

Bylaws

National Extension Association of Family and Consumer Sciences – New Mexico Affiliate

Revised January 2012

Article I – Name

The name of the organization is the National Extension Association of Family and Consumer Sciences – New Mexico Affiliate (NEAFCS – NM Affiliate), hereinafter known as the Affiliate.

Article II – Mission

The Affiliate educates and recognizes Extension professionals who positively impact the quality of life for individuals, families, and communities.

Article III – Vision

The Affiliate is the professional organization in New Mexico for Extension Family and Consumer Sciences (FCS) that accomplishes the following:

1. Builds leaders for the future.
2. Recognizes and promotes excellence and scholarship in Extension Family and Consumer Sciences programming.
3. Provides innovative professional growth and development opportunities.
4. Serves as a state-wide resource for education, information, networking, and partnerships.
5. Promotes Extension Family and Consumer Sciences and the mission and goals of the Land Grant University Extension System.

Article IV – Members

Section 1: The Affiliate is committed to the involvement of all its members regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation. All members will be encouraged to participate in programs and activities and take leadership roles in the Affiliate.

Section 2: Any New Mexico State University (NMSU) Extension employee working in any capacity with Family and Consumer Sciences or Home Economics programming who has a minimum of a bachelor's degree, upon payment of dues may become an active member of the Affiliate.

Section 3: To qualify for life membership, a member must have been an active or associate member of NEAFCS for at least 5 years and have retired, resigned, or otherwise have become ineligible for active or associate membership. (An associate member is an individual meeting the requirements for an active member, but located where there is no affiliated state/territory affiliate or no state/territory affiliate which will

allow his/her membership, who pays annual dues directly to NEAFCS.) The onetime fee for life membership is three times active member dues. Should the member ever re-enter the Extension service, the member will be required to resume active membership status and pay annual dues. The member will not be re-assessed the life membership fee should the member again leave Extension. Life members will be granted the following rights and privileges:

1. May vote at Affiliate meetings.
2. May receive awards, fellowships, and grants.
3. May serve on committees.
4. Will receive all member communications and publications electronically.
5. Will receive the national conference registration brochure at no charge.
6. May serve as voting delegates when the Affiliate lacks sufficient delegates to the NEAFCS Annual Business Meeting.
7. May not serve in elected office positions.

Section 4: The annual dues for active members will be a combined total of national and state dues. The national portion will be as specified by NEAFCS and the state portion will be \$5.00. Dues are payable on or before November 15 for the following calendar year.

Section 5: Dues will not be prorated. Dues paid after September 1 by personnel hired after that date will be applied to the following year.

Section 6: By December 1, the treasurer will notify members who are in arrears. Those whose dues are not paid on or before December 15 will be automatically dropped from membership in the Affiliate, and will thus not be eligible for awards.

Section 7: The Affiliate's portion of the dues amount for the following year may be changed by a two-thirds vote of Affiliate members present at any meeting.

Article V – Officers

Section 1: The officers of the Affiliate will be the president, president-elect, immediate past president, secretary, treasurer, vice president for professional development, vice president for public affairs, vice president for awards and recognition, and vice president for member resources.

Section 2: Each year, the nominations committee will submit nominations for the offices to be elected that year at least 15 days before the election is conducted. If the election is to be conducted by electronic means, at least 10 days before the voting period begins, the secretary will send the list of nominees out to the members and will solicit nominations from the floor. The secretary will draw up a ballot that includes those names submitted by the nominating committee and those nominated from the floor.

Section 3: Officers will be elected by ballot on or before November 15 of each year. Officers will assume their duties January 1 of the following year.

- Section 4: Each candidate for the elected offices of secretary, treasurer, and four vice presidents must have been a member of the Affiliate for a minimum of two years immediately preceding election. Each candidate for the elected office of president-elect must have been a member of the Affiliate for a minimum of three years immediately preceding election. The president-elect must also have served in an elected office or have served on a committee.
- Section 5: No member may hold consecutive terms in the same elected office.
- Section 6: The president-elect will hold office for a term of one year or until a successor is elected. After serving as president-elect, the member will serve as president for a term of one year or until a successor moves into that position. After serving as president, the member will serve as immediate past president for a term of one year or until a successor moves into that position.
- Section 7: The secretary, treasurer, and four vice presidents will each hold office for a term of two years or until a successor is elected. In odd years the secretary, vice president for professional development, and vice president for public affairs will be elected. In even years the treasurer, vice president for awards and recognition, and vice president for member resources will be elected.
- Section 8: In the event of a vacancy in the office of president, the president-elect will assume the presidency for the remainder of the vacated term, and will then serve one term as president.
- Section 9: In the event of a vacancy in the office of president-elect, the nominating committee will submit two names, and an election will be held within one month. The individual selected will assume the office of president-elect for the remainder of the vacated term, and will then serve one term as president.
- Section 10: In the event of a vacancy in the office of secretary, treasurer, or any of the vice presidents, the president will appoint a replacement, subject to approval by the executive board, to serve the remainder of the term.
- Section 11: All departing officers must turn over to their successors all reports, records, correspondence, and other materials necessary or helpful in carrying out the duties of the office.

