

**BYLAWS OF
NEW MEXICO FEDERATION OF DEMOCRATIC WOMEN**

Article I: Name

The organization shall be known as the New Mexico Federation of Democratic Women (NMFDW).

Article II: Vision, Mission, Objectives

1. Vision Statement

Our vision is to elect Democratic leaders at our county, state, and national levels.

2. Mission Statement

Our mission is to unite women of the Democratic Party of New Mexico, and to fully participate at every level of the Democratic Party.

3. The Objectives of the organization shall be:

- 3.1. To inform and educate the membership on issues and activities vital to the Democratic Party.
- 3.2. To promote opportunities for members and encourage strong county NMFDW organizations.
- 3.3. To encourage members to become involved in the political process at local, county, state and national levels.

Article III: Membership and Dues

1. Membership

- 1.1. The NMFDW members shall be registered Democrats from County Federation Organizations in the State of New Mexico, Individuals, and Honorary members.
- 1.2. A member-in-good-standing is one who conducts oneself in accordance with the By-Laws and Policies & Procedures of the NMFDW.
- 1.3. Members of County Federations of Democratic Women.
 - 1.3.1. County Federations of Democratic Women shall certify their members-in-good-standing with the NMFDW by filing their membership list with

the NMFDW. Treasurer at least thirty (30) days prior to a General Meeting.

1.3.2. New Mexico County Federation Democratic Women organizations shall maintain and file current By-Laws with the Secretary of NMFDW. Revised By-Laws must be filed within thirty (30) days of the revision.

1.4. Individual membership shall be granted to those individuals who live in a New Mexico county where a Federation of Democratic Women is not currently organized. Individual members shall pay dues to the NMFDW Treasurer.

1.5. Honorary membership shall be granted to those individuals who are awarded honorary status by the membership of NMFDW at a general meeting. Honorary members are not eligible for office at the state level.

2. Dues

2.1. Paid dues to NMFDW by Individual members entitle members to membership in the National Federation of Democratic Women (NFDW) for the year in which dues are paid.

2.2. Paid dues to New Mexico County Federations of Democratic Women entitle County Federation members to membership in the New Mexico Federation of Democratic Women (NMFDW) and the National Federation of Democratic Women (NFDW) for the year in which dues are paid.

2.3. Annual dues must be paid to the State NMFDW Treasurer by January 31 of each year.

2.4. Dues for New members shall be paid no later than thirty (30) days prior to a NMFDW state meeting for NMFDW membership to be recognized for the upcoming meeting.

2.5. Members in arrears shall have no vote.

Article IV: Meetings and Quorum

1. **General Meetings.** NMFDW shall hold two (2) General Meetings per year for the purpose of conducting regular business.

1.1. **Agenda.** All meetings shall consist of a business session, and a program or workshop.

1.2. **Date & Location.** The Executive Board and the host organization shall determine the date and location for a general meeting.

1.3. **Budget.** The approval of the budget will occur at the 1st (first) meeting of each year.

1.3.1. The NMFDW Treasurer will present the annual Budget, as approved and recommended by the Executive Board.

1.4. **Nominating Report.** The report of the Nominating Committee and the Election of

Officers shall occur during the 2nd (second) meeting of each odd-numbered year.

2. **Special meetings** may be called by the President or by the majority of the Executive Board upon notice of thirty (30) days prior to the meeting date.
3. **Quorum and Voting.**
 - 3.1. **Quorum.** The presence of twenty (20) members-in-good-standing, including officers, shall constitute a quorum for the transaction of business at any scheduled meeting of NMFDW.
 - 3.2. **Voting Eligibility.**
 - 3.2.1. The NMDW Treasurer shall certify each member-in-good-standing and,
 - 3.2.2. Shall compile the list of members-in-good-standing ten (10) days prior to the 2nd (second) meeting on odd-numbered years, at which election of officers will be conducted.
 - 3.2.3. Members in arrears shall not have a vote.
4. **Notice of Meetings.** Thirty (30) days prior to a meeting, the President will notify the President of each County Federation organization, Individual and Honorary members of:
 - 4.1. Meeting date, place, time and purpose of planned meeting.
 - 4.1.1. Each County President in turn shall notify all members-in-good-standing of the scheduled meeting.
 - 4.2. Notification of meetings may be done via email and/or social media to members.
5. Each member must be physically present to vote, as proxies are not accepted.
6. **Meeting Financial Responsibilities**
 - 6.1. NMFDW shall assume financial responsibility for expenses necessary for General meetings. See the Policies and Procedures for details.

Article V. Officers

Elected officers shall be as follows: President, Vice President, Secretary, Treasurer and Regional Directors representing the three (3) Congressional Districts.

1. Eligibility

- 1.1. Only members-in-good-standing, as certified by the Treasurer, shall be eligible to nominate officers and/or hold an office.
- 1.2. To be eligible to hold office, a nominee must be a member-in-good-standing for the

two (2) previous consecutive years and, have attended at least two (2) of the previous four (4) general or special meetings.

- 1.3. Elected officers shall assume office immediately following election or appointment. Installation shall be held at the meeting of the election, if feasible.

