

**ALAMEDA DEPOT NEIGHBORHOOD  
ASSOCIATION BYLAWS**

AMENDED & ACCEPTED BY MEMBERSHIP AUG 6, 2022

EFFECTIVE DATE: SEPTEMBER 5, 2022

**Article I: The Organization**

**Article II: Goals and Purpose**

**Article III: Membership**

**Article IV: Executive Board**

**Article V: Standing and Ad Hoc Committees**

**Article VI: Officer Duties**

**Article VII: Changes to Bylaws**

**Article VIII: Dissolution**

## ARTICLE I

### The Organization

**Name:** The name shall be Alameda Depot Neighborhood Association, hereinafter referred to as ADNA.

**Boundaries:** The ADNA District (area of interest) shall include all properties within the boundaries illustrated in Map 2 on page 3 of the Alameda Depot Neighborhood Plan, adopted by the Las Cruces City Council on April 27, 2009. A copy of the map is attached hereto. The Neighborhood generally includes:

1. To the west, the east boundary of the railroad property from Amador Avenue to Parker Road;
2. To the north, east along Parker Road including properties just to the north of Parker Road to Reymond Avenue, north on Reymond Avenue to Chestnut Avenue, including properties just to the west of Reymond Avenue, east on Chestnut Avenue including properties only on the south side of Chestnut Avenue, south on Alameda Boulevard to Fleming Avenue including properties to the west and south of Alameda Boulevard and Fleming Avenue, Fleming Avenue to Main Street including properties to the south of Fleming Avenue;
3. To the east, continuing from Fleming Avenue and Main Street, south along Main Street to Lucero Avenue and not including the properties facing Main Street, from the roundabout to Water Street and Hadley Avenue including properties to the west, from Hadley Avenue to Alameda Boulevard including properties on both sides of Alameda Boulevard, from Alameda Boulevard to Lohman Avenue not including the properties on the west side of Alameda Boulevard;
4. To the south, the north side of Lohman Avenue to Melendres Street, north on Melendres Street to Amador Avenue, west on Amador Avenue to the east boundary of the railroad property.

## ARTICLE II

### Goals and Purpose

**Section 1, Goals:** To preserve the character of the district while enhancing the living experience

for all who live, work, or visit here; to work with various individuals, organizations, businesses, and government as we see fit to carry out these goals.

**Section 2, Purpose:** To promote a sense of community and to be proactive on issues which affect the quality of life in the neighborhood.

## ARTICLE III

### Membership

**Section 1, Eligibility:** Any person aged 18 or over who resides or owns property or a business in the ADNA District shall be eligible for membership and for office, upon completion and submission of a membership form. An accurate and current membership list shall be kept by the Secretary and shall be available for use in situations requiring a formal vote.

**Section 2, Voting:** Each member shall have the right to cast one vote, as long as they were a validated member as of the meeting prior to the meeting at which the votes are cast.

**Section 3, Voting Method:** A simple majority of voting members, including members voting by proxy, rules on any regular agenda item. The Executive Committee can call a vote to be cast and tabulated electronically, that is, by email.

**Section 4, Organization Meetings:** The ADNA should meet quarterly. The Executive Committee will schedule the meetings with the intent of having meetings on the first Saturday of January, April, July, and October.

A change in the date and/or time to a single occurrence of a scheduled ADNA meeting can be approved by a majority vote within the Executive Committee. Notification of a change to the date and/or time of a scheduled meeting will be sent via email to ADNA Members by an Executive Committee Member within seven (7) days of the scheduled meeting date.

The Executive Committee may call special meetings. A seven-day notice by email shall be given for special meetings. Minutes shall be taken at each meeting by the secretary (or a designate) and sent to all members. The minutes may be read and will be approved at the next meeting. Any member of ADNA may attend any meeting of the Executive Committee, committees, and general membership. If a matter of a confidential nature is presented at an Executive Committee meeting, persons who are not members of the Executive Committee will be asked to leave while that matter is resolved. If any action is taken by the Executive Committee on such confidential matter, that action must be disclosed to the general membership.

**Section 5, Meeting Decorum:** Meetings will conform to generally accepted rules as outlined by Roberts Rules of Order. Any meeting attendees who are identified as out of order may be removed by the presiding officers.

**Section 6, Membership Dues and Donations:** ADNA shall request dues from members. Annual dues will be set by the Executive Committee with approval at a general meeting. Dues will be set for individuals and for families of two (2) or more in order to help pay for such things as preparation and distribution of letters and/or notices and newsletters, postage, post office box rental, and ADNA-sponsored activities. The dues will be requested in January of each calendar year, and the fiscal year for the organization shall be the calendar year. Donations of higher amounts may be accepted. Sponsorships and associated donations may be set up by the Executive Committee. The Treasurer shall present a report on the organization's finances at each executive and general membership meeting.

## ARTICLE IV

### Executive Committee

**Section 1, Composition:** The Executive Committee of ADNA shall be comprised of the four current elected officers--namely the President, Vice-President, Secretary, and Treasurer. Committee chairs such as Neighborhood Watch, etc. may be added to the Executive Committee by a vote of the Executive Committee as deemed necessary. Officers and committee chairpersons, as well as committee members, shall serve without compensation.

**Section 2, Elections:** Organization officers whose terms are expiring shall be elected at the first meeting of the year. The successful candidates will take office immediately after being elected.

