

FOUR HILLS VILLAGE NEIGHBORHOOD ASSOCIATION (FHVNA) BYLAWS

ARTICLE I – NAME AND BOUNDARIES

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

Section 2. Boundaries: The geographic boundaries of the Association 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 adults (18 years of age or older) residing within the boundaries of the Association and all adults (18 years of age or older) owning property within the boundaries of the Association are automatically members in the Four Hills Village Neighborhood Association unless they choose to opt out of membership.

Section 2. Voting: All members have voting rights, but they are limited to two votes per household.

Section 3. Dues: Contributions, rather than dues, are solicited from members. Dues may be initiated by a change in the Bylaws as described in Article VII.

Section 4. Income: No income will inure to the benefit of any member.

ARTICLE IV – LEADERSHIP TEAM

Section 1. Composition: Elected Officers and Advisors constitute the Leadership Team (LT) and together will manage the Association. With the approval of the LT, the past president may serve ex-officio, but cannot vote. All officers and advisors must be members in good standing of the Association, i.e., may not be on probation for violating Bylaws.

A. Elected positions:

- President
- Vice President
- Secretary
- Treasurer
- up to ten Advisors.

Two of the offices of Vice President, Treasurer, and Secretary may be held by the same person.

B. The Leadership Team (LT) is comprised of Elected Officers and Advisors; members of the LT are known as Team Members.

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ARTICLE IV – LEADERSHIP TEAM (continued)

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

Section 2. Duties of Officers and Advisors:

- A. The President will preside at all meetings of the Association and the LT and, when authorized by the LT, execute documents in the name of the Association.
- B. The Vice President will fulfill the duties of the President (1) during the absence, disability, or failure to act of the President and (2) assume the duties assigned by the President and/or the LT.
- C. The Secretary will have custody of the seal and all original documents of the Association and record the proceedings (minutes) of all meetings of the Association and the LT.
- D. The Treasurer will:
 - 1. be the custodian of all funds, securities, property and books of accounts of the Association;
 - 2. be responsible for the collection of donations and the deposit of funds in a bank or banks approved by the LT;
 - 3. disburse allocated funds, although the Treasurer may not sign a check above the limit specified in the Standing Rules without approval from the LT;
 - 4. give a financial report of the previous year at the annual meeting.
- E. Team Members will perform all duties assigned by the Bylaws and the Standing Rules.

Section 3. Vacancies: A vacancy in the office of the President will be filled by the Vice President. The vacancy in the office of the Vice President and any other vacancy will be filled by majority vote of the LT, however, no person not elected to the LT by the membership can be a voting Team Member.

Section 4. Terms of Office: Officers and Advisors will be elected as follows: President – two years; Vice President – three years; Secretary – two years; Treasurer – three years; Advisors – two years, or until their successors are elected, whichever is earlier. This process will provide continuity in the LT. No officer will remain on the Leadership Team for more than five continuous years.

Section 5. Violations: Violators of Bylaws will be given first, a verbal warning; second, a written warning; third, put on probation for one year and removed from the LT. This will be administered by the corporate oversight board, as specified in the Standing Rules.

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ARTICLE V - ELECTIONS

Section 1. 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 in good standing are eligible to hold office. The specific procedures are described in the Standing Rules.

Section 2. Voting: Annual elections must be announced by mail, email, and/or website at least 15 days prior to the annual meeting. Election of all positions is by email ballot, available on the FHVNA website (fhvna.org), or ballots mailed to the FHVNA P.O. Box. No election of Team Members is valid unless it has been so advertised.

ARTICLE VI – MEETINGS

Section 1. Annual Meeting: An annual meeting of the membership will be held for the purpose of announcing elected officers, receiving the report of the President, and for any other business that may arise. The time and place of the meeting will be determined by the LT, and announced by mail, email, website and/or conspicuously posted sign at least 30 days prior to the meeting.

Section 2. Special Meetings: Special meetings may be called by the President or the LT, or upon written request of at least ten members in good standing, or upon written request of at least 20% of the number of voters in the latest election. The purpose of the meeting will be stated in the announcement, which will be by email, website, and/or conspicuously posted sign. Meetings will be announced at least three days in advance, except in emergency, in which case the reason for the emergency must be stated in minutes. All members are welcome to attend and participate.

Section 3. Quorum:

- A. Annual meeting: members attending the annual meeting, provided it has been properly called and advertised.
- B. Special meeting: A majority of the current LT, or at least three (3) voting members of the LT, whichever is greater.

Section 4. Meeting Minutes: All actions of the LT in any meeting will be recorded and available to members on the Association's website within 30 days of the meeting. These minutes will include attendees, those absent, a list of motions or actions, along with a breakdown of members' votes.

ARTICLE VII – AMENDMENT OF BYLAWS

The Bylaws may be amended by a majority vote of the members voting. Amendments will be provided on the FHVNA website at least 15 days prior to voting. Members may request changes no later than 15 days prior to the vote via mail or email.

ARTICLE VIII – DISSOLUTION

Dissolution of this Association is by majority vote of the membership only. Disposition of Association funds and assets will be determined by the membership and by applicable State and Federal laws.