

Cochiti Lake Community Fund Committee
Cochiti Lake, New Mexico

Committee Bylaws
Revised and approved October 22, 2008

I. Authority

On March 31, 1976, the Cochiti Lake Town Assembly established a Cochiti Lake Community Charities Committee. The name was changed to Cochiti Lake Community Fund Committee on September 8, 1976, and authorized by Town Ordinance 1978-1, as revised by Town Ordinance 1995-3.

II. Purpose

The primary purpose of the Committee is to receive, account for, and disburse money received from various sources. The Committee is also responsible for processing requests for grants to recognized town committees, organizations, or residents.

III. Income

The Fund's income was derived in the past from donations and fund raising events. The main source of income from April 1976 through November of 1987 was the Town Bingo, run by volunteers in conformance with a New Mexico State License. At present the main source of income is the interest from certificates of deposit and a checking account. A minimal income is derived from fund raising events and the sale of Cochiti Lake T-shirts, caps and car plates.

IV. Functions and Responsibilities

The procedures and duties of this Committee are set forth in these Bylaws, which may be changed as circumstances or the needs of the town may require. Changes to these Bylaws must be approved by the Town Assembly.

A. Composition. The Committee shall consist of five (5) members, elected by a simple majority of voting town residents. Three (3) members shall constitute a quorum.

B. Election. Election of members shall take place annually during the month of April, and the term of office shall be effective as of the Committee's May meeting, when the election of Officers will normally take place. In the event of a membership vacancy in midterm of office, the vacancy shall be filled by appointment of the Chairperson with the advice and consent of the Committee, and approval by the Town Assembly. Such appointment shall stand until the next election. A member's elected term shall be of two (2) years, in such a way that two (2) or three (3) members shall be elected on alternate years to ensure some continuity in the composition of the Committee. Any town resident who chooses to run for membership in the Community Fund Committee must be a permanent resident in good standing of the Town of Cochiti Lake, and if elected, may not vote on any matter before the Committee if he or she is an officer of any town committee or activity which requests assistance from the Community Fund.

C. Officers. *The Community Fund Committee shall elect its own Officers annually, as follows: Chairperson, Vice Chairperson, Secretary, and Treasurer. These elections shall be recorded in the Minutes. The members' duties are described below.*

1. Chairperson. The Chairperson is responsible for the overall effectiveness of the Committee, calls and presides over meetings, and insures that each member is properly advised on policies and procedures.

2. Vice Chairperson. The Vice Chairperson assists the Chairperson and acts in the absence of the Chairperson.
2. Secretary. The Secretary assists the Chairperson, takes minutes of the meetings, and may perform other administrative duties as directed by the Chairperson. The secretary shall deliver a copy of the Minutes to the Town Office after they have been approved by the Committee. Copies of the Minutes of past meetings shall also be made available by the Secretary to any town resident who wishes to consult them.
3. Treasurer. The Treasurer is responsible for the receipt and deposit of all monies received and, with the concurrence of the Committee, shall process the disbursement or investment of these amounts as advantageously as possible. The Treasurer maintains accurate records of all the financial transactions made, and performs all liaison duties necessary for the financial transactions of the Fund.
4. Member. The member attends the meetings, assists any Officer when needed, and may act for an absent Officer.

E. Monies Received or Disbursed.

1. Receipts. Income received shall be deposited in a checking account or savings account. A certain working capital, up to fifty (50) percent of the principle, is to be retained as agreed upon by the committee as a reasonable sum; the remainder shall be invested. Two (2) signatures are required on a check approved by the Committee. All members of the Committee may be authorized to sign checks.
2. Requests for Funds.
 - a. Requests for grants shall be considered on an individual basis. Applicants must use the approved form to allow the Committee to evaluate the request. Additional information may be requested.
 - b. A request for funds which has been denied may be appealed to the Community Fund Committee. A member of the Town Assembly (non-voting) will be requested to attend the appeal meeting. Such Assembly member shall not have a conflict of interest with the outcome of the appeal.
 - c. The following guidelines shall be used:

Grants. Grants shall be approved when it appears to be in the interests of the Town of Cochiti Lake or its residents. Each case shall be considered on its merits. A grant is not expected to be repaid. A copy of approvals and disapprovals shall be furnished to the Town Assembly upon request.

V. General Directives Relating to Committee Actions

- A. Meetings. Regular meetings of the Community Fund Committee shall be held monthly at a time and public place determined by the Committee. Special meetings may be called by the Chairperson or by any other two (2) members. All meetings shall be open, and their time and place posted on the Mail Center bulletin board no later than forty-eight (48) hours before meeting time.
- B. Term of Office or Membership. Elected members shall serve a two-year term; two consecutive two-year terms are allowed. Officers may succeed themselves if reelected by the Committee.

C. Financial Records. All funds of the Community Fund Committee shall be separate and distinct from the town funds, and audited annually by the town office. All financial records of the Committee shall be available to the Assembly or to any town resident upon request. The Committee shall report its financial status to the regular Town Assembly meetings.

D. Legal Status. Requirements as to the legal status or questions thereon will be determined by the Committee with the law firm of the Town of Cochiti Lake.

E. Permanent Resident. For the purpose of these Bylaws a permanent resident of the Town of Cochiti Lake is defined as a person who is currently residing in the Town, and has been residing for six (6) months.

F. Special Disbursements. When a permanent resident of the Town of Cochiti Lake dies, a check of one hundred dollars (\$100) shall be given in memory of the deceased to a charitable organization chosen by the heirs or, if the heirs so desire (or there are no heirs), by the Cochiti Lake Community Fund Committee.

G. Amendments. Amendments, additions, or deletions to these Bylaws may be made by a majority vote of the Committee members present at a meeting called by the Chairperson. The Bylaws should be reviewed from time to time, to ensure that their guidelines remain in keeping with the interests of the Community Fund Committee and of the Town of Cochiti Lake.

H. Effectiveness. This revision, when approved by the Assembly of the Town of Cochiti Lake, shall supersede all previous revisions and amendments.

Julie Cresswell, Chairperson