

***DRAFT* Bylaws of the Pueblo Alto Neighborhood Association**

Ratified 2023

Article I - Name

This organization shall be known as the Pueblo Alto Neighborhood Association, hereinafter referred to as the Association.

Article II - Boundaries

The boundaries of the Association within the City of Albuquerque, New Mexico are as follows:

Bounded on the West by Washington Avenue, bounded on the north by Constitution Avenue, bounded on the east by San Mateo Boulevard, bounded on the south by Lomas Boulevard.

Article III - Association Membership

Section 1. Membership is open to all individuals who live, own property, or own a business within the boundaries of the association, renters included, as stated in Section 14-8-2-3(B)(2) of the NARO. There shall be 2 types of membership in the Association. These shall be known as Residential Members and Business Members.

Section 2. A Residential Membership is for any adult aged 18 or older who resides full-time or owns property within the boundaries specified for this Association. Every adult who is a Residential Member is eligible to vote.

Section 3. A Business Membership is for any business or rental property which operates within the Association boundaries. The business must have a location within the boundaries specified for this Association.

Section 4. Any individual person shall have only one vote, regardless of whether they are a Residential Member, a Business Member, or both.

Section 5. Membership in the Association is indicated by completion of a membership form as provided by the Association. An Affirmed Member is a person who has completed an annual membership form and filed it with PANA.

Section 6. An Affirmed Member is anyone who qualifies for a Residential or Business Membership whose membership information is on file in the PANA database. Membership information consists of full name, physical address of residence or physical address of business, and an email address. The physical address must be within the Association boundaries. The Association shall allow ongoing membership enrollment throughout the year. A

membership form shall be available at general meetings and on the PANA website. **Completing a membership form is not required for membership. The form facilitates collecting the necessary information.**

Section 7. Termination of membership. Residential and Business memberships can be terminated by notifying the PANA Secretary via email of desire to be removed from membership or when the individual no longer lives within Association boundaries or when the business is no longer within Association boundaries.

Article IV - Member Donations

Section 1. Member donations are voluntary for all members, and cannot be a prerequisite for either membership or voting, pursuant to Section 14-8-2-3(B)(4) [Associations].

Section 2. Member donations are \$10.00 per year for Residential Membership and \$20.00 per year for Business Membership.

Section 3. Member donations for the following year can be paid during the December membership drive or for the current year at any time during the year.

Article V- Voting

Section 1. Every Affirmed Member may cast one vote on any question, and participate in any election before the Association. **At each meeting where there will be a vote, each Affirmed Member shall complete a form indicating their name and qualifying address within the PANA boundaries.**

Section 2. All elections and questions to be voted upon by the general membership will be decided by a vote of a majority of the members present at any meeting of the membership. Voting shall take place during the meeting, whether in-person or electronically (e.g. via Zoom). Questions shall be decided by a majority of total votes cast, as stated in Section 14-8-2-3 (B) (8) [Associations] of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Officers present.

Article VI -Board of Officers

Section 1. The Neighborhood Association Board, hereafter Board, shall be the governing body of the Association and shall consist of not less than three or more than nine members of the Association. The Board shall include the officers and the members at large. The Board shall be elected by the general membership at the Annual Meeting (described in Article IX). Board member terms shall be one year.

An officer must be an Affirmed Member of PANA.

Section 2. Neighborhood Association Board Nominations:

- Nominations will be accepted to the Board at the Annual Meeting in October.
- The nominees must be members who live, own property, or own a business within the boundaries of the Association as stated in Article III.

Section 3. Officers of the Association shall include a President, Vice President, Secretary, Treasurer, and any such other officers as determined by the Board. Officers shall be chosen by the Board at their first meeting immediately following the Annual Meeting.

Section 4. Officers shall hold terms of one years.

Section 5. All members are eligible to hold any Board position within the association, pursuant to Section 14-8-2-3(B)(2) [Associations] of the NARO.

Section 6. Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board.

Section 7. Any elected officer may be removed from office by a majority of the Board, provided that notice of the intent to remove shall be furnished to subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-4(B)(3) [Associations] of the NARO.

Section 8. Any elected officer replacing previous officers removed from office will be appointed by a majority vote of the Neighborhood Association Board, provided that notice of the intent to remove shall be furnished to subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-3(B)(3) [Associations] of the NARO.

Article VII - Duties of the Officers

The duties of the officers shall include but not be limited to the following:

Section 1. Duties of the President: The President shall be the chief executive officer of the Neighborhood Association and shall in general supervise all the business and affairs of the Neighborhood Association between meetings of the Board. The President shall preside at all meetings of the Board and the General Membership meeting. The President shall, with the approval of the Board, appoint all standing and special committees and

shall be Ex-Officio member of all the committees. The President shall make an annual report to the general membership at the Annual Meeting and file such report with the Secretary. The President shall make all necessary reports to the City of Albuquerque in compliance with the Neighborhood Association Recognition Ordinance (NARO).

