

## **BYLAWS OF THE PARKWAY NEIGHBORHOOD ASSOCIATION**

### ***ARTICLE I - NAME***

This organization shall be known as the Parkway Neighborhood Association, hereinafter referred to as the Association and/or PNA.

### ***ARTICLE II - BOUNDARIES***

The boundaries of the Association within the City of Albuquerque, New Mexico, are as follows:

- Bounded the North and West by Ladera Drive.
- Bounded on the North and East by Unser Blvd.
- Bounded on the South by Gavin Road.

### ***ARTICLE III - ASSOCIATION MEMBERSHIP***

Section 1: Membership is open to all individuals who live (renters included), own property, or own a business within the boundaries of the Association, as stated in Section 14-8-2-3 (B)(2) of the Neighborhood Association Recognition Ordinance (NARO). There shall be two types of membership in the Association. These shall be known as General Members and Business Members.

Section 2: A General membership is for any adult aged 18 or older who resides full-time (including rents), or owns property within the boundaries specified for this Association.

Section 3: A Business membership is for any business which operates within the Association boundaries.

Section 4: The Association shall allow ongoing membership enrollment throughout the year.

Section 5: Each member of the Association shall provide affirmation of membership.

### ***ARTICLE IV - DUES/MEMBER DONATIONS***

Section 1: Dues are voluntary for all members and cannot be a prerequisite for either membership or voting, pursuant to Section 14-8-2-3(B)(4).

Section 2: Voluntary dues/member donations are set at \$25 per year for General membership and \$50 per year for Business membership. Voluntary Association dues shall be set by the Board of Directors.

Section 3: Voluntary dues/member donations can be paid at the annual meeting or can be made at any time during the year.

### ***ARTICLE V - VOTING***

Section 1: Every affirmed member may cast one vote on any question and participate in any election before the Association.

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 at any meeting of the membership voting in favor or against. In-person, mailed paper ballot, or electronic ballots must be allowed, in which case questions will be decided by a majority of the total votes cast, as stated in Section 14-8-2-3(B)(8) of the NARO. All questions to be voted upon by the Board will be decided by a vote of a majority of the Board of Directors/Officers present and voting in favor or against.

## ***ARTICLE VI – BOARD OF DIRECTORS/OFFICERS***

Section 1: A Board of Directors/Board of Officers shall be the governing body of the Association and shall consist of an odd number of not less than three or no more than nine members of the Association. The Board of Directors/Board of Officers shall be elected by the general membership at the annual meeting. The Board Member terms shall be two years and shall be staggered.

Section 2: Board of Directors/Board of Officers nominations will be accepted to the Board of Directors/Board of Officers at the annual meeting in November. The nominations must be members who live, own property, or own a business within the boundaries of the Association as stated in Article III. A vote will be taken during the annual meeting to accept nominees to the Board of Directors/Board of Officers.

Section 3: Directors/Officers of the Association may include a President, Vice President, Secretary, Treasurer, Committee Coordinator, and any such other officers as determined by the Board of Directors/Board of Officers. Officers shall be chosen by the Board at their first meeting immediately following the annual meeting.

Section 4: Officers shall hold terms of one year.

Section 5: All members must be eligible to hold any officer position within the Association pursuant to Section 14-8-2-3(B)(2) of the NARO.

Section 6: Vacancies occurring in any office shall be filled for the unexpired term by a majority vote of the Board of Directors/Board of Officers.

Section 7: Any elected officer may be removed from office by a majority of the membership and/or majority of the Board of Directors/Board of Officers, provided that notice of the intent to remove will be furnished to the subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-4(B)(3) of the NARO.

Section 8: Any elected officer replacing a previous officer removed from the office by a majority of the membership/majority of the Board will be appointed by a majority vote of the membership and/or majority of the Board of Directors/Board of Officers, provided that notice of the intent shall be furnished to the subject officer in writing at least five (5) days prior to the meeting at which such action is to be discussed, as stated in Section 14-8-2-3(B)(3) of the NARO.

## ***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/Board of Officers. The President shall preside at all meetings of the Board of Directors/Board of Officers and at the general membership meeting. The President shall, with the approval of the Board of Directors/Board of Officers, appoint all standing and special committees and shall be an ex officio member of all of the committees. The President shall make an annual report to the general membership at the annual meeting and file such report with the Secretary. The President shall make all necessary reports to the City of Albuquerque in compliance with the Neighborhood Association Recognition Ordinance (NARO).

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/Board of Officers, the general membership meetings, and shall keep all records of the Association, and give notice after all meetings as directed. The Secretary shall perform all other duties incidental to the office of the Secretary as required by the President or the Board of Directors/Board of Officers.

