

# EXTENSION ASSOCIATION OF NEW MEXICO

## EANM POLICY AND PROCEDURES MANUAL

(Revised October 2022)



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All Forms are available on the forms page of the association's website:

<https://aces.nmsu.edu/ces/eanm/forms.html>

## I. Purpose

The purpose of this ***Policy and Procedures Manual*** is to provide insight into the jobs and planning of events for **Extension Association of New Mexico** (hereafter referred to as **EANM**) projects.

The Extension Association of New Mexico (EANM) was formed in 1941, as Extension Homemakers, in cooperation with the Extension Service at New Mexico State University. EANM is a statewide organization that extends adult education throughout New Mexico.

The **mission** of the Extension Association of New Mexico is to strengthen individuals, families and communities through:

- Education
- Leadership
- Service
- Action
- Fellowship

EANM is affiliated and works closely with the Cooperative Extension Service of New Mexico at New Mexico State University.

## II. General Responsibilities of Board of Directors

The Board of Directors consist of Executive Committee, District Vice Presidents, and the Standing Committee Chairs, Immediate Past President, and the Parliamentarian.

All EANM Board of Directors members should read and be familiar with the *Bylaws, Policies and Procedures* of the **EANM**. A periodical review of their duties and responsibilities is advised and include but not exclusive to:

1. Attendance of all business meetings as required by the Bylaws, Policy and Procedures Manual or by the EANM President. These include but not limited to:
  - a. Mid-Year Board Meeting
  - b. Two Board Meetings at Annual State Meeting
  - c. District Meetings in their District
  - d. Any other meetings called by the President and/or the Board of Directors.
2. Service on any and all Committees as requested by the President. The President will serve as ex-officio on all committees with the exception of the Nominating Committee. The President is to be invited to all committee meetings and receive copies of all committee communications.
3. Respond to all Correspondence in a timely manner.
4. Reporting and sending appropriate news and photos newsletter Chair. Write and send appropriate committee articles along with photos (if possible) to the for publishing in the newsletter and website by the appointed deadline.)
5. Preparing Committee reports. Prepare and give committee report at Mid-Year Board and State Meetings. Provide copies one for the President, one for the President Elect, and one for the Secretary.
6. Tracking of expenses:
  - a. Expenses incurred by the Board Members and Special Committees must adhere to the following:

- b. Keep receipts for allowed expenses; i.e.: postage, copying and printing.
  - c. Attach receipts to the "Presentation of Bills" form and submit it to the president for approval, who then sends the request to the Treasurer for payment.
  - d. Board members travel allowances are allowed at the rate of \$50.00 per meeting for:
    - 1. Mid-Year Board Meeting
    - 2. Annual Board of Directors Meeting during State Meeting
  - e. Expenses for the President and President-Elect (when there is one) will be paid according to the following EANM guidelines. Other expenses must be approved by the Executive Committee with receipts attached to the "Presentation of Bills" form. Expenses should not surpass the budgeted amount for:
    - i. Fuel expenses for car travel while doing EANM Business.
    - ii. Expenses for lodging and meals.
    - iii. Mid-Year Board, District and Annual Meetings.
7. Completion of Office. Upon completion of term of office all records will be given to the successor as soon as possible.
8. A majority of the Board of Directors shall constitute a quorum.

### **III Executive Committee Duties**

#### **EANM Executive Committee**

The Executive Committee shall consist of the President, President Elect, Vice President, Secretary, Treasurer, District Presidents, the Immediate Past President, the Parliamentarian, and non-voting co-advisors appointed by New Mexico State University Cooperative Extension Service (NMSU-CES).

#### **Specific Duties:**

1. Conduct necessary business between meetings and report back to the Board of Directors.
2. Meet if requested by the President or by any three Executive Committee.
3. Meet before the Annual State Meeting and mid-year board.
4. A majority of Executive Committee members shall constitute a quorum.
5. Emergency Issues to be voted on by the Board of Directors via 1 email (as the preferred method) or 2 phone. If by phone the vote will be followed up with a letter to confirm the final phone call vote. The vote count and decision be summarized in a letter to all board members and filed as an addendum to the immediate past meeting minutes.
6. In the absence of the President, a quorum of the Executive Committee may call a meeting.
7. Expenses relating to the responsibilities of the Board of Directors position and/or special committee appointment must be pre-approved by the-Executive Committee, by majority vote.

## **IV Offices and Responsibilities:**

**EANM President:** Term of Office: 2 years, elected in even numbered years (may serve two terms)

Specific Duties:

1. Plan and Carry out duties Specific to EANM. Specific personnel to consult in planning and discussions include;
  - a. Immediate Past President
  - b. EANM Board of Directors
  - c. NMSU/CES Advisor (appointed by NMSU/CES)
2. Preside at and plan the business meetings for
  - a. Board of Directors
  - b. Executive Committee
  - c. EANM Annual State Meeting
  - d. Mid-Year Board Meeting
3. Prepare agendas for meetings. Send a tentative agenda to the EANM Board of Directors and the County Council Presidents and post on the website.
4. Plan EANM Board of Directors Meeting. Make necessary arrangements for meetings and send notices.
5. Work with the host county to approve the program for the Annual State Meeting.
6. Appoint Chairmen of Standing Committees.
7. Appoint Parliamentarian for a term of two years.
8. Appoint a committee of three to approve minutes of the Annual and Mid-Year Board meetings.
9. Keep in touch with committees concerning their activities. The President serves as an ex-officio member on all committees except for the Nominating

Committee.

