

DEFINITIONS

1. In these By-laws:

- a) **Act:** means the Societies Act of British Columbia as amended from time to time;
- b) **Association:** shall mean the Lower Mainland Manufactured Home Owners Association;
- c) **Associate Member:** a non-member who is no longer an owner of a manufactured home in a manufactured home park and who must adhere to the Association's Constitution and By-Laws. Is not eligible for Executive positions and does not have voting rights. Must pay the same annual membership fee as a member;
- d) **Board:** shall be composed of the Executive Committee and Directors;
- e) **By-Laws:** means these By-Laws as altered or amended from time to time;
- f) **Director:** elected at the Annual General Meeting or appointed by the Executive Committee;
- g) **Executive Committee:** shall consist of the following Officers: President, Vice President, Secretary, Membership Secretary, Treasurer and Past President (for one year);
- h) **Manufactured Home:** shall mean any manufactured, mobile or modular structure designed or constructed and used as a permanent residence in a Manufactured Home Park;
- i) **Manufactured or Mobile Home Park:** shall mean the land used or occupied for the purpose of providing space for the accommodation of manufactured and mobile homes;
- j) **Member:** shall mean those persons who become a member in accordance with these By-Laws and has not ceased to be a member;
- k) **Owner:** shall mean one who owns or jointly owns a manufactured home in a manufactured home park and includes a purchaser or joint purchaser;
- l) **Park Representative:** elected at the Annual General Meeting or appointed by the Executive Committee and shall act as representatives of the park in which they reside. No more than two (2) Park Representatives shall represent each park during the term;
- m) **Ordinary Resolution:** shall mean a resolution that must be passed by at least fifty-one (51) percent of the members eligible to vote at a general meeting;
- n) **Special Resolution:** shall mean a resolution that must be passed by at least sixty-five (65) percent of the attending members eligible to vote at a general meeting. Notice of the intention to propose the resolution as a Special Resolution must be given in advance;
- o) **Term:** shall mean the period between elections.

ROLES AND RESPONSIBILITIES

2. President:

- a) Shall preside at all general and Executive meetings of the Association;
- b) The President is the Chief Executive Officer of the Association and shall supervise the Executive Committee, Directors and Park Representatives in the execution of their duties and assignments;
- c) When vacancies occur in any Executive position, the President may appoint a current member or an Executive to fill the unexpired portion of the vacant position for the balance of term;
- d) Should the President be unable to perform the duties of President for the balance of his/her elected term, the remaining Board members shall appoint a new President for the balance of the term;
- e) Shall maintain records that are applicable to the President's office.

3. Vice Presidents:

- a) shall carry out the duties assigned by the President and shall assume the duties of the President in his/her absence.

4. Secretary:

- a) Shall, in the absence of the President and Vice President, call the meeting to order and those members present shall elect a Chairperson for the meeting;
- b) Shall conduct the correspondence of the Association;
- c) Shall keep minutes of all general, Executive and Board meetings;
- d) Shall issue notices of all general, Executive and Board meetings as directed by the President;
- e) Shall have custody of all records and documents of the Association except those required to be kept by the President and Treasurer.

5. Membership Secretary:

- a) Shall 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 association's newsletters.

6. Treasurer:

- a) Shall keep accounting records of the Association's financial transactions;
- b) Shall prepare the Association's financial statements and forecasts as required;
- c) Shall have custody of the common seal of the Association should a seal be required;



- d) Shall be responsible for receiving and depositing Association funds from members and other sources;
- e) Shall be one of at least two having signing authority over the Association's accounts.;
- f) Shall prepare all required tax filings of the Association;
- g) Shall supervise the Membership Secretary(ies) in the execution of their duties and assignments.

7. Director:

- a) Shall assist in managing the affairs of the Association;
- b) Shall refer to printed instructions as provided by the Executive Committee;
- c) May only be elected or appointed until the end of term.

8. Park Representative:

- a) Shall refer to printed instructions as provided by the Executive Committee;
- b) Shall serve as the liaison for the park in which he/she resides;
- c) Shall report major or complex park issues in which he/she resides;
- d) Will not have voting rights unless he/she is also a director.

