

NEW MEXICO PRESS WOMEN BYLAWS

(Voted on and accepted at the annual meeting on May 2, 2026)

ARTICLE I. Name

The name of the organization shall be the New Mexico Press Women (hereinafter referred to as NMPW), a nonprofit, tax-exempt corporation as defined under 501(c)(6) of the U.S. Internal Revenue code. The NMPW is a state affiliate of the National Federation of Press Women (NFPW).

ARTICLE II. Objectives

The objectives of this organization shall be to:

- Advance opportunities and the professional status of individuals in communications.
- Exchange journalistic ideas and experiences.
- Advocate ethics, responsibility, and fairness in journalism.
- Support communications education.
- Protect First Amendment freedoms.

ARTICLE III. Membership

Section 1.

- a) Membership shall consist of active and retired professional communicators and students, and individuals who support the objectives of the NMPW.
- b) Membership shall be open to everyone meeting these qualifications regardless of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.

Section 2.

- a) NMPW shall consist of two types of members: full members and associate members.
- b) All NMPW members shall be listed in the current membership list, receive the NMPW newsletter, and be full voting members of the NMPW.
- c) People who meet the qualifications for membership in the NMPW and choose to also belong to the NFPW shall be classified as full members.
- d) People who meet the qualifications for membership in the NMPW but choose not to belong to the NFPW shall be classified as associate members.
- e) Full members may hold elective offices.
- f) Associate members shall not hold elective offices but may serve in appointive positions.
- g) "In good standing" shall be defined as being financially current with the NMPW dues of membership.

Section 3.

- a) Local/regional chapters of the NMPW shall be governed independently from the NMPW.
- b) Local/regional chapters shall determine and collect their own dues.
- c) Officers or representatives of the NMPW local/regional chapters shall be NMPW members in good standing.
- d) Members of local/regional chapters who are not chapter officers or representatives shall not be required to be NMPW members.

Section 4.

Any member who violates professional ethics, the NMPW Code of Conduct, or the objectives of the NMPW by becoming disruptive or damaging the reputation of NMPW shall be removed as an NMPW member after a majority vote of the Board of Directors (BoD).

ARTICLE IV. Officers

Section 1.

- a) The elected NMPW officers shall be president, vice president, secretary, and treasurer.
- b) Elected officers shall be full members in good standing of both the NMPW and NFPW.

Section 2.

- a) NMPW officers shall be elected by paper ballot or by online ballot during or immediately following the annual meeting in even-numbered years.
- b) A report with the slate of nominated officers shall be transmitted to the members by the Nominating Committee at least 60 days before the NMPW annual meeting.
- c) Nominations of additional members who agree to serve may be made from the floor at an in-person NMPW meeting only.
- d) Members may write in additional candidates on a paper ballot or in an online ballot.

Section 3.

- a) The election of a nominating committee of three members shall be held at the annual meeting in odd-numbered years.
- b) In the event a nominating committee is not elected at the annual meeting, the NMPW BoD shall elect the nominating committee at the next available BoD meeting.

Section 4.

- a) The term of office for elected officers shall be two years.
- b) NMPW officers shall take office after their installation at the annual conference in even-numbered years.

Section 5.

- a) Officers may be elected for additional two-year terms, although the expectation is that they serve for only one term of two years.
- b) An individual may serve up to a maximum of three terms, or six years, in any one officer position.
- c) An individual who has served a maximum of three terms in one position may run for election in a different officer position.

Section 6.

Vacancies in any office shall be filled by appointment by the president with approval by a majority of the BoD.

ARTICLE V. Governing

Section 1.

- a) NMPW business shall be conducted by the NMPW BoD and members at the annual meeting.
- b) The BoD shall be the governing body between annual meetings.

- c) The Executive Committee of officers shall be empowered to act for the BoD on urgent matters between quarterly BoD meetings.

Section 2.

- a) The BoD shall consist of the officers, chapter presidents or designated chapter representatives, and directors of standing committees.
- b) If agreed to by the Executive Committee, the immediate past president may serve as an ex-officio member of the BoD, with voting privileges.
- c) A parliamentarian may act as adviser without a vote.
- d) A quorum of the BoD shall consist of 45% (following standard rounding procedures) of the BoD members.

