

BYLAWS  
DISTRICT I (NORTHWESTERN)  
OF NEW MEXICO GARDEN CLUBS, INC.

ARTICLE I. NAME

The name of this organization shall be District I (Northwestern) of new Mexico Garden Clubs, Inc., and is composed of federated garden clubs located in the following counties: Bernalillo, McKinley, Sandoval, San Juan, Tarrant and Valencia.

ARTICLE II. OBJECT

The object of this organization shall be to promote membership extension and National and State objectives.

ARTICLE III. MEMBERS

Membership in District I shall consist of two Classes.

Section 1. Clubs

This class shall consist of clubs with at least ten members who have applied and been ratified by the District and the State organization.

Section 2. Members-at-Large

This class shall consist of members-at-large and is for those who cannot affiliate with a club but who have applied and been ratified for membership in the District and State organizations.

Section 3. Application for Membership

Application for membership accompanied by District and State dues shall be made to the District Director who will present the application to the District and State Boards of Directors for ratification.

Section 4. Dues

- A. Annual club per capita dues of three dollars (\$3.00) are payable to the District Treasurer on or before May 1<sup>st</sup> and are delinquent July 1<sup>st</sup>.
- B. Annual members-at-large dues of six dollars (\$6.00) are payable to the District Treasurer on or before May 1<sup>st</sup> and are delinquent July 1<sup>st</sup>.

## Section 5. Fiscal Year

The fiscal year shall be May 1<sup>st</sup> through April 30<sup>th</sup>.

# ARTICLE IV. OFFICERS

## Section 1. Classification

Elected – The elected officers of this organization shall be the Director, the First Assistant Director, the Second Assistant Director, the Recording Secretary, and the Treasurer.

## Section 2. Qualifications

- A. To be eligible for nomination for Director, a member must have attended two of the last four District Meetings and two of the last four State Conventions.
- B. To be eligible for nomination for the other offices, the nominee shall have been a member for at least one year.

## Section 3. Term of Office

Officers shall be elected to serve for a term of two years, concurrent with NMGC, or until their successors are elected.

## Section 4. Vacancy in Office

A vacancy in the office of Director shall be filled by the First Assistant Director. A vacancy in the office of First Assistant Director shall be filled by the Second Assistant Director. Any other vacancies shall be filled by ballot vote of the Executive Board.

## Section 5. Duties of Officers

- A. The Director shall:
  1. Preside at all meetings;
  2. Appoint a Parliamentarian;
  3. Appoint the Chairmen of all Standing Committees and Special Committees; except the District Judges' Council who is elected by the District Judges' Council, and the Flower Show Schools Chairman who is appointed by the District Judges' Chairman;
  4. Obtain Executive Board approval of all appointed Chairmen;
  5. Sign all bank signature cards with the Treasurer;
  6. Sign checks in payment of authorized expenditures in the absence of the Treasurer;
  7. Furnish the Recording Secretary with a copy of the minutes of the Board of Directors meeting upon completion of any corrections by the Executive Board;

8. Act as liaison between the clubs in the District and the State President
9. Establish new clubs within the District;
10. Present membership applications for clubs and members-at-large to the District and State Boards of Directors;
11. After consulting the hostess club presidents, determine in advance of the date and Place of District Meetings with the approval of the State President;
12. Prepare the Official Call for Fall and Spring Meetings to be sent at least six weeks in advance;
13. Six weeks before State Convention, send four (4) copies of annual report to the State President;
14. Hostess the State Board Meetings upon the request of the State President;
15. Hostess the Annual Regional and/or State Conventions in rotation with other Districts and issue the invitation one year in advance;
16. Present for endorsement at each Spring Meeting a list of person qualified to hold State elective office (list compiled by District Personnel Chairman);
17. Certify the endorsed list and send copies to the State Nominating Committee, the State Personnel Chairman, and the State President;
18. Appoint a second alternate to the State Nominating Committee if the elected member or alternate cannot be present for stated meeting;
19. Abide fully with the State Bylaws and be guided by the State Manual;
20. Be ex-officio member of all committees except the Nominating Committee;
21. Surrender all records of office and transfer bank signature authorization to the succeeding Director at the end of term.

