the President. The Treasurer shall not be a member of this committee. At least two (2) members of this committee shall audit the Associations financial records annually for the purpose of confirming their accuracy. The committee chairperson shall present its annual audit report to the membership. This committee shall at the request of the President, asses the Association’s financial needs and solicit and evaluate idea for raising necessary revenue.
- Section 5. Membership Committee: The Membership Committee shall consist of three (3) members appointed by the President. The Membership Committee shall strive for the recruitment of all residents of “Model Manufactured” into this Association.
- Section 6. Other Committees: The President shall appoint members to any other commits as directed by the assembly.

## **ARTICLE VII – AMENDMENTS**

- Section 1. Amendments to the Constitution and By-Laws will be acted upon only at quarterly meetings in March, June, September, and December. The By-Laws Committee at the meeting preceding each quarterly meeting must present proposed amendments to the membership.
- Section 2. Individual members shall present to the By-Laws Committee suggestions for changed and amendments no later than thirty (30) days prior to the meeting presenting proposed changes.
- Section 3. Amendments to the By-Laws shall be adopted by a vote of two-thirds of the members present. Amendments to the Constitution require the approval of two-thirds of the members present and the subsequent

approval of the Executive Board of the Manufactured Home Owners Association of New Jersey, Inc.

- Section 4. The Constitution and By-Laws of this Association shall not contain provisions contrary to or at conflict with the Constitution and By-Laws of Manufactured Home Owners Association of New Jersey, Inc.

### **ARTICLE VIII – CORRESPONDENCE**

- Section 1. Executive Correspondence: The membership may direct the President, Secretary, Action Committee Chairperson, or any other officer of this Association, to initiate correspondence to “Model Manufactured” management, government officials and/or the news media in the name of the Association.
- Section 2. Such correspondence shall be dispatched only upon the approval of a majority of the members of this Association present at a regular meeting. The required approval shall be obtained by a majority vote in favor of a resolution setting forth the purpose and intent of the correspondence and identifying to who it should be directed.
- Section 3. The Action Committee shall subsequently review and, by majority vote, approve the text of the correspondence prior to its mailing.
- Section 4. The provisions of this Article shall not apply to routine Administrative correspondence.

### **ARTICLE IX – MISCELLANEOUS**

- Section 1. Voting Rights: Only an ‘active’ member as defined in the Constitution and By-Laws of this Association is permitted to vote on Association matters.
- Section 2. Financial Control: In the event that the President and Treasurer of this Association shall reside in the same manufactured home unit, all checks and orders for payment shall be co-signed by the Vice President and Treasurer.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_