

----The Office of Neighborhood Coordination is pleased to provide our associations with these sample bylaws. We know it can be a daunting task to come up with fair and democratic bylaws that comply with the Neighborhood Association Recognition Ordinance (the "NARO"), and we hope these sample bylaws provide a good framework for your association. Please remember that we cannot anticipate the special needs of every association. We ask that you make sure to carefully review these bylaws and think through any unique circumstances your association might need to consider. There is a presumption that ONC will approve your association's bylaws should you choose to use this template with minimal changes. Other bylaws not based on this sample, or significant departures from this sample, may also be acceptable but they will be reviewed for consistency against the NARO before being approved by ONC.----

**BYLAWS OF THE *[Insert Association Name Here]***

**Article I – Name**

This organization shall be known as the \_\_\_\_\_, hereinafter referred to as the Association.

**Article II – Purpose**

The purpose of the Association shall be to enhance the area of the City of Albuquerque, New Mexico which is bounded on the West by \_\_\_\_\_, bounded on the North by \_\_\_\_\_, bounded on the East by \_\_\_\_\_ and bounded on the South by \_\_\_\_\_; to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*[Guidance: Identify the purpose and goals of your association – why are you forming? What do you want to achieve?]*

**Article III – Membership**

**Section 1.** There shall be \_\_\_\_\_ types of membership in the Association. These shall be known as \_\_\_\_\_ Members and \_\_\_\_\_ Members.

**Section 2.** A \_\_\_\_\_ Membership is limited to adults who reside full time and/or own Property within the area specified for this Association.

**Section 3.** A \_\_\_\_\_ Membership shall be limited to any business which operates within the Neighborhood boundaries. The primary location must be within the area specified for this Association. *[If needed]*

**Section 4.** The Association shall allow ongoing Membership enrollment throughout the year.

*[Guidance: Think through how many types of memberships your association will have. Some associations have only one type of membership, others choose two or three types of membership. Define each type of membership clearly. Remember that all persons residing, owning property, or owning a business within the boundaries of your association must have full membership available to them which is defined as the right to attend meetings, vote, and serve on the board.]*

#### **Article IV – Dues**

**Section 1.** Dues shall be \_\_\_\_\_ per year for \_\_\_\_\_ membership and \_\_\_\_\_ per year for \_\_\_\_\_ membership. Association dues shall be set by the board of directors.

*[Guidance: Set your dues for each type of membership. It is up to your association whether or not you charge dues.]*

**Section 2.** Membership dues are due annually.

**Section 3.** New memberships shall be available at any time. Memberships expire one year from the date of enrollment.

**Section 4.** Each member of the Association shall receive a receipt for membership which serves as evidence of membership.

#### **Article V- Voting**

**Section 1.** Every \_\_\_\_\_ 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. Email or electronic votes may be allowed in which case questions will be decided by a majority of total votes cast. All questions to be voted upon by the Board of Director votes will be decided by a vote of a majority of the Directors present and voting in favor or against, provided that at least a majority of the Board is in attendance.

#### **Article VI –Board of Directors; Officers**

**Section 1.** A Board of Directors shall be the governing body of the Association and shall consist of an odd number not less than three or more than nine members of the Association. The Board of Directors shall be elected by the general membership at the Annual Meeting. Board member terms shall be two years and shall be staggered.

**Section 2.** Board of Director Nominations:

- a. Nominations will be accepted to the Board of Directors at the Annual Meeting in \_\_\_\_\_.

*[Guidance: make sure this is consistent with your meeting as outlined in Article IX, Section 4.]*

- b. The nominees must be members and live, own property, or own/operate a place of business within the boundaries of the Association as stated in Article II.
- c. A vote will be taken during the Annual Meeting to accept nominees to the Board of Directors.

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

**Section 4.** Officers shall hold one year terms.

**Section 5.** Only members of the Board of Directors shall be eligible to be officers of the Association.

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

**Section 7.** Any elected officer may be removed from office by a majority of the membership, 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.

**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 shall in general supervise all the business and affairs of the Association between meetings of the Board of Directors. The President shall preside at all meetings of the Board of Directors and the General Membership meeting. The President shall, with the approval of the Board of Directors, 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.

**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.

**Section 3.** Duties of the Secretary: The Secretary shall keep minutes of all meetings of the Board of Directors, 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 of Directors.

**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 of Directors. Every check issued from the Association account shall bear the signature of at least one Officer of the Association. The Treasurer shall ensure that all bills approved by the Board of Directors 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 of Directors meeting and every general membership meeting. Copies of these reports shall be available for inspection every general meeting.

#### **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 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 by-laws.

**Section 2.** The Board of Directors shall meet as necessary, but at least quarterly, 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 3.** Regular meetings of the general membership shall be held in \_\_\_\_\_ and \_\_\_\_\_.

*[Guidance: determine the number of regular meetings of the general membership. You are required to have at minimum one general membership meeting annually.]*

**Section 4.** The regular meeting held in \_\_\_\_\_ shall be known as the Annual Meeting. The Association will make reasonable attempts to give prior written notice of all the general membership meetings to every household and place of business within the Association boundaries, either by mail, handbills, a number of posted signs, or any combination thereof.

**Section 5.** 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. No election shall be held at a meeting of the Association unless it is advertised as in Section 4.

**Section 6.** Special meetings of the General Membership may be called by a majority of the Board of Directors, 30% of the 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 7.** The Board of Directors has the option of requiring written ballots with proof of membership.

**Section 8.** 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.** In the event of the dissolution of the Association, the Board of Directors, 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 stated in Article II.

#### **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 the foregoing by-laws were adopted and ratified by the members of the \_\_\_\_\_ 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*