10. Plan and conduct a Post Board Meeting at the Annual State Meeting. Include current Board of Directors, President-Elect, District Presidents current and incoming, and District Vice-Presidents current and incoming, and incoming State Officers and Committee Chairs.
11. The President is to receive notification from the Treasurer of all scholarship payments, a copy of the IRS form 990 (Due May 15), a copy of the Treasurer's Bond, a copy of the annual audit and a copy of the renewal of the Certificate of Incorporation/PRC report (Due May 15).
12. Approve, sign and forward authorization to pay bills to EANM Treasurer.
13. Appoint a committee to audit Treasurer's Books at the end of each year.
14. Write the President's Column for the *Bits of Enchantment*.
15. Work with Co-Advisor (s) to prepare EANM Yearbook for distribution. Completed by December 31st.
16. Receive names of decade award members. The President will create certificates for presentation at the State Meeting.
17. Present annual report at the State Meeting.
18. Work with Co-Advisor to ensure the webpage is updated as needed.
19. Serves as Chair of the Homemaker of the Year Award.
20. Present proposed Community Service Project for the next year to the BOD at the State Meeting.

**EANM President-Elect:** Term of Office: 1 year followed by 2 years as President, elected in odd years.

Specific Duties:

1. Perform all duties of the President in the event of absence or inability to serve.



2. Assume any and all responsibilities assigned by the President and/or Board of Directors.
3. Attend all District and State Meetings.
4. President-Elect Presents-Presidents Theme for the next two years at the Annual State Meeting .

**EANM Vice-President:** Term of Office: 2 years, elected in even years. (May serve 2 terms)

Specific Duties:

1. Preside in the absence of the President, when there is no President-Elect.
2. Assume responsibilities as assigned by the President and/or Board of Directors.
3. Obtain volunteer hours from District Vice-Presidents compile into the State Volunteer Hours Report quarterly.
4. Present Annual Report of Volunteer Hours at Annual State Meeting.
5. Serve as chair of the Program Committee.
6. Work with the co-advisor to select a state educational program for the state meeting and document state program impact.

**EANM Secretary:** Term of Office: 2 years, elected in odd years; (may serve 2 terms)

Specific Duties:

1. Keep complete minutes of all meetings of the association.
2. The EANM Secretary must provide a copy of the minutes to each member of the "Committee to Approve the Minutes" to be approved, corrected and sent back to her before they are distributed.
3. Distribute copies of Annual, Mid-Year board meeting, and any other special meetings, within 30 days of the meeting. Email to the following. (If they have no email then the minutes must be mailed. Expenses are allowed for minutes to be copied and mailed.)
  - a. Two for permanent file (Secretary's Notebook and

- on jump drive).
  - b. One to each member of the Board of Directors.
  - c. One to each Council President.
  - d. Advisors of Counties with EANM clubs.
4. Keep an official current copy of the Bylaws and Policy and Procedures.
  5. Obtain a list of voting delegates from the credentials committee for meeting roll calls.
  6. Copies of all Officer and Committee Reports and hand-outs given at meetings should be attached to the minutes.

**EANM Treasurer:** Term of Office: 2 Years; Elected in even numbered years; (may serve 2 terms)

Specific Duties:

1. Serve as Chairman of the Budget Committee.
2. Submit a financial report of present year's expenses and next year's budget for approval at the EANM State Meeting and Mid-Year Board. (with sufficient copies for all delegates)
3. Arrange for a convenient federally guaranteed financial institution to handle all EANM ~~interest bearing~~ checking, CD's, and savings accounts.
4. Arrange for three EANM executive committee members to sign and update all signature cards for all accounts.
5. Notify EANM President, Board of Directors and EANM Advisor of all actions in written report twice a year.
6. Purchase a Treasurer's Bond in an amount of no less than \$5,000.00. The Treasurer will research bonding companies and recommend to the Board of Directors, the company that will best protect EANM.
7. Have EANM Treasurer's books audited at the end of each year by an Audit Committee selected by the President. A copy of the completed audit to be sent to the EANM President, EANM President-Elect, and the EANM Advisor. A copy must be kept in the permanent EANM Treasurer's file.

8. Pay all bills with appropriate authorization, per By-Laws.
9. Pay all approved Scholarship payments promptly upon the request of the Scholarship Committee and presentation of appropriate paperwork. Keep accurate records of scholarship funds and notify the EANM President of all payments and funds.
10. Keep complete files of bill receipts marking them with the check number used as payment.
11. Send to the IRS and State of New Mexico any and all appropriate forms and payments. (Due May 15)
  - a. Form 990 must be on file.
  - b. A renewed Certification of Incorporation with the State of New Mexico annually.
  - c. Copies of these need to be sent to the EANM President, EANM President-Elect, and the EANM Advisor.
  - d. Copies must be kept in the permanent EANM Treasurer's file.
12. Accept all money submitted by EANM county treasurers. Acknowledgement of receiving membership forms and money should be sent to the County Treasurer via email.
13. Put reminder in *Bits of Enchantment* of dues deadline.
14. Keep an official membership list of all EANM members by counties and share copies with the EANM President, President-elect and the *Bits of Enchantment* Editor.
15. Special Funds may be established only at the Annual State Meeting or Board of Directors' Meeting. Special funds whose purpose has been accomplished and whose collection is no longer advisable shall be terminated by the action of the delegates at an annual meeting.

**EANM Parliamentarian:** Term of Office: 2 Years, appointed by EANM President, (may serve more than one term)

Specific Duties:

1. Advise the President, Board of Directors, Committee Chairs, and Members on matters of proper parliamentary procedure.
2. Will serve as a member of the Executive Committee.
3. Serve as Chairman of the Bylaws/Policy and Procedures Revision Committee.
4. Receive proposed Bylaw changes from counties or districts prior to Mid-Year Board Meeting and present for approval at Mid-Year Board.
5. Present recommended Bylaw changes for vote at state meeting.
6. Provide leadership in keeping the Policy and Procedure Manual up to date.
7. Work with Co-Advisor to update by-law and policy and procedure changes and post on the website.

**EANM Immediate Past President:** Term of Office: Two Years (may serve more than 1 term)

Specific Duties:

1. Succeed the EANM President in case of vacancy. (when there is no President-Elect until the next annual meeting)
2. Advise EANM President when requested.

**Co-Advisors:** Agent Co-advisor is appointed by NMSU Cooperative Extension Service Director. Other co-advisor is the Department Head for Extension Family Consumer Sciences. Both are an ex-officio non-voting member of the Executive Committee.

