

CIELITO LINDO NEIGHBORHOOD ASSOCIATION BYLAWS
September 29, 2014

ARTICLE I – NAME

The name of this group shall be The Cielito Lindo Neighborhood Association (CLNA), herein referred to as the Association.

ARTICLE II – BOUNDARIES, PURPOSE, & ACTIVITIES

Section 1. The boundaries of the Association shall be that area of the City of Albuquerque, Bernalillo County, State of New Mexico bounded on the West by Morris; bounded by the North by Montgomery; bounded on the East by Juan Tabo, and bounded on the South by Comanche; herein after referred to as the Cielito Lindo area.

Section 2: The purpose of the Association is to enhance and promote a better neighborhood and community through group action, so that the quality of life in the area shall be in keeping with the social, environmental, safety, cultural and historic needs and interests of the residents.

Section 3. The activities of the Association shall include, but are not limited to: sponsoring cooperative planning, research, fund raising, public education programs, and social activities as they are deemed necessary. To this end, the following are suggested goals:

- Attempt to inform members of the Association of issues that might affect the Cielito Lindo Neighborhood such as zoning issues
- Present an official position to the City, when providing a position is in the best interest of the Cielito Lindo Neighborhood and surrounding areas, and the eligible members of the Association; and, identifying whether the position was reached by the Board or the general membership of the Association
- Promote safety in the community such as by events to facilitate meeting neighbors and by tracking crime in the area
- Host community meetings and social events for all eligible members of the Association and neighbors

Section 4. The Association, as a body, shall not participate in, or intervene in (including publication or distribution of statements) any political campaign on behalf of any candidate for public office. This does not preclude the Neighborhood Association's sponsorship of candidate forums to better understand candidates' positions on issues affecting the neighborhood. Nor does it preclude the Association from public criticism of candidates or officeholders with views detrimental to the purposes of the Association.

ARTICLE III – MEMBERSHIP

Section 1. There shall be two types of membership in the Association, regular and business.

Section 2. A regular membership shall be limited to residents of the Cielito Lindo area. One membership shall be shared among residents of one household or among joint property owners.

Section 3. A business membership shall be limited to any person or legal entity that operates a place of business or institution within the boundaries of the Cielito Lindo area. One membership shall be shared among joint operators of a place of business or institution.

Section 4. There shall be one (1) vote per membership. There shall be one (1) vote for each place of business (businesses if same operator). No person or legal entity shall have or control more than one vote.

Section 5. Dues shall be set by a majority vote at a membership meeting, except for the first year, 2014, during which dues shall be \$10 for a regular membership and \$15 for a business membership.

Section 6. The Association shall conduct an annual enrollment of members by collecting dues, names and addresses, in the month of September. New memberships shall be available at any time. Memberships expire the last day of September.

Section 7. Each membership of the Association shall receive a receipt or membership card for membership dues which shall serve as evidence of membership.

ARTICLE IV – BOARD OF DIRECTORS AND OFFICERS AND THEIR ELECTION

Section 1. A Board of Directors shall be the governing body of the Association and shall consist of five (5) to nine (9) persons who are adult members (18 years +) of the Association. The Board of Directors shall be elected by the general membership at the annual meeting. The Primary Directors of 5 members will be elected for a term of two (2) years with the exception of the first year. Two (2) Directors shall be elected every even-numbered year and three (3) Directors shall be elected every odd-numbered year. (In the first year, two (2) Directors shall be elected for two (2) years and three (3) shall be elected for one (1) year.) Up to four (4) Secondary Directors may be elected each year for a one year term. Once elected, Primary and Secondary Directors will not be distinguished except for their length of terms. Directors shall assume office at the end of the annual meeting or when elected.

Section 2. Only members of the Board of Directors shall be eligible to be officers of the Association.

Section 3. Officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer, or the Secretary/Treasurer may be one position, who are members of the Board of Directors chosen by the Board at their first meeting immediately following the annual meeting.

Section 4. The term of office for the President, Vice-President, Secretary, and Treasurer shall be for one (1) year.

Section 5. Vacancies occurring in any Primary Board of Directors position shall be filled for the unexpired term by a majority vote of the Board of Directors and may be a Secondary Director. Secondary Director vacancies need not be filled. Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors.

Section 6. Any Board of Director, including officers, may be removed from office by a majority of the membership, whenever, in its judgment, the best interest of the Association would be served thereby.

Section 7. The Board shall consider suggestions for Directors during the year and shall provide a single slate of candidates to be voted upon by the general membership at the Annual Meeting. The election shall be by voice vote, except when additional nominations have been made, in which event the election shall be by ballot.

Section 8. No Director shall be personally liable for the debts, liabilities or obligations of the Association.

