

# BYLAWS of VIEWPOINT COOPERATIVE, INC.

## ARTICLE I

- 1.1 The name of this Corporation shall be ViewPoint Cooperative, Inc., herein after referred to as the “Cooperative,” located in Swanzey, County of Cheshire, State of New Hampshire.

## ARTICLE II Purpose

- 2.1 The purpose for which this Corporation is formed is to own and operate a Manufactured Housing Community (commonly known as “Park”), herein after referred to as the “Community,” as a Cooperative (RSA 301-A) and be involved in other Cooperative activities, on a non-profit, “Cooperative” basis for the benefit of the current and future Resident Homeowners.
- 2.2 The broad purpose is to gain control of the rental costs, preserve the Community for the current Residents, and to keep it affordable long term for low and moderate-income individuals and families. In accordance with the purpose stated in the Cooperative’s Articles of Incorporation, the Cooperative will conduct its business in a manner designed to preserve the affordability of the sites within the Community for low to moderate-income Homeowners.

## ARTICLE III Members

### 3.1 Eligibility

- A. A “Member” is defined as the adult (18-years-or-older) individual(s), without regard to their social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status who;
- B. Own and reside in a Manufactured Housing Unit (herein after referred to as the “Home”) in the Community and any spouse or partner in civil union entitled to a homestead interest and the other adult Members of their household, all of whom has signed a Member Occupancy Agreement, being the “ultimate consumer(s)” of the housing opportunity provided by the Cooperative. A person is seen as owning or co-owning a Home if he or she owns the Home directly or through his or her “living” or “Grantor” trust. A “Grantor” or “living” trust is any trust that is established by an individual under such terms as:
1. Appoint him or herself as the trustee during his or her lifetime (and or competency)
  2. Is revocable by him or her
  3. Designates himself or herself as the beneficiary for his, her or their lifetime
- C. Is/Are in good standing with the Cooperative. A “Member in Good Standing” is a Member who’s Lot Rent and Membership Fees are current or has signed an agreement satisfactory to the Board of Directors to bring these Rents and Fees current.
- D. Is/Are willing to accept Membership responsibilities, including, but not limited to, voluntary participation in the Governance of the Cooperative and in the Operation of the Community.

### 3.2 Membership Rights

- A. A Member will have a perpetual right to occupy a lot within the Cooperative as long as he or she continues payment of the lot rent and compliance with the other terms of the Member Occupancy Agreement, the Bylaws of the Cooperative and the Community Rules established by the Members, all as they may be amended from time to time. However, if a Member is evicted from the Cooperative or moves out of the Cooperative, that Member will lose his or her right to occupy said lot.
- B. Only one Membership interest will be assigned to a home, and only one full vote may be exercised under a Membership interest.

### **3.3 Membership Obligations**

All Members and Non-Members are required to pay their lot rent. This lot rent, initially established by the Membership of the Cooperative, may be increased by a majority vote of the Membership, consistent with Article 5.1 of these Bylaws, with a sixty (60) day written notice of rent increase to all Members and Non-Members.

### **3.4 Enrollment of Members**

- A. Owners of Homes seeking to reside in a Home and lease a lot in the Community must become Members of the Cooperative. Owners seeking Membership shall:
  1. Apply for Membership through providing consent, in written form, to have Cooperative conduct criminal and credit worthiness background checks, as well as completing the membership request forms prescribed by the Board of Directors
  2. Be approved for Membership by a majority vote of the Board of Directors, upon passing the criminal and credit worthiness background checks.
  3. Pay in full the Membership fee
  4. Execute a Member Occupancy Agreement signed by each Adult Household Member
  5. Have a contract to buy and an intent to occupy a Home in the Community
  6. Commit to the Purposes and Policies of the Cooperative including the Community Rules and these Bylaws.
- B. A person is considered a buyer or owner if he or she seeks to or does own or co-own a Home directly or through his/her/their "living" or "Grantor" trust (see definition at paragraph 3.1 above) or becomes the subsequent beneficiary of a trust, previously existing as a living trust, upon death of the Grantor, or upon devise or distribution from a deceased Member's estate, or any other event. If an existing Member transfers title to a Home to his or her "living" or "Grantor" trust, the trust will not be considered a new owner or buyer under this paragraph. Members transferring their Membership into a permissible "living" or "grantor" trust must furnish the Cooperative with either a copy of said trust document or a letter of opinion from an attorney stating that the trust to which the title has transferred is a revocable, grantor trust wherein the Member(s) is (are) the Trustee(s) during his/her/their lifetime, or competency, and with said Member(s) as the sole beneficiary during his/her/their lifetime.

