

BYLAWS

NEW MEXICO GARDEN CLUBS, INC.



Revised
2013

BYLAWS
 NEW MEXICO GARDEN CLUBS, INCORPORATED
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BY LA WS

NEW MEXICO GARDEN CLUBS, INC. ***(A NON-PROFIT ORGANIZATION)***

ARTICLE I - NAME

The name of this non-profit federation shall be New Mexico Garden Clubs, Inc. hereinafter abbreviated NMGC.

ARTICLE II - MEMBERS

Membership in NMGC shall consist of two classes: Voting Membership and Non-Voting Membership.

Section 1 - VOTING MEMBERSHIP:

This class shall consist of clubs with at least ten (10) members, approved and recommended by the Director of the District in which the club is located.

Section 2 - NON-VOTING MEMBERSHIP:

This class shall consist of four classes. State Life Members, Members-at-Large, Junior, Intermediate and High School Gardeners, and Honorary.

- A. **State Life Members:** This membership may be bestowed upon any individual by request and due process of payment to the State Life Membership Chairman. Whereupon a State Life Membership is granted to a club member, dues must continue to NMGC and the member may vote at state meetings if attending as a delegate. All non-club members holding State Life Memberships are entitled to a life subscription to the New Mexico Gardener if interest is indicated and a current address is available.
- B. **Members-at-Large:** This membership is for those who cannot affiliate with a club. They must be endorsed by the District Director and elected by a majority vote of the NMGC Board of Directors.
- C. **Junior, Intermediate and High School Gardeners:** These clubs may be organized under rules adopted by the Board of Directors and guidelines of the National Garden Clubs, Inc. No state dues are required.
- D. **Honorary Members:** The Board of Directors may confer such membership upon an individual recommend as having served in an extraordinary capacity or bestowed unusual favor to benefit the aims and purposes of the federation. No dues or fees are required.
- E. A club seeking membership in NMGC, Inc. shall present to District Director of the District in which the club is located, a written request for membership in the District and State. The application shall state that the club will abide by the

bylaws of NMGC, Inc. and that they will submit the required dues and membership list upon ratification.

- F. In the event of dissolution of any member club, following an affirmative majority vote of the ENTIRE membership, the net assets of the club shall be applied and distributed as follows:
 - A. All liabilities and obligations shall be paid, satisfied and discharged.
 - B. All remaining assets shall be used to further the purposes and objectives of NMGC as stated in the Certificate of Incorporation (501)C3 (Art. III).

ARTICLE III - DISTRICTS

Section 1 - BOUNDARIES:

New Mexico shall be divided into Districts composed of certain counties as follows:

- A. District I (Northwestern): San Juan, Valencia, Bernalillo, Sandoval, Torrance, McKinley.
- B. District II (North Central): Rio Arriba, Santa Fe, San Miguel, Taos, Harding, Mora, Los Alamos.
- C. District III (Northeastern): Colfax, Union, Quay, Guadalupe, Curry, De Baca, Roosevelt.
- D. District IV (Southwestern): Catron, Socorro, Grant, Hidalgo, Luna, Dona Ana, Sierra, part of Otero.
- E. District V (Southeastern): Lincoln, Chaves, Lea, Eddy, part of Otero.
- F. Clubs presently located in other Districts by prior agreement are excepted.

Section 2 - TRANSFER OF MEMBER CLUBS:

At the request of a member club, transfer from one District to another may be made by the Executive Committee of NMGC, provided such transfer is approved by the Directors of the Districts involved.

Section 3 - PURPOSE:

Each District shall promote membership extension and National and State objectives.

Section 4 - DISTRICT MEETINGS:

There shall be a Fall Meeting and a Spring Meeting each year. The District Directors, with the State President, set dates for the District Meetings. The District Director and Club Presidents will determine the place of the meetings to accommodate the President's schedule.

