

**NEW MEXICO FEDERATION OF DEMOCRATIC WOMEN (NMFDW)  
BY-LAWS**

**ARTICLE I. NAME**

The name of the organization is **NEW MEXICO FEDERATION OF DEMOCRATIC WOMEN**, herein referred to as **NMFDW**.

**ARTICLE II. OBJECTIVES**

**Section 1. Objectives**

**NMFDW Objectives are:**

- A. To inform and educate the membership on issues and activities vital to the Democratic Party and to support said activities for the fulfillment of the Party.
- B. To promote opportunities for training of the membership and encourage strong local and statewide Federation of Democratic Women organizations.
- C. To support the Democratic Party and work for the election of the Democratic Party candidates in **General Elections**. Individual members are encouraged to actively support candidates of their choice in **Primary Elections**.
- D. To lend stability and continuity to the Democratic Party of New Mexico.
- E. To encourage women of the Democratic Party to become involved in the political process at county, state and national levels.

**Section 2. Prohibitions**

- A. **NMFDW** will not:
  - 1. Endorse candidates during Primary Elections.
  - 2. Stage or sponsor candidate debates during Primary Elections.
  - 3. Permit the use of its name or logos in any advertisement or written paraphernalia without prior written consent of the Executive Board.
  - 4. Support any candidate of an opposing party.
- B. Officers may not use their office or title to advance the cause of an individual candidate in Primary Elections.

## ARTICLE III. MEMBERSHIP

### **Section I. Members in Good Standing:**

A member in good standing is one who conducts themselves in accordance with the By-Laws of **NMFDW**.

### **SECTION 2. Membership Eligibility**

- A. Local organizations of whose members are in good standing with **NMFDW** and whose BY-LAWS and membership lists are filed with **NMFDW** Secretary at least sixty (60) days prior to any General Meeting. New Mexico County Federated Democratic Women organizations must maintain and file current By-Laws with **NMFDW**. When By-Laws are revised they must be re-filed with **NMFDW**.
  
- B. Individual members that are registered Democrats and that reside within a community where a county organization of Federation of Democratic Women does not exist may join **NMFDW**.

### **Section 3. Honorary Members**

An individual who has rendered honorary service to **NMFDW** may be awarded honorary status. Nominations for honorary membership shall be made in writing by a member in good standing indicating reasons for nomination and submitted to the Executive Board for approval. An honorary member may not vote or hold office unless member is in good standing of **NMFDW**.

## ARTICLE IV. DUES

### **Section 1. Assessment and Payments**

The Executive Board determines annual dues of **NMFDW** members and changes may be presented for approval the next General Meeting.

### **Section 2. Due Date**

**NMFDW** Treasurer must receive dues by the end of January of each year. New member dues must be paid at least thirty (30) days prior to any Meeting in order for that member to be in good standing. Dues include membership in the National Federation of Democratic Women for the year in which paid.

## ARTICLE V. MEETINGS AND QUORUM

### **Section 1. General Meetings**

- A. **NMFDW** shall hold two (2) General Meetings each year for the purpose of conducting regular business including the approval of the Budget. Election of officers shall occur during the second meeting of the odd numbered year. Term of offices shall be for two (2) years.
- B. The Executive Board and the host organization shall determine the exact date and location for a General Meeting.
- C. Meetings shall consist of a business session, program and/or workshop.

### **Section 2. Special Meetings**

Special Meetings may be called by the President or by the members of the Executive Board upon notice thirty (30) days prior to Meeting date. The notice shall include time, date, place and purpose of Meeting.

### **Section 3. Quorum**

The presence of fifteen (15) members in good standing, including officers, shall constitute a quorum for the transaction of any business at any Meeting of **NMFDW**.

### **Section 4. Notifications**

Thirty (30) days prior to a Meeting the President will notify the President of each County Organization and County Presidents will notify all local members in good standing of the date, time, place and or purpose of said meeting. In odd numbered years a report from the Nomination Committee shall be included.

### **Section 5. Financial Responsibilities**

- A. **NMFDW** shall assume financial responsibility for any postage and printing necessary for any Meeting notification.
- B. Present, implement and manage an annual budget.
- C. The County Organizations shall assume financial responsibility for the General Meeting.

## **Section 6. Fiscal Year**

The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Section 7. Voting**

- A. Each member in good standing, who has been certified by the Credentials Committee shall have one vote in conducting **NMFDW** business. Members must be physically present, as proxies will not be accepted.
- B. The Treasurer will compile the list of members in good standing ten(10) days prior to the Meeting at which election of officers will take place.

