

**Sky View Acres
Neighborhood Association, Inc.
P.O. Box 1653
Corrales, NM 87048**

**BY-LAWS
FOR
SKY VIEW ACRES NEIGHBORHOOD ASSOCIATION, INC.**

ARTICLE 1

NAME:

This organization shall be known as the Sky View Acres Neighborhood Association, Inc.

ARTICLE 2

PURPOSE:

The purpose of this Association shall be to enhance the quality and welfare of the neighborhood and to act upon all problems pertaining to the general welfare and the common good of its residents.

ARTICLE 3

MEMBERSHIP:

The Sky View Neighborhood Association, Inc. is the area bounded on the north by Cielo Vista del Norte, on the east by Loma Larga, on the south by Cielo Vista del Sur, and on the west by the Thompson Fence. Membership in the Association shall be available to all persons 18 and over who are current residents of the neighborhood area or those persons who own property within the boundaries.

DUES:

Section 1. Dues shall be established by the Board of Directors annually; however, it is suggested that due standards be maintained as long as is feasibly possible. Dues must be paid within 30 days of the annual meeting or within 30 days of dues billing to remain in good standing. Membership dues shall be collected on an annual basis. Persons may be admitted to membership at any time. (Amended March 2002)

Section 2. Only members of the Association shall be eligible to vote in business meetings or to serve in any of its elective or appointive positions.

ARTICLE 4

BOARD OF DIRECTORS:

Section 1. The affairs of this Association shall be managed by its Board of Directors. The Board of Directors shall consist of at least five (5) Directors, whom shall be elected by the general membership at the annual meeting. Each Director shall serve one year and shall be elected annually. At the first Directors' meeting a chairperson shall be elected. (Amended March 2002)

Section 2. There shall be two (2) alternate members to the Board of Directors. These alternates shall be governed by the same rules of Article 4 as the regular Board Members and shall be required to attend all scheduled meetings of the Board. The only purpose for the alternate is to act for a regular Board Member in his/her absence. The alternate shall have voting rights only when acting for a regular Board Member. When it is necessary for an alternate to act for a regular Board Member, that alternate will continue to act as a regular Board Member until the business is concluded. Only then will the regular Board Member resume his/her duties. (Amended July 1991)

Section 3. All business transacted and decisions made shall require the concurring vote of a majority (51%) of the members of the Board of Directors. (Amended March 2002)

Section 4. The Board of Directors may declare a Director's seat vacant if a Board Member misses three successive regular Board meetings without the consent of the Board. If a Board vacancy occurs for this or any other reason, the Association shall elect a replacement to fill the vacant seat for the balance of the unexpired term. (Amended March 2002)

ARTICLE 5

OFFICERS:

Section 1. The officers of this Association shall be elected by the membership of the Association at the annual meeting. The officers shall consist of a President, Vice-President, Treasurer, and Secretary. The offices of Treasurer and Secretary may be combined if needed. If a vacancy occurs in an office, the Board of Directors shall, at their discretion appoint a replacement or leave the position vacant for the remainder of the term. (Amended March 2002)

Section 2. No two members of the same family shall serve as officers in a capacity giving both check signing authority. (Amended July 1991)

ARTICLE 6

DUTIES OF OFFICERS Section 1. The President shall be elected on a year to year basis. The office of president may be subject to recall as deemed necessary by a 2/3-majority vote of the Board of Directors and other current officers. (Amended March 2002)

Section 2. The Vice-President shall be elected on a year to year basis. The office of Vice-President may be subject to recall as deemed necessary by a 2/3 majority vote of the board of Directors and other current officers. (Amended July 1992)

Section 3. The Secretary shall record the minutes of all meetings of the Association and of the Board of Directors and shall perform such other duties as may be delegated to him/her. The Secretary may serve an unlimited number of Terms. If elected to another office, than all rules applied to that office shall be in effect.

Section 4. The Treasurer shall be elected on a year to year basis. The office of Treasurer shall be subject to a yearly audit. The Treasurer may be suspended by a 2/3-majority vote of the Board of Directors and other current officer if improprieties are discovered during the year. The Vice-President shall assume the duties of the Treasurer until a replacement can be elected. (Amended July 1992)

ARTICLE 7

MEETINGS:

Section 1. The Association shall hold an annual meeting, at which time officers and Directors shall be elected. Written notice of the annual meeting shall be given to all members of the Association. The Board of Directors may call other general meetings, as it deems necessary. A majority vote of those present at the annual meeting shall be sufficient to transact business. At the annual meeting the officers shall submit reports of their activities since the previous annual meeting. (Amended March 2002)

Section 2. Any business matter that arises needing the vote of the board prior to the annual meeting may be accomplished by a phone poll. The Secretary will record the vote of each member for record. (Amended March 2002)

ARTICLE 8

ELECTIONS:

The President and the Board Chairperson shall appoint a Nomination Committee. The Nomination Committee will seek recommendations from the general membership. The purpose of the Nomination Committee shall be to form a slate of candidates for each office and Board position for the annual meeting. A copy of the slate shall be given to the President and the Board Chairperson no less than three (3) weeks prior to the election meeting. The current membership shall then be informed of the candidates in writing. Only persons who have signified their consent to serve if elected shall be nominated for, or elected to, any office. If there is only one nominee for any office or Board seat, that candidate may be elected by acclamation. All other positions shall be elected by secret ballot. The candidate having the largest number of votes for a given office or position shall be declared duly elected to that office or position. (Amended March 2002)

ARTICLE 9

PARLIAMENTARY PROCEDURE:

Robert's Rules of Order, newly revised, and shall govern the Association in all cases in which they are applicable and where they are not in conflict with these by-laws.

ARTICLE 10

AMENDMENTS:

These by-laws may be amended at any annual meeting of the Association by a majority vote (51%) of those in attendance at said meeting. Any proposal of amendment shall require notice to all current members. Notice shall be written. (Amended March 2002)

Amended and passed into law March __ 2002 at the annual meeting. Majority vote was used to pass all articles and sections.

Deborah M. Steele
President
Sky View Acres Neighborhood Association, Inc.