

October 24, 2023

University Heights Neighborhood Association

Mandy Warr
113 Vassar Dr. SE
Albuquerque, NM 87106

Don Hancock
105 Stanford SE
Albuquerque, NM 87106

Dear Mandy and Don:

Our office received your Bylaws from your association on **October 23, 2023**. After checking the bylaws we noted that:

- Your **membership** – is open to all individuals who live (renters included), own property, or own a business within the boundaries.
- Your **Annual Meeting Month** is January.
- Your **bylaws** were adopted and ratified by the members on January 15, 2023 and by the Board of Directors on February 2, 2023. Signed by President and Vice President on October 13, 2023.

We are pleased to inform the *University Heights Neighborhood Association* that your association is in compliance with the Neighborhood Association Recognition Ordinance to maintain your “recognized” status with the Office of Neighborhood Coordination.

If you have any questions, please feel free to contact our office at 768-3334 or onc@cabq.gov.

Sincerely,



Vanessa Baca, Manager
Office of Neighborhood Coordination

BYLAWS ACCEPTED BY ONC – October 23, 2023

OCT 23 2023

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BYLAWS OF THE UNIVERSITY HEIGHTS ASSOCIATION Received

Article I – Name

This organization shall be known as the University Heights Association, hereinafter referred to as the Association.

Article II – Boundaries

The boundaries of the Association within the City of Albuquerque, New Mexico are as follow: bounded on the West by Yale Boulevard, bounded on the North by Central Avenue, bounded on the East by Girard Boulevard, and bounded on the South by Garfield Avenue. (See attached map).

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 two types of membership in the Association. These shall be known as Neighborhood Members and Business Members.

Section 2. A Neighborhood 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 Membership is for any business which operates within the Association boundaries. The primary location must be within the boundaries specified for this Association.

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

Section 5. Each member of the Association 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 2. Voluntary dues/member donations are set by the board of directors.

Section 3. Voluntary dues/member donations can be paid at the annual meeting 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. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board Directors present and voting in favor or against. Every member may participate in board meetings, but only board members have the vote.

Article VI –Board of Directors

Section 1. A Board of Directors shall be the governing body of the Association and shall consist of not less than seven members of the Association. The Board of Directors shall be elected by the general membership at the Annual Meeting.

Section 2. Board of Director Nominations:

- Nominations will be accepted to the Board of Directors at the Annual Meeting in January.
- The nominees must be members who live, own property, or own a business within the boundaries of the Association as stated in Article III.
- 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. The Secretary and Treasurer may be one person.

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] 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.

Section 7. Any elected officer may be removed from office by a majority of the Board of Directors, 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] 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 of the Board of Directors, 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] 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 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 (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, 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. 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 at every general meeting.

Article VIII – Committees

Section 1. The Board of Directors 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 association shall hold, at minimum, one annual meeting, and will be known as the Annual Meeting. The date for this annual meeting will be January. The Association 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 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 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] of the Neighborhood Association Recognition Ordinance (NARO).

Section 4. 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. The presence in person of four directors constitutes a quorum. A quorum once attained continues until adjournment despite the voluntary withdrawal of enough directors to leave less than a quorum.

Section 5. 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 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] 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. 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 agreed upon by the Board of Directors.

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 as designated by the Board of Directors/Officers.

Article XI – Communication Venues

Section 1. Board of Directors/Officers shall use an 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 and Secretary 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 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.

Article XI – Amendments

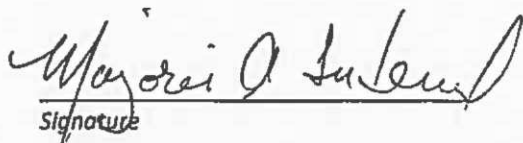
These by-laws may be amended at any regular or special meeting of the general membership by a majority vote of those in attendance. The membership shall be notified ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

I certify that these bylaws were adopted and ratified by the members of the University Heights Association on the 15th day of January, 2023, and were adopted and ratified by the Board of Directors at a meeting held on the 2nd day of February, 2023.


Signature

10/13/23
Date

Mandy Warr, President
Printed Name


Signature

10/13/2023
Date

Margie Trosterud, Vice President
Printed Name

UNIVERSITY HEIGHTS



Albuquerque
Neighborhood
Associations



Legend
1 inch = 281 feet

Map amended through
November 2012



For information regarding
associations and clubs
on this map, please contact
the Office of Neighborhood
Coordination at 924-3911