## **Section 8. Order of Business**

Order of business for all **NMFDW** Meetings shall be:

- 1. Call to Order and Approval of Agenda,
- 2. Report of the Credentials Committee,
- 3. Approval of Minutes,
- 4. Treasurer's Report,
- 5. Board of Director's Report,
- 6. Committee Reports,
- 7. Old Business,
- 8. New Business,
- 9. Announcements, and
- 10. Adjournment.

## **Section 9. Minutes**

- A. Minutes of the Meetings shall be taken by the Secretary and shall include:
  - 1. Date, time and location of Meeting,
  - 2. Credentials Committee Report,
  - 3. Committee Reports,
  - 4. Motions, seconds and vote or action,
  - 5. Verbatim statements at request of a member of action, directed by the membership, and
  - 6. Time of adjournment.
- B. Minutes of a General Meeting shall be distributed to the Executive Board thirty (30) days after the held Meeting.

## **ARTICLE VI. GOVERNMENT**

### **Section I. Elected Officers**

**NMFDW** elected officers are:

- 1. President,
- 2. Vice-President,

3. Secretary,
4. Treasurer, and
5. Regional Vice-Presidents representing the three (3) Congressional Districts.

## **Section 2. Appointed Positions**

The President may appoint a Parliamentarian and Historian.

## **Section 3. Executive Board**

### **A. Members:**

1. The Executive Board shall consist of current elected and/or appointed officers and the Immediate Past President.
2. Regular Meeting of the Executive Board may be held quarterly at the discretion of the President; Special Meetings may be called by request of four (4) members of the Board.

### **B. Quorum**

Any four (4) members present at a Meeting shall constitute a quorum.

### **C. Duties**

The Executive Board shall have general supervision of the affairs of **NMFDW** in the interim of General Meetings. They are subject to the orders of **NMFDW** and no act shall conflict with action taken by the membership of **NMFDW**.

## **ARTICLE VII. OFFICERS**

### **Section 1. Term of office:**

- A. Officers of **NMFDW** shall serve for a term of two (2) years. An officer can only be elected to the same position for two (2) consecutive terms.
- B. Officers shall assume office immediately following their election or appointment. Elected officers shall be installed at the time of election, if feasible.
- C. Eligibility:
  1. Only members in good standing as certified by the credentials committee shall be eligible to nominate officers and/or hold an office.
  2. To be eligible to hold office, a nominee must have been a member in good standing for the two (2) previous consecutive years and have attended at least two (2) of the previous four (4) meetings.
- D. Vacancies
  1. In the event the Presidency is vacated for any reason, the Vice President shall become the President and assume all duties and responsibilities of the Office of President.
  2. In the event of a vacancy of any other office, the President shall present

the Executive Board the name of an individual qualified to fill that vacancy upon their approval.

**Section 2. Election of Officers:**

- A. Election of officers shall be held at the second meeting of the second year of the term of office.
- B. Election of officers shall be by voice vote where there is only one nominee, otherwise voting will take place by secret ballot.

**Section 3. Replacement of Officers:**

By a majority vote of the Executive Board, an officer may be removed and replaced upon the following grounds:

- A. Failure to attend three (3) consecutive regular, special and/or Executive Board meeting and
- B. Neglect, failure and/or refusal to discharge the duties of the office.

**Section 4. State Party Central Committee Members**

The Democratic Party of New Mexico (DPNM) issues two (2) seats to **NMFDW** to State Central Committee (SCC), these two (2) seats shall be assigned to the President and Vice-President. In the case where either officer has been elected independently to the SCC the President will then name a member in good standing to fill that position.

**ARTICLE VIII. DUTIES OF OFFICERS**

**Section 1. General Responsibilities of Officers**

- A. Maintain records during term in office.
- B. Submit a written report at each General Meeting and file with Secretary.
- C. Perform such duties as delegated or assigned by the President.
- D. Shall be responsible for duties as stated in this Article and in the **NMFDW** By-Laws.
- E. Upon completion of office transfer all records pertinent to **NMFDW** to the successor upon their election or appointment.

**Section 2. President**

- A. Preside at all General Meetings and Executive Board Meetings.
- B. Review and sign all official documents.
- C. Appoint with approval of the Executive Board, Committee Chairs for all Committees.
- D. Appoint a Parliamentarian.
- E. Sign disbursement checks in the absence of the Treasurer.
- F. Act as custodian of all records.

