

Four Hills Village Association Bylaws

Four Hills Village Association Bylaws

Per the Neighborhood Association Recognition Ordinance (NARO) Template

FHVA Board approved on August 22, 2023

Adopted (Membership approved by ballot count) 10/15/23

Article I – Name and Mission Statement

Section 1. Name: This organization shall be known as the Four Hills Village Association, hereinafter known as the “Association” or as the “FHVA.”

Section 2. Mission Statement: 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 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. (See Attachment 2)

Article III – Membership

Section 1. Membership is open to all individuals (*Registration is required*) who live (renters included), own property, or own a business within the boundaries of the association, as stated in Section 14-8-2-3(B)(2) of the NARO (Neighborhood Association Recognition Ordinance). There shall be two (2) types of membership in the Association. These shall be known as “Members of Record” and “Contributing Members” (*see the following Section 2 and Attachment 1 for explanation of benefits*). These two forms of membership combined, shall form the “General Membership.”

Section 2. Both a Membership of Record (MoR) and a Contributing Member (CM) are for any adult aged 18 or older who resides full-time (including rents), or owns property within the boundaries specified for this Association. A MoR is a free membership. A CM makes a voluntary donation to support the efforts and expenses of the FHVA.

Section 3. The Association shall allow ongoing membership enrollment throughout the year.

Section 4. Each individual Member of the Association shall provide affirmation of membership by registering annually with the FHVA Director of Membership by either electronic or written format.

Article IV – Dues / Member Donations

Section 1. Dues 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] (NARO).

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Section 2. Suggested minimum annual voluntary Association dues/member donations shall be set by the Board of Directors based on budgetary needs and then posted within the Standing Rules, The Chronicle, and on the FHVA.org webpage (www.fhva.org).

Section 3. Voluntary dues/member donations can be paid at the Annual General Meeting (AGM) or 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.

Section 2. All 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 in favor or against. In-person mailed paper ballot, or electronic ballots must be allowed, in which case questions will be decided by a majority of total votes cast, as stated in Section 14-8-2-3 (B)(8) [Associations] of the NARO.

Article VI –Board of Directors

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. Board of Directors Shall Consist of Officers, Directors, and Members-at-Large:

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. Terms of Office:

A. Officers and Directors shall hold terms of one year beginning at the Association Annual General Meeting on the third Saturday of January and terminating at the following year's Association Annual General Meeting on the third Saturday of January.

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 an individual term limit if no eligible replacement candidate can be found for the Board position in question.

Section 5. All members must be eligible to hold any officer position within the association, pursuant to Section 14-8-2-3(B)(2) [Associations] /Section 14-8-2-4(B)(2) (NARO).

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Section 6. Vacancies 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 of the Board.

Section 7. Any elected officer, Director, or appointed Member-at-Large may be removed from office by a two-thirds majority of the Board of Directors, provided that notice of the intent to remove shall be furnished to subject Board Member 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 by a majority of the membership will be appointed by a majority vote of the Board of Directors, provided that the conditions detailed in the preceding Section 7 are applied as stated in Section 14-8-2-3(B)(3) [Associations] (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 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 an annual report to the General Membership of the Association at the Annual General Meeting and file such report with the Secretary. The President shall make all necessary reports to the City of Albuquerque and Bernalillo County in compliance with 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 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. Duties of the 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 of the Board.

Section 4. Duties of the Treasurer: The Treasurer shall be the custodian of all funds, securities, property, and books of accounts of the Association and be responsible for the collections of dues/Member contributions and the deposit for 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.

Section 5. The duties of other Board Members are designated in the Standing Rules.

Article VIII – 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 should primarily be Members of the Association but may include non-members of FHVA. At least one

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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, the Board of Directors, 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 Bylaws.

Section 2. The Association shall hold, at minimum, one annual meeting, and will be known as the Annual General Meeting. The date for this annual meeting will be the third (3rd) Saturday in January. The Association will notify the Office of Neighborhood Coordination (ONC) 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 General Meeting (AGM) shall be for the purpose of affirming the election of Officers and Directors of the FHVA Board, and receiving any Annual Reports of Officers and Committees and any other business as determined by the Board. The AGM of the membership shall be held the third Saturday of 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. Each member shall be afforded the ability to vote at the Annual General Meeting in-person only, pursuant to Sections 14-8-2-3(B)(8)(b) and 14-8-2-3(B)(9) [Associations] of the Neighborhood Association Recognition Ordinance (NARO).

