

BYLAWS

Article I NAME

The name of the association shall be the **Sandia Mountain Ranch Association**.

Article II PURPOSE

The purpose of the association shall be to enhance that area of Bernalillo County, State of New Mexico, identified in Article III – Membership. The primary purpose of the association will be 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, security and safety needs and interests of the residents.

Article III MEMBERSHIP

Section 1. Membership shall be limited to Property Owners within Sandia Mountain Ranch, Unit 2, Phases 1, 2, 4 & 5.

Section 2. Each paid Member Property will be entitled to one vote.

Section 3. Annual membership dues will be fifty dollars (\$50.00) for each Property.

Section 4. The association shall conduct an annual enrollment of the members in the month of May. Memberships expire the last day of May of the following year. Members may join throughout the year on a quarterly pro-rated basis (\$12.50 per quarter).

Article IV DIRECTORS AND OFFICERS

Section 1. A Board of Directors consisting of five (5) members shall be the governing body of the association and shall be elected by the association's general membership at the Annual Meeting. The Board of Directors shall act for the group

between meetings. The duties of the officers and Board of Directors shall be to maintain the business of the association; and initiate, pursue and accomplish the programs and policies adopted by the general membership.

Section 2. Officers of the association shall be the President, Vice President, Secretary and Treasurer. The officers shall be residents and domiciliaries of the Sandia Mountain Ranch, Unit 2, Phases 1, 2 4 & 5 as identified in Article III above.

- a. The President shall preside at all meetings of the members and of the Board of Directors; be an ex-officio member of all committee except the nominating committee; and in general shall perform all duties incidental to the office of President and such other duties as may be prescribed by the membership or the Board of Directors.
- b. The Vice President shall, in the absence of the President or in the event of the President's inability or refusal to act, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- c. The Secretary shall keep the minutes of all meetings of the membership and the Board of Directors. The Secretary shall be responsible for the mailing of all "Notice of Meetings" and read the minutes of the previous meeting. The Secretary shall also maintain a record of attendance of all meetings..
- d. The Treasurer or Board appointed designee shall receive all funds belonging to the association and deposit such funds in a bank selected by the board of directors. All checks (up to \$150.00) drawn by the Treasurer or Board appointed designee shall be authorized by the President. Any check over \$150.00 shall be authorized by the membership at a general or special meeting. The Treasurer shall provide a Treasurer's Report at each meeting of the general membership.

Section 3. The term of each board member shall be for two years. The initial board shall consist of two (2) Board Members elected for one (1) year and three (3) Board Members elected for two (2) years. A person may not be elected by the general membership to serve more than two (2) consecutive terms.

Section 4. The Board of Directors shall elect the officers of the association within 15 days after the annual meeting. Only members of the Board of Directors shall be eligible to be officers of the association.

Section 5. Outgoing officers shall deliver to their successor, the appropriate records associated with their particular office within 30 days after the annual meeting.

Section 6. Vacancies on the Board of Directors - It will be the Board of Directors responsibility to elect Interim Board Members to serve the remaining terms of any vacant board positions.

Section 7. Any elected officer or board member may be removed from office by the majority of the membership.

Section 8. The President shall appoint a Nominating Committee at least sixty (60) days prior to the Annual Meeting. The Nominating Committee shall select nominees for Board positions that are expiring. The list of nominees shall be provided to the general membership in the *Notice of Annual Meeting*. Nominations shall also be accepted from the floor at the Annual Meeting providing the nominee is in attendance and acknowledges a willingness to serve.

Article V COMMITTEES

Section 1. The President will establish committees as deemed necessary. Committee chairmen shall be appointed by the president.

Section 2. Neighborhood Watch Committee - The President shall appoint and the Board of Directors shall supervise a Neighborhood Watch Committee. The committee shall be organized to satisfy the requirements of the Bernalillo County Sheriff's Department Neighborhood Watch Program and to provide Neighborhood Watch services to the defined neighborhood.

Section 3. Newsletter Committee - A Newsletter Chairman (Editor) shall be appointed by the President. A neighborhood newsletter shall be prepared and distributed by the Editor and the Newsletter Committee. The frequency of the newsletter shall be determined at the direction of the President and the recommendation of the Board.

Section 4. A Neighborhood Beautification Committee shall be responsible for periodic cleanup of the common areas of the neighborhood and any landscaping enhancements agreed upon by the membership.

Section 5. An Audit Committee shall be responsible to audit the Treasurer's book after the Annual Meeting. The Audit Committee's report shall be provided to the incoming Board of Directors and published in the next newsletter. An audit may also be requested by the Board of Directors.

Section 6. Outgoing committee chairmen shall deliver to their successor, the appropriate records associated with their particular committee within 30 days after the annual meeting.

Section 7. Website Committee - A Website Chairman (Webmaster) shall be appointed by the President. The committee shall be organized to maintain and update a website to ease the transfer and archiving of valuable information for Sandia Mountain Ranch Neighborhood Residents.

Section 8. Welcome Committee - A Welcome Committee Chairman shall be appointed by the President. The purpose of this committee shall be to welcome new neighbors to Sandia Mountain Ranch, and to maintain and distribute a welcome packet to each new resident.

Section 9. East Mountain Coalition Representative - The President shall appoint a Representative to the East Mountain Coalition. The purpose of this committee is to maintain a voice for Sandia Mountain Ranch among the coalition of neighborhoods, and to facilitate the distribution of information relevant to our residents.

Article VI MEETINGS

Section 1. The Annual Meeting of the members shall be in May of each year at a date and time to be set by President.

Section 2. A quorum of the members shall consist of five (5) members. A quorum of the Board of Directors shall consist of three (3) directors.

Section 3. Special Meetings of the membership and the Board of Directors shall be called by the President or any two (2) members of the Board of Directors as deemed necessary. A Special Meeting of the membership shall also be called by the President when requested verbally or in writing by four (4) members of the association.

Section 4. Written notice stating the place, day, date, hour and purpose of all meetings of the general membership shall be electronically mailed to all current SMR residents as listed in the most current directory available and posted at the bulletin board located at S217 and Sandia Mountain Ranch Drive at least fifteen (15) days prior to the meeting date.

Section 5. This association shall be governed in all of its meetings by parliamentary procedure in accordance with Robert's Rules of Order.

Article VII AMENDMENTS

The bylaws may be amended at any meeting of the general membership by a two-thirds (2/3) vote of those in attendance. The membership shall be notified of the proposed changes along with the *Notice of Meeting* at which amendments will be entertained.