

Amigos de Cerrillos Hills State Park
BYLAWS

ARTICLE I- NAME

The name of this group shall be Amigos de Cerrillos Hills State Park, referred to in this document as "Group".

ARTICLE II- PURPOSE

This Group is a private entity whose principle and authorized purpose is to complement, contribute to and support, aid the function of and forward the purpose of Cerrillos Hills State Park and the Division. The group will support the park and the Division in accordance with these Bylaws and the signed Cooperative Agreement between the Group and the Energy, Minerals and Natural Resources Department (EMNRD).

ARTICLE III- MEMBERSHIP

- A. Membership in the Group is open to all individuals and groups (families, businesses, private and non-profit organizations), who are interested in pursuing the purpose of the Group, are committed to the Group's activities, and comply with the Cooperative Agreement and these Bylaws. Each individual member and each group member will be entitled to one vote.
- B. The Group's Board of Directors at the Annual General Meeting will set the annual membership dues for the following year.
- C. Membership shall be as follows:
 1. Active Membership: Active members are those, individual or group, who are entitled to vote at annual and special meetings and must participate in at least one of the following activities:
 - a. Serving as a Board Member or Officer.
 - b. Serving on at least one committee.
 - c. Serving in at least two activities or events.
 2. Sponsoring Membership: Sponsoring members are financial contributors, but not active members, and have no voting or park pass privileges.
- D. Active Membership Benefits include:
 1. EMNRD-State Parks Division Support Group Day-use Pass for free entry into Cerrillos Hills State Park.
 2. Networking opportunities with community members.
 3. Opportunities to contribute to the development of valuable educational resources of the community.

ARTICLE IV- BOARD OF DIRECTORS

- A. The Group's Board of Directors shall govern the Group in accordance with the signed Cooperative Agreement between the Group and Energy, Minerals and Natural Resources Department (EMNRD) and these Bylaws.
- B. The Board of Directors shall consist of five members to be elected at the annual meeting. For the first year only of a newly formed Friends Group, Board of Directors shall be elected for a two-year term. In subsequent years, Board of Directors shall be elected for one-year terms. Board of Directors whose terms expire may stand for re-election, for up to three consecutive terms, after which a one-year absence is required prior to re-election.
- C. The Board of Directors will approve or disapprove all Group activities and expenditures.
- D. Each Board member will have one vote. In case of a tie vote, the Board shall refer to Robert's Rules of Order, Revised.
- E. If an officer resigns or if the Board membership is increased, the position(s) will be filled by Board appointment for the remaining term.

ARTICLE V- OFFICERS

The Officers serve as Board members and are elected by a simple majority vote of the Board members present at the first Board meeting following the Annual General Meeting, provided a quorum of Board members is present.

A. Election of Officers:

- 1. All elected Officers shall serve one-year terms, which will commence with the first Board meeting (but see Article IV.B for newly formed Friends Groups).
- 2. An elected Officer may serve three consecutive terms and is eligible for subsequent elections after being out of office for one year.
- 3. If there is more than one candidate for office, the election will be conducted by written ballot. Board members must be present to vote but need not be present to be elected to an office if they have stated their intentions to the Board in writing prior to the election.
- 4. When an Officer resigns or is removed from office, a replacement shall be appointed by the Board for the remaining term.

B. Duties of Officers:

- 1. President
 - a. Shall preside over all meetings.
 - b. Shall appoint committee chairpersons, as appropriate.
 - c. Shall be the designated representative of the Group.
- 2. Vice President

- a. Shall assume the duties of the President in the absence of the President or at the President's request.
- b. Shall assist the President in carrying out his or her duties as necessary or requested.

3. Secretary

- a. Shall keep minutes of all regular and special Board meetings and Annual General Meetings.
- b. Shall provide draft minutes to members as requested in advance of the regularly scheduled meetings.
- c. Shall prepare such official Group correspondence as may be necessary.
- d. Shall ensure all Annual Reports are filed in accordance with the signed Cooperative Agreement between the Group and EMNRD.

4. Treasurer

- a. Shall keep accurate account of all monies and properties accumulated and maintain the bank account.
- b. Present monthly financial reports to the Board.
- c. Assure that all tax reporting forms and financial statements are submitted to the appropriate State and Federal Agencies in the event that they are required.
- d. Advise the Board of any fiscal conditions that may impact operations.
- e. Shall be responsible for the bank checking account. The signatures of two officers are required on all checks.
- f. Prepare and submit all financial requirements in accordance with the Cooperative Agreement between the Group and EMNRD.