### **3.5 Membership Fee**

- A. The Membership Fee shall be Five Hundred dollars (\$540.00). This is par value, there is no book value. Membership Fees accumulate no interest.
- B. A Certificate of Membership shall be issued to any Member, or to trustee of any Member's "living" or "Grantor" trust, who has fully paid their Membership Fee. This certificate shall entitle the holder (or, in the case of a living or Grantor trust, the trust grantor only) to occupancy of a lot in accordance with the Member Occupancy Agreement, provided that the holder also abides by the Community Rules of the Cooperative and does not interfere with the effective operation of the Cooperative. The certificate is not transferable, except by will or trust distribution by a permissible trust, or the rules of law that apply if someone dies without a will, to someone that would otherwise be eligible for

Membership. A Membership may not be transferred to someone or some trustee or beneficiary who does not plan to own the home and reside in the Community nor shall a “living” or “Grantor” trust continue to hold a Membership interest beyond the usual and customary time required for a wind up of a probate estate, should title have passed by that means and occupancy during such periods shall not extend to any other party not previously permitted Membership and Occupancy.

- C. The Board of Directors reserves the right to use all or part of a Member's Membership Fee to pay any debt due to the Cooperative, or expenses incurred as a result of a Member's actions or non-actions, in regards to the Cooperative; such debts and expenses being legally the responsibility of the Member. The Member shall replenish a capital balance decreased on such account in order to remain in “good standing.”

### **3.6 Termination and Expulsion**

- A. Any Member whose activity in the Cooperative is contrary to basic cooperation principles (**see the copy of the International Cooperative Alliance Principles attached hereto and incorporated herein by this reference**) or who endangers the effective operation of the Cooperative may be expelled from Membership in the Cooperative by the Board of Directors. Loss of Membership carries with it loss of all Membership privileges, including the perpetual right to occupy said lot and any Member lot rent. Written notice of the charges against each Member, and reasonable opportunity for a hearing before the Board of Directors, shall be provided before any such expulsion. A reasonable opportunity is defined as fifteen (15) day notice. The Member's certificate shall be repurchased for the amount of the Membership Fee paid, less any debts owed and expenses due and owing the Cooperative on behalf of the Member, and if and when there are sufficient reserve funds as determined by the Board of Directors. An eviction of the Member shall automatically terminate his or her Membership.
- B. The Member shall have the right to appeal the decision to terminate Membership to the next Membership Meeting and will be given a reasonable opportunity to be heard, either in person or by their attorney. Members may request a Special Meeting of the Membership within a reasonable time period and such request will not be unreasonably denied. In the absence of a Board call for a Special Meeting, the member may do so in accordance with Article 5.3 of these Bylaws. A Member need not be expelled before being evicted. Re-application for Membership will require Board review and Membership approval before re-issuance of Certificate of Membership. The reason for the expulsion shall be clearly stated, recorded, placed in the permanent files and a copy given to the Member.
- C. Any Member who wishes to be represented by legal counsel as the result of a Cooperative action must notify the Board of this fact ten (10) days in advance of the Meeting. The Members shall solely be responsible for the cost of his or her attorney. In no case should the Cooperative be responsible for the legal fees of the Member.

