

[Park Name] Chapter of All Parks Alliance for Change

Chapter Bylaws

Article I: MISSION

The principal goal of the chapter is to create a link between individual APAC members and the statewide organization and to support the APAC mission as stated in the APAC bylaws:

“The primary purpose of this organization is educational. This organization will provide an effective voice for manufactured home owners and other park residents to express their needs and concerns in the community. Through action and communication, this organization will serve as a vehicle to promote meaningful social change and to improve the quality of life in manufactured home parks. The organization will also work to promote the health, safety and welfare of residents and address issues affecting the quality of their housing.”

Article II: NON-DISCRIMINATION

The terms and conditions of the bylaws will be applied equally to all members without discrimination and in compliance with all federal, state, and local laws.

Article III: MEMBERSHIP

APAC is a membership organization of manufactured home park residents. Annual dues shall be established by the Board. Any person desiring membership in the chapter shall submit a membership form to APAC office. No one shall be excluded from membership because of an inability to pay dues. Dues can be paid through equal volunteer hours.

Article IV: CHAPTER

Section I: Purpose

APAC is an organization of chapters, which participate in APAC programs, receive APAC staff support, and elect up to two chapter representatives to the APAC board of directors.

Section II: Formation, Recognition and Dissolution

Chapters are formed when 10 percent or more of the occupied manufactured home park households join APAC as members. The APAC board of directors has the sole authority to recognize chapters and the authority to dissolve them if necessary. All chapters are reviewed every two years. Chapters not having the required 10 percent status are considered inactive.

Section III: Steering Committee

Chapters operate autonomously in funding and leadership from APAC. They are governed by a steering committee comprised of members of the chapter. Chapters have the sole authority to make all decisions of the chapter – including the structure of the chapter steering committee, and their local issues and programs.

Article V: ELECTION PROCEDURES

Section I: Eligibility

To be nominated as a chapter representative, one must meet the definition of a chapter member. The qualifications sought for the position are set by the steering committee at the time of election. However, it is a disqualifying conflict of interest if an individual is:

- A person that does not reside in the park at least part of the year, even if the person owns one or more homes in the park;

Sample Bylaws

- An owner, landlord, park manager, or person otherwise employed by a non-resident owned park;
- An immediate relative of a park owner, landlord or employee of a non-resident owned park; or
- A person who benefits financially from the operations of the park or from closing the park due to a unique relationship with the park or developers, except in the case of a resident owned cooperative.

Section II: Nominations

The membership shall designate nominees for the chapter representatives from among chapter members. The steering committee will actively solicit candidates.

Section III: Voting Procedures

Election of chapter representatives shall take place at a chapter steering committee annually or when a vacancy develops. Written notice will be provided to all member households, including the purpose, date, time and location. All residents of the household who are eligible for membership shall be invited to attend.

Elections shall be done through secret ballot. Every adult in each member household is entitled to vote for their top two candidates. To be elected a candidate must be one of the top two vote getters and receive at least 51 percent of the vote. If, after the first ballot, only the top vote getter receives at least 51 percent of the vote, that person is considered elected and there is a second vote with the remaining candidates. If no one receives 51 percent on the first or a subsequent ballot, the bottom vote getter is eliminated and a new vote is held until both positions are filled.

Section IV: Removal

Any chapter representative wishing to resign shall do so by letter to the members of steering committee or the president of the APAC board of directors. The steering committee can also, by a simple majority, remove a representative if the individual becomes ineligible for membership or violates the bylaws of APAC or the chapter.

Article VI: DUTIES OF THE CHAPTER REPRESENTATIVES

As described in the APAC bylaws, the chapter representatives serve as members of the APAC board of directors. The board shall have general charge and control of the affairs, funds, and property of APAC. This includes, but is not limited to the authority to:

- Adopt the operating budget of the organization and approve expenditures and fundraising;
- Authorize programs and approve APAC's public policy positions;
- Establish and appoint committees to carry out programs;
- Provide procedures for the daily operations of the organization;
- Employ and, if necessary, terminate the employment of the APAC executive director; and
- Initiate and ratify for good cause the impeachment procedures of any elected officer or chapter representative.

Article VII: MEETINGS

Steering committee meetings shall be held as needed. The chapter designates the month an Annual Meeting is held for election of board representatives and revision of bylaws.

Article VIII: AMENDMENTS

The membership approve and amend bylaws at steering committee meetings. Bylaws may be amended by a two-thirds majority of the membership. Any proposal for amendments to the bylaws must be presented in writing to the membership 30 days in advance of any voting procedures.