Specific Duties:

1. Serve as liaison between NMSU CES Administration and organization and County Staff.
2. Maintain EANM Webpage.

3. Work with the Board of Directors to Update EANM Documents.
4. Writes Advisor column for Bits of Enchantment
5. Provide programs as requested by the Board of Directors and Affiliated Counties.
6. Assist the Host County with Planning State Meeting.
7. Assist the Board of Directors with maintaining Social Media and Photo Storage Space.
8. Gives NMSU greetings at Mid-year and State Meeting.

**EANM District Presidents:** Term of Office: Two years (may serve more than 1 term.)

Specific Duties:

1. Plan and Preside at all district meetings. (Two per year).
2. Perform the duties of Treasurer for the District.
3. Appoint a Parliamentarian to serve at the District meeting.
4. Assist the host county with planning for the District meeting and notify County Presidents and State President.
5. Recognize special guests and State Officers at District meetings.
6. Appoint committees for District Meetings.
7. Submit names of decade award members to the State President 60 day prior to the Annual State Meeting.
8. Be responsible for getting names along with addresses and phone numbers of County Council Presidents or the designated contact person from the Counties without Councils to the EANM State President by December 1.
9. Appoint appropriate committees for their District.
10. Give names, addresses and phone numbers to the EANM President for the compiling of the EANM Yearbook by the close of the State meeting.

**District Vice-Presidents:** Term of Office: Two years (may serve more than 1 term.)

Specific Duties

1. Serve in the absence of the District President.
2. Collects volunteer hours from County Vice Presidents and compile and send reports to the State Vice President quarterly..
3. Serve as secretary for District Meetings and take minutes of the meetings and submit copies to the District President and County Council Presidents in their district within 30 days.
4. Serve on the State Program Planning Committee.

## **VI EANM Standing Committees:**

**State Committees:** A chairman for each committee shall be appointed by the EANM President.

### **Budget Committee:**

The Budget Committee shall consist of the EANM Treasurer as chairman and two members appointed by the EANM President.

#### **Specific Duties:**

1. Prepare a budget to be presented for approval at the State Meeting.
2. The budget should show:
  - a. The previous year's expenditures.
  - b. The previous year's budget.
  - c. Proposed Budget.
3. As chairman of the budget committee the Treasurer will present the budget to the Executive Committee, to the Board of Directors, and the General Assembly. The Treasurer will move "to approve the budget as presented by the Budget Committee"; therefore, the motion will need no second.

### **Bylaws and Policy and Procedures Committee:**

The Bylaws and Policy and Procedures Committee shall consist of the Parliamentarian and a minimum

of appointed by the EANM President in consultation with the Parliamentarian and to include as many members from as many different districts as possible.

**Specific Duties:**

1. Receive proposed Bylaw amendments in writing.
2. The committee will meet prior to the Mid Year Board of Directors meeting and review proposed bylaw amendments and make recommendations at the meeting.
3. Follow procedure for amendments within the bylaws.
4. Review Policy and Procedures every other year and make recommendations for revisions.
5. Work with the Advisor to update documents and ensure the latest version is on the website.

**Cultural Arts Chairman:**

Term of Office: Two Years (Appointed by the president. May serve more than one term)

**Specific Duties:**

1. Update, maintain and provide rules, categories, and entry blanks to the four district Cultural Arts Chairmen by the state meeting.
2. Consult with District Cultural Arts Chairmen on proposed changes in categories and rules. Cultural Arts Committee approved changes will be presented at the State Meeting to the Board of Directors.
3. Purchase ribbons and awards to be reimbursed within the budgeted amount.
4. Work with and advise the Host County for the State Meeting on the adequate amount of space and number of clerks to take entries, entry and judging times, sufficient and qualified judges, and perform any other necessary duties.
5. Oversee the display of judged entries in time for

viewing by those in attendance.

6. Create the People's Choice Ballots, make them available for voting and compile the results.
7. Create certificates for Best of Lots, People's Choice, and Judge's Choice.
8. Present Annual report with the results of the Cultural Arts Show during the last business session, Best of Lots, People's Choice, and Judge's Choice, total entries and number of 1st, 2nd and 3rd place ribbons awarded.
9. Work with an advisor to ensure the current rule book is on the website.
10. Pass supplies and electronic amenable files to the new chair as soon as possible. (Work with local county agent if needed to accomplish this)

### **Heart of Extension Chairman Term:**

Term of Office: Two Years

#### **Specific Duties:**

1. Prepare and distribute application forms at Mid-Year Board.
2. Judge applications using all committee members.
3. Present information for Heart of Extension Presentation.
4. Present award at State Meeting.
5. Purchase/make an award of no more than \$50.00

### **Historian:**

Term of Office: Two Years (May serve for more than one term.)

#### **Special Duties:**

1. Arrange for pictures to be taken at EANM meetings and encourage them to be posted on the Facebook page.
2. Upload pictures to the organization's cloud storage program.

### **Marketing and Membership Chairman:**

Term of Office: Two Years (is appointed by the EANM President)

#### **Specific Duties:**



1. Work with County and District Marketing and Membership chairmen to suggest ideas for recruit and retain membership.
2. Work to promote the public image of EANM.
3. Prepare and update materials for use by each county's Marketing and Membership Chairman.
4. Work with the co-advisor to update web pages to appeal to new members.
5. Make posts on EANM facebook page to increase visibility of organization if able.

### **EANM State Nominating Committee:**

Term of office: Two years Nominating Committee shall consist of four members with one member representing each district.

#### **Specific Duties:**

1. The Nominating Committee shall encourage nominees for office.
2. Provide a statement of endorsement to members from nominee's district for signature by one district officer and a county officer.
3. The candidate must be a resident of the district endorsing them.
4. The written statement must be turned into the Nominating Chairman before the call of candidates for that particular office by the State President.
5. At least 30 days before the Fall District Meeting the State EANM Chairman shall make sure that each District's Nominating Committee Chairman provides every council (and counties without council) in their district with a statement of the offices that will be elected that year.
6. The State EANM Nominating Committee Chairman will present the nominees at the State Meeting.
7. If no candidates have been nominated at the Spring District meeting, nominations may be taken at the State Meeting

provided the candidates meet all qualifications and have been endorsed by their club and council.