Section 5 - BYLAWS:

Each District may write its own bylaws provided conflict with NMGC bylaws is avoided. A District shall provide in the bylaws for:

- A. Election of a Director, an Assistant Director, and other appropriate officers at the Spring Meeting in the odd-numbered years.
- B. A term of office concurrent with NMGC.
- C. Directions for selecting and arranging the required meetings.
- D. Hosting the Annual Conventions and Regional Meetings in rotation and issuing the invitation one year in advance.
- E. Hosting the Fall Board Meeting when requested by the President.
- F. (1) Election of one member and an alternate eligible to serve on the state Nominating Committee at the Spring Meeting in the odd-numbered years.

(2) If the elected member or alternate cannot be present for the meetings of the State Nominating Committee, another eligible member shall be appointed by the District Director and ratified by the Executive Committee.
- G. Compilation of a list of members qualified to hold state elective office to comply with NMGC Bylaws Article V, Section 2-A.

ARTICLE IV - OFFICERS

Section 1 - CLASSIFICATION:

- A. Elected:
 - (1) The elected officers of NMGC shall be a President, a First Vice-President who shall become president-elect following the Fall Board Meeting in the even numbered years, a Second Vice-President, a Recording Secretary, a Treasurer, and an Historian.
 - (2) All elected officers must reside within the state of New Mexico.
 - (3) In addition there shall be five District Directors, one elected by each District.
- B. Appointed:
The President shall appoint a Corresponding Secretary with approval of the Executive Committee.
- C. Parliamentarian:
The President shall appoint a Parliamentarian with the approval of the Executive Committee. The Parliamentarian shall attend all meetings in an advisory capacity.

Section 2 - QUALIFICATIONS:

- A. To be eligible for nomination for President or First Vice-President, a member must have served on the Executive Committee a minimum of two (2) years in an elected capacity and an additional two years on the Board of Directors by the time of election. The member must also have attended two of the immediate past 3 annual state conventions.

- B. To be eligible for nomination for Second Vice-President, Recording Secretary, Treasurer or Historian, a member shall have served on the Board of Directors a minimum of two (2) years by the time of election.

Section 3 - TERM OF OFFICE

Officers shall be elected for a term of two years or until their successors are elected. The President and 1st Vice President if asked may serve an additional term of two (2) years. The Treasurer may serve a term of six (6) years. All other officers may serve an additional two (2) years.

Section 4 - VACANCY IN OFFICE:

A vacancy in the office of President shall be filled by the First Vice-President. The vacancy thus created in the office of First Vice-President shall be filled by the Second Vice-President. Any other vacancy shall be filled by ballot vote of the Executive Committee.

Section 5 - DUTIES OF OFFICERS:

- A. The President shall:
- (1) Be chief executive officer and official representative of New Mexico Garden Clubs, Inc.
 - (2) Be familiar with and abide by National Council directive publications, South Central Region Special Rules, and NMGC Bylaws and Manual.
 - (3) Appoint a Corresponding Secretary, subject to approval of the Executive Committee.
 - (4) Appoint a Parliamentarian.
 - (5) Appoint a chairman and members of all standing committees and special committees, subject to approval of the Executive Committee.
 - (6) Provide itemized receipts of all expenses to the Treasurer to be reviewed by the Audit/Finance Committee at each meeting.
 - (7) With the Executive Committee evaluate and approve, if warranted, any projected expenditures of Chairmen.
 - (8) Instruct Corresponding Secretary regarding the compilation of rosters and any other information to be prepared for National and Regional.
 - (9) Instruct Corresponding Secretary on compilation of annual reports of officers, directors, and chairmen.
 - (10) Be responsible for continuity of the administration by encouraging prompt interchange of all files and records between officers and chairmen.
 - (11) Prepare official calls for Convention and Fall Board Meeting, which will be published in the NEW MEXICO GARDENER.
 - (12) Notify THE NATIONAL GARDENER of dates of events, i.e. State Conventions.
 - (13) Issue written invitations early in January of election year to the National President-elect and the Regional Director-elect to attend one of NMGC's conventions during their term.
 - (14) Be a member ex-officio of all committees except Nominating Committee.
- B. The First Vice-President shall:
- (1) Serve as assistant to the President assuming duties assigned by the President, the Executive Committee, or Board of Directors.
 - (2) Serve as program chairman in cooperation with the hosting District for the annual State Convention.
 - (3) Obtain signed contract for speakers with copies for State President,

Convention Chairman, and Finance Chairman.

