

**EISENHOWER AREA NEIGHBORHOOD ASSOCIATION
BYLAWS**

Approved October 25,2011

Article I. Name

The name of this group shall be the Eisenhower Area Neighborhood Association.

Article II. Purpose

The purpose of the Association shall be to enhance that area of the City of Albuquerque, Bernalillo County, State of New Mexico, bounded on the south by Spain Road, on the southwest by Juan Tabo Blvd., on the northwest by Malaguena Lane between Juan Tabo through address 10516, on the north by the back-lots of Hagen Road, and on the east by the back-lots of Greenly Avenue, herein referred to as the Eisenhower Area, to 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, cultural and historic needs and interests of the residents. To this end, the activities of the Association shall include, but are not limited to, sponsoring cooperative planning, research, fundraising, and public education programs as may be deemed necessary.

Article III. Membership

Section 1. There shall be two (2) types of Membership in the Association: Regular and Business.

Section 2. A Regular Membership shall be limited to residents of households within the defined Eisenhower Area. There shall be one (1) membership per household.

Section 3. A Business Membership shall be limited to any person or legal entity operating a place of business or institution within the boundaries of the Eisenhower Area. There shall be one (1) Membership for each place of business.

Section 4. Voting privileges for a membership shall be one (1) vote per paid Regular or Business Membership.

Section 5. Dues shall be five dollars (\$5.00) per calendar year. The Board of Directors may change the amount of dues at its discretion.

Section 6. (The Association shall conduct an annual enrollment of members in the month of October. New memberships shall be available at any time.

Memberships shall expire on the last day of December. Dues paid after October 1 shall apply to the coming calendar year.

Section 7. Each Membership paying in cash shall receive a receipt for membership dues upon request. If dues are paid by check, the cancelled check shall serve as the receipt. All dues shall be recorded by the Treasurer.

Article IV. Board of Directors and Officers and Their Election

Section 1. a) A Board of Directors shall be the governing body of the Association and shall consist of at least three (3) and not more than nine (9) members in good standing of the Association.

b) The Board of Directors shall be elected by the general membership at the Annual Meeting for terms of two (2) years.

c) Directors shall assume office at the end of the Annual Meeting or when elected.

Section 2. Officers of the Association shall be at least a President, a Secretary, and a Treasurer, to be selected by the Board of Directors at its first Board meeting after the annual election. Any remaining board members shall be at large.

Section 3. The term of office for each Officer shall be one (1) year. Officers may be re-elected indefinitely by the Board of Directors at its option. The Board may reorganize itself at any official Board meeting.

Section 4. Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors within thirty (30) days of vacancy.

Section 5. Any elected Officer or Director may be removed from office by a majority vote of the Board of Directors, whenever, in its judgment, the best interest of the Association would be served thereby, provided that the notice of intent to remove shall be furnished to subject Officer or Director in writing at least five (5) days prior to the meeting at which such action is to be discussed.

Section 6. Nominating Committee:

a) The Board shall select a Nominating Committee of at least three (3) members prior to the Annual Meeting. The chairperson of the Nominating Committee shall be a member of the Board of Directors.

b) The Nominating Committee shall entertain suggestions for Directors and shall provide a slate of candidates to be voted upon by the general membership at the Annual Meeting.

- c) The election may be by voice vote or secret ballot, as deemed appropriate by the Board of Directors.

Article V. Duties of Officers

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

Section 1. 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 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 except the Nominating Committee, and shall be Ex-officio member of all the committees except the Nominating Committee. 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. Secretary: The Secretary shall keep minutes of all official meetings of the Board of Directors and of the general membership; 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 3. Treasurer: The Treasurer shall collect all moneys due the Association and shall have custody of all funds of the Association; pay all bills approved by the Board of Directors; and keep account of all receipts and expenditures. The Treasurer shall present a financial statement at each Board of Directors and general membership meeting.

Article VI. Committees

Section 1. The membership may establish necessary committees at any meeting. The President may also establish such committees. Committee chairpersons shall be appointed by the President.

Section 2. No report or other action of any committee or any officer of the Association shall be considered as the act of the Association unless and until it has been approved by the Board of Directors or by 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. The date and place of the Board meetings shall be announced to the general membership whenever possible.
- Section 2. Regular meetings of the general membership shall be held at least semi-annually in the months April and October, unless otherwise directed by the Board of Directors.
- Section 3. The October general membership meeting shall be known as the Annual Meeting. The Association shall give prior notice of every general membership meeting to every household and place of business within the Association boundaries by mail, delivered handbills, or a number of posted signs or a combination thereof.
- Section 4. The Annual Meeting shall be for the purpose of electing Directors; receiving annual reports of Officers and committees; and conducting other business as determined by the Board.
- Section 5. Special meetings of the general membership may be called by the Board of Directors, or by thirty percent (30%) of the voting membership. The President shall set the meeting within thirty (30) days and the Secretary shall give notice of any such meeting.
- Section 6. Members present at any regular or special general membership meeting shall transact the business at such meeting. All votes shall be decided by a majority of the members present. Only members in good standing are eligible to vote at any general membership meeting. The Board of Directors has the option of requiring written ballots with proof of membership in the Association.
- Section 7. Proxy votes are allowed only if written request for such proxies are verified and approved by the Board of Directors prior to the meeting.
- Section 8. All votes shall be decided by a majority of those members present.

Article VIII. Fiscal Policy

- Section 1. The fiscal year shall be the calendar year.

Section 2. The depository for the Association funds, the person(s) entitled to expend moneys on behalf of the Association and other monetary matters shall be determined by the Board of Directors.

Section 3. No Member, Director or Officer shall receive any compensation or pecuniary benefit from the Association, either directly or indirectly, except that the Association may reimburse them for expenses incurred on behalf of the Association.

Section 4. The Treasurer and one other Officer of the Association shall have signature authority at the depository.

Article IX. Parliamentary Authority

Robert's Rules of Order Newly Revised 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, provided that the membership has been notified twenty (20) days in advance of the meeting that amendments will be entertained at that meeting.

These By-laws were approved by a unanimous vote of those present at the Annual Meeting on October 25, 2011 at Eisenhower Middle School

Signed: _____ Interim President, Date
Dean Gervais

Signed: _____ Secretary, Date
Paul Luttrell