

**BYLAWS**  
**LEAGUE OF WOMEN VOTERS OF SOUTHERN NEW of MEXICO**  
Approved April 10, 2021, at Annual Meeting

**MISSION**

The League of Women Voters of Southern New Mexico Empowers Voters and Strengthens Democracy.

**ARTICLE I**  
**Name**

**Section 1. Name.** The name of this organization shall be the League of Women Voters of Southern New Mexico, hereinafter referred to in these bylaws as “LWVSNM.” This local League is an integral part of the League of Women Voters of the United States (hereinafter referred to as “LWVUS”) and the League of Women Voters of New Mexico (hereinafter referred to as “LWVNM”).

**ARTICLE II**  
**Purpose and Policy**

**Section 1. Purpose.** The purposes of LWVSNM are to promote political responsibility through voting, and civic engagement on selected government issues.

**Section 2. Organization.** LWVSNM is organized and operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these Bylaws, LWVSNM shall carry on only those activities that are permitted by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code.

**Section 3. Nonpartisan Policy.** LWVSNM is a nonpartisan political organization which may take action on local governmental measures and policies in the public interest in conformity with the principles of LWVUS. It shall not support or oppose any political party or any candidate. No substantial part of the activities of LWVSNM shall attempt to influence legislation.

**Section 4. Justice, Equity, Diversity, and Inclusion.** LWVSNM is an organization fully committed to justice, equity, diversity, and inclusion in principle and in practice. Justice, equity, diversity, and inclusion are central to the organization’s current and future success in engaging all individuals, households, communities, and policy makers to strengthen democracy.

**ARTICLE III**  
**Membership**

**Section 1. Eligibility.** Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

**Sec. 2. Types of Membership.**

- A. Voting Members. Persons at least 16 years of age who are dues-based League members or students shall be voting members of the local League, state League and of the LWVUS.
- B. Those who have been members of the League for 50 years or more shall be honorary life

members with voting privileges and are exempt from payment of dues.

## **ARTICLE IV Board of Directors**

**Section 1. Manner of Selection and Term of Office.** The Board of Directors shall consist of officers and directors who are elected by the membership at the Annual Meeting for a two-year term and directors who are appointed by the board for a one-year term. Board Members elected for a two-year term include: President, Vice President, Secretary, Treasurer, Director of Membership, Director of Voter Services, and Director of Youth Engagement. The President, Treasurer, Director of Membership, and Director of Youth Engagement shall be elected in odd numbered years. The Vice President, Secretary, and Voter Services Director will be elected in even numbered years. No more than four Directors will be appointed by the board (as they deem necessary to carry on the work of the League). Appointed Directors shall serve for a one-year term expiring at the conclusion of the next LWVSNM Annual Meeting. In addition, in odd-numbered years when a new President is elected, the retiring President will sit on the Board as a member-at-large for a two-year term.

**Section 2. Qualifications.** Only a voting member of LWVSNM shall be elected or appointed or shall continue to serve as an officer or director of this organization.

**Section 3. Vacancies.** Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification may be filled, until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors.

Three consecutive absences from a Board meeting without a valid reason shall be deemed a resignation.

**Section 4. Powers and Duties.** The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the Program as adopted by the LWVUS Convention, the LWVNM Convention, and the LWVSNM Annual Meeting. The Board shall create and designate such special committees as it may deem necessary. In the absence of a President and Vice President, the Board of Directors shall conduct all business of the organization.

**Section 5. Meetings.** There shall be at least eight regular meetings of the Board of Directors annually. The President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of four members of the Board. Board meetings may be conducted electronically provided the majority of Board members agree, after a minimum of one week's notice.

