

Four Hills Village Association Bylaws
FHVA Board approved July 21, 2020
Adopted (membership approved by ballot count) October 5, 2020

ARTICLE I – Name

This organization shall be known as the Four Hills Village Association, hereinafter known as the “Association” or as the “FHVA.”

ARTICLE II – Boundaries

The geographic boundaries of the Association shall include the south-east part of the City of Albuquerque that is identified as Four Hills Village. The specific boundaries of Four Hills Village are, on the northeast, the properties on both sides of Warm Sands Drive, Lorman Place, and Hideaway Lane to the northerly lines of lots number 1205 and 1200; the Manzano Open Space on the east; the City of Albuquerque/Kirtland Air Force Base boundary on the south; all properties on both sides of Rio Arriba Avenue to the west lot lines of house numbers 700 and 701, Sea Biscuit Drive, Raton Avenue to the west lot line of house number 700, and Sagebrush Trail on the southwest; and all properties on both sides of Navarra Way, Via Posada to the west lot lines of house numbers 600 and 601, Owl Court, Accipitrine Court, Sparrow Hawk Court, Suzanne Lane, Stagecoach Road, and Warm Sands Court on the northwest.

ARTICLE III – Mission

FHVA’s mission is to represent residents and property owners with city, county, and state governments; to provide liaison with public K-12 educational organizations; and to coordinate with area organizations that have similar interests. Other objectives and purposes are the promotion and protection of all those things which would be helpful and necessary toward the betterment of the environmental and community welfare of the residents of Four Hills Village in the City of Albuquerque.

ARTICLE IV – Membership

Section 1. **Membership:** Membership in the Association is open to all persons 18 years of age or older, including renters, who reside within the boundaries of Four Hills Village, as defined in ARTICLE II, and to all persons and legal entities owning property or having a place of business within these same boundaries.

- A. One adult member is allowed with each membership effective with the 2022 membership year.
- B. Multiple memberships are allowed at any residence.

- C. Members are those persons who have paid dues for the calendar year.
- D. Membership is for a calendar year, running from January 1 to December 31.

Section 2. **Dues:**

- A. Annual dues shall be established by the FHVA Board.
- B. At the discretion of the board, new residents of Four Hills Village may be given a complimentary membership for the balance of the year in which they join FHVA after the annual meeting.

Section 3. **Voting:** Voting rights in open general meetings are limited to one vote per adult Member (see ARTICLE V – Governance and ARTICLE VIII -- Meetings).

Section 4. **Income:** None of the net income shall inure to the benefit of any of the Members.

ARTICLE V – Governance

Section 1. **Form of Government:** FHVA Governance shall be by representation rather than by direct participation of Association Members. Officers and Directors elected by FHVA Members or appointed as permitted in these Bylaws shall govern the Association.

Section 2. **Nomination and Election of Officers and Directors:** Officers and Directors shall be nominated and elected annually in accordance with procedures contained in the Standing Rules of the Association, which are to be read in combination with these Bylaws.

Section 3. **Officers and Directors:**

- A. The elected Officers of the Association shall be a President, a Vice President, a Treasurer, and a Secretary. These Officers along with the Immediate Past President, up to nine elected Directors as detailed in the Association's Standing Rules, and any appointed Members-at-Large as detailed in the following Section B shall be collectively known as the FHVA Board of Directors or the Board. These Board Members shall perform the duties prescribed by these Bylaws, by the Standing Rules, and by the parliamentary authority adopted by the Association (Robert's Rules of Order).
- B. The President may, with majority approval of the Board, appoint up to three additional Members to serve on the FHVA Board as Members-at-Large.
- C. All Officers, Directors, and Members-at-Large shall be Members of the Association.

Section 4. **Term of Office:**

- A. Officers and Directors shall be elected for a term of one year running from January 1 to December 31, or until their successors are elected or they are removed.
- B. Officers and Directors shall be limited to three successive one-year terms in the same office.

- C. Appointed members of the Board may not serve beyond the term of the President who appointed them.
- D. The Board may waive term limits.

Section 5. **Vacancy in Office:** A vacancy in the office of the President shall be filled by the Vice President. The vacancy thus created in the office of the Vice President and any other mid-term vacancy will be filled by a Board vote on no more than 3 nominees presented by the President to the Board.

Section 6. **Removal from Office:** An Officer, Director, or appointed Member-at-Large may be removed from office by a two-thirds vote of the Board.

