

**FOUR HILLS VILLAGE  
NEIGHBORHOOD ASSOCIATION (FHVNA)  
BYLAWS**

ARTICLE I — NAME AND BOUNDARIES

Section 1. — Name: The name of the association shall be the Four Hills Village Neighborhood Association (hereinafter referred to as the Association).

Section 2: — Boundaries: The geographic boundaries of the Association shall include all properties on both sides of Warm Sands Drive and Hideaway Lane to the northerly lot lines of house numbers 1205 and 1208 on the northeast; the Manzano Open Space on the east; the Albuquerque City/Kirtland Air Force Base boundary on the south; all properties on both sides of Rio Arriba Avenue to the west lot lines of house numbers 700 and 701, Sea Biscuit Drive, Raton Avenue to the west lot line of house number 700, and Sagebrush Trail on the southwest; and all properties on both sides of Navarra Way, Via Posada to the west lot lines of house numbers 600 and 601, Owl Court, Accipitrine Court, Sparrow Hawk Court, Suzanne Lane, Stagecoach Road, and Warm Sands Court on the northwest.

ARTICLE II — OBJECTIVES

The objectives and purposes are the promotion and protection of all things helpful and necessary for the betterment of the environmental and community welfare of the residents of Four Hills Village and Vista Four Hills.

ARTICLE III — MEMBERS

Section 1. — Membership: All persons (18 years of age or older) residing within the boundaries of the association and all persons (18 years of age or older) and legal entities owning property or having a place of business within the boundaries of the association are automatically members in the Four Hills Village Neighborhood Association unless they opt out. All person and entities automatically included may opt out of membership.

Section 2. — Classification: There shall be two classes of membership:

- A. Active members shall be those persons who do not opt out of membership.
- B. Associate members shall be those persons eligible for membership who opt out.

Contributions will be solicited for certain operations including newsletters, State and City fees, etc

Section 3. — Voting Members: Voting members shall be active members, and voting rights will be limited to one vote per adult member, not to exceed two per household.

Section 4. — Dues: Contributions, rather than dues, are solicited from the members. Dues may be initiated by a change in the Bylaws as described in Section IX.

Section 5. — Income: None of the net income shall inure to the benefit of any of the members.

## ARTICLE IV OFFICERS

### Section 1.

A. The elected officers of the Association shall be a President, a Vice President, a Treasurer, a Secretary and up to ten Directors. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Association. Any officer or director shall be a member of the Association.

B. The Board of Directors will henceforth be known as the Leadership Team (LT), members of the Board as Team Members, and the Board as the Team.

C. The President may, with majority approval of the Team, appoint not more than four additional members to the LT. However, only active members elected by the membership may be voting members of the LT.

Section 2. — Nominations: The intent of the Bylaws is to make it easy to elect officers at odds with the current Team and to make the rigging of elections by the current Team difficult. All members shall be eligible to hold office. The specific procedures shall be described in the Standing Rules or in a subsequent edition of the Bylaws.

Section 3. — Election of Officers and Team Members: The election of officers and team members shall be by ballot including mail-in ballot, email and web voting.

Section 4. — Term of Office: Officers and team members shall be elected for a term of one year or until their successors are elected.

Section 5. — Vacancy in Office: A vacancy in the office of the President shall be filled by the Vice President. The vacancy thus created in the office of the Vice President and any other vacancy shall be filled by ballot vote of the LT, however, no person not elected to the Board by the membership shall be an officer. All officers and Team members shall be appointed by a majority of the current Team.

Section 6. — Duties of Officers:

A. The President shall: (1) Be the chief executive officer of the Association. (2) Preside at all meetings of the Association and the LT. When authorized, execute documents in the name of the Association. The president shall resolve issues of procedure and may or may not consult or adhere to Robert's Rules. And resolve issues of procedure either by Robert's Rules or other methods.

B. The Vice President shall fulfill the duties of the president: (1) during the absence, disability of, or failure of the President to act, and (2) shall assume other duties assigned by the Bylaws and Standing Rules, or the President and the LT.

C. The Secretary shall: (1) Have custody of the seal, books and records of the Association. (2) Record the proceedings (minutes) of all meetings of the Association and the LT.

D. The Treasurer shall: (1) Be custodian of all funds, securities, property and books of accounts of the Association. (2) Be responsible for the collection of dues and the deposit of funds in a bank or banks approved by the LT. (3) Disburse allocated fund monies, other than budget funds, only upon

approval by a two-thirds vote of active members present at an Annual or Special meeting. (4) (4)  
Give an audited annual financial statement of the previous year at the annual meeting..

E. Team Members shall: (1) Perform all duties assigned to the office by these Bylaws and the Standing Rules (Rules of Procedure).

## ARTICLE V — MEETINGS

Section 1. — Annual Meeting: An annual meeting of the membership will be held once a year in July for the purpose of electing officers, receiving the report of the President and for any other business that may arise. The time and place of the annual meeting shall be announced to each resident within the Association boundaries by mail, delivered handbills, newsletter, or conveniently posted sign. No election of team members shall be held at any Association meeting unless the meeting has been so advertised.

Section 2. — Special Meetings: Special meetings shall be called by the President, or the Leadership Team. The purpose of the meeting shall be stated in the call. Except in the case of an emergency, at least three (3) days notice shall be given.

Section 3. — Proxy Meetings: After proper notification by mail, active members may vote by mail on issues requiring action by the membership.

Section 4. — Quorum: Those active members who attend the annual or any special meeting, provided that it is a stated meeting or one that has been properly called and advertised, or those active members voting by proxy, when it is deemed appropriate by the LT in lieu of conducting an annual or special meeting, shall constitute a quorum.

Section 5. — Meeting Minutes: All actions of the Team must be recorded and available to members on the Association's website or transmitted by other means such as mail or email. These minutes will include a list of motions or actions, along with a breakdown of members' votes.

## ARTICLE VI — LEADERSHIP TEAM

Section 1. — Composition: The elected officers of this Association, including the Team Members, shall constitute the Leadership Team. The immediate Past President shall be an ex-officio, but non-voting, member of the Team.

Section 2. The duties of the Team:

Section 3. — Meetings: The Team shall meet as required by a majority of the current Team. Regular meetings of the Team shall be held monthly unless otherwise ordered by the Team. Special meetings of the Team may be called by the President and shall be called upon the written request of three (3) members of the Team. Active members are welcome to attend and participate in any Team meeting. Team meetings may also be conducted with the participation of the community through voting on issues and surveys.

Section 4. — Quorum: A quorum shall be currently a majority of the current Team, or at least five (5) voting members of the LT, whichever is less.

## ARTICLE VII — DISSOLUTION

Upon dissolution of this Association, disposition of funds and other assets shall be in accordance with applicable State and Federal laws.

## ARTICLE VIII — PROCESSES & PROCEDURES

Processes and procedures shall be the Bylaws and any special rule of order the Association or the LT may adopt. However, the President shall resolve issues of procedure either by Robert's Rules or other methods should the need arise.

## ARTICLE IX — AMENDMENT OF BYLAWS

The Bylaws may be amended by a majority vote of the members voting, provided that notice of the amendment shall have been published in the official publication of the Association issued prior to the meeting or voting deadline. Suggestions from active members regarding the wording of proposed changes, revisions, or opposition shall be submitted in writing to the Team by a specified number of days prior to the General Membership, Special, or Proxy Meeting at which time a vote on the proposed amendment(s) shall be taken.