### **Newsletter Editor:**

Term of Office: Two Years (The EANM Editor is appointed by the EANM President. May serve more than one term.) The purpose of the *Bits of Enchantment* is to provide all members with accurate and timely information necessary to conduct the business of the organization. It is the responsibility of board members to get information to the editor. Also, the Editor may request specific information from board members as necessary. The newsletter shall be produced as many times as the Executive Committee and the Editor agree upon. (Two issues per year is the norm)

The *Bits of Enchantment* shall publish as many articles and photos as the Editor can.

1. General Format: Suggested for every issue:
  - a. President's Message
  - b. EANM Advisor's Message
  - c. Reports from Officers and Committee Chairmen
  - d. News reports from Clubs, Counties, and Districts
  - e. Registration forms
2. Spring Issue:
  - a. Information on district meetings
  - b. Information on Mid Year Board meeting, including registration forms
  - c. Nomination Committee Report; including offices to be filled. (make sure under nominating committee chair)
  - d. New Officers
3. Fall Issue:
  - a. Information on the State Meeting, agenda and registration forms.
  - b. Reports from district meetings

- c. Nomination committee reports including nominees
  - d. Dues Deadline
  - e. Proposed By-law Changes
4. Winter Issue
- a. Recap of state meeting with pictures.
  - b. Mid-Year Board meeting including registration forms( if available)

Specific Duties:

1. Newsletter release months - April, September, and December.  
Submission:
  - a. Spring edition March 25th
  - b. Fall edition August 25th
  - c. Winter edition November 25th
2. Choose a local printer; determine requirements, deadlines, preference and prices.
3. Edit and prepare a copy for printing.
4. Obtain and maintain a working email list of members, Extension Personal, Past Presidents, and honorary members needing to receive the newsletter by email or mail.
5. Arrange for an affordable means of delivering the news letters.
6. Sort, package, and mail newsletters. Pay postage. Address and affix labels for mailing. (Forward submitted receipts to the President for approval and forwarding to the Treasurer for reimbursement)
7. Email to the State Executive Board, District Presidents and District VP, All Committee Chairs, and Newsletter Committee members reminding them of newsletter submission deadlines about 3 weeks prior to the deadline.
8. End of Term: Forward all info on printer used, last member list used, deadlines for past newsletters, digital copies of last year's newsletters.

## **Pioneer Woman Chairman:**

Term of Office: Two Years (is appointed by the EANM President)

Specific Duties:

1. Prepare and distribute application forms at Mid-year Board.
2. Judge applications using all committee members.
3. Prepare a program for Pioneer Woman Presentation.
4. Purchase a plaque of no more than \$50.00 for the winner.
5. Present Award at State Meeting.

## **Scholarship Chairman**

Term of Office: Two Years (Appointed by the EANM President with the approval of the Executive Committee and may serve more than one term)

1. Contact State Treasurer about disbursement of scholarship funds to award recipient.

Specific Duties by Scholarship Type

## **4-H Member Scholarships:**

**Mary Moore Memorial**—incoming freshman to NMSU in Ag or FCS and been a 4-H member

**4-H Scholarship**—Any New Mexico school in Ag or FCS and been a 4-H member.

1. Ask the State Advisor to send out the link to scholarships to all county offices by January 15.
2. Mail copies of eligible youth applications postmarked by March 1<sup>st</sup> to Scholarship Committee Members to be judged.
3. The Mid-year Board Chair presents the number of applicants per scholarship and amount of funds available for the board to determine the number of scholarship awards.

4. Judged forms should be returned to the State Scholarship Chairman by April 15.
5. Notify recipients of their award by May 1 by mail with information on how to access their funds.
6. Awardee must submit required information of proof of enrollment and financial aid office contact information by September 1 for the first half and February 15 for second half.
7. Present Annual report at the Annual State Meeting announcing scholarship winners.

**Mary Ross Moore Scholarship**—Current EANM Member returning to school.

1. Receive applications from EANM members for the Mary Ross Moore Scholarship by March 15 and follow a similar process to youth scholarships for approval.

**4-H Leader Award**—A 4-H leader to attend a regional or national event

1. In Cooperation with the NMSU 4-H Office, get information on 4-H Leader Scholarships to counties.
2. Receive applications for 4-H Leader Scholarship 30 days prior to trip.
3. Mail copies of eligible applications to Committee members to judge and return to the Chairman within two weeks.
4. Announce winner at State Meeting.

**Special Committee Selected to Discuss and Present to Executive Committee at State.**

**District Committees** Add district level committees and details of district chairmanships. Special Committee created to present at State meeting.

Each District President shall appoint one member from the respective district to the Standing Committees listed in this Section.

**Cultural Arts Chair**

Specific Duties

**Nominating Chair**

Specific Duties

**Marketing & Membership**

Specific Duties

**Pioneer Award Chair**

Specific Duties

**Newsletter Chair**

Specific Duties

**Historian (needed?)**

Specific Duties

**Heart of EANM**

Specific Duties

**District Scholarship Chair**

**VII Current Ad Hoc Committees**

**Credentials Committee Chairman:**

The EANM President appoints the State Chairman and each District President appoints a member from their District. These Chair men are to serve at the EANM State and District Meetings respectively.

Specific Duties:

1. Receive and check credentials of delegates.
2. The State Credentials Chairman distributes voting cards to the EANM Board at the Board of Directors Meeting before the first business session at the Annual State Meeting.
3. The District Credentials Committee Members

from each District will check credentials and distribute voting cards to County Delegates immediately prior to their individual District Meetings.

4. The State Credentials Chairman furnishes voting cards to State Delegates with approved credentials.
5. The State Chairman will give a credentials report at the first session of the annual meeting which includes the total number of voting delegates.
6. The state chairman will provide the state secretary the completed credentials forms for her records.

### **Election Committee:**

The EANM President appoints an election committee as needed. The duty of the Election committee is to collect and count ballots if needed.

