

EXTENSION ASSOCIATION OF NEW MEXICO BYLAWS



Bylaws Extension Association of New Mexico

(Revised October 2022)

Article I - Name

The name of the organization is the Extension Association of New Mexico, hereafter referred to as EANM.

Article II - Non-Profit Status

The EANM is a nonprofit organization as defined under Section 501(C)(3) of the Internal Revenue Code. Any funds received by the organization for carrying out its purposes are not accrued to the benefit of individual members. The name of EANM may not be used to endorse political candidates or commercial products.

Article III – Mission

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.

Article IV - Objectives

Section I. Relationship to the Cooperative Extension Service

- A. To partner with Cooperative Extension Service in extending their programs to local clubs and communities.
- B. To provide support for 4-H and other youth programs.

Section 2. Education and Leadership

To provide education and opportunities for leadership experiences for members.

Section 3. Improvement of Home and Community

To provide an opportunity and means for homemakers and family members cooperating in Extension Programs, to share their judgment and experiences for the progressive improvement of home and community.

Section 4. Public Policy

- A. To provide an opportunity for members to learn how the public policy process works at all levels.
- B. To help members become informed about public policy issues affecting families.
- C. Encourage members to participate in the public policy process at all levels.

Article V - Membership

Section 1. Club or Member At Large/Mailbox Membership

A member of this organization must be an individual club member in good standing of EANM or a member at large/mailbox members.

Section 2. Payment of Dues

A member in good standing is one whose current annual dues are paid. See Article XI, Dues and Finance.

Section 3. Affirmative Action Clause

Membership in EANM is open to any person without regard to race, color, religion, national origin, age, sex, handicap, or sexual orientation.

Section 4. Honorary Membership

A person proposed for honorary membership in EANM must:

- A. Have made a distinct contribution to human welfare that in some way strengthens home and family life.
- B. Be a recognized leader in their field.
- C. Have furthered the EANM objectives.
- D. Be approved by a 2/3 vote of the voting body at the annual meeting.

Article VI - Officers

Section 1. Officers and Election of Officers

The elected state officers of the EANM shall be:

President, President-Elect, Vice President, Secretary, and Treasurer.

- A. Officers, with the exception of the President-Elect, shall be elected for a term of two years, or until a successor is elected.
- B. The President-Elect shall be elected for a term of one year followed by a two-year term as President.
- C. Elected officers shall be eligible to serve two terms in the same office. These terms may be consecutive or after a hiatus of one or more terms. The officer must continue to meet all qualifications

for the office. Newly elected officers shall take office on January 1 following the annual meeting at which they are elected.

- D. The President may appoint a **Secretary for correspondence.**
- E. The President shall appoint a Parliamentarian for the term of office.
- F. These officers shall perform the duties described by the Bylaws and by the Policies and Procedure Manual as adopted by EANM.

Section 2. Qualifications.

- A. A candidate for the office of President/President-Elect must have served a term on the Executive Committee and served on the Board of Directors in the last ~~three years~~ **two years.**
- B. A candidate for the office of Vice President must have served a term on the EANM Board of Directors in the last ~~three years~~ **two years.**
- C. A candidate for the office of Secretary must have served as secretary on county or district level.
- D. A candidate for the office of Treasurer must be qualified and bondable.
- E. All candidates must be members in good standing of EANM.
- F. All candidates must have given their written consent and have the endorsement of their club, county and district..
- G. Exceptions can be made to officer qualifications by majority vote of the general body.**

Section 3. Election of Officers.

The President-Elect and the Secretary shall be elected in odd numbered years. The Treasurer and the Vice-President shall be elected in even numbered years.

- A. Candidates for a state office must be nominated by

- their club; endorsed by vote of their EANM affiliated county council, where there is one; and endorsed by vote at their district meeting.
- B. Each candidate must submit a completed nomination form to their District Nominating Committee member, **by September 1st** to be forwarded to the Nominating Committee Chairman immediately after endorsement.
 - C. The nominating committee shall submit a slate of officers at the first session of the annual meeting chosen from candidates who have been endorsed at the Spring district meeting of the year.
 - D. Nominations from the floor may be made only by a delegate representing the same district as the nominee.
Nominees must meet the eligibility requirements set forth in Article V, Section 2 of these Bylaws. A candidate not endorsed at the Spring district meeting of the year may be nominated from the floor at the Annual State Meeting if endorsed at any subsequent district meeting.
 - E. Election of officers shall be held at the second session of the annual meeting.

Section 4. Vacancies.

Vacancies, with the exception of the office of President-Elect, shall be filled for the remainder of the term, by election by the Executive Committee. If one-half of a term or more is served in this manner, it will be considered a full term.

- A. In case of a vacancy in the office of President, the President-Elect will complete that President's term before serving the elected term.
- B. In case of vacancy in the office of President, when there is no President-Elect, the Immediate Past President will serve as President until the next annual meeting when a President and

- President-Elect will be elected.
- C. In the case of a vacancy in the office of President- Elect, a President will be elected at the next annual meeting, in accordance with **Article V VI** of the Bylaws.

