

BYLAWS OF LEA COUNTY WOMEN'S NETWORK

ARTICLE I NAME

The name of this association will be Lea County Women's Network (LCWN).

ARTICLE II PURPOSE

- Section 1. To provide a professional, educational and personal support network for the women of Lea County.
- Section 2. To provide role models for the community through an outreach speaker program to area schools and organizations.
- Section 3. To serve as a resource for professional employment and career and personal advancement.

ARTICLE III LOGO



- Section 1. The official logo of LCWN shall be
- Section 2. The official logo may be used on official documents, yearbooks, directories, stationery, newsletters, programs, and where necessary for the work of the organization, as appropriate in regard to membership or office. It cannot be used for commercial purposes by outside organizations.

ARTICLE IV MEMBERSHIP

Membership in LCWN shall be:

- Section 1. Beginning each October, membership is reduced to \$10.00 for the remaining portion of the current year. A payment of \$35.00 after October 1 would complete the current year's membership dues and serve as the following year's dues as well.
- Section 2. Student member's dues shall be \$10.00 per year. These members may attend all meetings and receive the newsletter. However, student members may not serve as officers. To be eligible for student membership, a person must be a full-time student with a course load of twelve (12) hours for undergraduate work or nine (9) hours for graduate work.
- Section 3. Benefactor and Patron: A benefactor is a donor of \$100.00 or more but less than \$500.00. A Patron is a donor of \$500.00 or more. Both membership categories entitle the member to full membership status and all privileges that attend a member, plus special recognition on the website and newsletters.

Section 4. Annual dues are payable within thirty (30) days of receiving renewal notification from the First Vice President (Membership). Members whose dues are not paid by January 31 of each year shall be dropped from membership. Dues shall not be pro-rated for members joining during the year. If a new member pays during the last quarter of the year, that member will be entitled to membership for the following membership year.

ARTICLE V BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all elected officers of LCWN and the immediate Past President.

Section 2. The Board of Directors shall have the authority to transact general business of the organization; to act upon all matters concerning the membership and approve all programs and activities. They shall approve all proposed Bylaw amendments before presentation to the membership.

Section 3. Any member of the Board of Directors may appoint active members to assist them as a committee.

Section 4. The Board of Directors shall meet once a month at the call of the President. A special meeting of the Board of Directors may be called by the President or by three (3) Board members and three (3) days' notice to the Board of Directors by telephone, electronic, or mail. Meetings may be held telephonically or by other electronic communication.

Section 5. A majority shall constitute a quorum at any regular or special meeting of the Board of Directors.

Section 6. The Board of Directors may solicit advertisers for the website on an annual basis.

Section 7. The Board of Directors shall have an attendance requirement. Each officer shall be responsible for notifying the President if unable to attend a Board Meeting, giving their proxy to an officer, and for arranging for her report to be presented. After two (2) absences, the Board of Directors may request resignation.

ARTICLE VI BOARD OF DIRECTORS AND ELECTION

Section 1. The Board of Directors of LCWN shall be President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Student Mentoring Director, Scholarship Director, and Electronic Communications and Website Director.

Section 2. At the September regular Membership meeting, volunteers will be accepted for a Nominating Committee of seven (7) active members. It shall be the duty of this committee to nominate candidates for the offices to be elected at the October Membership meeting. The Nominating

Committee shall contact each member to be nominated to obtain acceptance before making its report. Before the election in October, additional nominations from the floor shall be permitted.

Section 3. Election of the Board of Directors shall be at the October Membership meeting. A majority shall elect. Voting shall be by voice unless more than one (1) candidate is nominated for an office. In that event, voting shall be by ballot. The elected officers shall serve for one (1) year or until their successors are elected. They shall attend and observe the November and December Board meetings after the October election. Their official term of office shall begin January 1. The fiscal year of the organization shall begin January 1.

Section 4. In the event of a vacancy in the office of President, the President-Elect shall fill the vacancy. All other vacancies, excluding the Past President, shall be filled by the Board of Directors within thirty (30) days.

ARTICLE VII DUTIES OF BOARD OF DIRECTORS

Section 1. The President shall be the principal executive officer of LCWN and shall, in general, supervise and control the business and affairs of the organization. She shall preside at all meetings of the membership and the Board of Directors. She shall appoint all standing committee chairs, except the Nominating Committee, with the approval of the Board of Directors. She shall be the ex-officio member of all the committees except the Nominating Committee. She shall be empowered to appoint special committees as needed with the approval of the Board of Directors or by the direction of the membership. She shall submit a monthly article to the LCWN website.

