

# **RANCHO RIALTO ACTIVITIES CLUB - BY LAWS**

**Revised February 2023**

## **ARTICLE I: Name**

The name of this organization is Rancho Rialto Activities Club, a Non-Profit organization.

## **ARTICLE II: Objective**

The purpose of this organization is to plan, coordinate and be responsible for overseeing group social and recreational activities of Rancho Rialto Manufactured Homes and RV Park.

## **ARTICLE III: Membership**

Membership includes all registered residents of Rancho Rialto Manufactured Homes and RV Park.

## **ARTICLE IV: Officers**

SECTION 1: The Officers shall consist of one (1) Director, two (2) Co-Directors (one (1) from the RV section of Rancho Rialto and one (1) from the Manufactured Home section of Rancho Rialto), one (1) Secretary and one (1) Treasurer who must be a full-time resident (A registered resident who maintains a manufactured home, park model or recreational vehicle on-site for 12 months is considered an annual resident). The officers shall be nominated and elected by registered residents of Rancho Rialto.

SECTION 2: Term of office is for one (1) year, with no limit for officers succeeding themselves. Elections shall be held annually during the second (2<sup>nd</sup>) meeting in February. Nominations for next year's officers shall be during the first meeting in February and prior to elections during the second meeting in February. New officers shall assume office the first meeting in March.

## **ARTICLE V: Meetings**

SECTION 1: The general park meeting shall be held at 8:30 a.m. or a time deemed more appropriate by majority vote of the residents in the park on the first and third Monday of each month from November to March.

SECTION 2: The Director may call special meetings/general meeting. In the absence of the Director a Co-Director may call a special meeting/general meeting from November through March.

SECTION 3: A quorum shall consist of at least 75 registered residents of Rancho Rialto present at the meeting, including officers.

SECTION 4: Executive Board meetings shall be attended by a minimum of 3 officers and invited members.

SECTION 5: Meetings shall be conducted following Roberts Rules of Order.

## **ARTICLE VI: The Executive Board and their duties**

SECTION 1: The officers of the organization shall make up the executive board.

SECTION 2: The duties of the Director shall consist of chairing all general and board meetings, overseeing all activities including procurement and coordination of all park entertainment. He/She shall be responsible for clearing with Park Management any major changes in activities. He/She shall be responsible for bringing to the attention of Park Management/Owner any problems related to activities.

SECTION 2a: The Executive Board shall reimburse the Director/Co-Directors, Secretary or Treasurer from activity funds in the amount not to exceed \$300.00 per month for personal/board function expenses incurred from the 1<sup>st</sup> of November thru the 31<sup>st</sup> of March. All officers and their domestic partners may have no charge for any function or activity. The Director of Co-Director and specific activity chairperson shall determine compensation for volunteers.

SECTION 2b: The Executive Board must receive approval on all Non-standard operating expenditures over \$500. Expenditures must be brought forth at a general as a motion for approval. A quorum of 75 must be present for said motion to be voted and subsequently approved/disapproved.

SECTION 3: The Executive Board shall determine the duties of the Homeowner and RV Co-Directors. A Co-Director may be required to chair meetings in the absence of the Director.

SECTION 4: The Secretary duties shall consist of taking accurate minutes of all general and board meetings, handling correspondence, posting notices, preparing a monthly calendar. All input for the monthly calendar must be received by the Secretary five (5) days prior to the end of the month.

SECTION 5: The Treasurers duties shall consist of collecting all monies, paying all bills, keeping accurate records, filing appropriate tax reports, maintaining a checking account, and giving Treasurers report at the first (1) meeting of each month.

SECTION 5A: The Treasurer will coordinate a financial audit immediately following the annual election of officers, conducted by the outgoing Treasurer, the incoming Treasurer and 3 registered residents. The three (3) registered residents will be selected at a general meeting and will exclude both outgoing and incoming officers. The Treasurer will arrange for the preparation of the annual Non-profit Income Tax Return with an outside preparation firm.

SECTION 6: The names of the Executive Board members shall be on file at the bank and each check will require two (2) signatures. The two (2) signatures shall not be married spouses or domestic partners.

#### **ARTICLE VII: Standard Operating Procedures**

SECTION 1: The SOP shall govern day to day operations of the RRAC. The SOP's may be updated from time to time by the Board of Directors, to address changes in Federal, State or local laws and regulations or to address modifications in day-to-day operations.

#### **ARTICLE VIII: Dissolution**

SECTION 1: In the event of dissolution of RRAC the assets of the club shall be liquidated and distributed in accordance with current guidelines described in section 501 (c) (7) of the Internal Revenue Code

1<sup>st</sup> Draft: February 21, 2023

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