Section 5. Removal from Office.

If an EANM Board Member is unable to or does not carry out the functions of her/his office, the EANM Executive Committee in consultation with the EANM advisor, shall consult with the county advisor in the officer's county. Following this step, the Executive Committee shall appoint an officer to counsel with the member. If the problem continues, her/his term may be terminated by a majority vote of the Executive Committee. A written notification shall be sent to the person involved and the county advisor.

Article VII-Meetings

Section 1. – Annual Meeting

EANM shall meet at least once a year for an annual meeting for the purpose of electing officers, receiving reports of officers and committees, and any other business that may arise. **The rotating District will be set for the next annual meeting in October. Hosting District will set location.** Special meetings may be called by the President or Executive Committee.

Section 2. Voting Body.

Proposed Change:The voting body of the annual meeting shall consist of **s**State **O**fficers, **C**ounty **D**elegates, **e**Chairmen of **s**Standing **e**Committees, **d**District **p**Presidents, **d**District **v**Vice **p**Presidents, **p**Past EANM Presidents (who are members in good standing).

Section 3. County Delegates.

Each affiliated county council may send up to three delegates to the annual meeting. Representatives of counties without organized councils may send up to three delegates who may be seated with approval of the voting body. Delegates must be members in good standing and must submit the completed credentials form to the Credentials Committee to be certified.

Section 4. EANM Member Participation in Meetings.

Members in good standing of EANM who are not delegates may be accorded the privileges of the floor for discussion and questions only.

Section 5. Quorum.

Delegates from at least one-half of the affiliated counties shall constitute a quorum.

Article VIII - Executive Committee

Section 1. Membership

The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, District Presidents, Immediate Past President, and the Parliamentarian. The Extension Service appoints an Advisor, who shall be ratified by the Executive Committee and serves without vote.

Section 2. Purpose

The Executive Committee shall approve all committees appointed by the President and transact any business of the EANM arising between annual and mid-year board meetings.

Section 3 Quorum

A majority of the members of the Executive Committee shall constitute a quorum.

Article IX - Board of Directors.

Section 1. Membership

The Board of Directors shall consist of the Executive Committee, District Vice Presidents, Standing Committee Chairmen.

Section 2. Purpose

The Board of Directors shall perform such duties as specified in the Policy and Procedure Manual.

Section 3. Quorum

A majority of the members of the Board of Directors shall constitute a quorum.

Article X - Standing Committees

~~Standing Committees of the EANM shall be:~~

~~**Section 1. Nominating Committee**~~

~~Nominating Committee shall consist of four members with one elected member from each district. Chairmanship shall rotate among districts as specified in the EANM Policy and Procedure Manual. (moved to P&P so all committee duties are in one document)~~

Section 1. Standing Committees- shall consist of a State Chair and one appointed representative of each district.

- A. Nominating Committee
- B. Cultural Arts
- C. Marketing and Membership
- D. Newsletter
- E. Scholarships
- F. Heart of Extension
- G. Pioneer Woman
- H. Historian

Section 2. Program Committee

The Program Committee will consist of the elected Vice-Presidents from each district and will be chaired by the State Vice-President. ~~The duties of the Program Committee shall be to plan, carry out, evaluate and report on EANM program events.~~

~~Section 3. Other Standing Committees~~

~~Other Standing Committees shall be:~~ A. Cultural Arts

~~B. Marketing and Membership C. Newsletter~~

~~D. Scholarships~~

~~E. Heart of Extension~~

~~F. Pioneer Woman~~

~~G. Historian~~

~~H. Budget~~

~~I. Bylaws and Policy and Procedure J. Nominating~~

~~Each District President shall appoint one member from her/his respective district to the Standing Committees listed in this Section. A chairman for each committee shall be appointed by the EANM President. (Move to P&P district committee)~~

Section 5. 3. Budget Committee

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

Section 6 4. The Bylaws and Policy Committee shall consist

of the EANM Parliamentarian as chairman, ~~current State President and two members representing as many different districts as possible. and at least two members appointed by the President, in consultation with the Parliamentarian, and to include members from as many different districts as possible.~~

Article XI - Ad Hoc Committees

The EANM President may appoint other committees as needed, with Executive Committee approval, such as: Credentials, Resolutions, Courtesy, and Elections.

Article XII - Dues and Finance

Section 1. Annual Dues

The fiscal year of EANM shall be from January 1 to December 31.

- A. Dues for the year are to be sent to the State Treasurer, by the affiliated county council treasurer, by December 1 with completed EANM membership forms as required. Additional memberships may be paid throughout the year.
- B. An official list, consisting of names, addresses, telephone numbers and zip codes of paid members, is to be sent with the dues. The required forms are available from the EANM Treasurer.
- C. In the counties where there is no affiliated council, the club treasurer will send the dues and official membership list to the EANM Treasurer.
- D. Dues must be paid before delegates are eligible to vote at district and state meetings.