Article VI – Duties of Officers

- Section 1: The president fulfills the following duties:
1. Serves as the official representative of the Affiliate.
 2. Presides at all regular and special meetings.
 3. Convenes at least one meeting of the executive board each year.
 4. Serves as an ex officio member of every committee except the nominations committee.
 5. Maintains the Affiliate's member listserv.

6. Attends the meetings of the NMSU Extension Director's Advisory Board.
7. Attends the Joint Council of Extension Professionals (JCEP) Regional Workshop.
8. Attends the NEAFCS Annual Session and organizes states night out.
9. After elections are held, sends a list of the Affiliate officers to National.
10. Writes the Affiliate's annual report and submits it to NEAFCS by January 1.
11. Submits a letter of reference for each member who is selected by the nominations committee as a candidate for national office or for a national committee.
12. Fulfills other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

Section 2: The president-elect fulfills the following duties:

1. In the absence of the president, fills the role of the president.
2. Serves as an official voting delegate to the NEAFCS Annual Session.
3. Fulfills other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

Section 3: The immediate past president fulfills the following duties:

1. Ensures that all meetings of the Affiliate are conducted according to parliamentary procedure.
2. Serves as chair of the bylaws committee.
3. Fulfills other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

Section 4: The secretary fulfills the following duties:

1. Keeps accurate minutes of all meetings of the Affiliate and of the executive board, and sends copies to members.
2. Attends to correspondence as directed by the president.
3. Receives and properly files all important communications and properties.
4. Serves as chair of the nominations committee.
5. Draws up all ballots. Sends ballots to members in the case of electronic balloting, and provides printed ballots in the case of face-to-face meetings.
6. Publicizes election results.
7. Fulfills other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

Section 5: The treasurer fulfills the following duties:

1. Serves as chair of the finance committee.
2. Draws up a budget with the assistance of the finance committee and submits it to members for their approval.
3. Receives money and renders an account of funds collected and paid out.
4. Collects dues from members by November 15 of each year.
5. Notifies members who are in arrears by December 1 of each year.
6. Sends dues to NEAFCS by December 22 of each year.
7. Closes and prepares books for the annual audit.
8. Verifies that nominees for elected positions are members in good standing.

9. Draws up a list of those members eligible to vote before each meeting or electronic election.
10. Tallies all votes.
11. Verifies that votes are counted only for members in good standing.
12. Fulfills other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

- Section 6: The four vice presidents fulfill the following duties:
1. Serve as chairs of their respective committees.
 2. Prepare and present their respective committees' reports at Affiliate meetings.
 3. Prepare their respective committees' portions of the Affiliate's annual report to NEAFCS and submit them to the president by December 1 of each year.
 4. Fulfill other duties applicable to the office as prescribed by the parliamentary authority adopted by the Affiliate.

Article VII – Meetings

- Section 1: An annual meeting will be held by February 15 of each calendar year for the purpose of approving the budget, strategic plan, and selecting new committee members. In the event that a face-to-face meeting is not possible, this and all other meetings may be conducted by electronic means.
- Section 2: Special meetings may be called as needed by the president or by the executive board.
- Section 3: Notice to members of all meetings is to be made at least 15 days in advance.
- Section 4: A quorum will be defined as the number of members eligible to vote who are present at a meeting of the Affiliate. In the case of electronic voting, a quorum is defined as the number of members in good standing who cast votes.

Article VIII – Voting

- Section 1: Elections and votes can be conducted at face-to-face meetings, at meetings conducted by electronic means, or by electronic survey.
- Section 2: The secretary will draw up all ballots, subject to the approval of the executive board. The secretary will send all ballots to members in the case of electronic balloting. When a vote that requires a ballot is conducted at a face-to-face meeting, the secretary will make a printed ballot available to each attendee who is a member in good standing.
- Section 3: In the case of electronic balloting, the voting period will be no shorter than 15 calendar days, and the start and end dates of the voting period will be specified clearly.