**Section 3, Terms and Term Limits:** Elected officers shall serve a two-year term. Officers may be elected to three consecutive terms, but then must wait one term before again running for the same office.

**Section 4, Vacancies:** A vacancy of an elected officer shall be filled by a substitute elected by the Executive Committee for the period remaining until the next election. Executive Committee members who fail to attend three Executive Committee meetings shall be deemed to have resigned from the Executive Committee. An officer may be removed from office by a vote of all three other Executive Committee members.

**Section 5, Meetings:** Executive Committee meetings may be called at any time by the President or upon requests from three members of the Executive Committee.

**Section 6, Voting:** In case of a tie vote among Executive Committee members, the issue in question shall be deemed to have failed.

## ARTICLE V

### Standing and Ad Hoc Committees

**Section 1:** The Executive Committee shall propose to the general membership certain standing committees for the approval by the general membership.

**Section 2:** The President shall have authority to form ad hoc committees.

**Section 3:** Ad hoc committee chairpersons shall report to the Executive Committee, but will not be members of the Executive Committee.

**Section 4:** Chairpersons of standing committees shall be members of the Executive Committee and shall be elected by the organization as a whole.

## ARTICLE VI

### Officer Duties

#### **Section 1. The President shall:**

A. Plan and preside at all Executive Committee meetings, regular membership meetings, and special meetings, not including committee meetings unless he/she is the Chair or Acting Chair of that committee.

B. Supervise the direction of ADNA events and committees.

C. Keep important records while in office, and pass those records to his/her successor in office.

D. Consult with and keep the Executive Committee informed and obtain their approval of all significant pending activities and expenditures.

E. With the Treasurer, summarize yearly expenses and present a budget for approval by the Executive Committee and the membership each year.

G. Receive organization mail and review bills and bank statements with the Treasurer and sign checks.

H. Conduct official correspondence of the organization as required.

I. Be the sole official spokesperson for ADNA, and represent, or designate someone to represent, ADNA to the public.

J. Have a vote on official business.

**Section 2. The Vice-President shall:**

A. Carry out the duties of the President in the event that the President is temporarily unable to perform his/her duties.

B. Work closely with the President to ensure that committees and events function properly.

C. In case of unavailability of the President, sign checks with the Treasurer.

D. Have a vote on official business.

**Section 3. The Secretary shall:**

A. Prepare and maintain minutes of meetings.

B. Keep records of meeting attendance and maintain a current membership list. This membership list will be available to all members of ADNA; however, individual members of ADNA may choose how much of their personal information they would like to release. All other information will be considered confidential.

C. Keep all inactive records of the organization and make those records or copies thereof immediately available to any currently elected officer(s) upon request. Either the original or a copy of such records must remain in the custody of the current Secretary at all times.

D. Conduct official correspondence of the organization as required and directed by the Executive Committee.

E. Pass on to his/her successor in office all current and inactive records of the organization in his/her possession.

F. Have a vote on official business.

**Section 4. The Treasurer shall:**

A. Collect, distribute, and oversee all funds of ADNA as directed by the Executive Committee.

B. Present precise fiscal reports to the Executive Committee and the membership at each meeting.

C. Deposit the collection of regular yearly dues and other contributions into the organization's bank account.

D. Maintain a complete record of all monies received by the organization from any source.

E. Under the direction of the Executive Committee, ensure that funds are used for the exclusive support of ADNA's goals and purposes.

F. Sign checks with the President, or if unavailable, the Vice-President, or by another person selected by the Executive Committee if deemed necessary.

G. Validate applications for membership in the organization.

H. Have a vote on official business.

#### **Section 5. Committee Chairpersons shall:**

A. Coordinate events and functions pertaining to the nature of their committees in conjunction with the overall purpose of ADNA and as directed by the President or the Executive Committee.

B. Collect ideas and suggestions from the membership and gather volunteers to help to organize and conduct events.

C. Prepare a projection of anticipated expenditures when appropriate, and obtain approval from the Executive Committee to spend ADNA funds prior to any expenditure.

### **ARTICLE VII**

#### **Changes to Bylaws**

A bylaw change can be made only after the membership is informed in writing via email one month in advance of the change's proposed effective date. The old and new proposed versions shall be available in full and voted upon by members at the next regular meeting of the organization. A simple majority vote is required for passage.

## **ARTICLE VIII**

### **Dissolution**

Dissolution shall be decided upon by majority vote of the general membership. Upon dissolution of ADNA, any assets remaining after payment of debts and liabilities shall be given to the J. Paul Taylor Academy, as directed by the Executive Committee.

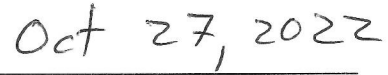


**CERTIFICATION**

These bylaws were approved at a meeting of the general membership on August 6, 2022 to be effective 30 days later or September 5, 2022



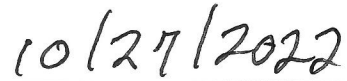
George Pearson, President



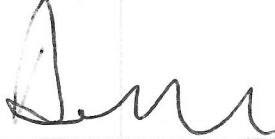
Date




Eric Ahner, Vice President



Date



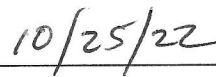
Amy Simpson, Secretary



Date



Donna Lesa Wilson, Treasurer



Date

Map 2 Historic Designations