Section 2. Safe Keeping of Funds

All funds of the EANM and all securities owned by it shall be deposited in a federal insured financial institution

approved by the Executive Committee.

Article XIII - Parliamentary Authority

The current edition of “Roberts Rules of Order” shall govern the proceedings of the EANM in all cases not provided for in these Bylaws or in the Policy and Procedure Manual.

Article XIV- Districts

District I - Northwest	District II - Northeast	District III - Southwest	District IV - Southeast
Bernalillo	Colfax	Catron	Chaves
Cibola	Guadalupe	Dona Ana	Curry
Los Alamos	Harding	Grant	DeBaca
McKinley	Mora	Hidalgo	Eddy
Rio Arriba	San Miguel	Luna	Lea
Sandoval	Quay	Sierra	Lincoln
San Juan	Taos	Socorro	Otero
Santa Fe	Union		Roosevelt
Torrance			
Valencia			

Section 1. Election and Qualification of District Officers District I and III will elect Vice Presidents and Nominating Committee person in even number years. In

Odd numbered years, District Presidents will be elected. District II and IV will elect District Presidents in even numbered years. In Odd numbered years, Vice President and Nominating Committee person will be elected.

Nominees for District office must reside in and be members of the District in which they are elected.

- A. District officers are nominated at the Spring district meeting and elected at the Fall district meeting, held during the Annual State Meeting. If no candidates have been nominated at the Spring district meeting, nominations may be taken from the floor at the district at the Annual State Meeting provided the candidate meets all qualifications and has been endorsed by their club and council.
- B. To be eligible for the office of District President, a candidate must have served at least one year as club president and county council president, where there is an affiliated council. **Exemptions may be extended by majority vote of the District Voting Body.**
- C. To be eligible for the office of District Vice President, candidates must have served at least one year as an elected club officer and elected county council officer, where there is an affiliated council. **Exemptions may be extended by majority vote of the District Voting Body.**
- D. In case there is a vacancy of a District President, the Vice President will serve as president until the next district meeting when a District President will be elected.
- E. The Elected officer shall not serve more than two consecutive two year terms in the same office.
- F. The District President shall appoint a secretary, a parliamentarian and **chair for each standing** ~~standing~~ committee ~~chair~~ for the term of office.

- G. A nominating committee member shall be elected for a term of two years. ~~with the chairman of the nominating committee rotates with the elected President.~~

Section 2. Voting Body

The voting body of a district meeting shall consist of that district's elected officers and certified county delegates. State officers and other members on the EANM Board may vote only in the district in which they reside.

Section 3. Delegates and Credentials

Each affiliated county council may send up to three delegates to the district meeting. Representatives of counties without organized councils may send up to three delegates who may be seated with approval of the voting body. Delegates must be members in good standing and must submit the completed credentials to the Credentials Committee to be certified.

Section 4. Quorum

Delegates from at least one-half of the affiliated county councils shall constitute a quorum.

Section 5. EANM Member Participating in District Meetings

Members of EANM in good standing who are not delegates may be accorded the privileges of the floor for discussions and questions only.

Section 6. Schedule of District Meetings

- A. The first district meeting shall be held at least 45 days prior to the State Meeting.
- B. The Fall district meeting shall be held at the EANM Annual State Meeting prior to the first business session.

Article XV - Dissolution

In case of dissolution of the organization, the officers of the EANM are directed to assign all assets to the New Mexico 4-H Foundation as a restricted account for college scholarships for current or former New Mexico 4-H Members.

Article XVI - Amendment

Section 1. Normal Procedure for Amendments

These Bylaws may be amended at the annual meeting of the EANM by two-thirds of the votes cast by the voting body, provided:

- A. Proposed bylaw amendments are sent to the Bylaws Committee before the EANM Mid-Year Board Meeting.
- B. The By-laws Committee shall present proposed amendment(s) as submitted by a county, a district, the By-laws Committee or the Board of Directors to the Board of Directors at the Mid-Year Board Meeting.
- C. Notice of the proposed amendments will be published in the newsletter Bits of Enchantment, following Mid-Year Board Meeting.
- D. A representative of the By-laws Committee shall present any changes to be voted on at the first session of the Annual Meeting with vote on the changes taking place during the second session.

Section 2. Emergency Procedure

These Bylaws may be amended at the Annual Meeting by unanimous vote of the voting body, provided notice of the bylaw amendment has been submitted by a county, district, the Bylaws Committee, or the Board of Directors. The By-laws Committee will present the proposed amendment at the first session of the Annual Meeting.

Section 3. Revision of Policy and Procedure Manual

The Executive Board of EANM may make needed changes in the Policy and Procedure Manual by majority vote.

Approved by vote of general assembly: ~~October 11, 2012~~

~~November _____, 2017~~ Signed

~~Lou Sikes EANM State President~~

October 2022 Signed by Patricia Smith EANM State
President