- Section 4: Prior to every Affiliate election and meeting, the treasurer will draw up a list of those members who are current in their dues payments. For elections held by electronic survey, all individuals on this list are eligible to vote. For meetings, all individuals on this list are eligible to vote at that meeting if they are in attendance. In addition, any individual who meets the criteria for membership and pays dues prior to a vote is eligible to vote.
- Section 5: The treasurer will tally all votes. The treasurer will communicate the election results to the secretary. The secretary will communicate the results to the members.
- Section 6: Voting on paper ballots will be anonymous. Voting on electronic ballots will remain anonymous to all except the treasurer.
- Section 7: Unless specified otherwise in the bylaws of the Affiliate, all actions will be decided by a simple majority.

Article IX – Executive Board

- Section 1: The elected officers of the Affiliate constitute the executive board.
- Section 2: The executive board will have general supervision of the affairs of the Affiliate between its business meetings, fix the hour and place of meetings, make recommendations to the Affiliate, and perform such other duties as are specified in these bylaws. The board will be subject to the orders of the Affiliate, and none of its acts will conflict with action taken by the Affiliate.
- Section 3: The executive board will meet at least once per year. Additional meetings of the executive board may be called by the president or by the executive board.

Article X – Committees

- Section 1: The standing committees are as follows:
1. Bylaws
 2. Finance
 3. Nominations
 4. Professional development
 5. Public affairs
 6. Awards and recognition
 7. Member resources
- Section 2: Additional special committees may be established by the president as the Affiliate or executive board deems necessary to carry on the work of the Affiliate.
- Section 3: Each member will serve on at least one committee. Assignment to committees will be based on member interest and the needs of the Affiliate.

Article XI – Duties of Committees

- Section 1: The bylaws committee is chaired by the immediate past president and is comprised of one representative from each Extension district. This committee fulfills the following duties:
1. Reviews the bylaws.
 2. Develops proposed revisions of the bylaws for consideration by the membership.
 3. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.
- Section 2: The finance committee is chaired by the treasurer and is comprised of the president-elect, immediate past president, vice president for awards and recognition, and vice president for professional development. This committee fulfills the following duties:
1. Prepares the budget for the fiscal year of January 1 through December 31.
 2. Submits amendments to the budget for the current fiscal year, which may be adopted by majority vote.
 3. Excluding the treasurer, conducts an annual audit of the books.
 4. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.
- Section 3: The nominations committee is chaired by the secretary and is comprised of one representative from each Extension district. This committee fulfills the following duties:
1. Recruits at least two members to run for each Affiliate elected office.
 2. Submits to the president the names of members to run for NEAFCS office or to serve on national committees.
 3. Prepares and carries out an installation service for officers at the annual meeting, if time permits.
 4. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.
- Section 4: The professional development committee is chaired by the vice president for professional development and is comprised of member volunteers. It works to achieve the goals of the state strategic plan, with special emphasis on those goals related to professional development of members. This committee fulfills the following duties:
1. Promotes professional development opportunities to members.
 2. Informs members about fellowship, scholarship, and sabbatical opportunities.
 3. Assists members in applying for professional development opportunities.
 4. Works with the state Extension Home Economics (EHE) office to plan and implement EHE in-service training programs.
 5. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.

- Section 5: The public affairs committee is chaired by the vice president for public affairs and is comprised of member volunteers. It works to achieve the goals of the state strategic plan, with special emphasis on current public policy and legislative issues. This committee fulfills the following duties:
1. Becomes familiar with the national strategic plan prepared by the NEAFCS committee.
 2. Writes the New Mexico strategic plan and presents it at the annual meeting for approval.
 3. Selects one or more Affiliate members from among those who submit applications to attend the annual Public Issues Leadership Development (PILD) national meeting.
 4. Educates members on public policy and legislative issues pertinent to the field of Extension Family and Consumer Sciences.
 5. Publicizes NEAFCS promotional campaigns.
 6. Prepares all resolutions and recommendations in writing to be presented before the Affiliate for approval, including sufficient detail to explain the rationale behind the proposals.
 7. Attempts to secure member representation on committees within and outside NMSU.
 8. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.

- Section 6: The awards and recognition committee is chaired by the vice president for awards and recognition and is comprised of the most recent Distinguished Service Award (DSA) winner, the most recent Continued Excellence Award winner, and member volunteers. It works to achieve the goals of the state strategic plan, with special emphasis on those goals related to awards and recognition. This committee fulfills the following duties:
1. Becomes familiar with the eligibility requirements and application procedures for all awards and fellowships established by NEAFCS.
 2. Encourages eligible members to apply for NEAFCS awards.
 3. Encourages members to apply for awards outside NEAFCS.
 4. Establishes procedures for the acceptance, judging, and selection of state awards nominees.
 5. Selects state awards nominees and submits required information to NEAFCS by April 1.
 6. Arranges for the purchase of a gift or acknowledgement for each retiring Affiliate member and ensures that it is presented to the retiree.
 7. Provides guidance to the state 4-H office regarding 4-H Home Economics contests.
 8. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.