2. Election of Officers

- 2.1. Election of officers shall be held at the 2nd (second) meeting of the odd-numbered years.
- 2.2. Election of officers shall be by secret ballot.
- 2.3. Terms of office shall be for two (2) years.

3. Vacancies

- 3.1. In the event the office of the President becomes vacant, the Vice-President shall immediately assume that office for the remainder of the term.
- 3.2. In case of a vacancy of any other office, the President shall present to the Executive Board the name of an individual(s) qualified to fill that vacancy upon the approval of the majority of the Board.

4. Replacement of Officers

- 4.1. An evaluation of performance shall be required by the Executive Board for removal of any officer as determined by a two-thirds (2/3) vote.
- 4.2. An officer may be removed and replaced upon the following grounds:
 - 4.2.1. Failure to attend three (3) un-excused consecutive regular, special and/or Executive Board meetings.
 - 4.2.2. Neglect, failure and/or refusal to discharge the duties of the office.

5. State Central Committee (SCC) Representatives for the Democratic Party of New Mexico (DPNM)

- 5.1. NMFWD receives two (2) memberships to the DPNM State Central Committee (SCC), as an affiliated organization in good standing of the Democratic Party of New Mexico (DPNM). (DPNM Rules Section 10)
- 5.2. The two (2) SCC memberships shall be assigned to the President and Vice-President.
 - 5.2.1. In the case where either officer has been elected independently to the SCC the President and Executive Board will name a member-in-good-standing to fill that membership.

Article VI: Duties of Officers and Regional Directors

Officers of NMFDW, shall perform the duties usually performed by such officers, together with such duties as shall be prescribed by the By-Laws or the Executive Board to include the following responsibilities, in accordance with the National Federation of Democratic Women (NFDW) By-Laws, and the Rules of the Democratic Party of New Mexico (DPNM):

1. **President** shall have general supervision over the affairs of NMFDW.
 - 1.1. Preside over all general meetings, Executive Board and Committee meetings.
 - 1.2. Review and accept all official documents.
 - 1.3. Appoint a Parliamentarian.
 - 1.4. Act as an ex-officio member of committees, except the Nominating Committee.
 - 1.5. Act as the custodian of all records and transfer all records to her successor.
 - 1.6. Support all Democratic Candidates running for offices.
 - 1.7. Serve as a member of the Executive Board and Executive Committee of NMFDW.
 - 1.8. Serve as a member of the DPNM State Central Committee (SCC).
2. **Vice President** shall conduct meetings in the absence of the President and assist the President in carrying out her duties.
 - 2.1. If the office of the President becomes vacant, she shall succeed automatically to that office.
 - 2.2. Serve as a member of the Executive Board and Executive Committee of NMFDW
 - 2.3. Coordinate membership efforts with the Regional Directors.
 - 2.4. Serve as a member of the DPNM State Central Committee (SCC)
3. **Secretary** shall be responsible for the minutes of all meetings of the NMFDW Executive Board, Executive Committee and, general meetings
 - 3.1. Receive and maintain reports from the Officers and committees
 - 3.2. Review and advise on all official documents
 - 3.3. Serve as a member of the Executive Board and Executive Committee
 - 3.4. Shall be the repository of records of meetings in the Official Minutes the NMFDW, and other communications as required or requested, and shall transfer the records to her successor immediately upon election.
 - 3.5. Maintain the list of membership as provided by the Treasurer.

4. **Treasurer** shall maintain the care and custody and reporting for all NMFDW funds, including:
 - 4.1. Serve as Chairperson of the Budget and Finance Committee.
 - 4.2. Present, implement and manage the Annual Budget
 - 4.2.1. Prepare a proposed budget for the Finance Committee to review and adopt for recommendation to the Executive Board.
 - 4.2.2. Present the Finance Committee's recommended budget to the Executive Board at the first meeting of the New Year for their consideration and adoption.
 - 4.2.3. Present the Executive Board's approved budget at the first General meeting of the year for the approval of the membership.
 - 4.3. Deposit dues and other revenues in the name of NMFDW in a FDIC insured bank
 - 4.4. Maintain records of receipts and disbursements.
 - 4.5. Shall pay all bills, which have been approved for payment by the President and Executive Board.
 - 4.6. Submit to the Executive Board a quarterly and annual statements of all receipts and disbursements.
 - 4.7. In accordance with the requirements of the New Mexico Secretary of State for political PAC's, comply with reporting requirements.
 - 4.8. Maintain a list of members in-good-standing and submit to President and Secretary prior to general meetings.
 - 4.9. Submit to the Chair of the Audit Committee, all records and financial statements for audit thirty (30) days after to the close of the fiscal year.
 - 4.10. Transfer all NMFDW financial records and bank statements to the succeeding elected Treasurer immediately upon election.
 - 4.11. Serve as a member of the Executive Board and Executive Committee
5. **Regional Directors.** The three (3) Regional Directors shall perform duties relating to recruiting, developing, and retaining members in Counties of their New Mexico US Congressional District (CD 1,2, or 3), including:
 - 5.1. Serve as liaison between the represented region (including CFDW's in her region), and the Executive Board.
 - 5.2. Assist the Vice-President with county membership recruitment and membership events.

