



NATIONAL EDUCATION ASSOCIATION - NEW MEXICO

Eduardo Holguin
President

Sharon Morgan
Vice President

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Executive Director



BYLAWS of the NATIONAL EDUCATION ASSOCIATION – NEW MEXICO RETIRED

1. MEMBERSHIP

- 1.1 Class of Membership.** Class of membership shall be as set forth in Article II. Section 1, of the Constitution.
- 1.2 Membership Year.** The membership year shall be September 1 through August 31.
- 1.3 Membership Dues.** The dues shall be as set by the NEA-NM Board of Directors.
- 1.4 Dues Transmittal.** The dues shall be transmitted to NEA-NM for deposit in a custodial account for NEA-New Mexico Retired funds.

2. ANNUAL MEMBERSHIP MEETING

2.1 Date and Location of Meetings

- a. The NEA-New Mexico Retired Board of Directors shall determine the date and location of the Annual Membership Meeting.
- b. At least one (1) month prior to each Annual Meeting, the Secretary/Treasurer shall notify all members of the time and place of said meeting and the agenda or business to be considered.

- 2.2 Special Meetings.** Special meetings of the membership may be called by the President, by request of a majority of the Board of Directors, or upon request of one-quarter (1/4) of the members for a special purpose; but no business other than that for which the meeting is called may be transacted.

2.3 Powers and Duties.

Members present at the Annual Membership Meeting shall:

- a. consider and certify amendments to the Constitution for placement on the all-member ballot;
- b. adopt the budget of the Association;
- c. give final approval to NEA-NM Retired programs and policies;
- c. establish the Standing Rules;
- e. consider and act on proposed amendments to the Bylaws and/or Standing Rules.

3. EXECUTIVE OFFICERS

3.1 Powers and Duties of the President.

The President shall:

- a. set the agenda for all Annual and specially called meetings;
- b. preside over all meeting of the NEA-New Mexico Retired Board of Directors and Annual Membership;
- c. appoint the chairpersons and members of all standing committees and ad hoc committees with the approval of the Board of Directors;
- d. be an ex-officio member of all committees;

- e. approve disbursements from the treasury in accordance with NEA-New Mexico Retired governance documents, adopted budget, and established custodial guidelines;
- f. represent NEA-New Mexico Retired exclusively before the public either personally or through a designated representative;
- g. be responsible for the official correspondence of the NEA-New Mexico Retired; and
- h. perform all other functions usually attributed to the office.

3.2 Powers and Duties of the Vice President. The Vice President shall:

- a. assume all duties of the President in his/her absence and work closely with one or more standing committees as the President may suggest;
- b. assume all duties of the President should the presidency become vacant as provided for in Article IV, Section 4, of the Constitution;
- c. be an ex-officio member of all committees; and
- d. perform other functions normally attributed to the office or requested by the President.

3.3 Powers and Duties of the Secretary/Treasurer. The Secretary/Treasurer shall:

- a. keep accurate minutes of all Board and Membership meetings;
- b. keep copies of the minutes of all Board and Membership meeting;
- c. maintain the official files;
- d. notify the appropriate members of the time and place of Board of Directors meetings at least seven (7) calendar days prior to the meeting date;
- e. notify the membership at least one (1) month prior to the date of the Membership meeting;
- f. insure the publication of all proposed amendments to the Constitution and Bylaws as prescribed in Article VI, Section 1, of the Constitution;
- g. a custodial arrangement shall be established with NEA-NM to ensure that NEA-New Mexico Retired funds are properly safeguarded and disbursed upon approval by designated NEA-New Mexico Retired officials.
- h. submit a written report each meeting of the Board of Directors and Annual membership;
- i. present an annual financial statement at the Annual Membership Meeting;
- j. serve on the Budget Committee.

4. BOARD OF DIRECTORS

4.1 Composition. The Board of Directors of NEA-New Mexico Retired shall be constituted on the basis of one-person-one-vote and shall consist of:

- a. the officers of NEA-New Mexico Retired;
- b. one Region Director from each NEA-NM Governance Region;
- c. at-large Directors, if any, as provided in Article V, Section 2, of the Constitution;

4.2 Election of Region and At-large Directors.

- a. The election requirements, terms of office, and related conditions for NEA-New Mexico Retired Region and At-large Directors shall be provided in the Constitution;

- b. Newly elected Region and At-large Directors shall assume their duties on September 1 of the election year.

4.3 Powers and Duties. The Board of Directors shall:

- a. be responsible for the management of NEA-New Mexico Retired;
- b. authorize all expenditures within the spending limits of the budget;
- c. by at least at two-thirds (2.3) vote, authorize the spending of money for non-budgeted items over one hundred fifty dollars (\$150) in any one case.

5. COMMITTEES

5.1 Types of Committees. There shall be Standing and Ad Hoc committees appointed by the President for a term of two (2) years with any vacancies to be filled as they occur.

5.2 Standing Committees. Standing committees shall be the Membership Committee and the Legislative Committee. Each committee shall meet annually or at the direction of the President. Members shall keep a record of activities and report, as necessary, to the Board of Directors and/or the Annual Membership Meeting.

- a. the **Membership Committee** shall be responsible for the renewal and recruitment of members.
- b. the **Legislative Committee** shall be responsible for developing and recommending the NEA-New Mexico Retired legislative agenda, for informing members of pending bills and working cooperatively with NEA-NM legislative goals, and for lobbying legislators.

5.3 Ad Hoc Committees. The President shall appoint ad hoc committees as necessary. Each committee shall submit periodic reports to the President and Board of Directors.

6. ELECTIONS

6.1 Elections Committees. An Elections Committee, appointed by the President, shall establish time lines for nominations and elections and shall uniformly inform all members of vacancies in elective positions and upcoming elections.

6.2 Nominations. An Elections Committee shall present all nominations to the Annual Meeting and shall conduct the nomination and election procedures. Any member of NEA-New Mexico Retired may nominate from the floor members who have submitted written consent for such nomination.

7. AUTHORITY

All questions of parliamentary procedure not covered by the Bylaws shall be determined by Roberts Rules of Order, New Revised.