B. The First Assistant Director shall:

1. Serve as assistant to the Director assuming duties assigned by the Director, the Executive Board, or the Board of Directors;
2. Serve as Program Chairman for the meetings;
3. Assist the Director and the hostess club presidents in planning the meetings;
4. Succeed to the vacancy in that office.

C. The Second Assistant Director shall:

1. Perform such duties as may be assigned by the Director, the Executive Board, or the Board of Directors;
2. Succeed to the office of First Assistant Director in the event that office is vacated.

D. The Recording Secretary shall:

1. Record the proceedings of all meetings;
2. Within two weeks, send to each officer a copy of the minutes of the Executive Board meeting and a copy of the minutes of the Board of Directors meeting with a request to advise the Director of any corrections;
3. Attend promptly to correspondence;
4. Mail or e-mail Official Call to:

The Member Club Presidents, the District Board of Directors, the State President, the State First and Second Vice-Presidents, members of the National, Regional, and State Board of Directors residing in the District;

5. Mail or e-mail the minutes of the Board of Directors meeting to each club, to all members of the Board of Directors, and to the State President promptly;
6. Serve as a member of the Credentials Committee;
7. Keep Bylaws of District and State on file;
8. Surrender all records of the office to the succeeding Recording Secretary at the end of term.

E. The Treasurer shall:

1. Be custodian of all funds except the Flower Show Schools account;
2. Sign all bank signature cards including the Flower Show Schools account;
3. Receive all dues and membership lists;
4. Certify and send the Director one membership list from each club;
5. Require receipts for all bills and pay only as directed in the budget or approved by the Executive Board;
6. File the annual Internal Revenue Service report;
7. Report on all account at all meetings;
8. Supply the Credentials Committee with lists of clubs and number of members in each;
9. Serve as a member of the Credentials Committee;
10. Have the account books audited at the end of the term and file copies of the audit report with the Director, the Recording Secretary, and the Treasurer's records;
11. Surrender all records of office and transfer signature authorization to the succeeding Treasurer at the end of term.

## ARTICLE V. NOMINATING AND ELECTIONS

### Section 1. District Nominating Committee:

A Nominating Committee of five members shall be elected by voice vote at the Spring Meeting in the even numbered years. Nominations for the Committee may be made from the floor. The Chairman shall be agreed upon by the five elected members.

A. Duties of the Nominating Committee shall be:

1. To consider all recommendations and endorsements for candidacy;
2. To submit one name for each office to be filled;
3. To obtain from each candidate an oral agreement to serve if elected; and
4. To submit a report to the Director to be included in the Official call.

B. Report

The Nominating Committee report shall be read at the Spring Meeting in the odd numbered years, at which time additional nominations may be made from the floor. No name shall be placed in nomination without the consent of the nominee.

Section 2. Election of Officers

Election of officers shall be by ballot at the Spring Meeting in odd numbered years. When there is only one candidate nominated for each office, election may be voice vote. Upon being elected, the Director shall become Director-Elect with authority to appoint, with approval of the Executive Board, the Parliamentarian and Chairmen for the ensuing term. Officers shall assume duties at the conclusion of the State Convention and their terms shall be concurrent with NMGC, Inc.

Section 3. Member and Alternate to State Nominating Committee

A delegate and an alternate shall be elected by ballot at the District Spring Meeting in the odd numbered years. Nominations may be made from the floor. Only those members who are qualified by the Personnel Chairman may be nominated. A plurality vote shall elect. The nominee receiving the most votes shall serve, and the nominee receiving the second largest number of votes shall be the alternate.