Section 3

- a) The Executive Committee shall consist of the elected officers (president, vice president, secretary, treasurer).
- b) A quorum of the Executive Committee shall act in the event of a need for emergency decisions between BoD meetings.
- c) A quorum of the Executive Committee shall consist of three members.

Section 4

- a) In between BoD meetings, the president may call for a BoD vote on an issue by email, phone, or any other means deemed appropriate.
- b) In these circumstances, the BoD may act only if 70% of BoD members express their opinion by at least one of the available methods.

ARTICLE VI. Duties of Officers

Section 1.

- a) The president shall preside at all meetings.
- b) The president:
 - Shall appoint the parliamentarian and directors of standing and special committees with the approval of the BoD.
 - Shall help plan and execute the meetings held during their term of office.
 - Shall approve the actions of the vice president.
 - May call for an audit at any time during their term.

Section 2.

- a) The vice president:
 - Shall act for the president in case the president is temporarily unable to carry out duties of the office.
 - Shall serve as Membership director.
 - Shall be responsible for recruiting new members.
 - May serve as director of other committees should the need arise.
- b) If the president resigns, dies, or is otherwise removed from the office:
 - The vice president shall become the president upon confirmation of the BoD.
 - The BoD shall elect a new vice president.

Section 3

The secretary shall:

- Record the minutes of all meetings.
- Transcribe the minutes for a permanent file.
- Send minutes within three weeks after meetings to BoD members.

Section 4.

The treasurer shall:

- Be responsible for the NMPW's financial accounts and investments.
- Follow accepted business practices, including filing required state and federal documents at the appropriate times.
- Prepare a proposed budget for the following fiscal year for approval by the BoD.
- Maintain accurate and current financial records throughout the year.
- Prepare and then archive quarterly and end-of-year financial reports for BoD meetings and the annual membership meeting.
- Conscientiously monitor NMPW financial accounts and track all receipts and expenses by budget categories.
- Follow accepted financial/accounting practices in making investments and expenditures on behalf of the NMPW and in determining whether to approve and disburse requested reimbursements.
- Ensure that the treasurer's office is bonded and present evidence of payment of the Surety Bond to the BoD.

Section 5.

- a) Each officer shall relinquish all files to their successor within 30 days after retiring from office.
- b) A written report and commentary on the duties of the office shall be included in the exiting officers' files, with a copy for the president's files.
- c) Each exiting officer shall prepare a physical and digital record of their tenure and submit it to the UNM Library Archive.

Section 6.

The NMPW officers shall perform the duties as listed above and as in any other documents approved by the organization.

Section 7.

- a) An NMPW officer may be removed from office by a two-thirds vote of the BoD in the event of disability or other incident rendering the officer unable or unwilling to perform the duties of office.
- b) In the event of such actions, NMPW shall provide to the officer under consideration for removal from office 30 days' advance notice of the meeting at which the BoD intends to take the action.
- c) The NMPW shall provide to the general membership 14 days' advance notice of the meeting at which the BoD intends to take the action to enable comment by members.

ARTICLE VII. Committees

Section 1.

Standing directors may include:

- Historian
- Public Relations
- Communications Contest
- Communicator of Achievement
- Zia Award
- High School Communications Contest
- Newsletter
- Website
- Social Media
- Scholarship
- Conference
- Bylaws
- Nominating Committee

Section 2.

- a) Standing directors shall be appointed by the president with the approval of the BoD, except for the Nominating Committee.
- b) Special committees may be appointed as needed by the president with the approval of the BoD.
- c) The president shall serve as ex-officio by virtue of office on all committees except the Nominating Committee.

Section 3.