ARTICLE VI- REMOVAL OF OFFICER, OR MEMBER OF THE BOARD OF DIRECTORS

The procedure for the removal of an Officer or Member of the Board of Directors who has proven on more than one occasion to be unsupportive of the Group or who has violated the Cooperative Agreement or Bylaws shall be as follows:

- A. A motion for removal of an Officer or Member shall be made in writing to the Board of Directors. The vote on the motion for removal shall be at a Special General Meeting called by the Board of Directors for the purpose of voting on removal.
- B. Notice of the motion to remove shall be sent to the Officer at least fourteen (14) days prior to the meeting at which the vote is to be taken.
- C. A majority of the Members of the Board of Directors is required for the removal of the individual.

ARTICLE VII- MEETINGS

A. General Meetings:

The procedure of all meetings shall be in accordance with Robert's Rules of Order, Revised.

1. Annual General Meeting:

- a. The Group's fiscal year shall commence on January 1st. The Annual General Meeting of the membership shall be held in February on a date established by the Board.
- b. Written notice shall be sent to all members on record, by post or electronic mail, at least fourteen (14) days in advance.
- c. Election of the officers shall take place at this meeting.
- d. Quorum will be met when ten percent (10%) of the general membership is in attendance. A quorum, once attained at a meeting, shall be deemed to continue until adjournment.

2. Special General Meetings:

May be called by the Board or by a majority of the general membership by written notice or electronic mail, at least fourteen (14) days in advance.

B. Board Meetings:

1. The Board shall meet monthly, or as established by the Board, but not less than quarterly each fiscal year.
2. Board meetings shall be open to the general membership.
3. Board Members shall elect the Officers at the first Board meeting following the Annual General Meeting, which can occur immediately following the adjournment of the Annual General Meeting.
4. The President or any two Board members can call special Board Meetings.
5. The procedure of all meetings shall be in accordance with Robert's Rules of Order, Revised.
6. A quorum for regularly scheduled and special Board meetings shall consist of a simple majority of the Board being present. A quorum, once attained at a meeting, shall be deemed to continue until adjournment.
7. Directors or members of a committee may participate in the Board of Directors meetings, or any such committee meetings, by means of technological communication equipment by which the member can hear and participate in the discussions and motions taking place. Participation by means of communication equipment shall constitute the members presence in person at the meeting.

C. Written notice of the General and the Board Meetings shall be sent to the Superintendent/Manager of the Cerrillos Hills State Park at least fourteen (14) days in advance of the meeting. The Superintendent/Manager, or designee, shall be allowed to attend the groups meetings to act as a liaison between the Friends Group, the Park staff, and the EMNRD-State Parks Division.

ARTICLE VIII- AMENDMENTS

These by-laws may be amended as follows:

- A. Any member can make recommendations for amendment at a regularly scheduled Annual General Meeting in written form. The vote on the proposed amendment shall be at the Annual General Meeting.
- B. Notice of "intent to amend" and a copy of the proposed amendment(s) shall be sent to the membership postmarked fourteen (14) days prior to the meeting at which the vote is to be taken.

ARTICLE IX- DISSOLUTION

In case of dissolution of the Group and subsequent to settlement of all outstanding debts and obligations of the organization, all remaining assets on hand at the time of such dissolution shall be donated to Cerrillos Hills State Park. Special event funds must be turned over to the non-profit organization that has been designated to handle those future scheduled events, unless there is no non-profit organization designated to receive such funds unless the designated non-profit organization is not able to receive such funds for whatever reason, then remaining funds must be turned over to Cerrillos Hills State Park.

ARTICLE X- APPLICATION

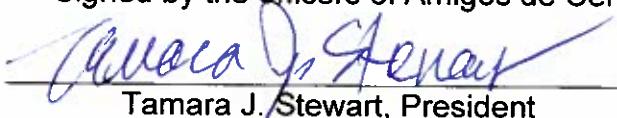
The above-described bylaws apply to Amigos de Cerrillos Hills State Park and shall be included in the signed Cooperative Agreement between the Group and EMNRD.

ARTICLE XI- RECORDS

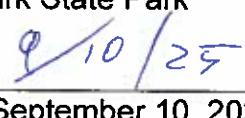
The Group shall retain a copy of the Bylaws, the minutes of official meetings, and the financial reports and shall make them available for perusal by any member, or any employee of EMNRD upon request.

ADOPTED IN CERRILLOS, NM, ON THE 10th DAY OF SEPTEMBER, 2025

Signed by the officers of Amigos de Cerrillos Hills State Park State Park



Tamara J. Stewart, President



September 10, 2025

Yolanda J. Stewart

[Officer Name], Vice President

Yolanda Sandoval

Yolanda Sandoval, Secretary

Kim Davis

Kim Davis, Treasurer

8/10/25

Date

9/20/25

Date

9/14/25

Date