(4) Write convention highlights for the NEW MEXICO GARDENER immediately following the annual convention.

(5) Be responsible for an appropriate expression of appreciation for NMGC to the retiring President, following election of Officers in the odd-numbered years. The amount of the gift will not exceed \$150.00.

(6) Succeed to the office of President for the unexpired term, in the event of a vacancy in that office.

(7) Shall become President-Elect after the Fall Board Meeting in the even number year preceding the election at the Annual Convention .

C. The Second Vice-President shall:

(1) Be Membership Chairman and shall be responsible for the official membership list.

(2) Promote membership and assist with forming new clubs.

(3) Execute other duties as may be assigned by the President, the Executive Committee, or the Board of Directors.

(4) Receive two copies of Club Membership Lists and a check for dues. Verify promptly and retain one (1) copy of the membership list.. Distribute one (1) copy of the membership list along with checks to the Treasurer. Provide a complete membership list for the President and the New Mexico Gardener Circulation Chairman.

(5) Distribute notification of subsequent new members quarterly.

(6) Serve on the Credentials Committee.

(7) Succeed to the office of First Vice-President in the event that office is vacated.

(8) Maintain current mailing labels for all members of NMGC, Inc. and provide these quarterly to the Editor of the NEW MEXICO GARDENER.

D. The Recording Secretary shall:

(1) Record the proceedings of all meetings of New Mexico Garden Clubs, Inc. Board of Directors, and Executive Committee.

(2) Provide all members of the Executive Committee with a copy of the minutes of each meeting within 30 days of said meeting.

(3) Have copy available for reference at meetings of NMGC Bylaws and Manual, rosters of officers, committee chairmen, and club presidents.

(4) Before each meeting of the Board of Directors and each of the sessions of the Annual Convention, provide the President with the section of the Executive Board minutes which include any unfinished business and motions of the Executive Committee to be presented to the Board of Directors for action.

(5) Maintain a file of all reports.

(6) The Recording Secretary shall keep a file of all recommendations and motions passed and dated.

E. The Treasurer shall:

(1) Collect and be custodian of all funds belonging to the federation and deposit them in the name of New Mexico Garden Clubs, Inc.

(2) Require that an expense voucher form and pertinent receipts be attached to bills submitted for payment.

(3) Pay all bills only as allocated in the budget and/or approved by the General Assembly or the Executive Committee. Pay all sustaining fees to NGC and SCR and to all other authorized groups.

(4) Prepare financial reports and present them as requested for State

Convention, Fall Board Meeting, and Audit/Finance Committee Meetings.

(5) Attend meetings of the Audit/Finance Committee in an advisory capacity and bring files pertaining to all accounts.

(6) Make a final report and present the account books for audit.

(7) Provide the Audit/Finance Committee with the President's itemized expense receipts for review.

(8) In January of the election year, in consultation with the president-elect, purchase a National Life Membership for the president-elect. In the event the president-elect has a National Life Membership, arrange for a like amount to be contributed to a National, Regional or State project of the president-elect's choice.

(9) The Treasurer will receive all donations for monetary awards, disburse such donations at the direction of the Awards Chairman, and keep records of such disbursements.

(10) Renew Corporation status by September 5th each year with the New Mexico Corporation Commission.

(11) May serve as treasurer for three (3) consecutive terms.

F. The Historian shall:

(1) Obtain an annual history, in duplicate, from each club in order to comply with Regional and National due dates..

(2) In consultation with the President, compile a summary of activities and write the annual state history to be sent to the NGC Historian, South Central Region Historian, and the NMGC State Archives.

(3) Present the history at the Annual Convention for ratification.

G. The Corresponding Secretary shall:

(1) Attend to the correspondence at the direction of the President or the Executive Committee and shall execute other duties as required.

(2) Compile the current list of club presidents, alphabetically by Districts, to be distributed as soon as possible to the Board of Directors.