## **ARTICLE IV** **Sale of Homes**

### **4.1 Use of Homes**

In order to unify the Members and make the Cooperative stronger, all homes within the Community must be owner-occupied. Failure to comply with this article shall result in an eviction from the Community.

### **4.2 Sale of Member Home**

- A. Any Member or non-Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in thirty (30) days additional lot rent.

- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Cooperative. The seller shall supply the Cooperative with the names and telephone numbers of any buyers who have signed a Purchase and Sales Agreement. See the exception for certain trust transfers contained in paragraph 3.3, which applies here as well.
- C. If the Cooperative is owed money by the Member or the Member is in breach of any other obligation to the Cooperative, the Board of Directors may consent to the transfer, as requested by that Member for the sale of his/her/their Home to a new buyer, but may insist that the consent or transfer documents or deed be transmitted directly to the escrow or closing agent with a Notice of Lien on the Member's Home for those amounts due and owing the Cooperative. The documents shall only be recorded upon payment to the Cooperative of all outstanding balances due to the Cooperative.
- D. Rental or Leasing of homes in the Community shall not be allowed unless approved by the Board of Directors. The Board of Directors shall not approve a rental or lease unless;
  - 1. A written request is submitted by the Member alleging hardship
  - 2. The Board of Directors determines that a hardship exists
- E. If an approval is granted, the decision shall specify the hardship circumstances and the conditions of approval. The vote of the Board of Directors shall be maintained in the official records of the Cooperative.
- F. Homes that are rental units at the time the Cooperative purchases the Community, are grandfathered until such time the current tenant vacates the unit or twenty-four (24) months from the date of purchase by the Cooperative, whichever occurs first.
- G. For a period of thirty (30) days following the delivery of the notice to the Board, if the Member receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the Member shall accept the offer from the lower-income family or individual. Provided, that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling Member in the case of a sale to a family Member or where the delay in selling would pose an unreasonable hardship for the selling Member.
- H. The following shall apply in all situations where Fannie Mae or USDA-Rural Development holds or guarantees an Eligible Loan on a home in this Cooperative:
  - 1. Notwithstanding any other Bylaw provision, the purchaser of a Manufactured Home who acquired title at a foreclosure sale conducted by the holder of an "Eligible Loan" (as defined by RSA 205-A:4-a), or directly from the holder of an Eligible Loan, shall be exempt from any "low income" requirement.
  - 2. Notwithstanding rights of the Cooperative under state law, any holder of an Eligible Loan, which is actively pursuing the right to foreclose or which has acquired title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing by a Member under a Member Occupancy Agreement, shall not be required to advance more than six (6) months of Rent and Other Charges, and the Cooperative's lien rights, as to amounts owing to it by the Member under the Member Occupancy Agreement or otherwise, shall be subordinate to the rights of the holder of an Eligible Loan, and amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured Home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly Rent and Other Charges, have been paid in full.

- I. A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept. of Housing and Urban Development and published in the Federal Register.
- J. The Board of Directors shall purchase the Membership interest from said Member household by paying them an amount equal to the Member's total payment toward their Membership Fee, without interest, less any debt owed by the Member to the Cooperative, within sixty (60) days of the removal or sale of the home, or at such later date when the purchase can be made without jeopardizing the solvency of the Cooperative.

#### **4.4 Vacant Lots**

Any lot in the Community that becomes vacant (other than a temporary vacancy when a Member of the Cooperative replaces his or her existing manufactured home with a new or different one), shall be leased by the Board of Directors to a lower-income household approved for Cooperative Membership; provided, however, that if after advertising the lot for thirty (30) days, the Board does not receive an offer to lease from a lower-income household reasonably capable of affording the Home and living in the Community, the Board of Directors may lease the lot to any suitable household. The Board will keep a waiting list for these purposes.