**Section 6. Quorum.** A majority of the members of the Board of Directors shall constitute a quorum.

**Section 7. Conflict of Interest and Loyalties.** The purpose of the Conflict of Interest Policy is to protect the integrity of the LWVSNM. No officer or member of the board, or member of a committee with powers delegated by the Board, shall participate or be involved with any activity that would provide them with financial benefit as a result of their Board or committee membership. Conflict of loyalties related to personal, professional, and business interests are addressed by the Board. Every officer, Board, and committee chair shall read and sign a disclosure statement annually in accordance with policy.

## **ARTICLE V**

### **Officers and Elected Directors**

**Section 1. Enumeration and Election.** The officers of LWVSNM shall be a President, a Vice-President, a Secretary, and a Treasurer. The elected Directors shall be a Director of Membership, a Director of Voter Services, and a Director of Youth Engagement. More than one person may serve in any position.

**Section 2. The President.** The President shall preside at all meetings of the organization and of the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall (a) be, ex-officio, a member of all committees except the Nomination Committee; (b) have such usual powers of supervision and management as shall pertain to the office of the President; and (c) perform such other duties as the President and the Board may designate.

**Section 3. The Vice-President.** The Vice-President shall, in the event of absence, resignation, disability, or death of the president, possess all the powers and perform all the duties of that office until such time as the Board of Directors shall select one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and the Board may designate.

**Section 4. The Secretary.** The Secretary shall keep minutes of meetings of the League and of all meetings of the Board of Directors; shall notify all Officers and Directors of their election; shall sign, with the President, all contracts and other instruments, when so authorized by the Board of Directors, and shall perform such other functions as may be incident to the office.

**Section 5. The Treasurer.** The Treasurer shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting. The records of the treasurer shall be reviewed annually at the end of the fiscal year.

**Section 6. The Membership Director.** The Membership Director shall maintain all records and publications related to membership including processing new members, publishing and disbursing an annual membership directory, and updating the LWVUS data base. In addition, the Membership Director will be responsible for New Member Orientations.

**Section 7. The Director of Voter Services.** The Director of Voter Services shall be responsible for organizing Voter Registration events, Candidate Forums, and publishing all voter information materials including the Voter Guides, Who's Who, and local meetings with legislators.

**Section 8. The Director of Youth Engagement.** The Director of Youth Engagement shall be responsible for relationships with local organizations such as school systems for the purpose of promoting the teaching of civics and government-related courses and facilitating collaborative events that foster civic engagement. The director shall encourage and assist youth to become engaged in the community and participate in voting process. The Director shall promote LWVSNM membership for students and shall assist student members with participation in League activities.

**Section 9. Immediate Past President.** Upon exiting the role of President, the President, if she/he accepts, shall automatically serve as the immediate Past President and remain a member of the Board. The Past President shall serve as an advisor to the new President and Board and may serve on the League's Nominating Committee. She/he is entitled to serve leadership roles

on committees, with the exception of the Nominating Committee. In the absence of the President and Vice President, the Immediate Past President may preside over League meetings.

## **ARTICLE VI Financial Administration**

**Section 1. Fiscal Year.** The fiscal year of LWVSNM shall commence on the first day of May each year.

**Section 2. Dues.** Dues, as recommended by the Budget Committee and approved by the Board of Directors and by the general membership at the Annual Meeting, shall be payable annually from the first day of May. Dues for new members joining after November 1 will be assessed at half the annual amount.

**Section 3. Budget.** The budget shall be for the fiscal year and shall include support for the total program of the League. The proposed budget as approved by the Board of Directors shall be sent to all members two weeks before the Annual Meeting and shall be submitted to the Annual Meeting for adoption.

**Section 4. Budget Committee.** A Budget Committee shall be appointed by the Board of Directors at least two months prior to the Annual Meeting. The Budget Committee shall prepare a budget for the ensuing year and submit it for review and approval by the Board of Directors. The Treasurer shall not be eligible to serve as chairperson of the Budget Committee.

