

LOWER MAINLAND MANUFACTURED  
HOME OWNERS ASSOCIATION

(Name Changed on January 22<sup>nd</sup>, 2018)

FROM SURREY MANUFACTURED  
HOME OWNERS ASSOCIATION

(INCORPORATED January 31<sup>st</sup>, 1968 No- S-7904)

## CONSTITUTIONS

1. The name of the Society is...  
Lower Mainland Manufactured Home Owners Association, (LMMHOA)
2. The purpose of the Society is to promote the rights and interests of the members of the Association as owners of and dwellers in Manufactured Homes situated on rental or leased pads in manufactured home parks.
3. The operations of the Association are to be chiefly carried on in the Lower Mainland in the Province of British Columbia. This provision is unalterable.
4. The Association shall not be used for the pecuniary gain or profit of its members and this provision shall be unalterable.
5. The Association shall not operate as a social club, and this provision shall be unalterable.

## BYLAWS

1. **“Association”** Shall mean: The Lower Manufactured Home Owners Association.
2. **“Associate Member”** A non-member of a park in the jurisdiction of LMMHOA who will adhere to the Constitution and By-Laws of LMMHOA. Entitled to all “member” rights and obligations except obtaining an executive committee position and voting rights as set out in Section 12-21 of the by-laws.
3. **“By-Laws”** Shall mean the regulations which the association shall operate as well as those stated in the Societies Act.
4. **“Executive”** Shall consist of the President, First Vice President, Second Vice President, Secretary, Membership Secretary, Treasurer and Past President. No remuneration shall be paid to any Member of the Executive.
5. **“Director”** Either elected at the Annual General Meeting or appointed by the Executive shall act as representatives of the parks in which they reside. No more than two (2) Directors shall represent each park during the Term. No remuneration shall be paid to any Director.
6. **“Manufactured Home”** Shall mean a structure designed, constructed or manufactured to be moved on site by being towed or carried and used or intended to be used as living accommodations in a Manufactured Home Park.
7. **“Manufactured Home Park”** Means the parcel or parcels of land on which, as applicable, two (2) or more manufactured home sites are located that the same landlord rents or intends to rent, including common areas;
8. **“Owner”** Shall mean one who owns or jointly owns a manufactured home in a manufactured home park and includes a purchaser or joint purchaser.

9. **“Member”** Shall mean a person who became a member in accordance with these By-Laws and has not ceased to be a Member;
10. **“Park Representative”** Appointed by the Executive shall act as representative of the park in which they reside. No more than two (2) park representatives shall represent each park during the term. No remunerations shall be paid to any park representative.
11. **“Special Resolution”** shall mean a resolution passed by a majority of such Members entitled to vote that are present in person at a General Meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been duly given, such a majority shall be at least sixty-five percent (65%) of members present.
12. **“Ordinary Resolution”** shall mean a resolution passed by the Association in a General Meeting requiring a majority of fifty-one percent (51%).
13. **“Term”** shall mean the period between elections.

## DUTIES OF THE EXECUTIVE COMMITTEE

### 1. **The President**

- a) Shall preside at all General and Executive meetings of the Association.
- b) Where deemed expedient, the duties of the Executive Committee shall be allocated by the President.
- c) The President is the Chief Executive Officer of the Association and shall supervise the other Officers, Directors and park representative in the execution of their duties and assignments.
- d) When vacancies occur in any executive office, the President may appoint a current Director or an Executive to fill the unexpired portion of the vacant office to the end of Term.
- e) Should the President be unable to perform the duties of President long term, the remaining Executive shall appoint a new President, including the name President for the balance of Term.
- f) Shall maintain records that are applicable to the President’s office.

### 2. **The Vice Presidents** shall carry out the duties assigned by the President and shall assume the duties of the President in his/her absence.

### 3. **The Secretary** shall:

- a) In the absence of the President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President, shall call the meeting to order and those members present shall elect a Chairperson pro tem.
- b) Conduct the correspondence of the Association.
- c) Keep minutes of all General and Executive meetings.
- d) Issues notices of all General and Executive Meetings as directed by the President. Have custody of all records and documents of the Association except those required to be kept by the President and Treasurer. See 1 (f) and 6 (a) below.

### 4. **The Membership Secretary** shall:

- a) Maintain current membership records.
- b) Issue membership cards.
- c) Prepare and issue information packages to new members and/or new Directors.
- d) Promote membership drives.
- e) Be responsible for the maintenance of a list of those who wish to receive the LMMHOA newsletter/newspaper.

### 5. **The Treasurer** shall:

- a) Keep the financial records of the Association, including books of account, necessary to comply with The Societies Act.
  - b) Submit accurate financial statements to the Executive, the Members and others when required.
  - c) Have custody of the common seal of the Association should a seal be required.
6. Any **Director** may only be appointed until the end of Term. If a resident of any existing or new park joins the Association, a Director for that resident's park can be appointed by the Executive.
7. **A Director** shall:
- a) Director shall assist in managing the affairs of the Association.
  - b) Refer to the printed instructions as provided by the Executive.
  - c) **Duties of a Park Representative:** Park representatives shall refer to the printed instructions provided by the Executive.