### **ARTICLE V** **Membership Meetings**

#### **5.1 How the Membership Can Legally Act**

- A. The Membership may act only at a properly called Meeting of the Membership where a quorum is present. 29 Homes or one-third of the current Membership (97 households) shall constitute a quorum at a Membership Meeting.
- B. There shall be no voting by proxy; nor shall a proxy be counted towards the establishment of a quorum. The existence of a quorum shall be established at the beginning of each meeting and is presumed valid until the meeting is adjourned.
- C. If a quorum has been achieved, any motion for consideration that is properly noticed before the meeting shall be approved by a majority vote of Members present except for motions affecting the Bylaws and Community Rules.
- D. The Bylaws of the Cooperative and the Community Rules shall be adopted or repealed by at least a majority vote of the total Membership of the Cooperative.
- E. The Bylaws and the Community Rules may be amended by a majority vote of the Members present at any Regular or Special Meeting at which a quorum is present, provided that notice of the proposed amendment shall be given in writing to all Members not less than ten (10) days prior to such meetings. After the ten (10) day notice, technical changes in wording or detail of the proposed amendment that do not alter the subject matter shall not require an additional notice.
- F. Any business required or permitted to be taken at a Membership Meeting may be taken without a meeting, by means of a ballot clearly stating a Board-approved motion. To be passed, the motion must be approved by a majority of the entire Membership. A copy of the motion and vote must be kept on file with the Cooperative's Membership Meeting minutes.

#### **5.2 Annual Meeting**

- A. The Annual Meeting of the Members shall be held in the month of May each year in Swanzey, New Hampshire or a place designated by the Board of Directors within Fifteen (15) miles of the Community. An Annual Meeting of Members is to be held at least once a year. (RSA 301-A:21)
- B. The Board shall give written notice of the Annual Membership Meeting not less than fourteen (14) calendar days before the date that such a meeting is to be held. Such written notice shall be given in writing to each Member at his/her address, and posted and maintained at a common area, and shall state the place, day, and time of the meeting, as well as the agenda items or subject matter to come before it. (RSA 301-A:21)
- C. The Annual Report to the Secretary of State, the report of the examination of the prior year's finances, and the proposed annual budget of the Cooperative shall be made available to each Member no later than fourteen (14) days before the Annual Meeting for approval by the Membership at the Annual Meeting.

### **5.3 Special Meetings of the Membership**

- A. Special Meetings of the Membership may be called by the Board of Directors or by petition of at least one-tenth (1/10) of the Members. Such Member petition may be delivered to any Board Member. The Board shall set the date, place and time of the Special Meeting, to be held within thirty (30) days after receipt of such demand.
- B. The Secretary of the Cooperative shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than ten (10) days in advance of the meeting date. (RSA 301-A:22)

## **ARTICLE VI** **Board of Directors**

### **6.1 Number and Term of Directors**

- A. The Board of Directors shall consist of Five (5) Members who are in good standing with the Cooperative.
- B. Directorships will not be denied to any person on the basis of social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status. To be eligible to serve as a Director, an individual must be a Resident Homeowner of a Manufactured Housing Unit in the Community and be a Member in Good Standing with the Cooperative.
- C. All Directors shall serve for a term of two (2) years, except that at the first election, the Operations Manager and President will be elected for one (1) year terms. No Director may serve for more than three (3) consecutive two (2) year terms, in any one office, or until their successors are duly chosen.

### **6.2 Election of Directors**

- A. The Board of Directors shall be elected by the Membership at an Annual or Special Meeting of the Cooperative, or at a Special Meeting held in place thereof. All newly elected Directors will take office thirty (30) days after elections or at the next Board of Directors Meeting, whichever is first.
- B. Members shall elect Directors to each officer position as well as those Directors serving at large.
- C. At each election for Directors, every Member entitled to vote shall have the right to vote for as many persons as there are Directors to be elected.

