

# McDUFFIE-TWIN PARKS NEIGHBORHOOD ASSOCIATION

## BYLAWS

### Article 1 – Name

The name of the group shall be the McDuffie-Twin Parks 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 West by Carlisle Blvd., bounded on the North by Constitution, bounded on the East by Washington, and bounded on the South by Lomas, hereafter referred to as the McDuffie-Twin Parks area, and 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 not be limited to, sponsoring cooperative planning, research, fundraising and public education programs as they are deemed necessary.

### Article III – Membership

Section 1: There shall be three types of membership.

- A) Resident Membership: Any individual or family living within the McDuffie-Twin Parks boundaries, whether tenant or homeowner, above the age of eighteen. Annual membership fees are \$3.00 per individual and \$5.00 per family membership. Each family membership must be registered with the names of resident adults. Each registered adult member shall have one vote.
- B) Business Membership: Any business located within the McDuffie-Twin Parks boundaries may join by paying a \$10.00 annual membership fee. Each business member shall have one vote. The name of the business member casting the membership vote shall be designated by the business owner at the time of submission of membership application.
- C) Non-resident Property Owner Membership: Each owner of real property in the McDuffie-Twin Parks boundaries may join the association by paying a \$10.00 annual membership fee. Each property owner shall have one vote, regardless of the number of properties owned, and shall register by name and property.
- D) Each member may exercise voting rights in one membership category only.

### Article IV – Meetings

Section 1: The Annual Meeting shall be held in September. The date for the meeting shall be set in August.

Section 2: Notification of the Annual Meeting and election of directors, will be given by newsletter or McDuffie-Twin Parks flyer distributed door-to-door within the boundaries mentioned in Article II, not less than thirty days before the date set in September. No election shall be held without this notification. Additional notification by email is permissible.

Section 3: The special purpose of the Annual Meeting shall be to:

- A) Report to the membership the activities and accomplishments of the association since the last Annual Meeting.

- B) Furnish an accounting or receipts of expenditures of the association for the previous year.
- C) Election for vacancies on the McDuffie-Twin Parks Board of Directors (see Election Procedures in Article VI).

Section 4: The Annual Meeting will be a general membership meeting.

Section 5: Five percent (5%) of the voting members will constitute a quorum for general meetings.

## **Article V – Governing Body**

Section 1: The Board of Directors shall be the governing body of the McDuffie-Twin Parks Neighborhood Association, and shall consist of no more than 9 persons elected by the general membership. (See election procedures – Article VI) It shall consist of a President, Vice-President, Secretary, Treasurer, and members at large.

Section 2: The privilege of serving on the Board of directors shall be restricted to voting members of the McDuffie-Twin Parks Neighborhood Association.

Section 3: The Board of Directors shall have the usual powers of corporations, and the immediate direction and government of the affairs of the corporation. It shall make all policies, rules, and regulations, and shall appoint such as may be deemed necessary in its judgment to conduct its business of the corporation and it shall designate their titles and compensation, if any.

Section 4: The Board of Directors shall serve for a term of 2 years, but in such a manner that approximately one half of the number shall be elected each year, except for the first year.

Section 5: Vacancies on the Board of Directors shall be filled by a majority vote of the Board of Directors, until the next Annual Election, at which time the vacancy shall be filled by a vote of the general membership. Notification of a meeting for this purpose shall be given by newsletter or McDuffie-Twin Parks flyer distributed door-to-door within the boundaries mentioned in Article II. Additional notification by email is permissible.

Section 6: Any member of the Board of Directors who fails to attend three consecutive meetings, or fails to fulfill the duties of that office, may have that office declared vacant by a majority vote of the Board of Directors and that member replaced by a majority vote of the Board of Directors. A two week notice to the Board member must be given.

Section 7: The Board of Directors shall have regular meetings during the year as it shall determine, but no less than quarterly meetings to be held in January, March, June, and September (which will also be a general membership meeting). In addition the Board may call special meetings or general membership meetings on the call of the President, or the majority of the Board, or 30% of the voting general membership. With the exception of the annual meeting, notification of Board and general meetings shall be given by newsletter or McDuffie-Twin Parks flyer, distributed door-to-door, with at least seven days notice, within the boundaries described in Article II. Additional notification by email is optional.