(3) Compile and send the names, with proper mailing addresses with zip codes, and terms of office, of all state officers to the National President, the National Corresponding Secretary, and the Regional Director, and Regional Corresponding Secretary.

(4) Sends annually a complete, updated list of state officers and a roster of clubs and club presidents to the Circulation Dept. of THE NATIONAL GARDENER at National Headquarters, 4401 Magnolia Ave., St. Louis MO 63110. Makes sure that the Circulation Dept. is notified of any changes, additions or deletions in this list throughout the year. Each club is entitled to a service copy of THE NATIONAL GARDENER, sent to the current club president.

(5) Compile the New Mexico Garden Clubs, Inc. Annual Report of Officers, Directors, Chairmen to be distributed at the Annual Convention.

H. The Parliamentarian shall:

(1) Provide model bylaws to clubs when requested.

(2) Assist the Districts with bylaws when requested.

(3) Attend Executive Committee, Board of Directors and Annual Meetings in an advisory capacity.

(4) Carry out duties delegated by the President or Executive Board.

(5) Remain free of office while serving as Parliamentarian.

I. The District Directors shall:

(1) Call, and preside over District Meetings.

- (2) Assist clubs within their districts to promote the objectives of National Garden Clubs, Inc. and of New Mexico Garden Clubs, Inc.
- (3) Act as liaison between the clubs in the district and the State President.
- (4) Submit list of Club Presidents to the State President and State Corresponding Secretary, and update throughout the year.
- (5) Send complete list of District Officers to State President and Corresponding Secretary immediately after election.
- (6) Report as requested by the President and the NMGC Bylaws.
- (7) Be empowered to appoint a qualified member to serve on the State Nominating Committee if the elected member and alternate are both unable to attend. The appointment will be ratified by the District Executive Committee.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1 - NOMINATING COMMITTEE:

- A. A nominating committee of five shall be composed of one member elected by each District at the Spring Meeting in the odd-numbered years. At the same meeting, each District shall elect an alternate to serve in the absence of the member.
- B. To be eligible for election to the Nominating Committee, a member or an alternate must have served at least two years on the Board of Directors of NMGC, attended at least two of the last 3 state meetings one of which the convention prior to election and be knowledgeable about State Personnel.
- C. The Chairman shall be elected in the odd years by the in-coming Executive Committee at their first meeting at the close of State Convention.
- D. If the member and the alternate are both unable to attend the Nominating Committee meeting, the District Director shall appoint a qualified member to serve.
- E. The Nominating Committee shall consider the qualifications and eligibility of all candidates proposed by the membership or by the members of the Nominating Committee.
- F. The Nominating Committee shall meet at the Fall Board Meeting in the odd-numbered calendar year, at the Convention in the even-numbered year, and complete its nominations at the Fall Board Meeting in that year.
- G. The report of the Nominating Committee shall contain one name for each office to be filled, shall first be printed in the NEW MEXICO GARDENER Winter issue and shall be read on the first day of the Convention, when additional nominations may be made from the floor. No name shall be placed in nomination without consent of nominee.

Section 2 - ELECTION OF OFFICERS:

- A. Eligibility lists, which are prepared in each district by the Personnel Chairman, are to be up-dated and presented for approval at each District Spring Meeting. These lists shall be endorsed by approval of the members in the current session and copies certified by the Director shall be sent to all members of the State Nominating Committee, the State Personnel Chairman, the State President, and

District Director.

- B. The selection of State President and 1st Vice-President shall continue to rotate by districts if possible.

- | | | |
|-----|--------------|-----------------|
| (1) | District I | (Northwestern) |
| (2) | District II | (North Central) |
| (3) | District III | (Northeastern) |
| (4) | District IV | (Southwestern) |
| (5) | District V | (Southeastern) |

If a qualified member is unavailable, the next District in sequence shall be offered the presidency. If the said next District in sequence is also unable to offer a candidate, then the Nominating Committee in consultation with the Executive Committee shall nominate a candidate for the vacancy. When a District has yielded, it shall be again eligible for the office of president in the same order of rotation.