- D. A ballot provided on a form approved by the Board of Directors shall be used for the election of Directors. It shall clearly state the Director and Officer position to be filled and those nominees known in advance of the meeting. It shall also clearly state that other nominees may come from the floor. The ballots shall be sealed and opened at the Membership Meeting.
- E. The Board of Directors may allow for an Absentee Ballot for the following reasons: hospitalization, shift work, infirmity, out of state. A request for an Absentee Ballot must be made in writing at least three (3) days before the meeting, if not the result of emergency circumstances. If the Absentee Ballot is to be mailed, the Member must request it ten (10) days before the meeting. Absentee Ballots may not be counted towards a quorum.

### **6.3 Powers**

- A. The Board of Directors shall be responsible for the day-to-day management and control of the Cooperative Operations.
- B. The Board of Directors may from time to time set up Committees and/or Ad-Hoc Groups to work on specific responsibilities, with the Committee Members serving at the pleasure of the Board of Directors. These Committees will report to the Board of Directors and operate with only as much authority as granted by the Board. Further explanation of these Committees may be found in the Policies of the Cooperative.

### **6.4 Resignation**

Any Director may resign at any time by delivering written notice to the Secretary or President of the Board of Directors. Such resignation will take effect upon the letter of receipt or the time specified in the notice.

### **6.5 Removal**

- A. Any Director whose actions are determined to negatively affect the operation of the Cooperative may be removed by a majority vote of the Members present at any regularly scheduled or Special Meeting of the Membership where a quorum is present, provided that a ten (10) day notice of the impending vote has been given to the Director who may be removed. Said notice of a vote to remove shall only be made after:
  - 1. If initiated by the Board of Directors –a majority vote of the Board of Directors where a quorum has been established
  - 2. If initiated by a Membership Petition – after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 10% of the Membership
- B. Said Notice shall clearly advise that, once a quorum is established, a majority vote of the Members present will be needed to remove the Director.
- C. The notice shall state the date, time and place of the meeting where said vote will be taken.

### **6.6 Vacancies**

Vacancies that result from resignation, by removal or other means may be filled by a majority vote of the Directors present at any Regular or Special Meeting of the Board of Directors. The Director so appointed shall serve the remainder of the unexpired term, which shall not be counted as a consecutive term for the purposes of Article 6.1 of these Bylaws.

## **6.7 Compensation**

Directors shall serve without compensation, but shall be entitled to reasonable compensation for expenses paid while conducting legitimate Cooperative business. Any expenses incurred must have prior approval by the Board of Directors. Receipts must accompany all requests for reimbursement. Directors may receive compensation for their freely executed contracts approved by the Board of Directors or the Membership as the case may require, so long as the contract adheres to the Conflict of Interest Policy.

## **ARTICLE VII** **Officers**

### **7.1 Roster of Officers**

The Officers of the Cooperative shall consist of a President, Vice President, Secretary, Treasurer and Operations Manager and any other designated position as decided by the Membership. All Officers are Directors of the Cooperative and must meet the requirements for being a Director set forth in Article 6.1.

### **7.2 Election and Removal of Officers**

See process for Election and Removal of Directors in Article 6.

### **7.3 President**

The President shall serve as Chair and preside at all meetings of the Directors and Membership. He or she shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Cooperative.

### **7.4 Vice President**

The Vice President shall preside at all meetings in the absence of the President and shall perform such duties delegated to him or her by either the Board or the President. He or she shall report on the activities of the President to the Board in the absence of the President.

### **7.5 Secretary**

The Secretary shall keep the records of the Cooperative and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. He or she shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the Chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The signature of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity.

### **7.6 Treasurer**

The Treasurer shall have charge of all the funds of the Cooperative and shall be responsible for all disbursements and collections. The Treasurer shall be responsible for maintaining all financial records of the Cooperative including previous fiscal years; financial reports, bank statements and returned checks, invoices, records and any and all other financial records. As a standard fiscal control, a Member of the Cooperative other than the Treasurer shall

reconcile the Cooperative accounts each month. The Treasurer shall be responsible for having the books prepared for examination. The Treasurer may delegate any tasks to any Member of the Finance Committee or a contracted agent of the Cooperative.