Section 8: A majority of the Board, with the President or the Vice-President, shall constitute a quorum for transactions of the Board.

Section 9: All matters before the Board shall be settled by majority vote of the Board members.

## **Article VI –Elections**

Section 1: At the Annual Meeting mentioned in Article IV, vacancies on the McDuffie-Twin Parks Board of Directors shall be elected by the General Membership.

Section 2: Notification (See Article IV: Section 2)

Section 3: Any candidate for vacancies on the McDuffie-Twin Parks Board of Directors wishing his or her name to appear in the final newsletter before the Annual Meeting may submit their intention to run in writing to any McDuffie-Twin Parks Board member. The final newsletter shall be distributed no later than two weeks before the Annual Meeting. The deadline for this newsletter shall be set by the Board. Additional nominations may be made from the floor at the Annual Meeting.

Section 4: The Board of Directors shall be elected by written ballots.

Section 5: Ballots shall contain:

- A) The names of all members filing a Declaration of Candidacy by the final newsletter deadline.
- B) Nominees from the floor at the Annual Meeting shall be posted.
- C) Space for write-in candidates equal to the number of positions to be filled.

Section 6: The election of officers shall be held at the first regularly scheduled meeting of the new Board following the election. The terms of each officer shall be a period of one (1) year. No officer shall serve in the same office for more than two (2) consecutive years. All Officers must be elected members of the McDuffie-Twin Parks Board of Directors.

Section 7: A copy of the bylaws shall be made available to each declared candidate, and a copy shall be made available to any McDuffie-Twin Parks member upon request to a Board member.

Section 8: No one may cast more than one vote in a McDuffie-Twin Parks election, regardless of the number of memberships for which the individual is qualified.

## **Article VII – Officers**

The powers and duties of the officers are as follows:

- 1) President: The President shall be the executive officer of the McDuffie-Twin Parks Neighborhood Association and shall preside at all meetings of the Board of Directors and of the general membership. The President shall, with the approval of the Board, appoint the chairpersons of all special and standing committees, and shall be ex-officio member of all committees. The President shall sign all contracts and agreements approved by the Board of Directors, which are consistent with the policies which have been approved by the voting membership. The President shall present an Annual report to the general membership at the Annual Meeting and file such a report with the Secretary.
- 2) Vice-President: The Vice-President shall assist the President and assume the duties of the President if the President is absent or unable to serve.

- 3) Secretary: The Secretary shall keep the minutes of the Board of Directors and of all meetings of the general membership, and keep the records of the Association and give notice of all meetings as directed.
- 4) Treasurer: The Treasurer shall have custody of all funds of the Association, pay all bills approved by the Board, keep an account of all receipts and expenditures, make a monthly report to the Board, and furnish a current financial statement to the general membership at the Annual Meeting.

**Article VIII – Committees**

Section 1: Standing or special committees shall be appointed by the President with the approval of the Board of Directors as deemed necessary to carry out the work of the McDuffie-Twin Parks Neighborhood Association.

Section 2: At its first meeting each year the Board shall review any existing committees. Committees not reaffirmed at this meeting shall then cease to exist.

**Article IX – Dissolution**

In the event of dissolution of the corporation, the Board of Directors shall, after payments of all liabilities of the corporation, dispose of all remaining assets of the corporation exclusively for such charitable or educational purposes as shall be wholly within the limitations of the provisions of section 501 (c) (3) of the Internal Revenue Code or any applicable corresponding section of the law.

**Article X – Amendments**

These bylaws may be amended by a majority vote of the Board of Directors and ratified by the vote of two-thirds of the voting membership in attendance at the general meeting. No amendment shall be in order at any general meeting unless not less than seven day prior written notice as to the nature of the proposed amendment shall have been given to all members of the General Membership.

**Article XI – Parliamentary Procedure**

Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws or by special rules of procedure adopted by the McDuffie-Twin Parks Neighborhood Association.

I certify that the foregoing Bylaws were adopted and ratified by the organizational meeting of the McDuffie-Twin Parks Neighborhood Association on the 7<sup>th</sup> day of November, 2007 and adopted and ratified by the temporary steering committee at a meeting held on the 28<sup>th</sup> day of November, 2007.

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President

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Secretary