



ViewPoint ROVA

Mesa, AZ

www.vprova.org

RESIDENTS OF VIEWPOINT ASSOCIATION BYLAWS

This not-for-profit organization shall be known as "Residents of ViewPoint Association," ROVA.

MEMBERSHIP

All residents of ViewPoint (includes Park Models, Manufactured Homes, Mobile Homes and RVs) who have paid their annual ROVA dues are general members with voting rights. Annual Dues are determined by the Board of Directors for the calendar year, January 1 to December 31.

PURPOSE

To optimize both the quality of life and investment value for all residents of ViewPoint, where the quality of life and investment value result from the balance between costs, services, and amenities.

MEANS

ROVA will promote and maintain frequent clear lines of communication between the residents of ViewPoint and Management regarding issues and concerns on the operation and status of the Park in an effort to maintain high standards of existing services and facilities at ViewPoint.

- a. Interface with ViewPoint Management for planning new services and facilities.
- b. Work with ViewPoint Management to facilitate the understanding of ViewPoint rules and regulations and seek common goals in order to optimize both the quality of life and investment value for all residents of ViewPoint.
- c. Communicate with the membership of ROVA regarding status/progress or news.
- d. Affiliate with appropriate organizations representing Park Models, Manufactured Homes, Mobile Homes and RVs. (ie: AAMHO.)

ROVA BOARD OF DIRECTORS

The ROVA Board of Directors shall be composed of at least seven members, and up to a maximum of twelve members. All Board members are non-paid volunteers, elected by the general membership. The ROVA Board of Directors will meet monthly, as required, to address ROVA business. Only Board members will be eligible to vote on motions, resolutions, or amendments at regular Board meetings. The Board requires a quorum of 2/3 of its members to conduct its business (voting, approval of expenditures, etc.).

The general membership may attend Board meetings by submitting in writing to the Secretary the topic they wish to present. The Board will place the item at the top of the meeting agenda. After the item(s) are addressed, the meeting shall revert to executive session attended only by Board members.

It is the duty of the Board of Directors:

- a. To conduct all business within these Bylaws of the Residents Association.
- b. To perform such duties as directed by these Bylaws.
- c. To create a direct communication liaison between themselves and the membership.
- d. To limit expenditures to be only those in direct support of the stated purpose of ROVA.
- e. To set the annual dues amount to be approved annually by the general membership.

OFFICERS (ROVA Board of Directors)

There shall be a President, Vice President, Secretary, and Treasurer. The President and other officers shall be elected by the Board of Directors and the candidates shall come from the elected Board members. Election of officers will be conducted at the first regular Board meeting after the election of new Board members by the general membership.

PRESIDENT: It is the duty of the President:

- a. To conduct all meetings of the Board of Directors according to Robert's Rules of Order. To open the meetings at the appointed times by taking the chair and calling the meetings to order.
- b. To ask the secretary to read the minutes from the previous meeting and if there are no corrections, additions or deletions have the minutes approved as read.
- c. To announce the proper sequence of business that comes before the meeting in accordance with the prescribed order of business, agenda, or program.
- d. To recognize all members who have requested, in writing, in advance, to be placed on the agenda.
- e. To state, and put to vote, all legitimate questions that come before the meeting as motions.
- f. To decide all questions of order.

- g. To chair all ROVA annual general meetings and other special meetings as required.
- h. To notify members, at least two weeks in advance, of the annual general meeting to be held each year.
- i. To present at the annual meeting an annual status/progress report of the association, the slate of candidates selected by the nominating committee to be up for election to the next ROVA Board of Directors, and any other business deemed necessary.
- j. To appoint the Standing Committees, Ad-Hoc Committees, and Chairpersons with approval of the Board.

VICE PRESIDENT: It is the duty of the Vice President:

- a. To assume the chair if the President, for any reason, vacates the chair or is absent.
- b. To chair special meetings and assist the President on ROVA projects as required.

NOTE: In the event that both the President and Vice-President are absent, the Secretary, or in the Secretary's absence, another elected member of the Board of Directors shall call the meeting to order and direct the meeting to immediately elect a chairperson "Pro Tem" to preside during the meeting. Such office is terminated immediately by the entrance of the President or the Vice-President or, in any case, at the termination of the session.

SECRETARY: It is the duty of the Secretary:

- a. To keep a record of all regular and special Board of Directors meetings, called "the minutes."
- b. To keep all committee reports on file.
- c. To make all minutes and records available to the Board of Directors.

TREASURER: It is the duty of the Treasurer:

- a. To receive and account for all money belonging to the association.
- b. To receive annual dues from ROVA members.
- c. To disperse funds to pay approved ROVA expenses.
- d. To maintain all ROVA licenses and memberships.
- e. To prepare and submit all local and federal tax reporting.
- f. To present the annual Treasurer's Report at the Annual General Meeting.

NOTE:

The fiscal year shall begin on January 1 of each year.

IMMEDIATE PAST PRESIDENT (Ex-Officio): It is the duty of the Immediate Past President:

- a. To assume the position of Immediate Past President for a one (1) year term. This position is a non-voting, advisory position. Should the current president be re-elected for another continuous term, the position of Immediate Past President will remain vacant for that year.
- b. To provide expertise and continuity to the President's office.
- c. To assist the President Elect with the various functions of the office to ensure a smooth transition of the office as required and to perform other duties as set out by the President.

GENERAL CONDITIONS APPLYING TO ALL OFFICERS

- a. **REMOVAL:** An officer may be removed from his/her position for "just cause" by a vote of 2/3 of the currently seated Board of Directors. (i.e.: employment conflicts, failure to fulfill Board duties, unexcused non-attendance at Board and Association meetings).
- b. **VACANCY:** The Board of Directors has the power to fill any vacancies that arise during any term of office, and the successor will fill the vacancy until the next general election.

STANDING COMMITTEES:

- a. Park Infrastructure and Maintenance
- b. Park Security
- c. Health and Safety
- d. Street Captain Coordinator
- e. Membership Database Administrator
- f. AAMHO Liaison
- g. Website and Technology Manager

MEETINGS WITH MANAGEMENT

All meetings with management pertaining to ROVA business must include a minimum of two members of the Executive Committee appointed by the President.

NOMINATIONS

The Board will provide nominations to be reviewed at the next meeting. A call for nominations will go out at the same time as the AGM notice to members. Nominations will be brought forward at the Annual General Meeting (AGM).

ROVA GENERAL MEETINGS

The annual meeting of ROVA will be held for the purpose of electing new directors. The Board of Directors shall call other general meetings throughout the year as appropriate.

ACCEPTANCE OF BYLAWS AND CHANGES TO BYLAWS

Acceptance and changes to these bylaws requires a 2/3 majority of all those in attendance at a ROVA Annual General Meeting (AGM) scheduled with 2 weeks advance notice and distribution of the proposed document/change for consideration.

If necessary, in lieu of voting at the regularly scheduled Annual General Meeting, voting will be conducted electronically via email and the ROVA Membership Database. Only active members will be included in the voting process. Approval will be determined by majority vote of the total number of respondents.

ANNUAL MEETING

See President's duties.