- C. Election of officers shall be at the business meeting of the annual convention. If there is only one candidate for office the election may be viva voce. If more than one candidate is nominated for an office the election shall be by ballot. A majority vote shall elect. The election by ballot shall be under the direction of an Election Committee appointed by the President in advance of the election.

ARTICLE VI - MEETINGS

Section 1 - ANNUAL CONVENTIONS:

- A. A convention shall be held annually to receive reports, amend Bylaws, conduct other business, and in the odd-numbered years elect officers.
- B. The convention shall be held in the spring within six (6) weeks of the annual convention of National Garden Clubs, Inc.
- C. The location of the convention shall be rotated in order among the Districts. The District next in rotation shall issue an invitation naming the date and place pre-arranged with the Executive Committee for the next convention.
- D. The voting body of the convention shall be composed of:
- (1) Elected Officers
 - (2) District Directors
 - (3) Appointed Officers
 - (4) Past Presidents of NMGC
 - (5) Chairmen of Standing Committees
 - (6) Representation from member clubs as follows: President and one delegate (or alternate) for each club of twenty-five (25) members or less. Clubs shall be allowed one additional delegate (or alternate) for each twenty-five (25) additional members or fraction thereof. All delegates or alternates must be accredited members of the club and club dues must be paid.
- E. A member shall vote in person in only one capacity. There shall be no proxy voting.
- F. Six (6) weeks before convention, State Officers, Directors, and Committee

Chairmen shall send two (1) copy of their annual report to Corresponding Secretary, unless otherwise ordered by the President, so that the annual report may be compiled.

- G. The President's Official Call to the convention shall be published in the NEW MEXICO GARDENER.
- H. There shall be a Convention Committee, directed by the District Director with approval of the President and the First Vice-President. The Convention Chair will follow the NMGC Convention Manual provided by the District Director.

Section 2 - SPECIAL MEETINGS:

A special meeting of NMGC shall be called upon a two-thirds (2/3) vote of the Board of Directors taken in a meeting or by e-mail or mail. Thirty (30) days notice of a special meeting is required.

Section 3 - QUORUM:

A quorum for the transaction of business at convention and at fall board meeting shall be a majority of 1/3 delegates present qualified to vote.

Section 4 - CANCELLATION:

In case of an extreme emergency the Board of Directors, by a two-third (2/3) vote in meeting or by email or mail, may cancel any meeting. All member clubs shall be notified of the cancellation and the Board shall provide for the election of officers by mail if it is necessary.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1 - COMPOSITION:

- A. The members of the Executive Committee shall be:
 - (1) The President
 - (2) First Vice-President
 - (3) Second Vice-President
 - (4) Recording Secretary
 - (5) Treasurer
 - (6) Historian
 - (7) Five District Directors
 - (8) Immediate Past President of NMGCAll of the above shall be voting members of the Executive Committee.
- B. The Parliamentarian and Corresponding Secretary and former NMGC Presidents shall attend meetings in an advisory capacity. (Non-voting)

Section 2 - DUTIES:

- A. Be responsible for the recommendations and transact necessary business between business meetings that may be referred to the Board of Directors. Shall make a complete report of its actions to the Board of Directors.
- B. Approve appointments by the President, if warranted.
- C. Appoint an Audit/Finance Committee composed of three members of which one shall be a past Treasurer and one shall be a past President to audit the financial

records of NMGC. Audit the books at the annual convention.

- D. Fill vacancies by ballot vote in all elective offices, except the offices of President and First Vice-President and Second Vice-President.
- E. Approve all committee recommendations contrary to established policy or procedure before said recommendations can become effective.

Section 3 - MEETINGS:

- A. Meetings shall be held prior to opening of the annual Convention and before the opening session of the Fall Board Meeting.
- B. Special meetings may be called by the President or at the request of five (5) members of the Executive Committee, provided prior notice of at least one week shall be given. Special meetings may be called by the President during a Convention or Fall Board meeting, without prior notice.