Section 2. The President-Elect shall arrange physical accommodations for the monthly membership meetings and coordinate menu, if necessary; serve as Career Achievement Awards Committee Chair; and maintain officer job descriptions.

Section 3. The First Vice-President shall be in charge of membership. She shall organize the Annual Membership meeting and Awards Banquet, coordinate additions and deletions to the membership roster on the website, and continue on-going membership recruitment. Dues notices to current members shall be issued no later than November 30th of each year.

Section 4. The Second Vice-President shall be in charge of programs and solicit input from the membership on program needs. She shall contact speakers, plan and schedule all meeting programs with the approval of the Board of Directors except, the Annual Meeting and other special meetings. She will send a thank you card or letter to guest speakers or program presenters.

- Section 5. The Third Vice-President shall handle all Public Relations. She shall handle all media publicity and compile and maintain historical files. She shall coordinate with the Second Vice-President in charge of programs and write articles to be published on the website describing program presenters and the programs for the meetings. She shall be a member of the Student Mentoring Committee.
- Section 6. The Secretary shall maintain the official records for the Board of Directors and regular and special meetings of the membership. She shall handle correspondence. She shall maintain the application for Exempt Status under Internal Revenue Code Section 501(c)(3), the original letter of exempt determination from the Internal Revenue Service and maintain the official copy of the Bylaws and Standing Rules. Her responsibilities include maintaining a repository for all LCWN records and collecting the same at the end of each officer's term.
- Section 7. The Treasurer shall be responsible for all fund transactions and dues collection. She shall have in her possession a key to the Post Office Box. She shall prepare a monthly financial statement for the Board of Directors, an annual financial report for presentation to the membership at the February Membership meeting, and monthly financial reports for the year be given to the Finance Committee Chair for review by February 1 of following year.
- Section 8. The Student Mentoring Director shall appoint a committee of LCWN members who shall (1) develop guidelines for program process and evaluation, (2) recruit qualified professionals to act as mentors, (3) and participate in orientation and evaluation of program. The Student Mentoring program is designed to provide high school junior and senior students with information needed to make informed career choices.
- Section 9. The Scholarship Director shall form a committee. The Director will be responsible to attend each Board Meeting or to appoint a committee member to attend all Board Meetings the Director cannot attend. The committee members shall solicit and compile scholarship recipients. The number of scholarships to be awarded each year and the amount of each shall be determined by the Board of Directors at the time being awarded.
- Scholarship recipients must be working towards a graduate or undergraduate degree. Recipients will be approved bi-annually as transcripts are available.
- Section 10. The Electronic Communications and Website Director shall be a LCWN member. She shall maintain the Lea County Women's Network website and provide training for the Board of Directors and Committee Chairs on website administration tools. She shall add Board approved Links to the website. She shall be responsible for securing editorial content and posting articles to the website.

ARTICLE VIII MEETINGS

- Section 1. All Membership meetings shall be held at noon on the third Friday of each month.
- Section 2. A special meeting of the membership may be called by the President upon written request of more than fifty percent (50%) of the Board of Directors or fifty percent (50%) of the voting members of the organization. The President shall also have the power to call a special meeting upon her own initiative.
- Section 3. Notice of Meetings. Notice of the time and place of meetings of the membership shall be communicated to each member at least three (3) days but not more than seven (7) days prior to the meeting.
- Section 4. Quorum and Voting. At all meetings of the membership, a majority of members present shall constitute a quorum for the transaction of business. Each voting member shall have one vote on every issue submitted to a vote of the membership.

ARTICLE IX COMMITTEES

- Section 1. There shall be six (6) standing committees: Finance, Guest Relations, Health and Wellness, Fund Raising, Bylaws, and Professional Development. Chair of these committees shall be appointed by the President. They may appoint LCWN members to serve on their committees. Each committee shall give a report at each Board of Director's meetings.
- Section 2. The Finance Committee shall be comprised of LCWN members. They shall review the books of the immediate past treasurer and report to the Board of Directors at the first available meeting.
- Section 4. A Guest Relations Committee shall be comprised of LCWN members and shall be in charge of getting and registering new guests. The committee shall follow-up each guest with the appropriate correspondence. A member of this committee shall be present early to every membership meeting in order to welcome members and guests as they arrive.