Duties of Directors:

- The parliamentarian shall advise the presiding officer and the organization on questions of procedure, thus helping safeguard the rights of membership.
- The immediate past president shall advise as requested by the Executive Committee.
- The historian shall keep appropriate records of the activities of the NMPW.
- The public relations director shall disseminate information to local, state, and national media.
- The Communications Contest director shall manage the annual NMPW Professional Communications Contest, including finding suitable out-of-state judges and coordinating with NFPW Communications Contest leaders.
- The Communicator of Achievement director shall manage the Communicator of Achievement Award process, including finding judges and coordinating with NFPW Communicator of Achievement leaders.
- The Zia Award director shall manage the NMPW Zia Award process, including finding judges and presenting awards to Zia Award winners.
- The High School Communications Contest director shall coordinate with NFPW At-Large High School Communications Contest leaders and promote the high school contest in New Mexico.
- The newsletter director shall edit and disseminate the quarterly NMPW *Broadsheet*.
- The website director shall coordinate posting and updates to the NMPW Website and monitor any needed actions concerning domain renewals, hosting, and security of website.
- The social media director shall disseminate information and promote the NMPW on subscribed social media forums.
- The scholarship director shall coordinate with the Albuquerque Community Foundation for the selection of recipients of the Rosenstiel Scholarship and the Anne and Tony Hillerman

Scholarship, and the promotion of the yearly scholarships on behalf of the NMPW.

- The conference director shall work with the NMPW president to propose the yearly NMPW Conference theme, location, and program for approval by the BoD and shall coordinate with others on the production of the conference.
- The bylaws director shall propose changes to the NMPW Bylaws, first to the BoD and then to the NMPW members, for approval at the annual meeting.
- The Nominating Committee director shall coordinate the efforts of the Nominating Committee to produce a report that includes the newly nominated officers at least 30 days before the annual meeting.

Section 4.

- a) The term of office for directors shall be at will and based on the president's and Executive Committee's needs.
- b) New NMPW directors shall take office after they are voted in by the BoD.

Section 5.

- a) Directors may be elected for additional service, based on the incoming Executive Committee's needs.
- b) An individual may serve up to a maximum of six years, in any one director position.
- c) An individual who has served a maximum of six years in one committee director position may be voted into a different director position.

Section 6.

- a) A director may be removed from office by majority vote of the BoD in the event of disability or other incident rendering the officer unable or unwilling to perform the duties of office.
- b) In the case of an urgent situation, such as non-performance or disruptive behavior of a director, the Executive Committee may remove the director with a majority vote.

ARTICLE VIII. Meetings

Section 1.

- a) The NMPW shall meet once each year, either in person or on an online platform.
- b) A quorum for the annual meeting shall be 10 percent of the NMPW members as of March 1 preceding the annual meeting.

Section 2.

The NMPW BoD shall meet quarterly each year.

ARTICLE IX. Dues

Section 1.

- a) The fiscal year of the NMPW shall be the calendar year.
- b) Dues payments are due January 1, but may be made through August and will be accepted starting on Sept. 1 of the prior year.
- c) Dues amounts for NMPW memberships and associate memberships shall be determined by the BoD.

ARTICLE X. Amendments

- a) Amendments to these bylaws may be proposed by members at large, officers, or by the Bylaws Committee.
- b) Those amendments proposed by officers or the Bylaws Committee shall be approved by a majority vote of the BoD at least 30 days before the annual meeting.
- c) Amendments to the bylaws shall be approved at the annual meeting of the NMPW by a vote of two-thirds of the members present, provided there has been written notice of the proposed change sent to the membership at least 30 days before the meeting.

ARTICLE XI. Disbandment

In case of disbandment of the NMPW, funds not already designated for payment shall go to the NFPW for investment until such time as an NMPW should be reorganized.

ARTICLE XII: Rules of Construction

Section 1.

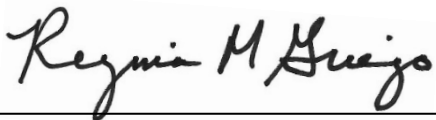
If any Bylaw provision is held to be invalid, illegal, or unenforceable in any respect, such declaration shall not affect any other provision, and the bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the bylaws.

Section 2.

The headings used in the bylaws are used for convenience and shall not be considered in construing the terms of the bylaws.

ARTICLE XIII. Parliamentary Rule

- a) In addition to these bylaws, the NMPW is governed by a Procedures Manual, a Conflict of Interest Policy, and a Code of Conduct Policy. Please see the website and NMPW repository for these documents.
- b) In matters not covered by these bylaws or by the NFPW bylaws, NMPW shall be governed by the latest edition of *Roberts Rules of Order*, Newly Revised.



Regina M. Griego, NMPW President



Linda Lockett, NMPW Treasurer