**Committee to Approve The Minutes:** This committee is appointed by the State President for Mid-year and State Meetings

Specific Duties:

1. Take accurate notes during the meeting and approve the minutes.
2. The EANM Secretary must provide a copy of the minutes to each committee member to be approved, corrected and sent back to her within 30 days of the meeting.

## **VIII EANM MEETINGS**

### **State Meeting**

The EANM Annual State Meeting shall include:

1. The Executive Committee meeting prior to the start of the state meeting.
2. Board of Directors meeting prior to the start of each

general business session.

- i. Set registration fees or Spring District Meetings.
  - ii. Set registration fees for the next State meeting.
  - iii. Set date for Mid Year Board of Directors meeting.
3. A district meeting for each district at which district officers will be elected and nominations may be made for state officers. The district meeting must be held prior to the first business session.
  4. Two general business sessions.
  5. Installation of State and District Officers.
  6. District programming report.
  7. At least 2 hours of educational programming. One will be the State Educational Program for the upcoming year. (Work with State Program Committee)

### **Mid-year Board of Directors Meeting**

Shall be open to all EANM members.

The meeting shall include:

1. An Executive Committee meeting held prior to the Board of Directors meeting.
2. The Vice President reports on EANM programming for the coming year.
3. Any necessary special committee meetings will be held at the beginning or prior to the meeting.
4. Bylaw and Policy and Procedures Manual changes will be presented.
5. The Board of Directors of EANM may make needed changes in the Policy and Procedures Manual by majority vote.
6. One hour educational program or leadership training planned by the Board of Directors.

### **Spring District Meetings**

The District meeting (held at least 45 days prior to the



annual meeting) shall be known as the Spring District Meeting and shall include:

1. Provide time for reports from the EANM President, State Advisor, reports of county programming and volunteer hours, and CES administration if present.
2. Allow at least 2 hour for educational programs.
3. District Cultural Arts Show
4. Business meeting agenda shall include:
  - a. Report of amount in district funds (balance and expenditures)
  - b. Nomination of District officers. (Election will be during the District meeting held prior to the first business session at the EANM annual meeting.)
  - c. Endorsement of candidates for state offices.
5. The district registration fee is set at the Board of Directors meeting held during the EANM Annual State Meeting.
6. The host county will be responsible for the expenses of the Spring District Meeting. If the hosting County is not able to afford the expenses the District may give money up front to cover expenses. All money borrowed must be returned after the District meeting to the District coffers. Three-fourths of the registration fee excluding the meal fee stays in the host county to cover the expenses. One fourth of the registration fee is sent to the District President for district expenses as follows:
  - a. Postage and copying
  - b. Ribbons and awards
  - c. Travel allowance of \$50.00 for District President and Vice President to attend the district meeting.
  - d. At each district meeting, the District

President shall provide an accounting of district funds.

## **Hosting And Planning The EANM State Meeting**

Annual meeting hosts:

2024 - District II 2022 - District I

2025 - District III 2023 - District IV

1. One year prior to hosting the annual meeting the County responsible for hosting the State Meeting shall be decided at the Spring District Meeting.
2. Set the date for the annual meeting by conferring with the EANM President and NMSU/CES Advisor. Things to consider – FCS Agents National meeting, other CES meetings, county fairs, meetings of other organizations of which EANM members might be members, the weather, etc.
3. Communicate with EANM President and Advisor to coordinate the annual meeting
4. Representatives from the host county should attend the State Meeting the year before their District is the host.
5. Representatives from the Host County should attend the Mid-Year Board of Directors meeting the year they host the State meeting and share information including local accommodations, date, time, place, map and any other pertinent information about the meeting.

Facilities for the state meeting include:

- Enough motel rooms in the area for everyone.
- Must have a meeting room large enough to hold around 100.
- If possible the meal functions should be in a separate room.
- Several breakout rooms are needed (cultural arts, saleroom, workshops, board meetings, etc.)

*Items that host district is responsible for*

- Make a separate registration list for each county, with alphabetical listing of names and a list of delegates from each county for the credentials committee.
- Provide voting cards for county delegates, And board members.
- See that the registration form for the EANM Annual State Meeting is sent to each county. This is usually done by printing it in the *Bits of Enchantment* and posting on the website. This must be coordinated with the State President and should include time, place, dates, costs, room information, handicapped requests and program information. Include name, address, zip code and phone number of the person to whom registration forms will be sent. This person should be from the county responsible for registration.
- Since NMSU/CES is a co-sponsor the following two statement MUST appear on the registration form;
  - ◆ “If you are in need of auxiliary services to participate in this program please call.....” (list a person's name, phone and a cutoff date—two weeks is usually sufficient).
  - ◆ “NMSU Cooperative Extension service is an affirmative action/equal opportunity employer and educator. New Mexico State University and the U.S. Department of Agriculture cooperating.”
- Furnish meal tickets (if needed) and/or tickets for workshops and other events for which participants have paid (tickets should be color coded)
- Provide name tags and provide plastic badge covers that membership cards can be slipped into.
- Have someone take up the plastic badge covers after the final event to turn over to the next registration committee.

- Make sure water glasses and pitchers of water are on the head table during business sessions.
- Have water for speakers at workshops.
- Make sure delegates are seated in a reserved seating area during the business sessions.
- Arrange for United States and New Mexico flags on stage during business sessions and Presentation of Colors.
- Furnish table decorations and/or favors if needed.
- Have someone from the host county preside over the opening portion of the event, doing introductions, grace, before turning over to that person in charge of the event.
- Have members at the door to take tickets (if needed) and to greet participants.
- Prepare a Complementary Container that will hold programs, voting cards, pen/pencil and paper, and promotional items from the host community and other items as determined by district.
- Number of door prizes is determined by the host district.
- Be responsible for arranging how door prizes will be distributed.
- Arrange for some place to keep door prizes until they are distributed. One county does not have to furnish all the door prizes.
- Special "fun" workshops and evening activities may be arranged by the host district (usually assigned to different counties).
- The printing of various activities is the responsibility of whomever is responsible for the activity (ie: people doing workshops usually provide copies). This can be worked out between CES and EANM in various counties.
- The host district is responsible for putting together

a registration form. The EANM President and Advisor shall be consulted and approve the form which is forwarded to the newsletter editor to be put in the *Bits of Enchantment*.