Section 4 - BUSINESS BY MAIL:

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

Section 5 - QUORUM:

Nine (9) members shall constitute a quorum for the transaction of business at all meetings of the Executive Committee.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1 - COMPOSITION:

- A. The members of the Board of Directors shall be:
 - (1) Elected Officers
 - (2) Appointed Officers
 - (3) Past State Presidents
 - (4) District Directors
 - (5) Chairmen of Standing Committees
 - (6) Resident Chairmen of National Garden Clubs, Inc.
 - (7) Chairman of Judges Council
 - (8) Chairman of Landscape Design Critics Council
 - (9) Presidents of member garden clubs
 - (10) Chairman of the Nominating Committee
- B. The Parliamentarian shall attend meetings in an advisory capacity.

Section 2 - DUTIES:

- A. Conduct the business of NMGC between conventions.
- B. Adopt Standing Rules and Garden Club Manual procedure as needed to carry on the business of NMGC.

- C. Upon state Regional Rotation, elect an eligible member, an alternate and member at large for the Regional Director at the Annual Convention in odd number year two (2) years before taking office.
- D. Upon state Regional Rotation, elect at the Spring Convention in the odd numbered year an eligible member and one alternate and one member at large for the National Nominating Committee.
- E. Delegate such authority as is deemed advisable to the Executive Committee.
- F. Have general supervision over the clubs through the District Directors.
- G. Provide for an election of NMGC officers by e-mail or mail, if an extreme emergency precludes the holding of the convention as provided by the treasurer.
- H. Endorse eligible members for positions on National Boards.
- I. Report periodically through the NEW MEXICO GARDENER.
- J. Adopt a budget at the Annual Convention.

Section 3 - MEETINGS:

- A. There shall be a Fall Meeting of the Board of Directors held at a time and place determined by the President in consultation with the Director of the host District, for the purpose of receiving reports, transacting interim business and conducting workshops.
- B. Registration fees for the Fall Board Meeting will be determined by the Director of the host District in consultation with the President. Fees shall be kept to a minimum but must be sufficient to cover necessary expenses.
- C. Special meetings may be called by the President or at the request of ten (10) members of the Board of Directors, provided notice of at least one week is given.

Section 4 - VOTING:

- A. Proposals concerning change in NMGC policy or expenditures of funds not provided for in the adopted budget shall require a two-thirds (2/3) vote of members present, for the adoption.
- B. A vote by mail is authorized when necessary, and proposals concerning change in NMGC policy or expenditures of funds not provided for in the adopted budget shall require a two-thirds (2/3) vote of the entire membership of the Board of Directors for adoption. A report of any action taken by mail shall be ratified and made a part of the minutes at the next meeting of the Board.

Section 5 - QUORUM:

A quorum for the transaction of business at a Board of Directors meeting shall be one-third (1/3) of the members registered and qualified to vote.

ARTICLE IX - COMMITTEES

Section 1 - STANDING COMMITTEES:

All chairmen must send the State President two (2) copies of their annual report six (6) weeks before the Convention, which will be included in the Convention Annual Report.

- A. NMGC shall conform in its organization of standing committees as nearly as possible to that of National Garden Clubs, Inc. Detailed duties shall be entered in the Garden Club Manual.
- B. Standing Committees of the districts and member clubs shall coincide where practical with those of the state.

Section 2 - SPECIAL COMMITTEES:

Special committees and standing committees may be appointed by the President with the approval of the Executive Committee.

Section 3 - ORGANIZATION STUDY COMMITTEE:

An Organization Study Committee which shall be composed of members knowledgeable of state, regional and national procedure shall be appointed by the President and approved by the Executive Committee. The committee shall propose amendments and/or revisions to the Bylaws, Garden Club Manual and Special Rules of Order when deemed necessary, and make recommendations to the Board of Directors for improving operation and functions of NMGC.