- G. Act as ex-officio member of all Committees, except for Nominating Committee.
- H. Supervise the operation and activities of the **NMFDW**.
- I. Serve as a member of the Executive Committee of the Democratic Party of New Mexico.

**Section 3. Vice President**

- A. Preside at General Meetings and Executive Board meetings in the absence of the President or at the request of the President.
- B. Assume the Office of President in the event of a vacancy of that office for the unexpired portion of the term.
- C. Coordinate membership efforts with Regional Vice-Chairs.

**Section 4. Secretary**

- A. Keep minutes of General and Executive Board Meetings.
- B. Receive and maintain reports from the Officers and Committees.
- C. Maintain current membership lists.
- D. Review and advice on all official documents.

**Section 5. Treasurer**

- A. Maintain the care and custody for all **NMFDW** funds.
- B. Deposit dues and other revenues in the name of **NMFDW** in a bank approved by Executive Board.
- C. Sign checks for payment of **NMFDW** expenses with approval of the President.
- D. Maintain detailed records of receipts and disbursements.
- E. Maintain lists of members in good standing and submit to the President and Secretary prior to General Meetings.
- F. Present a list of certified members to the Credentials Committee prior to General Meetings.
- G. Submit to the Chair of the Audit Committee, all records and financial statements for audit, thirty (30) days prior to the expiration of term of office.
- H. Transfer all **NMFDW** financial records and bank statements to the succeeding elected Treasurer.

**Section 6. Regional Vice-Chairs**

- A. Shall act as Coordinator between organizations in their Congressional District and the Executive Board.
- B. May assist in organizing meetings of County organizations in the Congressional district they represent only if there is no existing or recognized County Federation of Democratic Women.
- C. Assist the Vice-President with membership recruitment and membership events.
- D. Support and assist in recruiting Counties in organizing a Chapter of Federated Democratic Women.

- E. Assist existing county organizations to re-organize.

## **ARTICLE X. COMMITTEES**

### **Section 1. Standing Committees**

- A. Finance and Budget
- B. Credentials

### **Section 2. Special Committees**

- A. Audit
- B. Nominating
- C. By-Laws
- D. Platform and Resolutions

### **Section 3. Committee Chairs**

- A. Committee Chairs shall be appointed by the President with approval of the Executive Board except for Nominating Committee.
- B. Committee Chairs shall submit a report to the Executive Board ten (10) days following their Meeting.
- C. Committee Chairs, with the approval of the President, shall appoint four (4) members in good standing that include representatives of each District to serve on the committee.
- D. The Treasurer will serve as Chair of the Finance/Budget Committee.

### **Section 4. Committee Duties**

- A. The Finance/Budget Committee shall recommend to the President plans and programs for raising revenue and shall assist in the implementation and direction for such plans. An annual budget shall be presented to and approved by the Executive Board and general membership.
- B. Credentials Committee members shall be present during registration to verify that each member registered as a voting delegate is a member in has paid for registration (when needed) and signs the registration list. The chair shall present for adoption as the order of business a credentials report to certify members officially registered to vote on issues presented to the membership.

### **Section 5. Special Committee Duties**

- A. Audit Committee shall audit **NMFDW** records and financial statements at the end of the Treasurer's term of office. The Committee may request the Treasurer to assist with the audit.
- B. Nominating Committee shall consist of five (5) members and shall be formed at the meeting prior to the meeting of the election.
  - 1. The Nominating Committee shall consist of the Immediate Past



- President, a member appointed by the Executive Board and one member appointed by each of the Regional Vice-Chairs.
2. The Committee shall submit to the President a written report thirty (30) days prior to the meeting where the election will be conducted.
  3. In the event that secret ballots are required, only those ballots provided by the Nominating Committee shall be used.

#### **ARTICLE XI. PARLIAMENTARY PROCEDURES**

The current edition of Robert's Rules of Order shall govern procedures of **NMFDW**.

#### **ARTICLE XII. AMENDMENTS**

By-Laws of **NMFDW** may be amended by a majority vote of members in attendance at any General or Special Meeting, provided such amendment was introduced at the prior Meeting.

#### **ARTICLE XIII. DISSOLUTION**

Upon dissolution of **NMFDW**, all assets after payment of costs and expenses shall be distributed to the Democratic Party of New Mexico.

Enacted – June 2013