Section 2. Duties of the Vice President: The Vice President shall when necessary perform the duties of the President, and shall succeed to the Presidency in the event of the death, disability, resignation, or removal from office of the President until such-time as a successor to the President shall be appointed. **The Vice President will assist the President and other officers with any PANA business when requested.**

Section 3. Duties of the Secretary: The Secretary shall keep minutes of all meetings of the Board, general membership meetings and shall keep all records of the Association and give notice of all meetings as directed. The Secretary shall perform all other duties incidental to the office of the Secretary or as required by the President or the Board.

Section 4. Duties of the Treasurer: The Treasurer shall collect all monies due the Association, and shall deposit all funds of the Association into a bank account set up by the Board. Every check issued from the Association account shall bear the signature of at least one/two Officer(s) of the Association. The Treasurer shall ensure that all bills approved by the Board are paid and shall keep a written account of all expenditures and retain all receipts. The Treasurer shall present a financial statement at every Board meeting and every general membership meeting. Copies of these reports shall be available for inspection every general meeting.

Section 6. Duties of Board Members-at-Large
Members-at-Large shall assume duties as agreed and assigned by the Board.

Article VIII - Committees

Section 1. The Board may establish necessary committees at any meeting.

Section 2. No report or other action of a committee of the Association shall be considered as an act of the Association unless it has been approved by the Board or by the general membership at a membership meeting.

Article IX - Meetings

Section 1. Robert's Rules of Order shall govern the Association except where in conflict with these by-laws.

Section 2. The Association shall hold, at minimum, one annual meeting, to be known as the Annual Meeting. The Annual Meeting will be held in October. The Association will notify the Office of Neighborhood Coordination of this meeting, and make a reasonable attempt to give written notice to all households and businesses within its boundaries at least two weeks in advance through placement of one or more signs at prominent locations within the Association boundaries and one or more of the following: U.S. Mail; delivered flyers; website or social media posting; e-mail, text message, direct message through social media, or other form of electronic messages delivered to the known address of each member, pursuant to Section 14-8-2-3(B)(5) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 3. The Annual Meeting shall be for the purpose of electing Board Members, and receiving any annual reports of Officers and Committees and any other business as determined by the Board.

Section 4. The Board shall meet as necessary to conduct the business of the Association, at such time and place as determined by its members. All Board members will be notified of meetings times and places.

Section 5. Special meetings of the General Membership may be called by a majority of the Board, 30% of the Affirmed Membership, or the President. The President shall set the meeting within fifteen (15) days and the Secretary shall give notice of any such meeting.

Section 6. For any elections or voting other than the Annual Meeting, the Board must allow each member to vote using at least one of the following methods: in-person, mailed paper ballot, or electronic means, as stated in Section 14-8-2-3(B)(9) [Associations] of the NARO.

Section 7. No member of the Association may vote by proxy.

Article X - Monetary Matters

Section 1. No member or officer will receive, directly or indirectly, any compensation or pecuniary benefit from the Association, except that the Association may reimburse them for expenses.

Section 2. In the event of the dissolution of the Association, the Board, after payment of all liabilities of the Association, shall dispose of the remaining assets of the Association by refund to its members or by donation to an organization with a similar purpose as agreed upon by the Board.

Section 3. Access to banking accounts and to financial records of all voluntary dues, member donations, or other financial assets shall be shared

by the President, Vice-President, and Treasurer, or any combination of members of the Board as designated by the Board.

Article XI - Communication Venues

Section 1. The Board shall use an Association-specific e-mail address for the sole purpose of Association business.

Section 2. Access to these Association e-mail addresses shall be held by the President, Vice-President and Secretary jointly, and passed on to new Board members as they are elected, or by any method designated by the Board.

Section 3. Access to any website or social media accounts shall be held by the President, Vice-President and Secretary jointly, and passed on to new Board members as they are elected, or by any method designated by the Board.

Article XI - Amendments

These by-laws may be amended at any regular or special meeting of the general membership by two thirds (2/3) vote of those in attendance. The membership shall be notified ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

I certify that these bylaws were adopted and ratified by the members of the _____ Association on the _____ day of _____ 20__, and were adopted and ratified by the Board of Directors at a meeting held on the _____ day of _____ 20__.

Signature

Date

_____, President
Printed Name

Signature

Date

_____, Vice President
Printed Name

Pueblo Alto Neighborhood Association Boundaries (2023)