#### THE COMMITTEE MEETINGS

1. Not more than ten (10) Directors after the Annual General Meeting with no more than two (2) Directors representing each park they reside in. Unelected positions may be filled by appointment by the President.
2. Any Member or Director may stand for election to a position on the Executive Committee.
3. When vacancies occur in any Executive Office, the President may appoint a current Director to fill the unexpired portion of their duties and assignments.
4. No remuneration shall be paid to any Member.

#### MEMBERSHIP

1. **Membership in the Association** shall be restricted to persons nineteen (19) years of age and over who are owners or who are not of a manufactured or mobile home sited in a manufactured home park in the jurisdiction covered by Lower Mainland Manufactured Home Owners Association.
2. **Application for Membership** shall be made on such forms as may be prescribed by the Executive and shall be accompanied by the membership dues, which amount shall be determined and/or ratified at a an Annual General Meeting.
3. **Upon receipt of every application** and payment of dues as approved, the Executive shall:
  - a) Review and accept or reject the same, and if accepted shall cause the applicant's name to be entered in the membership records.
  - b) Such date of entry shall become the date from which all further anniversary dates for that member shall be calculated.
4. **A Member** shall be in good standings upon payment and acceptance of initial membership.
  - a) Membership fees shall be payable on the anniversary of each member's date of registration.
  - b) Whereby the renewal fee is paid prior to expiry of the current membership term, the membership will be renewed for an additional term from the expiry of the existing membership.
5. **A Member** shall

- a) Be issued a membership card and shall then be entitled to attend and participate in all General and Annual Association Meetings and be entitled to all membership rights.
- b) Have one (1) vote per manufactured home.
- 6. Every **Member** must uphold the Constitution and comply with these By-Laws herein.
- 7. **A person ceases to be a Member of the Association**
  - a) By delivering his or her resignation in writing to the Membership Secretary of the Association or by mailing or delivering it to the address of the Association.
  - b) On his or her death.
  - c) When no longer an owner of a manufactured home site in a manufactured home park. However, a previous owner of a manufactured home may voluntarily and without remunerations, be actively involved for the good of the Association and its members.
  - d) On being expelled.
- 8. **Expulsion:**
  - a) A member may be expelled by a Special Resolution of the members passed at a General Meeting.
  - b) The notice of Special Resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - c) The person who is the subject of the proposed Special Resolution for expulsion must be given an opportunity to be heard at the General Meeting before the Special Resolution is put to the vote.
- 9. **All Members** are in good standing except a Member who has failed to pay his or her membership dues or any other subscription of debt due and owing by the Member to the Association, and the Member is not in good standing so long as the debt remains unpaid.
- 10. No portion of any prepaid membership dues shall be refunded on ceasing to be a Member of the Association.
- 11. The **Executive** reserves the right to refuse membership to an application for just cause. The applicant is entitled to the same considerations as if being expelled in 16 b) and c).

## ELECTIONS

- 1. The **President**, at a meeting before the Annual Meeting shall request a **nominating committee** or failing that will appoint a nominating committee.
  - a) All **Executive Officers** are retired from office at each **Annual General Meeting** when their successors are elected even if that position is not filled.
  - b) Any **Member** may stand for election to an Executive position.
  - c) **Unelected Executive** positions may be filled by appointment by the Executive. Those so appointed may operate pro tem. as an officer and a member of the Executive to the end of Term.

## MEETINGS

- 1. The **General Meeting:**

- a) Held in October shall be known as the **Annual General Meeting** and shall be for electing the Executive for the coming Term, receiving reports of Officers and Directors and for any other business that may arise.
  - b) Notice of the Annual General Meeting in the (LMMHOA), newsletter/newspaper shall be considered sufficient notice of the Annual General Meeting.
2. **General Meetings** shall:
- a) Convene at such times and places as the Executive may designate.
  - b) A minimum of two (2) General Meetings shall be held in any one Term, one of which must be the Annual General Meeting.
3. A **quorum** at any General Meeting or Annual Meeting shall:
- a) Be fifteen (15) voting members.
  - b) Members in attendance at any duly called meeting of the Association shall be entitled to one (1) vote as set out in By-law No. 15 (b). There shall be no provision for proxy voting.
  - c) Only those Members presenting a current membership card or such other acceptance proof of membership shall be entitled to vote.
4. **Conduct** of Annual General Meetings, unless otherwise provided for in the By-Laws, shall be governed by the Societies Act and Robert's Rules of Order.

#### ALTERATION OF BY-LAWS

1. These **By-Laws** may only be officially altered or amended by a **Special Resolution** at an **Annual General Meeting**.