MEMBERSHIP

- 9. Membership in the Association shall be restricted to persons nineteen (19) years of age and over who are owners of a manufactured home located in a manufactured home park in the jurisdiction covered by the Association;
- 10. Application for membership shall be made on such forms as may be prescribed by the Board and shall include the membership dues, which amount shall be determined and/or ratified at an Annual General Meeting;
- 11. Upon receipt of every application and payment of dues, the Board 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) The membership expiry date for new members will be at the end of the month, one year after payment is received. For all members, future anniversary dates will be calculated as one year after the end of their current membership expiry date.
- 12. A Member:
 - a) Shall be in good standing upon payment and acceptance of initial or renewed membership;
 - b) Shall 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;

- c) Shall be in good standing except when a member who has failed to pay his/her membership dues or any other subscription of debt owed and owing by the member to the Association, and the member is not in good standing so long as the debt remains unpaid;
- d) Shall be entitled to one (1) vote per manufactured home and one (1) proxy vote, if attending the meeting in person, otherwise may complete a proxy vote form to be passed on to a member attending the meeting;
- e) Must uphold the Constitution and comply with these By-Laws.

13. Ceasing to be a member:

- a) By delivering his/her resignation in writing to the Membership Secretary of the Association;
- b) On his/her death;
- c) When no longer an owner of a manufactured home in a manufactured home park. However, a previous owner of a manufactured home may become an Associate member if paying the same annual membership fee as a member;
- d) On being expelled.

14. Expulsion:

- a) A Member may be expelled by a Special Resolution passed at a general meeting.;
- b) The notice of Special Resolution must be accompanied by a brief statement of the reason(s) 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 a vote;

15. No portion of any prepaid membership dues shall be refunded on ceasing to be a member of the Association;

16. The Board reserves the right to refuse membership to an application for just cause. The applicant is entitled to the same considerations as being expelled;

17. No remuneration shall be paid to any Member.

ELECTIONS

18. The President, at a meeting before the Annual General Meeting shall request a nominating committee or failing that will appoint a nominating committee.

19. At the 2024 Annual General Meeting, three (3) Executive positions shall be elected to hold office for one (1) year while the other Executives shall be elected to hold office for two (2) years (to be determined by the Executive Committee). At each Annual General Meeting thereafter, Executive positions that have expired shall be elected for a term of two (2) years.

20. Any member may stand for election for an Executive position.



LOWER MAINLAND MANUFACTURED HOME OWNERS ASSOCIATION
(Incorporated January 31st, 1968 No: S0007904; Business Number: 802403311)
(Name changed on January 22nd, 2018 from
SURREY MANUFACTURED HOME OWNERS ASSOCIATION)

21. Proxy voting is allowed, however, attending eligible voting members, may only have one proxy vote each.
22. Nominations from the floor at the Annual General Meeting is allowed.



MEETINGS

23. The general meeting held in October or November of each year shall be known as the Annual General Meeting and shall be for electing the Board for the coming term, receiving reports of Executive Officers and Directors and for any other business that may arise.
24. Notice of any General Meeting printed in the Association's newsletter, sent by email or sent by regular mail shall be considered sufficient notice of the meeting.
25. General meetings:
 - a) Shall be convened at such time and place as the Board may designate;
 - b) A minimum of two (2) general meetings should be held in any year, one of which must be the Annual General Meeting;
 - c) Quorum at any general meeting shall be a minimum of fifteen (15) members;
 - d) The Board may decide, in its discretion, to hold any General Meeting by electronic means.
26. Only those members presenting a current membership card or such other acceptance proof of membership shall be entitled to vote.
27. Conduct of any general meeting, unless otherwise provided in the By-Laws, shall be governed by the Societies Act and Robert's Rules of Order.

ALTERATION OF BY-LAWS

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

DISSOLUTION

29. The Association will follow Part 10 Section 123 of the Societies Act of BC.