### **7.7 Operations Manager**

The Operations Manager sits on the Maintenance Committee and is responsible for the effective upkeep of grounds and systems; developing services, standards, emergency and general repair procedures; maintaining a list of qualified trades people; obtaining bids, maximizing volunteer contributions, submitting a capital improvements plan and annual projected maintenance budgets.

### **7.8 Powers**

All Officers of the Cooperative shall, subject to these Bylaws and to any vote of the Directors, have such powers and duties as the Directors shall from time to time designate, in addition to the specific powers and duties set forth above.

## **ARTICLE VIII** **Board Meetings**

### **8.1 Regular Meetings**

Regular meetings of the Directors shall be held monthly. Notice of the date, time and place together with the agenda of the Board of Directors' Meeting shall be posted in a public place in the Community. The Board shall have the sole discretion to establish the agenda for all regular meetings.

### **8.2 Special Meetings**

Special Meetings of the Directors may be held at the call of the President or any two (2) Directors. Written notice stating the date, time, place and agenda of any Special Meeting shall be posted in a common area and communicated personally to each Board Member not less than three (3) days before the date of the meeting. In an emergency situation, a shorter notice may be given, provided that the agenda for that meeting is limited to dealing with the emergency at hand and that all actions taken are ratified at a subsequent properly noticed meeting.

### **8.3 Meetings**

Regular and Special Meetings of the Board of Directors shall be open to the Membership except when the Board moves to an Executive Session. Executive Sessions are used only for purposes of protecting a person's reputation and confidentiality, or to receive or discuss advice from legal counsel. A decision may not be made in Executive Session, where minutes are not kept. Decisions must be made in the form of a motion at a public meeting.

### **8.4 Notice**

Written notice stating the date, time, place and agenda of all Board Meetings, Regular and Special, should be posted in a common area no less than ten (10) days before any meeting.

### **8.5 Quorum**

At any meeting of the Board of Directors, a simple majority of the number of Directors then in office shall constitute a quorum for the transaction of business. A majority of those present must vote in the affirmative to pass a motion, once a quorum has been established. A quorum is defined as one-third of the current Membership. (29 Homes)

#### **8.6 Action without a Meeting**

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if the written motion is approved and signed by all Board Members. Authority for such action commences when the last Director signs. A copy of the written motion with all signatures must be kept with the Board minutes.

#### **8.7 Proxy Voting Prohibited**

Proxy voting is prohibited.

### **ARTICLE IX** **Indemnification and Bond**

#### **9.1 Indemnification**

- A. The Directors, Officers and Members shall not be personally liable for the debts, liabilities or other obligations of the Cooperative.
- B. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director or Officer of the Cooperative, in any proceedings arising out of his or her alleged misfeasance or nonfeasance in the performance of his or her duties or out of any alleged wrongful act against the Cooperative, indemnity for his or her reasonable expenses, including attorneys fees incurred in the defense of the proceeding, may be assessed against the Cooperative, its receiver, or its trustee, by the court in the same or a separate proceeding if (1) the person sued is successful in whole or in part, or the proceeding against him or her is settled with the approval of the court; and (2) the court finds that his or her conduct fairly merits such indemnity. The amount of such indemnity shall be so much of the attorneys fees incurred and other expenses as the court finds to be reasonable.
- C. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director, Officer, or Employee of the Cooperative, in any proceedings other than an action by the Cooperative, indemnity for his or her reasonable expenses including attorney fees incurred in the defense of the proceeding may be paid by the Cooperative if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed, to the best interest of the Cooperative; any such indemnity shall be made as authorized by majority vote of the Membership.

#### **9.2 Bond**

Each Officer, Director, Employee, and Agent handling funds or securities amounting to One Thousand Dollars (\$1,000) or more in any one (1) year shall be covered by adequate bond in accordance with state law. (RSA 301-A: 29)

### **ARTICLE X** **Operations**

### **10.1 Signing of Document**

Two (2) signatures are required on checks and legal documents. No more than one (1) individual from each Member household may have signing authority.