ARTICLE VI – Duties of Officers

Section 1. **President:** The President shall be the chief executive officer of the Association and preside at all meetings of the Association and its Board. The President shall, with the approval of the FHVA Board, appoint all standing and special committees and shall be an ex officio member of all committees. The President shall make all necessary reports to the City of Albuquerque and Bernalillo County in compliance with their Neighborhood Association Recognition Ordinances.

Section 2. **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 elected. The Vice President shall oversee the annual election process, which includes the nomination and qualification of candidates and the voting process. If conducting the election creates a conflict of interest, as when the Vice President is running for office, responsibility for managing the election process shall be delegated to a FHVA Member who is not running for election.

Section 3. **Secretary:** The Secretary shall keep minutes of all FHVA meetings, including monthly Board meetings, any supplemental Board meetings, the Annual General Meeting, and any Special Meetings. The Secretary shall perform all other duties incidental to the office of the Secretary, including maintaining historical archives or as required by the President or by the Board.

Section 4. **Treasurer:** The Treasurer shall be the custodian of all funds, securities, property, and books of accounts of the Association and be responsible for the collection of dues and the deposit of funds in a bank or banks approved by the FHVA Board. The Treasurer shall ensure that all bills approved by the FHVA 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 FHVA Board meeting and at the Annual General Meeting. The Treasurer shall cause an annual financial audit of the Association's previous year's financial records by providing them to an independent entity. The independent entity shall provide a report of the audit to the FHVA Board in a timely manner, to be available for publication in the Spring edition of The Chronicle.

ARTICLE VII – Committees

Section 1. Committees of the FHVA Board may be established at any Board meeting. The President may also establish committees independently of a Board meeting. Participants on such committees may be non-members of FHVA. At least one member of any committee shall be a member of the FHVA Board. Committee chairpersons shall be appointed by the FHVA President. The President shall be an ex officio member of all committees.

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

ARTICLE VIII – Meetings

Section 1. Robert's Rules of Order shall govern all Association meetings.

Section 2. **FHVA Board Meetings:** The FHVA Board shall meet monthly to conduct the business of the Association at a time and place as determined by the Board. A quorum shall require seven (7) Members. All Board Members shall be notified of meeting times and places in advance, and meetings shall be publicly listed on the FHVA website.

- A. The January Board meeting shall be held before the Annual General Meeting (AGM) for the purpose of transferring Governance to the newly elected Officers and Directors.
- B. Except where otherwise specified, all votes shall be decided by a majority of the FHVA Board Members present.
- C. Attending Members who are not a member of the Board may be allowed to comment on issues under discussion at the discretion of the Chair but may not vote on motions before the Board.

Section 3. **Supplemental FHVA Board Meetings.** Supplemental Board Meetings may be called by the President, or by a majority of the FHVA Board, should additional Board business need to be discussed or completed between the regular monthly meetings. All Board members shall be notified of the meeting time and place in advance and the meeting is to be publicly listed on the FHVA website.

Section 4. **Annual General Meeting:** An Annual General Meeting (AGM) of the membership shall be held in January. The time and place of the AGM shall be announced within the Association boundaries. FHVA Members attending the AGM may vote on issues requiring action by the membership.

Section 5. **Special General Meetings.** Special Meetings for all Members may be called by the President, by a majority of the FHVA Board, or upon the written request of fifty Members of the Association. The purpose of the meeting shall be stated in the call.

Notification of Special Meetings shall be provided to the membership. When deemed appropriate by the FHVA Board and after proper notification, Members may vote on the specific issues requiring action by the membership, relative to the Special Meeting, and may do so by mail, electronically, or in person, as may be appropriate at the time.

Section 6. **Quorum.** A quorum for non-Board Meetings shall consist of those Members who attend the Annual General Meeting; those Members who attend a properly called and advertised Special General Meeting; or those Members who are voting by written mail-in ballot, or electronically, as may be authorized by the FHVA Board.

ARTICLE IX -- Dissolution

Upon dissolution of this Association, disposition of funds and other assets shall be accomplished in accordance with applicable Federal, State, City of Albuquerque, and Bernalillo County Office of Neighborhood Coordination requirements.

ARTICLE X – Amendment of Bylaws

These Bylaws may be amended by a majority vote of the membership, provided that notice of the amendment and voting procedure shall have been published in the Chronicle, the official publication of the Association.

CERTIFICATION

I certify that the foregoing Bylaws were approved by the FHVA Board of Directors at the monthly meeting held on the 21st day of July, 2020, and ratified by the Members of the Four Hills Village Association as of the ____ day of _____, 2020.

Lee LaBrier, Secretary

APPROVED

Steve Brügge, President

Jennifer Lopez, Vice President