

RANCHO RIALTO ACTIVITIES CLUB - BY LAWS

Revised February 2026

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; Board members, nominations and elections

SECTION 1: The Officers shall consist of one (1) Executive 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. Nominations for following year's officers shall be during **the 1st meeting in February**. Elections shall be held annually during the second (2nd) meeting in February. New officers shall assume office the first meeting in March.

SECTION 3: NOMINATION AND ELECTION PROCESS:

- Nominations on 1st Monday in February. Need a quorum of 75 or more.
- Minimum Board needed: Executive Director, Secretary and Treasurer. Terms are for 1 year.
- Once nominees are determined, ballots are made by current board members.

- Election is held the 3rd Monday in February.
- **Early/Absentee voting:** Resident to secure ballot from treasurer. Upon verification of residency, ballot will be provided and upon completion, will be turned back over to treasurer for placement in a secure ballot box. Treasurer will bring early casted votes to the election day.

- **Day of Election:**
 - If there are NO nominee's and current board agrees to stay on, this process will be done via "Acclamation" (Verbal vote by residents in attendance). In order for an Acclamation to take place, a resident must first make a motion, that then must be seconded.
 - If there are Nominees, then an election will take place
 - Ballots & pens provided by current board. ONLY OWNERS and RESIDENTS ARE ALLOWED TO VOTE.
 - After a General Session, existing board members will initiate voting process, explaining procedures, etc.
 - 5 resident volunteers will have been picked by board prior to the election; 1 Management, 1-2 RV, 1-2 MFH/ full-time to oversee election process.
 - They will come and sit at front tables...
 - Residents will then be instructed to come up, verify (via RR resident listing from management) with 1 of the 5, their residency, then will be handed a ballot, upon after casting ballot will then be instructed to drop in Ballot Box.
 - At the end of voting, the 5 will go into a private area to tabulate all votes (2x Min). Once 100% confident, they will then inform current Board Director and any Nominees who stayed and waited.
 - Results will be shared with any/all NEW and/or EXISTING Board Members ASAP. Once informed, results will then be shared with RR Management, then posted on RR Connections, RRAC Web page and on the bulletin board in CH.
 - Should there be a change to the Board, transition/hand-off meetings will occur before end of February. New Board members to assume role effective on the 1st Monday in March/first General Session 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 meeting/general meeting. In the absence of the Executive 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 Executive 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 Executive 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 1st of November thru the 31st of March. All officers and their domestic partners may have no charge for any function or activity. The Executive Director or 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 session 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 Executive 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.

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