- Printing the programs is the responsibility of the host county.

### **Finances For the EANM State Meeting**

- the host district will appoint a finance chairman who is responsible for receipt and disbursement of monies for the annual meeting.
- The State Treasurer will issue a check to the host district not to exceed \$1,000.00 to be used as seed money for the annual meeting if requested by the host county.
- The host county will provide a separate accounting of all monies received and distributed for the State Meeting.
- The registration fee can be used to defer some of the expenses for the meeting. This fee should cover the necessary expenses for the annual meeting. Meeting expenses may include:
  - ◆ Facility charges (meeting rooms, audio visual, etc.)
  - ◆ Workshops
  - ◆ Speakers
  - ◆ Cultural arts ribbons
  - ◆ Copies (program, handouts, etc.)
- After all State Meeting expenses are paid, the host district will return the seed money and ½ (one half) of any profits realized including sales room profits. The state portion of the saleroom profits will go to the scholarship funds. The state portion of the total revenue profit from the meeting will go to the general account.
- EANM will split any State meeting deficit (up to \$100) with the host district. Any deficit above \$100 will be the responsibility of the host district.

- The host district is responsible for seeing that fees for the state meeting adequately cover expenses.
- Each county in the district will be responsible for some of the expenses for the duties for which they volunteer. An additional amount can be added to the state approved registration for special events and/or workshops.
- A financial statement will be sent to the Treasurer by December 15th following the annual meeting.

## **EXTENSION ASSOCIATION OF NEW MEXICO RULES OF CONVENTION**

**ADMISSION:** An area shall be reserved for the voting body of the meeting. No votes will be counted outside this area.

**COMPOSITION:** Any member of EANM has the privilege of the floor for discussion and questions only. The voting body, delegates, of the meeting shall be composed of EANM Board Members (state officers, district officers, standing committee chairmen), past state presidents who are members in good standing and up to 3 delegates from each affiliated council.

**PROCEDURE:** The printed program is the order of business of the meeting. All sessions shall start on time and keep as close to the schedule as possible. Voting will be by show of delegates voting cards. A card count vote may be requested by a majority of the delegates.

**DEBATE:** A member's raised hand shall signify that the member seeks recognition. The member shall stand, state name and name of county (or office) before speaking. Debate will be limited to two minutes

for each speaker. No member may speak a second time until all who wish to speak have the opportunity. Members are limited to speaking twice on one question. The chairman may limit debate on any question to fifteen minutes.

**MOTIONS:** Only delegates of the meeting may introduce a motion or vote. All motions shall be presented in writing and signed by the mover. After motions have been presented, they shall be sent at once to the secretary.

**COMMITTEE TO APPROVE MINUTES:** The committee to approve minutes shall consist of three delegates. The committee members shall take accurate notes and approve the minutes.

**NOMINATION OF OFFICERS:** The nominating committee presents its report at the first business session and the election of officers shall take place at the last business session. The term of office will begin on January 1<sup>st</sup>. Upon retiring from office each elected or appointed member of EANM shall deliver to their successor all records, books and papers and other property of the Association.

**ANNOUNCEMENTS:** All announcements shall be made by the President or the Secretary at the close of each session.

### **EANM Collect**

Keep us, O God from pettiness, let us be large in thought, in word, in deed.

Let us be done with fault finding and leave off self seeking  
May we put away all pretense and meet each other face to face without self-pity and without prejudice

May we never be hasty in judgment and always generous  
Let us take time for all things; make us to grow calm, se

rene, gentle

Teach us to put into action our better impulses, straight forward and unafraid

Grant that we may realize that it is the little things that create differences;

That in the big things of life we are as one.

And may we strive to touch and to know the great, common human heart of us all

And O God, let us not forget to be kind

***Mary Stewart***

### **EANM Creed**

I believe in the dignity of the human individual made in the image of the Creator for the purpose of service to Him. I believe homemakers are the most favored creatures because in them lies the responsibility of educating the young and the opportunity of contributing to the everyday comfort of the family. I believe to function efficiently, homemakers must continue to learn and to teach, by precept and example, service to God and their fellow human beings, appreciation and improvement of their environment and respect for every Individual.

**Mary Kay Popejoy**

**Adopted NMEHC meeting June, 1980**

### **New Mexico Salute**

I salute the flag of New Mexico, the Zia symbol of perfect friendship among United Cultures.

## **EXTENSION ASSOCIATION OF NM AWARDS**



## **50 & 60 year Member Certificates**

**Heart of EANM**

**Homemaker of the Year**

**Honorary Members**

**Pioneer Award**

*See forms for further information on Awards*

## **30, 40, 50 or 60 Year Member Certificates**

To be eligible for the 30, 40, 50 or 60 year member certificate, a person must be a current member of EANM, and have been a member in good standing for a total of 50 or 60 years. To obtain the 30, 40, 50 or 60 year member certificate, a member must be nominated through his/her club/county by sending their name, address and year joined to the district chairman, who will then send an alphabetized list to the state President. It is suggested that 50 & 60 year members be recognized and honored at the District Meeting and the Annual State Meeting with a certificate.

### **Heart of Extension**

The Heart of Extension Award is given to an outstanding EANM member each year whose daily life demonstrates the qualities and attributes of the Extension Association at their EANM Club & State levels as well as in their communities. Eligible nominees must be members in good standing.

### **Homemaker of the Year**

This award is presented by the EANM, at the annual State Meeting to the outstanding EANM member whose daily life demonstrates homemaking and its many facets. Home makers are also recognized at the Club and District level. Eligible nominees must be members in good standing. The State President is chair of the committee.