ARTICLE VI. MEETINGS

Section 1. Meeting

- A. A Spring Meeting and a Fall Meeting shall be held each year within the District. The place and date shall be determined by the Director with approval of the State President. The purpose of these meetings shall be to receive reports; amend bylaws; transact other business; and elections and endorsement of Personnel lists shall be conducted as follows:
1. Endorsement of Personnel Lists at each Spring Meeting;
  2. Election of the District Nominating Committee at the Spring Meeting in the even numbered years;
  3. Election of the State Nominating Committee member and alternate at the Spring Meeting in the odd numbered years;
  4. Election of officers at the Spring Meeting in the odd numbered years.
- B. The membership shall be notified of the time and place in the Official Call, six weeks preceding meetings.
- C. Voting Body

1. Elected Officers
2. Appointed Officers
3. Member of the State Nominating Committee
4. Chairman of the District Nominating Committee
5. Chairman of the District Judges' Council
6. Chairmen of Standing Committees
7. Delegate representation from clubs, as follows:
  - a. Club Presidents or alternates
  - b. One delegate or alternate for each twenty-five members or less, and one additional delegate or alternate for each twenty-five additional members or fraction thereof.
8. Immediate Past Director

D. The Parliamentarian shall attend meetings in an advisory capacity.

E. No member shall vote in more than one capacity and there shall be no proxy voting.

## Section 2. Special Meetings

A special meeting may be called by the Director with the approval of three additional members of the Executive Board, by any four members of the Executive Board, or upon written request of any five Club Presidents. Ten days written notice shall be required and the purpose of the meeting shall be stated within the notice.

## Section 3. Quorum

A Quorum shall be a majority of 1/3 delegates registered and qualified to vote.

## Section 4. Cancellation

In case of an extreme emergency the Board of Directors, by a majority of 1/3 delegates qualified to vote in a meeting or by e-mail or mail, may cancel a meeting. All member clubs shall be notified of the cancellation and the Board shall provide for the election of officers by e-mail or mail if necessary.

# ARTICLE VII. BOARD OF DIRECTORS

## Section 1. Composition

- A. The members of the Board of Directors shall be:
1. Elected officers
  2. Appointed Officers

3. Member of the State Nominating Committee
4. Chairman of the District Nominating Committee
5. Chairmen of Standing Committees
6. District Judges' Council Chairman
7. Club Presidents
8. Immediate Past Director

B. The Parliamentarian shall attend meetings in an advisory capacity.

## Section 2. Duties

The Board of Directors shall:

1. Promote club activities;
2. Adopt standing rules as needed;
3. Endorse Personnel List;
4. Adopt a budget;
5. Delegate to the Executive Board such authority as is deemed advisable;
6. Cancel a regular meeting in the event of an extreme emergency;
7. Conduct election of officers by e-mail or mail if necessary in an extreme Emergency.

## Section 3. Meetings

- A. A minimum of two meetings shall be held each year.
- B. Special meetings may be called by the Director and three members of the Executive Board or at the request of any ten members. Ten day's notice shall be required.

## Section 4. Voting by Mail

A vote by e-mail or mail is authorized when necessary. A report of any action taken by e-mail or mail shall be verified and made a part of the minutes at the next meeting of the Board.

## Section 5. Quorum

A majority of 1/3 of the delegates registered and qualified to vote shall constitute a quorum for the transaction of business.

# ARTICLE VIII. EXECUTIVE BOARD

## Section 1. Composition

- A. The Executive Board shall consist of all elected and appointed officers.

- B. The Parliamentarian shall attend meetings in an advisory capacity.

## Section 2. Duties

The Executive Board shall:

1. Be responsible for the transaction of necessary business between meetings of the Board of Directors and business that may be referred to it by the Board, and make a complete report of its actions to the Board of Directors;
2. Approve appointments by the Director;
3. Select a competent accountant to audit the financial records of the District;
4. Fill vacancies by ballot vote in elective offices, except the offices of Director and First Assistant Director;
5. Plan details for District Meetings;
6. Predetermine the information for issuing the invitations for Conventions which must be issued a year in advance.

## Section 3. Meetings

- A. In the odd numbered years, the newly elected officers shall meet immediately following the election meeting to confer about appointments.
- B. Special meetings may be called by the Director or at the request of three members of the Executive Board. At least five days' notice shall be given, except for any meeting the Director may call during a regular meeting of the District or at the State Convention.

