

**BYLAWS OF THE VISTA GRANDE NEIGHBORHOOD ASSOCIATION**  
**Revised (8-23-22)**

**Article I – Name**

This organization shall be known as the **Vista Grande Neighborhood Association (VGNA)**, hereinafter referred to as the Association.

**Article II – Purpose**

The purpose of the Association shall be to enhance the quality of life within the areas of the City of Albuquerque, New Mexico and Bernalillo County that is bounded on the west by Coors Boulevard, on the north by St. Joseph's Drive, on the east by the Rio Grande (river), and on the south by structures on both sides of Sequoia Road, as well as the homes on Sequoia Court. (See the [map of VGNA.](#))

**Article III – Membership**

Membership is open to all affirmed residents, property owners, businesses and organizations within the boundaries of the association. To be an affirmed member a person or entity must have filled out the annual membership form and received an affirmation. The Association shall allow ongoing Membership enrollment throughout the year, but memberships affirmed before the annual meeting will expire after the annual meeting.

**Article IV – Suggested Contributions**

To keep the organization funded, VGNA asks members to make an annual contribution as one of the following, according to the membership form. However, membership does not require a contribution.

**Article V- Voting**

**Section 1.** Every member may cast one vote on any question, and participate in any election before the Association. Two-or-more-member households may have two votes. All members must have been affirmed members 30 days prior to a vote, except for members who attend and sign up at the annual meeting.

**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 virtually or physically at any meeting of the membership voting in favor or against. Email or electronic votes may be allowed in which case questions will be decided by a majority of total votes cast. All questions to be voted upon by the Board of Director votes will be decided by a vote of a majority of the Directors present and voting in favor or against, provided that at least a majority of the Board is in virtual or physical attendance.

**Article VI –Board of Directors; Officers**

**Section 1.** A Board of Directors shall be the governing body of the Association and shall consist five members, including the officers. The Board of Directors shall be elected by the general membership at the Annual Meeting.

**Section 2.** Board of Director Nominations:

- a. Nominations will be accepted to the Board of Directors at the Annual Meeting.
- b. The nominees must be members and either residents, own property, or own/operate a place of business or organizations within the boundaries of the Association as stated in Article II.
- c. 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 a vote of the membership. Officers shall be chosen at the Annual Meeting.

**Section 4.** Officers shall hold one-year terms.

**Section 5.** Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors.

**Section 6.** Any elected officer may be removed from office by a majority of the membership, 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.

## **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 be responsible for an annual report to the general membership at the Annual Meeting. The President shall make all necessary reports to the City of Albuquerque and Bernalillo County in compliance with their Neighborhood Association Recognition Ordinances.

**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. Every check issued from the Association account shall bear the signature of at least one Officer of the Association. The Treasurer shall ensure that all bills of the Association are paid and shall keep a written account of all expenditures and retain all receipts. The Treasurer shall present a financial statement at the annual general membership meeting. Copies of these reports shall be available for inspection every general meeting.

#### **Article VIII – Committees**

**Section 1.** The Board 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 Board of Directors shall meet as necessary to conduct the business of the Association. All Board members will be notified of meetings times and places.

**Section 3.** Regular meetings of the general membership shall be held at least annually.

**Section 4.** The Association will make reasonable attempts to give prior written notice of all the general membership meetings to every member, household, place of business and organization within the Association boundaries, either by email, text, website posting, mail, handbills, a number of posted signs, or any combination thereof.

**Section 5.** The Annual Meeting shall be for the purpose of electing Officers and Board Members, and receiving any Annual Reports of Officers and Committees and any other business

as determined by the Board. No election shall be held at a meeting of the Association unless it is advertised as in Section 4.

**Section 6.** 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 7.** The Board of Directors has the option of requiring written ballots with proof of membership.

**Section 8.** 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 stated in Article II.

**Article XI – Amendments**

These by-laws may be amended at any regular or special meeting of the general membership by two thirds (2/3) vote of those in attendance, physically or virtually. The membership shall be notified ten (10) days in advance of the meeting that amendments will be entertained at that meeting.

I certify that the foregoing by-laws were adopted and ratified by the members of the Vista Grande Neighborhood Association on the 23<sup>rd</sup> day of August, 2022 at a Annual Meeting held on that date.



8-23-22

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*Signature*

\_\_\_\_\_  
*Date*

*Richard J. Schaefer, VGNA Sec./Treas.*

Dana Skaar \_\_\_\_\_, President  
*Printed Name*

Susan Homer \_\_\_\_\_, Vice President  
*Printed Name*