

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 1. 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

A. 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.

B. The NMFDW President will notify any state members in good standing of the date, time, place and or purpose of said meeting who are not a member of a local county organization thirty (30) days prior to a 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 1st through December 31st.

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. PARLIAMENTAY 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.

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