## **ARTICLE VII Dissolution Clause**

In the event of the merger or dissolution of the League of Women Voters of Southern New Mexico for any reason, all money and securities or other property of any nature at which time is owned or under the absolute control of LWVSNM shall be distributed at the discretion of the Board, or such other persons as shall be charged by law with the liquidation or winding up of LWVSNM and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the Board, to other organizations that are organized and operated exclusively for charitable and educational purposes and that have established their tax-exempt status under such designated tax provisions.

## **ARTICLE VIII Meetings**

**Section 1. Membership Meetings.** There shall be at least three meetings of the membership each year. Time and place shall be determined by the Board of Directors. The LWVSNM Board may call any meeting electronically. A formal call specifying purpose, time and place shall be issued to members at least seven days in advance.

**Section. 2. Program Planning Meeting.** An annual program planning meeting shall be held in January or February. At this meeting future studies and program shall be proposed, discussed, and agreed upon for presentation to the Board for approval and to the membership at the Annual Meeting for adoption. See Article X.

**Section 3. Annual Meeting.** An Annual Meeting shall be held between April 1 and April 25, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- a. Adopt a local program for the ensuing year;
- b. Elect officers, directors, and two members of the Nominating Committee;
- c. Adopt an adequate budget; and
- d. Transact such other business as may properly come before it.

**Section 4. Quorum.** Ten percent of the voting members as of January 31 of the current year shall represent a quorum at all meetings of the LWVSNM.

## **ARTICLE IX Nominations and Elections**

**Section 1. Nominating Committee.** The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors. The Chairperson and one member, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the Nominating Committee. The other member shall be appointed by the Board of Directors immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for officers and directors may be sent to this Committee by any voting member.

**Section 2. Report of the Nominating Committee and Nominations from the Floor.** The report of the Nominating Committee of its nominations for officers, directors and the members of the succeeding Nominating Committee shall be sent to all members two weeks before the date of the Annual Meeting. The report of the Nominating Committee shall be presented to the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

**Section 3. Elections.** The election shall be by ballot, provided that when there is but one nominee for each office, the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE X Program**

**Section 1. Authorization.** The governmental principles adopted by the LWVUS Convention and supported by the League as a whole constitute the authorization for the adoption of the Program.

**Section 2. Program.** The Program of LWVSNM shall consist of: action to implement their principles and such national, state, and local governmental issues as the membership shall choose for concerted study and action.

**Section 3. Action on Program by the Annual Meeting.**

- a. The Board of Directors shall consider the recommendations of the voting members at the Annual Program Planning Meeting and shall formulate a Proposed Program that will be sent to all members two weeks before the Annual Meeting.
- b. A majority vote of voting members present and voting at the Annual Meeting shall be

required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board of Directors.

- c. Recommendations for Program submitted by voting members two weeks prior to the Annual Meeting but not recommended by the Board of Directors, may be considered by the Annual Meeting provided that:
  - 1. The Annual Meeting shall order consideration by majority vote, and
  - 2. The Annual Meeting shall adopt the item by a two-thirds vote.
- d. Changes in the adopted Program may be made provided that:
  - 1. Information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed, and
  - 2. Final action by the membership is taken at a succeeding meeting.

**Section 4. Member Action.** Members may act in the name of the League of Women Voters only when they have been authorized to do so by the Board of Directors.

## **ARTICLE XI National Convention, State Convention and Council**

**Section 1. National Convention.** The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the national office, shall select delegates to that convention in the number allotted to LWVSNM under the provisions of the Bylaws of LWVUS.

**Section 2. State Convention.** The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted to LWVSNM under the provisions of the Bylaws of LWVNM.

**Section 3. State Council.** The Board of Directors shall select delegates to that council in the number allotted to LWVSNM under the provisions of the Bylaws of LWVNM.

## **ARTICLE XII Amendments**

**Section 1. Amendments.** Proposed amendments to these bylaws shall be submitted to the membership in writing at least two weeks in advance of the Annual Meeting. Amendments shall be effective immediately upon receipt of affirmative votes from two-thirds of the voting members present and voting at the Annual Meeting.