### **10.2 Disbursement of Funds**

- A. All checks drawn on Cooperative accounts shall bear the signature of at least two (2) of these three Officers: President, Treasurer, or Secretary. No more than one (1) individual from each Member household may have signing authority.
- B. Any decisions that may commit expenditures of Two Thousand Five Hundred Dollars (\$2,500), or more of Cooperative resources per Fiscal year, that does not appear in the approved annual budget, shall be made by the Membership at an Annual, Special or Regular Meeting of the Members. Capital Improvement and Replacement Reserve expenditures that exceed Three Thousand Five Hundred dollars (\$3,500) per Fiscal year require the approval of the Membership except in cases of emergency repairs. The Board shall notify the Membership of such an emergency action at the next Regular or Special Meeting of the Membership.

### **10.3 Ethics, Procurement and Conflict Of Interest**

The Cooperative shall adopt, and all Directors and Officers shall abide by a Code of Ethics and a Conflict of Interest Policy.

### **10.4 Records**

The records of the Cooperative shall be kept by the Directors then in office and transferred to newly elected Directors upon change over. Records of the Cooperative shall be kept for the periods indicated in **Exhibit B: Record Retentions Chart**.

### **10.5 Inspection of Books and Records**

Records of the Cooperative shall be open to the inspection of any Member at a reasonable time and place within Seventy Two (72) hours of a Member's request, limited to those items not protected for reasonable privacy concerns of Members, including but not limited to financial applications, credit reports, hardship applications, materials discussed in executive session and individual collection matters. Any request to review all of the non-privileged records or what is considered to a large or extraordinary record request will not be governed by the Seventy Two (72) hour rule and shall be at the sole discretion of the Board of Directors.

### **10.6 Fiscal Year**

The fiscal year of the Cooperative shall be the twelve (12) month period ending the last day of May of each year. The Cooperative shall cause its books to be examined within a reasonable time after the end of each fiscal year in accordance with the audit/review requirements of state law. (RSA 301-A: 30)

### **10.7 Dissolution**

In the event of dissolution of the Cooperative, the assets, after payment of the Cooperative's debts and expenses, shall be distributed in the following manner: (RSA 301-A: 30)

- I. The par value or book value, whichever is lower, of the Membership certificates or shares shall be returned to the Members. Amounts paid on subscriptions shall be returned to subscribers. The amounts allocated in distribution of net savings under RSA 301-A: 28 shall be returned to those Members entitled to them

- II. Any surplus remaining after the distributions in paragraph I may be distributed as a contribution to any Cooperative association or other nonprofit association to which contributions are deductible from income tax under current internal revenue service regulations.

**ARTICLE XI**  
**Rules of Procedure**

In case of any question not covered in these Bylaws or adopted Board policies, the guidelines in “Parliamentary Procedure for Resident-Owned Communities” as published by A Management Guide for Resident-Owned Communities © 2003, 2008 ROC USA, LLC or the foundation document, The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis, 2001 shall prevail.

**CERTIFICATION**

I hereby certify that these Bylaws were adopted by the Membership of ViewPoint Cooperative, Inc. at its meeting held on