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 set up by the Board of Directors/Board of Officers. Every check issued from the Association account shall bear the signature of two (2) Officers of the Association. The Treasurer shall ensure that all bills approved by the Board of Directors/Board of Officers are paid and shall keep a written account of all expenditures and retain all receipts. The Treasurer shall present a written account of all expenditures and retain all receipts. The Treasurer shall present a financial statement at every Board of Directors/Board of Officers meetings and every general membership meeting. Copies of these reports shall be available for inspection at every general meeting.

Section 5: Duties of Committee Coordinator. The Committee Coordinator shall coordinate all the committees of the Association and report their activities to the Board of Directors/Board of Officers.

### ***ARTICLE VIII - COMMITTEES***

Section 1: The Board of Directors/Board of Officers 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/Board of Officers, 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 bylaws.

Section 2: The Association shall hold, at minimum, one annual meeting, and will be known as the annual meeting. The date for this annual meeting will be in November. The Association will notify the ONC of this meeting and make a reasonable attempt to give written notice to all households and businesses within its boundaries at least two weeks in advance through placement of one or more signs at prominent locations within the Association boundaries, and one or more of the following: U.S. mail; delivered fliers; website or social media posting; e-mail; text message; direct message through social media or other form of electronic messages delivered to the known address of each member, pursuant to Section 14-8-2-3(B)(5) of the (NARO).

Section 3: The annual meeting shall be for the purpose of electing Board Members and receiving any annual reports of Officers and Committees and any other business as determined by the Board. Each member shall be afforded the ability to vote at the annual meeting, in-person only, pursuant to Section 14-8-2-3(B)(8)(b), and 14-8-2-3(B)(9) of the (NARO).

Section 4: The Board of Directors/Board of Officers shall meet as necessary, but at least quarterly, to conduct the business of the Association, at such time and place as determined by its members. All Board Members will be notified of meeting times and places.

Section 5: Special meetings of the general membership may be called by a majority of the Board of Directors/Board of Officers, 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 6: For any elections or voting, other than the annual meeting, the Board of Directors/Board of Officers must allow each member to vote using at least one of the following methods: In-person; mailed paper ballot; or electronic means, as stated in Section 14-8-2-3(B)(9) of the NARO.

Section 7: 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/Board of Officers, after payment of all liabilities of the Association, shall dispose of the remaining assets of the Association by refund to its members or by donations to an organization with a similar purpose as agreed upon by the Board of Directors/Board of Officers.

Section 3: Access to banking accounts and to financial records of all voluntary dues, member donations, or other financial assets shall be shared by the President, Vice President, and Treasurer, or any combination of officers from the Board of Directors/Board of Officers as designated by the Board of Directors/Board of Officers.

**ARTICLE XI - COMMUNICATION VENUES**

Section 1: Board of Directors/Board of Officers shall use an Association-specific e-mail address for the sole purpose of Association business.

Section 2: Access to the Association e-mail address shall be held by the President, Vice President, and Secretary jointly, and passed on to new Board Members as they are elected, or by any method designated by the Board of Directors/Board of Officers.

Section 3: Access to any type of website or social media accounts shall be held by the President, Vice President, and Secretary jointly, and passed on to new Board Members as they are elected, or by any method designated by the Board of Directors/Board of Officers.

**ARTICLE XII - AMENDMENTS**

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

I certify that these bylaws were adopted and ratified by the members of the Parkway Neighborhood Association on the 21st day of November, 2023, and were adopted and ratified by the Board of Directors/Board of Officers at a meeting held on the 21st day of November, 2023.

DocuSigned by:  
V. O. Michael Shynkar 11/27/2023  
Signature D9B30D3F2285499... Date  
v. o. Michael Shynkar, Interim President and Treasurer  
Printed Name

DocuSigned by:  
Elena O'Donald 11/27/2023  
Signature 8BF2CEF4BA0343F... Date  
Elena O'Donald, Interim Secretary  
Printed Name

# Parkway NA

Las Lomitas NA

Ladera West NA

Tres Volcanes NA

Laurelwood NA

Parkway NA

Los Volcanes NA

## Office of Neighborhood Coordination

## Recognized Neighborhood Associations in Albuquerque

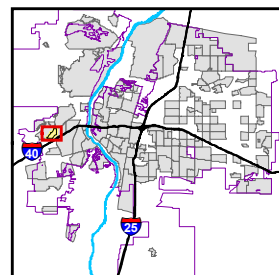


### Legend

- Highlighted Recognized Neighborhood Association
- Overlapping Recognized Neighborhood Associations
- Other Recognized Neighborhood Associations
- Municipal Limits

0 215 430 Feet

Map amended through: January 10, 2023



For information regarding Associations not shown on this map, please contact Office of Neighborhood Coordination 505-768-3334.