Section 4. FHVA Board Meeting: 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 of the Board shall require seven (7) Members. All Board Members shall be notified of the 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 for the purpose of preparing the transference of 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 5. Special Meetings:

- A. **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 published on the FHVA website.
- B. **Annual General Meeting:** An Annual General Meeting (AGM) of the Membership shall be held in the third Saturday of 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.

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- A. **Special General Meetings:** Special Meetings for all Members may be called by the President, by a majority of the FHVA Board, or upon 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.
- B. **Quorum for Non-Board Meetings:** 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.

Section 6. For any elections or voting other than the Annual General Meeting, the Board of Directors 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, Director 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. 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.

Section 3. Access to banking accounts and to financial records of all voluntary Member donations, or other financial assets shall be shared by the President, Vice President, and Treasurer, or any combination of Officers from the Board of Directors as designated by the Board of Directors.

Article XI – Communication Venues

Section 1. Board of Directors shall use at least one 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, Secretary, Membership Director, and Webmaster jointly, and passed on to new Board Members as they are elected, or by any method designated by the Board of Directors.

Section 3. Access to any type of website or social media subscriptions paid for by the FHVA shall be held by the President, Vice President, Secretary, Membership Director, and Webmaster jointly, and passed on to new Board Members as they are elected, or by any method designated by the Board of Directors.

Article XII– Amendments

These Bylaws may be amended by a majority vote of the General Membership, provided that notice of the amendment and voting procedure shall have been published in The Chronicle, the official publication of the Association or have been issued in a letter or email to the General Membership from the President of the Board.

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CERTIFICATION and APPROVAL

I certify that these Bylaws were adopted and ratified by the Members of the FOUR HILLS VILLAGE Association on the 15 day of OCTOBER 2023 and were adopted and ratified by the Board of Directors at a meeting held on the 17 day of OCTOBER 2023

Andrew Lipman
ANDREW LIPMAN, President

10/19/23
Date

Herb Wright
HERB WRIGHT, Vice President

10/20/2023
Date

Attachment 1: Membership Classes and Benefits

Pursuant to the FHVA Bylaws, all memberships are individual. There shall be two classes of membership: "Member of Record" (MoR) and "Contributing Member" (CM). A Member of Record membership is open to all adult residents aged 18 or older who reside full-time (including renting), or own property within the boundaries specified for this Association. (See Attachment 2. Map of FHV Boundaries). A Contributing Member meets the previous requirements and makes a voluntary monetary donation to support the efforts and expenses of the FHVA. Registration with the FHVA Membership Director ("NARO affirmation") is required for both classes of membership.

Benefits of Membership Classes

Member of Record (Free)

- Right to vote for candidate Officers and Directors of the FHVA Board
- Right to vote in the Association Annual General Meeting and Special General Meetings
- Eligibility to participate in discussions of the FHVA Annual General Meeting and Special General Meetings
- Eligibility to be nominated (self or otherwise) to a FHVA Board Member position
- Observational attendance at monthly FHVA Board meetings, with the opportunity to speak briefly, towards the start of a Board meeting (at the discretion of the Board President and given advance notice to the Board President)
- Email alerts concerning FHV
- Electronic access to the Fall and Winter the quarterly Association newsletters, The Chronicle
- Attend neighborhood family events sponsored by the FHVA Board of Directors
- Access to the Fall Shredding Event
- Access to the FHVA website (FHVA.org)
- The opportunity to share concerns and interests about our neighborhood with the FHVA General Membership

Contributing Membership (Monetary Donation)

All benefits as listed above PLUS

- Receipt of all issues of The Chronicle (print or electronic) following registration of membership
- Inclusion in the members-only FHVA Directory, if desired
- Receipt of the print edition of the members-only FHVA Directory
- An individual invitation to the breakfast preceding the Annual General Meeting and to other FHVA special events
- The feeling you get when you know you are doing the right thing!

Attachment 2: Map of FHV Boundaries

This is the map included in the FHVA Member's Directory.