ARTICLE X - DUES AND FINANCE

Section 1 - ANNUAL DUES:

- A. Club per capita dues (including State Life Members)-----
\$8.00.
This assessment includes a subscription to NEW MEXICO GARDENER and per capita National dues.
- B. Dues are payable to New Mexico Garden Clubs, Inc. and to be sent to the Second Vice-President May 1st, and delinquent after July 1st. Dues must be accompanied by two (2) copies of the club membership list including only those members for which dues are enclosed. (Follow instructions in the Garden Club Manual.)
- C. Until February 1st, dues for new members must be submitted as above.
- D. Members-at-Large-----
\$10.00.
- E. Junior, Intermediate and High School Gardeners-----
None

Section 2 - LIFE MEMBERSHIP FEES:

A State Life Membership fee including a membership pin shall be-----\$40.00. After acceptance, no further fee is required.

Section 3 - OTHER SOURCES:

- A. Funds may be derived from approved sources such as sale of National Garden Clubs , Inc. Flower Arrangement Calendars, flower shows, donations, etc.
- B. The Executive Committee may authorize other sources for funds.

Section 4 - BUDGET:

- A. A proposed budget shall be submitted by the Audit/Finance Committee to the Executive Committee for consideration and recommendations two (2) months before the annual convention.
- B. The Audit/Finance Committee shall review the President's Fund and recommend to the Executive Committee the disposition of any surplus when the term ends.

Section 5 - SCHOLARSHIP FUND:

- A. State Life Membership fees and donations for scholarships shall be deposited to the Scholarship Fund.
- B. Donations to the Book of Memory and Book of Appreciation shall be deposited to the Scholarship Fund.
- C. Interest yielded by the total deposits to the Scholarship Fund shall be used to increase the amount of the existing scholarship(s), or to award an additional full scholarship when the amount sufficient to sustain it is available.

Section 6 - PRESIDENT'S FUND:

The amount budgeted to the President's Fund within a given term may not be exceeded. Any monies remaining in the fund at the end of the term may be used for the Immediate Past President to attend the National Convention to receive awards.

Section 7 - PRESIDENT'S ENDOWED FUND:

The interest from the President's Endowed Fund may be used by the President, with the approval of the Executive Committee, for expenditures to enable the President to perform her duties.

Section 8 - AUDIT:

The financial records of NMGC shall be reviewed by the audit and finance committee at each annual convention. An audit shall be done at the end of the biennium.

Section 9 - FISCAL YEAR:

The fiscal year shall be from June 1st through May 31st.

ARTICLE XI - OFFICIAL PUBLICATION

Section 1 - THE NEW MEXICO GARDENER:

The Gardener shall be published not less than quarterly. A copy of each issue will be sent electronically to or mailed upon request to each member whose club has paid dues and to non-members on a subscription basis. Gratis copies shall be mailed to a list of regional and national

officials, approved and updated each year by the Editor and Circulation Manager.

Section 2 - EDITOR AND CIRCULATION MANAGER:

The Editor and Circulation Manager shall be appointed by the President and approved by the Executive Committee.

Section 3 - PRICING AND PUBLISHING:

- A. Competitive prices for publishing shall be obtained by the Editor and approved by the Executive Board. The location of publishing shall be approved by the Executive Committee.
- B. Cost of publishing must stay within the budget.

ARTICLE XII - OFFICIAL SEAL

The official seal in the form of a circle and inscribed "New Mexico Garden Clubs, Inc. Land of Enchantment" shall be changed or renewed only upon order of the Board of Directors. It shall be kept by the President and imprinted only as directed by the Executive Committee.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of New Mexico Garden Clubs, Inc. in all cases not provided for in these Bylaws.

ARTICLE XIV - AMENDMENT OF BYLAWS

Section 1:

These bylaws may be amended only at an Annual Convention as follows:

- A. By a two-thirds (2/3) vote provided the proposed amendments have been submitted to the Board of Directors two (2) months before convention.
- B. By unanimous vote provided previous notice shall have been given at an earlier meeting of the same session.

Section 2:

At the convention any amendments shall be submitted in writing and signed by the Parliamentarian and the Chairman of the Organization Study Committee.

ARTICLE XV - DISSOLUTION

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

Revision of Bylaws approved at the Annual Convention March 2013

Organization Study Committee Members:

Sally Warner, Chairman

Lequita Lett, Committee Member

Colleen Hinker, Committee Member