- Section 5. The Health and Wellness Committee shall be comprised of LCWN members. They will also coordinate a minimum of one annual program related to health issues. Additionally, they shall work in conjunction with our local medical community to increase awareness about women's health issues and shall regularly post articles on the website.
- Section 6. The Fund Raising Committee shall be comprised of LCWN members whose function is to coordinate at least one annual fund raising activity for the network. The committee shall propose fund raising activities to the Board of Directors. Monies generated by the committee shall be utilized for various LCWN programs and activities as deemed appropriate by the Board of Directors.
- Section 7. The Bylaws Committee shall be comprised of LCWN members. This committee's responsibility is to recommend proposed bylaw changes to the Board of Directors. Upon approval of the Board, the committee will be responsible for presenting the proposed changes in writing to the membership. Updating of bylaws shall occur on an annual basis or as needed, whichever term is longer. Standing bylaws shall be permanently posted on the Website.
- Section 8. The Chairperson of the Professional Development Committee shall be responsible for planning, scheduling, and securing the speaker for the Annual Banquet and a minimum of one (1) other professional development activity as approved by the Board of Directors which will benefit the membership. LCWN is committed to the professional development of its members.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the Robert's Rules of Order, newly revised, current edition, shall govern LCWN in all cases in which they are consistent with these Bylaws.

ARTICLE XI AMENDMENTS

These Bylaws may be amended at a Membership Meeting by two-thirds (2/3) vote of members present at the meeting, provided the amendment has been submitted for approval to the Board of Directors and presented at a regular meeting or published on the Website with notification to the Membership by email with notice of the day(s) and times(s) of the vote at least thirty (30) days prior to the meeting. A member may only vote one (1) time.

ARTICLE XII DISSOLUTION

Upon dissolution of the organization, the assets of the organization shall be distributed equally to the New Mexico Junior College (NMJC) and University of the Southwest (USW) with instructions that the assets be used for women's scholarships.

STANDING RULES

These standing rules may be amended or rescinded with a two-thirds (2/3) vote of members present without prior notice by the membership or with notice by a majority vote at a regular Membership meeting. With approval of the Board of Directors, notice shall be published on the Website thirty (30) days prior to the meeting. A member may only vote one (1) time.

1. Contributions to LCWN may be restricted for scholarships or the mentoring program.
2. Members making reservations for any special LCWN functions or dinners and not attending or canceling prior to the reservation deadline will be billed for the cost of their reservation.
3. Career Achievement Awards Committee. The Career Achievement Awards Committee shall be comprised of LCWN members and chaired by the President-Elect. The Committee shall be comprised of a minimum of five (5) volunteers. The Committee will announce, annually those women in Lea County who have achieved significant professional achievements or advancements during the year. Recipients shall be recognized at the Annual Banquet.
4. ANNOUNCEMENTS DURING MEETINGS. A non-profit organization or business for profit represented by a LCWN member may present a two (2) minute announcement at any regular scheduled LCWN meeting. Since the agenda time is short, those wishing to make announcements should contact the President at least three (3) hours prior to the scheduled meeting. Announcement time will be delegated on a first-come basis.
5. WEBSITE ADVERTISING. Any solicitation involving the exchange of goods and services for money constitutes advertising and shall be displayed on the LCWN website. Website advertising rates may be obtained through the Electronic Communications and Website director. All businesses and organizations are encouraged to place advertising regardless of LCWN representation; however, advertising space may be limited and will be accepted on a first- come first-serve basis.
6. TABLE INFORMATION. LCWN members may place brochures, notices and marketing materials on a special designated table at regular scheduled meetings. Members are asked to place materials on the table ten (10) minutes prior to the start of the meeting and remove materials at the end of the meeting.
7. MEMBERSHIP LIST. LCWN maintains a membership list for each member's benefit and may be obtained / printed directly from the LCWN website. The list is the exclusive property of LCWN and its members. Businesses or organizations wishing to use the membership list must have the Board of Directors approval.

Individual members and the Board of Directors are responsible for protecting the confidentiality of all members. Discretion should be used to protect the membership from unwanted solicitation or personal harm. The Board of Directors reserves the right to refuse use of the membership list.

8. The Board of Directors is open to the concerns of its membership. Should an occasion arise when these guidelines do not apply, the Board of Directors will consider alternatives on a case-by-case basis.
9. LCWN will not endorse any charitable organization monetarily or with volunteers as a group function to the extent that the activity would interfere with the exempt status under the Internal Revenue Code Section 501(c)(3).
10. EXPENDITURE POLICY. All LCWN expenditures less than \$100.00 must have prior approval of the President or Treasurer. Any LCWN expenditure over \$100.00 must have Board approval prior to purchase. Any purchase made without prior approval may not be honored and the LCWN member who made the expenditure may be personally responsible for the payment. The Board of Directors may grant each committee discretion over expenditures from that committee's designated funds.
11. Board of Directors who shall be authorized to sign checks each year include officers in the following positions: President, Past President, President Elect, and Treasurer.