

The Office of Neighborhood Coordination (ONC) is pleased to provide our associations and coalitions with these updated sample bylaws which have been drafted in compliance with the Neighborhood Association Recognition Ordinance (NARO).

Your bylaws are your governing documents so it's important that they not only provide a framework for how your association or coalition operates under the NARO, but that they also reflect the needs and wants of your neighborhood as much as possible. We encourage your board to carefully review your bylaws and consider any unique circumstances that may need to be considered.

Democratic election processes are required to be clearly spelled out by the NARO; but communication, financial, and organizational functions are important as well, and can be possible sources of contention within associations, so having clearly defined processes in place will benefit your organization in the long run.

The sections highlighted below in **yellow** reflect the requirements of the NARO and cannot be changed. The sections not highlighted reflect the areas where you can customize the wording to suit the needs of your association. **Remember that this is a template that both neighborhood associations and neighborhood coalitions can use, so choose the appropriate section carefully and edit association/coalition wording to fit your needs.** We recommend that you utilize this bylaws template as it reflects consistency with the NARO. All bylaws will be reviewed by the ONC prior to acceptance.

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

Article I – Name

This organization shall be known as the _____, hereinafter referred to as the Association / Coalition.

Article II – Boundaries

For neighborhood associations:

The boundaries of the Association within the City of Albuquerque, New Mexico are as follow:
Bounded on the West by _____, bounded on the North by _____,
bounded on the East by _____ and bounded on the South by _____.

Please attach a map outlining your association boundaries.

For neighborhood coalitions:

The boundaries of the Coalition within the City of Albuquerque, New Mexico are defined by its members. Please list all the affirmed members of the Coalition, including: recognized neighborhood associations, unrecognized neighborhood associations, homeowner associations, business groups, or individuals. NOTE: you may attach a separate list of coalition members if the space below is not sufficient.

Article III – Association Membership

Section 1. Membership is open to all individuals 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. There shall be _____ types of membership in the Association. These shall be known as _____ Members and _____ Members.

Section 2. A general/personal Membership is for any adult aged 18 or older who resides full-time (including rents), or owns property within the boundaries specified for this Association.

Section 3. A business/professional Membership is for any business which operates within the Association boundaries.

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

[Guidance: Think about how many types of membership your association will have. Define each type of membership clearly. Remember that all persons residing, owning property, or owning a business within the boundaries of your neighborhood association must have full membership available to them which allows for the right to attend meetings, vote, and serve on the board.]

Section 5. Each member of the Association shall provide affirmation of membership.

Or

Article III – Coalition Membership

Section 1. Membership is open to all recognized neighborhood associations, neighborhood associations, homeowner associations, business groups, and community groups within the boundaries of the coalition, and may be available to individual residents and property owners within the boundaries of the coalition but who are located outside the boundaries of any recognized neighborhood association, as stated in Section 14-8-2-4(B)(2) of the NARO. There shall be _____ types of membership in the Coalition. These shall be known as _____ Members and _____ Members.

Section 2. A _____ Membership is limited to recognized neighborhood associations within the Coalition boundaries.

Section 3. A _____ Membership is limited to homeowner associations within the Coalition boundaries.

Section 4. A _____ Membership is limited to business groups or community groups within the Coalition boundaries.

Section 5. The Association shall allow ongoing Membership enrollment throughout the year.

[Guidance: Think about how many types of membership your coalition will have. Define each type of membership clearly. Remember that all recognized neighborhood associations, neighborhood associations, homeowner associations, business groups, community groups, individual households and property owners within the coalition boundaries but who are outside the boundaries of any recognized neighborhood

association must have full membership available to them which allows for the right to attend meetings, vote, and serve on the board.]

Section 6. New memberships shall be available at any time. Memberships expire one year from the date of enrollment.

Section 7. Each member of the Coalition shall provide **affirmation of membership**.

Article IV – Dues / Member Donations (if needed)

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] / Section 14-8-2-4(b)(4) [Coalitions].

Section 2. Voluntary dues/member donations are set at \$_____ per year for _____ membership and _____ per year for _____ membership. Voluntary association /coalition dues shall be set by the board of directors.

Section 3. Voluntary dues/member donations can be paid at the annual meeting / monetary donations can be made at any time during the year.