- Section 7: The member resources committee is chaired by the vice president for member resources and is comprised of member volunteers. It works to achieve the goals of the state strategic plan, with special emphasis on those goals related to supporting the membership. This committee fulfills the following duties:

1. Encourages use of the national NEAFCS promotional campaign by members.
2. Prepares publicity materials on NMSU EHE programs in consultation with University Communications and the state EHE office.
3. Organizes the activities of the speakers bureau.
4. Encourages counties to sponsor programs to inform and interest youth in NMSU programs, both Extension and academic.
5. Assists in recruiting applicants to vacant agent and specialist positions.
6. Keeps members informed of issues related to retirement.
7. Revises the Affiliate handbook annually to include current committee assignments, award winners, membership, and other relevant information.
8. Disseminates the handbook to all members.
9. Acts as a liaison to NMSU teaching faculty and researchers in the field.
10. Acts as a liaison to the state 4-H office.
11. Acts as a liaison to the FCS program at Eastern New Mexico University.
12. Fulfills other duties as prescribed by the parliamentary authority adopted by the Affiliate.

Article XII – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Affiliate in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the standing rules, the special rules of order, and the policies of the Affiliate.

Article XIII – National Meetings

- Section 1: The president-elect will serve as one of the Affiliate's official voting delegates to the NEAFCS Annual Session business meeting.
- Section 2: The second official voting delegate to the NEAFCS Annual Session business meeting will be the DSA winner. If there is no DSA, or if that individual is also the president-elect, another individual who has been a member for at least two years will be elected by the members to serve as the second delegate.
- Section 3: If the Affiliate is entitled to more than two voting delegates, additional individuals will be elected by the members to serve as voting delegates.
- Section 4: The president will select two members who plan to attend the NEAFCS Annual Session to serve as alternate voting delegates to the business meeting. These individuals are authorized to vote only if the official voting delegates are unable to do so.

Article XIV – Amendment of the Bylaws

- Section 1: These bylaws may be amended. In the case of a face-to-face meeting, a two-thirds vote of those members attending is required. In the case of electronic voting, a majority vote is required and at least half of the active members must cast ballots.

Section 2: Notice of all proposed changes to the bylaws must be sent to each member at least 30 days in advance of the vote.

Section 3: Changes to these bylaws will take effect upon approval of the membership.

Standing Rules

Section 1: Financial assistance for members to attend national meetings will be provided based on the most economical travel option. When available, funds from the national NEAFCS organization, NMSU Extension professional development, NEAFCS-NM Affiliate, and other sources will be utilized. Each individual will make arrangements to cover any remaining expenses.

Funds will be budgeted in this order:

1. President to attend the JCEP Regional Workshop:
Financial assistance (not to exceed 1,000 dollars, or the total expenses incurred to attend, whichever is lower) will be provided to this member from the NMSU Extension Home Economics professional development fund.
2. Affiliate member designated by the public affairs committee to attend the annual PILD national meeting:
This individual will apply for a national PILD scholarship. Financial assistance when available (not to exceed 500 dollars, or the total expenses incurred to attend, whichever is lower) will be provided to this member from the NMSU Extension Home Economics professional development fund.
3. Two voting delegates to attend the NEAFCS Annual Session:
From 75 percent to 100 percent of the airfare/mileage of these members will be paid from the NEAFCS-NM Affiliate treasury.
4. All members attending the NEAFCS Annual Session:
The balance of the NMSU Extension Home Economics professional development funds will be divided equally among all members attending the NEAFCS Annual Session (not to exceed 500 dollars per member, or the total expenses incurred to attend, whichever is lower). The two voting delegates are included in this group.
5. Any remaining NMSU Extension Home Economics professional development funds must be spent by June 30 of each year.

Section 2: The Affiliate will provide national winners of the Distinguished Service Award and the Continued Excellence Award with appropriate corsages at the NEAFCS Annual Session at which they are recognized.

Section 3: Members interested in attending the annual PILD national meeting in Washington, D.C. should make written application by February 1 stating their justification for attending and outlining how they will apply and disseminate the

knowledge gained. The public affairs committee will select one or more individuals to attend from the applicant pool.

Section 4: The Affiliate will contribute a gift costing approximately \$50.00 to each retiring member. The executive board is empowered to solicit contributions to purchase retirement gifts for other NMSU retirees.