## Section 4. Quorum

Four members shall constitute a quorum for the transaction of business at all meetings of the Executive Board.

## Section 5. Business by mail

The Executive Committee may conduct business by e-mail, mail, or conference telephone when necessary. A report of any action taken shall be verified and made a part of the minutes at the next meeting of the Executive Board.

# ARTICLE IX. COMMITTEES

## Section 1. Standing Committee Chairmen

Standing Committee Chairmen shall coincide where practical with those of the State and shall be appointed by the Director with approval of the Executive Board.

## Section 2. Special Committee Chairmen

Special Committee Chairmen may be appointed by the Director with approval of the Executive Board. The Following Special Committee Chairmen shall function in consultation with the Director for stated Conventions and Flower Show Schools sponsored by the District:

- A. The Convention Chairman shall be appointed by the Director with approved of the State President and the State First Vice-President.
  - 1. A local Convention Committee (see Manual pages 5 and 6) shall be appointed by the Chairman in consultation with the Director.
- B. The Flower Show Schools Chairman shall be appointed by the District Judges' Council Chairman with approval of the Executive Board.

### Section 3. Duties

The Committee Chairman shall act as liaison between the State Chairman and the Club Chairman to promote the objectives and the projects of the National and State organization.

Pertinent Duties shall be entered in the Standing Rules.

### ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern District I (Northwestern) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District may adopt.

### ARTICLE XI. DISSOLUTION

In the event of dissolution, all funds shall be dispensed of in accordance with IRS Regulation 501(c)3.

### ARTICLE XII. AMENDMENT OF BYLAWS

These bylaws can be amended at any meeting of the District by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing to the member clubs, the Board of Directors and the State President, six weeks prior to the date of the meeting.

These bylaws cannot be in conflict with those of New Mexico Garden Clubs, Inc.

Revised Bylaws Adopted: February 28, 2011



### Call to Spring 2015 District I Meeting

To: NMGC, Inc. President and 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents  
Members of the State Board of Directors Resident in New Mexico  
Members of the Executive Board of District I  
District I Club Presidents and Members

DATE: Monday, March 2, 2015

TIME: 9:30AM to 10:30AM Coffee and Social Hour

10:30AM – District I Meeting

12:00 Luncheon by Valley Gardeners; Program by Shirley Tetreault, High Desert Design Club – Miniature Designs as Seen Through the Eyes of Scale and Proportion

10:00AM – Credentials Table Opens

Voting members are District I elected officers, appointed officers, immediate past director, state nominating committee members, chairmen of standing committees, club presidents, and club delegates. (There is one voting delegate for each 25 club members or less and one delegate for each additional 25 members or fraction thereof.)

10:30AM – District I Business Meeting

All District I club members are welcome and encouraged to participate in the discussions, however only voting members who are authorized by the credentials chairman are permitted to vote. Business to be conducted will be reports by state officers and chairmen, and club presidents. Club presidents should prepare a brief three-minute report of club activities from October 2014 through March 2015. Please provide 4 copies of your report (1 for the District Director; 1 for District I files; 1 for the NMGC President; and one to be read at the meeting). If no one from your club is attending the meeting, please send me the three copies listed above so information from your club can be included in the District I report for the NMGC Convention later this month. The slate of officers for 2015-2017 will be presented, voted on and elected. State President Isabel Olsen will install the new officers at the luncheon before the program. Suzy Andrego the Awards Chair will present the District Awards after the installation.

12:00 Luncheon and Program

Coffee hour by High Desert Design Club and table decorations by Petal Pushers Garden Club.

Reservations deadline is February 26<sup>th</sup> by calling Mary Ann Moreno (505-266-8489) and Betty Heisler (505) 362-3161. Cost is \$10.00; please pay at the door. Make checks payable to Valley Gardeners.

I'm hoping to see you there. Call me with any questions at (505)362-3161.

Betty Heisler, District I Director, NMGC