### **Honorary Member Award**

The honorary Member Award is given to an individual selected by a unanimous vote of the EANM Board of Directors for lifetime membership because of their dedicated efforts on behalf of the Extension Association. The Honorary Membership carries with it all privileges of membership except the power to vote. Dues shall be waived.

### **Pioneer Award**

The Pioneer Award was started in 1987 by the Extension Association of New Mexico (EANM) and the New Mexico Commission on the Status of Women. In 2011 sponsorship changed to the New Mexico State University Extension Department of Family and Consumer Science and the EANM. The Pioneer Award recognizes an Extension Association of New Mexico member for outstanding leadership and accomplishments in her community and state and for demonstrating the pioneering spirit that keeps New Mexico strong. This award is presented annually at the EANM State Meeting.

Nomination forms are available on the EANM Web site.  
<http://aces.nmsu.edu/eann/index.html>

Election is made by consideration in each of the following area:

1. Contributions to other Extension Association members.
2. Unique hurdles overcome in the person's life
3. Pioneering spirit/frontier spirit
4. Role model or mentor for other women

***Revised March 27, 2014***

### **SCHOLARSHIPS**

*All clubs are encouraged to support the scholarship fund and are urged to donate \$25.00 or more each year. Contributions can be sent to the State Treasurer and they will be accepted and credited anytime during the year.*

**AS FUNDS ARE AVAILABLE, ONE OR MORE  
SCHOLARSHIPS MAY BE AWARDED.**

THEY ARE:

1. Mary Moore Memorial Scholarship- \$1,000 for a current or former 4-H member who is an incoming freshman at NMSU with a major in ACES-College of Agricultural, Consumer and Environmental Sciences Program.
2. 4-H Scholarship-\$1,000 to a current or former 4-H member at any New Mexico college majoring in Agriculture or Family and Consumer Sciences.
3. The Mary Ross Moore Scholarship- \$1,000 Scholarship is for an *EANM-Extension Association Of New Mexico* member returning to college.

Applications are available from the EANM State Scholarship

Chairman, the State 4-H Office, or any Extension Office or from the website: <https://aces.nmsu.edu/ces/eanm>

The completed application and 4 copies must be in the hands of the EANM State Scholarship Chairman by March 15 of each year. The scholarship winner must provide a copy of college registration as proof of enrollment to the EANM State Scholarship Chairman prior to the payment directly to the student's college account.

### **Mary Moore Memorial Scholarship**

This \$1000 scholarship is awarded by EANM. The first payment of \$500 will be made for the fall semester; and the second \$500 for the following spring semester will be paid, provided the student maintains a 3.0 or higher grade point average at NMSU. The recipient will be recognized at the State 4-H Conference.

#### *Eligibility requirements*

1. The applicant must be a resident of New Mexico and have been actively involved in 4-H for at least five years.
2. The applicant must be an incoming freshman at NMSU in the fall semester with a major in Agriculture or Family and Consumer Sciences.
3. The applicant must maintain a 3.0 average or higher during the fall semester to receive the remaining scholarship for the spring semester.
4. The applicant must provide a list of 4-H projects and other 4-H awards and achievements.

Criteria for selection are based on the following:

- 50% 4-H Project Work or Achievement in Project
- 25% Leadership
- 25% Community Service/Citizenship

## **Instructions to Scholarship Chair and State Treasurer:**

### **MMM Terms of Disbursement for the Committee Chair:**

The first \$500 will be paid upon proof of the registration at NMSU College of ACES to the EANM Scholarship Chair. Proof must show the student's name and identification number and amount of credits the student will be taking in the first semester. If a full academic load of 12 credits is not taken, the scholarship will be pro-rata for the amount of credits. A check will be sent to NMSU, and a letter sent to the student notifying of the deposit. The second \$500 will be paid upon proof of a 3.0 grade point average or higher for the first semester at school and enrollment of a second semester in the College of Agricultural or Family and Consumer Sciences taking 12+ credits. Verification of second semester eligibility must be received by the scholarship chairman by April 1 of the spring semester for the school year of the award. The check again will be sent to the school and a letter to the student notified of its deposit.

### **4-H Scholarship**

This \$1000 scholarship is awarded to a New Mexico undergraduate college student who is a current or former member of 4-H and is majoring in Agriculture or Family and Consumer Sciences. The first payment of \$500 will be made for the fall semester; the second \$500 for the following spring semester will be paid provided the student maintains a 3.0 or higher grade point average and continues enrollment in an Agriculture or Family and Consumer Sciences major.

### **Eligibility Requirements:**

1. The applicant must be a resident of New Mexico and a current or former 4-H member for at least five years.
2. The applicant must be enrolled in a New Mexico college and major in Agriculture or Family and Consumer Sciences.
3. The applicant must provide a list of 4-H projects and other 4-H awards and achievements.
4. Each scholarship of \$1000 will be given in the sum of \$500 per semester.
5. Application forms stating the applicant's qualifications regarding scholarship, leadership and service must be submitted by March 15.

**Criteria for selection are based on the following:**

- 50% 4-H Project Work or Achievement in Project
- 25% Leadership
- 25% Community Service /Citizenship

**Instructions to Scholarship Chair and State Treasurer:**

Terms of Disbursement for \$1000 4-H Scholarship: The first \$500 will be paid, upon proof of registration at a New Mexico college. The registration information must show the student's name and identification number, courses enrolled in and the number of credits the student will be taking in the first semester. If a full academic load of 12 credits is not taken, the scholarship will be pro-rata for the amount of credits. A check will be sent to the school and a letter to the student notifying of its deposit. The second \$500 will be paid upon proof of a 3.0 grade point average or higher for the first semester at school and enrollment of a second semester in an Agriculture or Family and Consumer Sciences major taking 12+ credits. Verification of second semester eligibility

must be received by the Scholarship Chairman by April 1 of the spring semester for the school year of the award. The check again will be sent to the school and the student notified of its deposit.