- 5.3. No Regional Director shall be eligible to serve more than two (2) consecutive terms in office.
- 5.4. Serve as members of the Executive Board and Executive Committee.
- 5.5. Perform such other duties as requested by the President.

Article VII. Executive Board

The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, Immediate Past President and the Regional Directors.

1. The Executive Board shall be the administrative body of the NMFDW and shall have the power and authority to do and perform all acts and functions that the NMFDW itself might do or perform that are not inconsistent with these By-Laws and the NMFDW's Policies & Procedures.
2. A vacancy that occurs in an elective office shall be filled by the Executive Board, except the office of President. A vacancy in the office of the President shall be filled by the Vice President.
3. The Executive Board shall meet at such time and place as the President or majority of the Executive Board may designate.
4. A quorum shall consist of a majority of the board's membership.
5. Voting by proxy shall not be permitted.

Article VIII: Executive Committee

The Executive Committee shall consist of the Executive Board and the Presidents of County Federations of Democratic Women (CFDW).

1. The Executive Committee shall meet at least once each year, as called by the President of NMFDW and Executive Board.
 - 1.1. Committee Chairs may be invited to attend Executive Committee Meetings at the discretion of the President.
2. The CFDW members of the Executive Committee shall have the responsibility to provide information to their local CFDW members.
3. Voting by proxy shall not be permitted.

4. The Executive Committee may meet by conference call or via telephone, if necessary.
 - 4.1. Votes taken via telephone shall be as valid as votes taken in person, except in cases where signed ballot is a requirement.

5. Endorsement of Candidates.

- 5.1. No Officer or Regional Director may use her position (title) with NMFDW in the endorsement of any candidate in a Primary Election.
- 5.2. NMFDW will not permit the use of its name or logos in any advertisement or written or digital material without prior written consent of the Executive Board.
- 5.3. Staging or sponsoring candidate debates on behalf of the NMFDW during Primary Elections is prohibited.
 - 5.3.1. Candidate forums, (where candidates do not engage in direct debate with their opponents) is permitted.
- 5.4. In accordance with NMFDW, County Federation of Democratic Women organizations shall not use the County or State federation affiliation to endorse one Democratic candidate opposing another Democrat.
- 5.5. NMFDW members shall not support any candidate of an opposing party.

Article IX: Committees

Standing and Special Committees shall be appointed by the President with approval of the Executive Board. The organization shall have the following Standing Committees:

1. By-Laws Committee

- 1.1. The By-Laws Committee shall review all proposed amendments and make recommendations for revisions to the By- Laws. The committee shall meet as necessary.
- 1.2. In accordance with NMFDW's relationships to national and state Democratic Party organizations, the By-Laws Committee will:
 - 1.2.1. Annually monitor NMFDW's reporting and additional requirements to maintain relationships in-good-standing.
 - 1.2.2. Organizations include: the National Federation of Democratic Women (NFDW) and, the Democratic Party of New Mexico (DPNM).

2. Legislative and Resolutions Committee

- 2.1. The Legislative and Resolutions committee shall work with the Executive Board on proposed and pending legislation and shall disseminate information to the Executive

Committee for distribution to the NMFDW members.

3. Budget and Finance Committee

- 3.1. The Budget and Finance committee shall present a proposed budget to the Executive Board for consideration at the first Executive Board meeting at the beginning of the year.
- 3.2. The fiscal year shall be January 1st through December 31st.
- 3.3. The committee shall also help plan all fundraising for NMFDW with the approval of the Executive Board.
- 3.4. The Treasurer shall serve as Chairperson of this committee.
- 3.5. At least one County President shall serve on the committee.

Special Committees

1. Audit Committee

- 1.1. The Audit Committee shall consist of three (3) members appointed by the President.
- 1.2. The committee is responsible for auditing the books and records of NMFDW each fiscal year and reporting the findings to the Executive Board and to the membership as a whole at the general meetings. The committee may request the Treasurer to assist with the audit.

2. Nominating Committee

- 2.1. The Nominating Committee shall consist of five (5) members and shall be formed at the meeting prior to the meeting of the election.
- 2.2. The committee shall consist of the Immediate Past President, a member appointed by the Executive Board and one member approve by each of the Regional Directors.
- 2.3. The Chairperson of the committee shall submit to the President a written report thirty (30) days prior to the meeting of the year that the election will be conducted, the odd numbers years.
 - 2.3.1. Voting shall be by secret ballot and only members-in-good-standing will be eligible to vote.
 - 2.3.2. There will be no proxies accepted for this election.

Article X: Parliamentary Authority

Where the By-Laws are silent, the current edition of Roberts Rules of Order Newly Revised shall be the final authority in all matters.

Article XI: Amendments

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

Article XII: Dissolution

Should this organization be dissolved by appropriate action of its membership, and after all outstanding bills have been paid, the funds and other assets shall be given to the Democratic Party of New Mexico (DPNM)