[Guidance: Remember that dues are voluntary and cannot be used to affirm membership nor can they be used to allow voting within your association or coalition. Many members will voluntarily make a monetary donation to support the association/coalition if asked.]

Article V- Voting

Section 1. Every affirmed Member may cast one vote on any question, and participate in any election before the Association / Coalition.

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] / Section 14-8-2-4(B)(9) [Coalitions] of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board Directors/Officers present and voting in favor or against.

Article VI –Board of Directors/Officers

Section 1. A Board of Directors/Board of Officers shall be the governing body of the Association / Coalition and shall consist of an odd number not less than three or more than nine members of the Association / Coalition. 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/Officer Nominations:

- Nominations will be accepted to the Board of Directors/Officers at the Annual Meeting in _____.
- The nominees must be members who live, own property, or own a business within the boundaries of the Association as stated in Article III.
 - Or
- The nominees must be members of the Coalition as stated in Article III.
- A vote will be taken during the Annual Meeting to accept nominees to the Board of Directors/Officers.

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

Section 4. Officers shall hold terms of one year.

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) [Coalitions] of the NARO.

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

Section 7. Any elected officer may be removed from office by a majority of the membership / majority of the Board of Directors/Officers, 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] / Section 14-8-2-4(b)(3) [Coalitions] 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 membership/majority of the Board of Directors/Officers, 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] / Section 14-8-2-4(B)(3) [Coalitions] 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 Association / Coalition and shall in general supervise all the business and affairs of the Association / Coalition between meetings of the Board of Directors/Officers. The President shall preside at all meetings of the Board of Directors/Officers and the General Membership meeting. The President shall, with the approval of the Board of Directors/Officers, 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.

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

Section 4. Duties of the Treasurer: The Treasurer shall collect all monies due the Association / Coalition, and shall deposit all funds of the Association / Coalition into a bank account set up by the Board of Directors. Every check issued from the Association / Coalition account shall bear the signature of at least one/two Officer(s) of the Association / Coalition. The Treasurer shall ensure that all bills approved by the Board of Directors/Officers 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.

Section 6. Duties of Other Board Members as Designated

[Guidance: Neighborhood associations / coalitions traditionally have a President, Vice-President, Secretary and Treasurer, and can add other Board positions as needed or wanted. Some associations / coalitions have a Communications Officer, some have a Land Use Officer, some have a Neighborhood Safety Officer, or some variation of these positions. Your bylaws should list all Board of Directors/Officers positions if applicable.]

Article VIII – Committees

Section 1. The Board of Directors/Officers may establish necessary committees at any meeting.

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

Article IX – Meetings

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

[Guidance: Robert’s Rules of Order are not a requirement for neighborhood associations or coalitions to use, but are recommended due to their transparency and familiarity. Having an established process of meeting governance is highly recommended]

Section 2. The association/coalition shall hold, at minimum, one annual meeting, and will be known as the Annual Meeting. The date for this annual meeting will be _____. The Association / Coalition will notify the 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 /coalition 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] / Section 14-8-2-4(B)(6) [Coalitions] 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. Each member shall be afforded the ability to vote at the Annual Meeting in-person only, pursuant to Sections 14-8-2-3(B)(8)(b) and 14-8-2-3(B)(9) [Associations] / Sections 14-8-2-4(B)(9)(b) and 14-8-2-4(B)(10) [Coalitions] of the Neighborhood Association Recognition Ordinance (NARO).

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

[Guidance: determine the number of regular meetings of the general membership. You are required to have one annual meeting, at minimum. You can meet monthly or quarterly for regular meetings as needed and determined by your board.]

Section 5. Special meetings of the General Membership may be called by a majority of the Board of Directors / Officers, 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 6. For any elections or voting other than the Annual 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] / Section 14-8-2-4(B)(10) 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 / Coalition, except that the Association / Coalition may reimburse them for expenses.

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

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 Officers from the Board of Directors/Officers as designated by the Board of Directors/Officers.

Article XI – Communication Venues

Section 1. Board of Directors/Officers shall use an association/coalition-specific e-mail address for the sole purpose of association/coalition business.

Section 2. Access to these association/coalition 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 of Directors/Officers.

Section 3. Access to any type of 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 of Directors/Officers.

Article XII – 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 / Coalition 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/Other Board Member
Printed Name