## **Mary Ross Moore EANM Member Scholarship**

This \$1000 scholarship is for a current EANM member for post high school/college education. Eligibility requirements:

1. The applicant must have been an active EANM member in good standing for at least the past three years and shall be a New Mexico Resident.
2. Although no degree plan is required, the scholarship may be used for a vocational school, a two or four year college, web classes, or independent study through a state accredited institution
3. The applicant may enroll in an out-of-state college if it is closer to the applicant's home than one in New Mexico.
4. No minimum enrollment in credit hours is expected. Applicants help the members and hopefully the EANM and the community.
5. If fewer than six credit hours are taken, the applicant must show how the single course will aid the member and the EANM or the community. How much of the \$1000 is needed for the course, the time frame or when and where the study will occur, and additional costs of books and supplies must be supplied.

This scholarship will pay up to \$1000 for the summer, fall, or spring semester after the scholarship is awarded or when a specific course is taken. The scholarship will be paid directly to the member for the amount required for study. The application and four copies must be in the hands of the EANM State Scholarship committee by March 1 of each year.

## **Instructions to Scholarship Chair and State Treasurer:**

MRM \$1000 Terms of Disbursement: This \$1000 scholarship for an EANM member will be paid for only one semester or the amount required for one or two courses. Up to \$1000 will be paid upon proof of registration at an accredited school (may be online, self-study, etc.). Proof must show the student's name and course name and credits the student will be taking for the time required. The cost for the course must be shown. A check will be sent to the member to defray costs of study, books and transportation.

### **4-H Adult Leader Scholarship**

In order to promote 4-H club work in New Mexico and to give recognition to volunteer 4-H Adult Leaders, EANM will give \$500, when funds are available, to one 4-H club leader each year to be used toward the expense of attending a Western Regional 4-H Leaders' Forum or any other educational event recommended by the State 4-H office. The purpose shall be support for training to teach 4-H Leaders how to work with 4-H members, strengthen skills as a 4-H leader, deepen their commitment to mentoring youth, and allow them to become better 4-H and community leaders. Applications are available from the EANM State Scholarship Chairman, the State 4-H Office, any Extension Office or from the website: <https://aces.nmsu.edu/ces/eannm>.

#### **Eligibility requirements:**

1. Any person who has served as a 4-H Adult Leader of a New Mexico 4-H club for at least three years is eligible.
2. No leader shall receive the scholarship more than once.



### **Instructions to Scholarship Chair and State Treasurer:**

Scholarship Chair will notify the treasurer of awardee with contact information. The Treasurer will forward a check in the amount of \$500 to the applicant.

### **Volunteer Hours**

The Extension Association of New Mexico has a long tradition of tracking volunteer time for the Cooperative Extension Service. Volunteers are a key component in the Cooperative Extension Service's mission of grassroots programming. Throughout Extension Programming, volunteers are utilized to leverage time and dollars of staff to make larger impacts in the local communities. The State Vice President creates a report and turns it into the State Advisor and Cooperative Extension Service Director quarterly and then presents a summary at the Annual State Meeting.

Member Forms should be filled out either monthly or quarterly and turned into Club Vice President.

Club Vice Presidents compile them onto the Summary Form or and turn them into the County Vice President and County Extension Office within one month of the quarter ending.

County Vice Presidents compile them onto the Summary Form and turn them into the District Vice President by May 1 each year.

District Vice Presidents compile them onto the Summary Form and submit them to the State Vice President by July 1 each year.

The State Vice President compiles them and turns them into the CO-ADVISORS by October 1 of each year and then presents the

[summary at the State Meeting.](#)

## **Section 1: Programs Taught**

The first section is for programs you taught using something you learned in an Extension Club Meeting or a community program taught by the Extension Service. This leads back to the true mission of the organization which is to help Extension teach research based information throughout New Mexico. List the program title, how many people were there and the number of hours including preparation time, travel time if you had to go to a different community to teach and even clean up time. If you are in charge of the educational program for your club or county during the month, put your time here. This **does not** include listening to the program that someone else is presenting. Researching material and preparing an educational program for your club, would be listed in the programs taught section also. You would include research, and teaching time, for the program and the number of people you taught.

## **Section 2: Community Service Hours Related to Extension**

The middle section is the time you spend on activities that support your club, county, or state organization and time you spend helping your Extension Agents or Extension Office. You can even include time you spend helping in the 4-H program or at the County Fair. You can include the time you attend Extension Meetings in this section because you are planning activities or learning something to teach others. If you spend time finding a speaker for your club meeting, preparing a display advertising your club, preparing an article for county or state newsletter, or

manning a booth at a fair or event advertising the organization or an Extension program would be examples of items that would go in this section.

### **Section 3: Service Hours Not Related to Extension Club Activities**

This category is for your service as a member or officer within community groups NOT Extension related or Extension Association coordinated or led. Examples include: local homeowners owners association, library board, Rotary or Kiwanis, Eastern Star, parent-teacher organizations, etc. This category is also for reporting volunteer time mentoring/tutoring students at school, with local literacy programs, senior home visits/music programs, American Cancer Society, Red Cross, local health departments, etc. as long as the volunteer role is not related to an Extension-led activity or Extension Club activity. Also report serving as a volunteer first responder, on a local school board, any governmental appointments, jury duty, or any other similar roles. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time. You can also use this section for discretionary reporting of any unpaid service to family, friends, and neighbors. This includes babysitting or caring for relatives not living with you, taking a neighbor or friend to the doctor and/or shopping, mowing the neighbors' lawn, shoveling their snow, raking leaves, etc. Church and faith-based participation such as choir member practice, Sunday school, transporting church members and other religious activities can also be included in this category.

### **Section 4 & 5: Donations**

The bottom of the form is for you to note contributions you have made to the program or other groups in your

community. You may include supplies you purchase for programs or events your club holds. Examples would be the cost of materials purchased to make cards for senior homes, cost of items bought for hosting refreshments at a club meeting or funeral service.

Information that is helpful to our Extension Offices:

- Volunteer hours contributed
- If a program was taught
- How many people were reach either during an activity or lesson
- If you did receive donations to do the project, that amount is also helpful.

Volunteer Hour forms can be found on the website under form.

<https://aces.nmsu.edu/ces/eanm/forms.html>