ARTICLE V – DUTIES OF THE OFFICERS

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

Section 1. President: The President shall in general supervise all of the business and affairs of the Association between the meetings of the Board of Directors. The President shall preside at all meetings of the Board of Directors and the General Membership. The President shall, with the approval of the Board of Directors, appoint all standing and special committees and shall be an ex-officio member or appoint a Board member as the ex-officio member of each of the committees. The President shall prepare and present 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. Vice-President: The Vice-President shall assist the President in the performance of the President's duties; and, when necessary, perform the duties of the President, and shall succeed to the Presidency in the event of the death, disability, removal from office or resignation of the President until such time as a successor to the President can be elected.

Section 3. Secretary: The Secretary shall keep minutes of all meetings of the Board of Directors and of the General Membership and shall keep all records of the Association and give notice of all meetings as directed. The Secretary shall perform all other duties incident to the office of the Secretary or as may be required by the President or the Board of Directors.

Section 4. Treasurer: The Treasurer shall collect all monies due the Association and shall have custody of all funds of the Association, pay all bills approved by the Board of Directors, keep account of all receipts and expenditures. The Treasurer shall keep a listing of all current memberships and provide a receipt or membership card for members. The Treasurer shall present a financial statement at each Board of Directors and General Membership meeting.

Section 5. If the Secretary/Treasurer position is combined, all duties in Section 3 and 4 above apply.

ARTICLE VI – COMMITTEES

Section 1. The membership may establish necessary committees at any meeting with the approval of the President and the Board as per Article V. Section 1. The President may also establish such committees. Committee chairpersons shall be approved by the President and the President shall be an ex-officio member or shall appoint a Board member as the ex-officio member to the committee.

Section 2. No report or other action of any committee of the Association shall be considered as the act of the Association unless and until it shall be approved by the Board of Directors or by a majority of the general membership at a membership meeting.

ARTICLE VII – MEETINGS

Section 1. 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. A quorum of the Board of Directors is required to do business and shall be an overall majority of Directors.

Section 2. Regular meetings of the General Membership shall be held at least annually in the month of September unless otherwise directed by the Board of Directors.

Section 3. The regular meeting held in September shall be known as the Annual Meeting. The Association will make reasonable attempt to give prior written notice (e.g., newsletter, flyer, posted signs, emails) to every household and place of business within the Association boundaries. (Note that handbills may not be placed in or on mailboxes.)

Section 4. The Annual Meeting shall be for the purpose of election of Board Members, amending bylaws, receiving Annual reports of Officers and Committees and other business as determined by the Board.

Section 5. Notice to City as per the Neighborhood Association Recognition Ordinance (O-92): No later than 60 days after the Annual Meeting, the President of the Association shall send evidence of the meeting, including evidence of its advertisement, the number of dues paying members for the previous year, a list of the current officers of the association and two Board member contact names with addresses, phone numbers, and email addresses as required on their form to the City's Office of Neighborhood Coordination.

Section 6. No election shall be held at a meeting of the Association unless the meeting is advertised as noted in Section 3 above.

Section 7. Special meetings of the membership may be called by a majority of the Board of Directors, 30% of the voting membership, or the President. The President shall set the meeting within thirty (30) days and the Secretary shall give notice of any such meeting as given in Section 3 above.

Section 8. Members present at any regular membership meeting shall transact the business at any such meeting. A quorum will consist of those present including an overall majority of Board members, or 20% of the voting membership for a special meeting called by the membership.

Section 9. All votes shall be decided by a majority of all eligible members present at any meeting with a reminder that membership allows only one vote per household or business or joint owners (see Article III, Sections 2-4). A quorum, as described in Section 8 above, must be present to hold a vote.

Section 10. The Board of Directors has the option of requiring written ballots with proof of membership of the Association.

Section 11. No member of the Association may vote by proxy.

Section 12. Provisions shall be made by the Board of Directors for casting absentee votes for the election of the Board of Directors.

ARTICLE VIII – MONETARY MATTERS

Section 1. The depository for the Association funds, the person(s) entitled to expend monies on behalf of the Association and all such matters shall be determined by the Board of Directors. The Treasurer and the President will maintain an Association bank account where all funds in the possession of the association will be held.

Section 2. 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 3. Any expenditure over \$100 must be pre-approved by the Board of Directors. If not pre-approved, the Board may not reimburse the expense as determined by the Board.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised In Brief shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE X – DISSOLUTION

In the event of dissolution of the Association, the Board of Directors shall, after payment of all liabilities of the Association, dispose of the remaining assets of the Association by donating the money to an organization with similar purposes as those listed in Article II.

ARTICLE XI – AMENDMENTS

The bylaws 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 at least ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

I certify that the forgoing Bylaws were adopted and ratified by the members of the Cielito Lindo Neighborhood Association on the _____ day of _____, 20____ and adopted and ratified by the Board of Directors at a meeting held on the _____ day of _____, 20_____.

SIGNATURES

PRINT

President _____

Secretary _____