**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 Ill -- 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 three (3) to five (5) 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. Board officer nominees need to be a member of LCWN for at least a year before serving as an officer. 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.

Section 2. The President-Elect shall arrange physical accommodations for the

monthly membership meetings and coordinate menu, if necessary; serve

as Achievement Awards Committee Chair; and maintain officer job

descriptions. If this position is vacant, these duties will fall on the President.

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.

The First Vice-President shall be in charge of welcoming and registering members and new guests at meetings. She shall follow-up each guest with the appropriate correspondence.

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 (provided by the organization) or letter to guest speakers or program presenters.

The Second Vice-President shall be responsible for planning, scheduling, and securing the speaker for the Annual Banquet, for a minimum of one (1) professional development activity, and for a minimum of one (1) health and wellness program, as approved by the Board of Directors which will benefit the membership.

Section 5. The Third Vice-President shall handle all Public Relations. She shall

handle all media publicity. She shall handle all advertising for meetings and events to include newspapers, radio, and social media. Pictures are to be taken at all events and posted to Facebook and in newspapers for larger events. She shall coordinate with the Second Vice-President in charge of programs. 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 and maintain the official copy of the Bylaws and Standing Rules.

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.

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

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 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 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. Membership meetings shall be held at noon on the third Friday of each

Month, except for quarterly evening meetings at the discretion of the Presdent.

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 standing committees: Finance, Fundraising, and Bylaws. The 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 (Finance Chair & Treasurer) shall review the books of the immediate past treasurer and report to the Board of Directors at the first available meeting.

Section 3. The Fundraising Committee shall be comprised of LCWN members whose

function is to coordinate at least one annual fundraising 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 4. 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 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.

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. Achievement Awards Committee. The Achievement Awards

Committee shall be comprised of LCWN members and chaired by the President Elect. The Committee shall be comprised of a minimum of three (3) 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.

1. 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.
2. 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.
3. 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.

1. MEMBERSHIP LIST. LCWN maintains a membership list for each member's

benefit and may be obtained *I* 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.

1. 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.

1. 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).
2. 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.
3. 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.