Approved on: \_\_\_\_\_

Name: \_\_\_\_\_

ViewPoint Cooperative, Inc., President

**NOTE: A copy of the International Cooperative Principles must be attached to these Bylaws**

<b>Type of Record</b>	<b>Description</b>	<b>Retention Time</b>
Co-op and Board	Articles of Incorporation	Life of Corp. + Seven (7) Years
	Bylaws and Amendments (all versions)	Life of Corp. + Seven (7) Years
	Board Meeting Minutes	Life of Corp. + Seven (7) Years
	Membership Meeting Minutes	Life of Corp. + Seven (7) Years
	Community Rules and Amendments (all Versions)	Life of Corp. + Seven (7) Years
	Copy of Loans and Mortgages	Until Discharge is Recorded
	Copy of the Deed	Until Property is Sold
	Correspondence	Two (2) Years
	Grant Applications	Two (2) Years after Completion of Project
	Insurance Policies and Certificates	Two (2) Years after Expiration
Financial Records	Construction Documents	Twenty (20) Years after Completion
	Invoices and Receipts	Three (3) Years
	Bank Statements	Three (3) Years
	Financial Reports	Three (3) Years
	Audit Records	Three (3) Years
	Tax Returns	Three (3) Years
	Budget Reports	Three (3) Years
Employment Records	Applications and References	One (1) Year
	Advertisement for Employment	One (1) Year
	Records of Injuries	Three (3) Years
Applicant Records	Application-Not Admitted, including authorization to pull credit report, Notice of Adverse Action, Etc.	Two (2) Years Past Denial
Resident Records	Application and all supporting documents: Notices to and from a Lender, Acknowledgment Forms, Documentation Sheets, Volunteer Letter and Log, Member Occupancy Agreement, Correspondence, Consumer Authorization and Release Form	Two (2) Years Beyond Termination of Residency
	Membership Certificate	Life of Corp. + Seven (7) Years
Credit Reports	For all Applicants, Residents and Members	Thirty (30) Days After the Approval or Denial

According to the Cooperative's Bylaws, Cooperative Records shall be:

1. Kept by the Directors then in Office, Whether in their Homes or in a Central Location
2. Transferred over to New Directors, When Elected or Appointed
3. Kept According to the Records Retention Schedule Above

Additionally records of the Cooperative are open for inspection by any Member in good standing at a reasonable time and place, within 72 Hours of the Member's request, depending on the Cooperative's Bylaws. This inspection shall exclude those documents that are protected by a Resident's Right to Privacy, such as Credit Reports, Criminal Background Information and matters pertaining to rent collection or eviction.

*Note: In order to protect the privacy of Residents and Applicants, shred all documents at the time of disposal.*

### **International Cooperative Alliance Principles**

#### **1<sup>ST</sup> Principle: Voluntary and Open Membership**

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of Membership, without gender, social, racial, political or religious discrimination.

#### **2<sup>ND</sup> Principle: Democratic Member Control**

Cooperatives are democratic organizations controlled by their Members, who actively participate in setting their policies and making decisions. Men and Women serving as elected representatives are accountable to the Membership. In primary Cooperatives Members have equal voting rights (one member, one vote) and Cooperatives at other levels are also organized in a democratic manner.

#### **3<sup>RD</sup> Principle: Member Economic Participation**

Members contribute equitably to, and democratically control, the capital of their Cooperative. At least part of that capital is usually the common property of the Cooperative. Members usually receive limited compensation, if any, on capital subscribed as a condition of Membership. Members allocate surpluses for any or all of the following purposes; Developing their Cooperative, possibly by setting up reserves, part of which at least would be indivisible; Benefiting Members in proportion to their transactions with the Cooperative; and Supporting other activities approved by the Membership.

#### **4<sup>TH</sup> Principle: Autonomy and Independence**

Cooperatives are autonomous, self-help organizations controlled by their Members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their Members and maintain their Cooperative Autonomy.

#### **5<sup>TH</sup> Principle: Education, Training and Information**

Cooperatives provide education and training for their Members, Elected Representatives, Managers and Employees so they can contribute effectively to the development of their Cooperatives. They inform the general public – particularly young people and opinion leaders – about the nature and benefits of Cooperation.

#### **6<sup>TH</sup> Principle: Cooperation among Cooperatives**

Cooperatives serve their Members most effectively and strengthen the Cooperative movement by working together through local, national, regional and international structures.

#### **7<sup>TH</sup> Principle: Concern for Community**

Cooperatives work for the sustainable development of their Communities through Policies approved by their Members.

*These Principles can be found on the International Cooperative Alliance website: <http://www.ica.coop/al-ica/>.*