

NMPW Procedures Manual
Approved June 29, 2024

NMPW Oath of Office

I do solemnly affirm that I will faithfully execute the office of [Name of Office] of New Mexico Press Women and will to the best of my ability fulfill the duties of the office as set forth in the organization's Bylaws and Procedures Manual.

NMPW Officers' Job Descriptions

The NMPW Bylaws specify responsibilities of the officers. The following descriptions further elaborate on the duties and functions each officer is expected to perform.

NMPW President Shall:

1. Call and preside at the meetings and appoint the parliamentarian and chairpersons of standing and special committees.
2. Serve as an ex-officio member on all committees except the nominating committee. Therefore, this person shall keep abreast of all activities of such groups and render assistance as needed in order to help the organization perform efficiently.
3. Order an audit at any time during the term as deemed necessary.
4. Help plan and execute the Board meetings during the term of office four times per year, and a general membership meeting once per year.
5. Approve the actions of the vice president.
6. Groom the next/newly elected president for the role.
7. Serve as a representative of the NMPW, the president must promote the organization and act in its best interest at all times.
8. Represent the organization at National Federation of Press Women (NFPW) functions and activities.
9. Serve as the immediate past president (ex-officio), with voting privileges, once the term is completed.
10. Plan the annual conference in the absence of a conference chair.
11. Sign (with the Treasurer) the conference contract.

12. Maintain one pad of blank checks to use if the Treasurer is unavailable or to reimburse the Treasurer for documented expenses.

Note: we have asked NFPW for an update on this list NFPW Job Description for State Affiliate President. Affiliate presidents are elected for a term of office specified in the bylaws of the affiliate. The president exercises leadership within the guidelines outlined in affiliate and NFPW bylaws. A president's responsibilities fall into two categories: National (NFPW bylaws), and State (affiliate bylaws).

State Affiliate President's responsibilities at the national level are:

1. To be familiar with NFPW bylaws and to ensure affiliate compliance with key aspects that are essential to maintaining affiliate status.
2. To understand NFPW requirements in regard to affiliate and national membership.
3. To maintain close communication with treasurers/membership chairmen to see that memberships are processed correctly and within deadline and sent to the NFPW Membership Department address so that they are deposited immediately into the NFPW account utilizing NFPW's bank lock box. That address is:

NFPW Membership
PO Box 3007
Mechanicsville, VA 23116

4. To understand NFPW programs and to encourage participation by the affiliate.
5. To see that affiliate program directors who are responsible for NFPW programs, such as the First Amendment Network, membership awards, memorials, COA and the Communications Contest awards follow established guidelines and meet deadlines.
6. To read the NFPW Leader Letters and share pertinent information with officers and affiliate members.
7. To read AGENDA and alert affiliate members to opportunities and deadlines announced in the newsletter.
8. To act as a liaison between affiliate members and NFPW when questions or concerns arise.
9. To attend each NFPW conference or to appoint an officer to make binding decisions on the affiliate's behalf and take an active role in the membership meeting.
10. To keep members cognizant of the role of NFPW on the national level and the benefits to be gained from attendance at conference and Board meetings.

11. To abide by nationally approved criteria and guidelines for selection of the Communicator of Achievement. Only one member shall be nominated by an affiliate each year. The affiliate shall make every effort to assure the affiliate awardee's attendance at conference. If the national recognition is biennial, the affiliate may send one or two nominees at its option.
 - a. Guidelines (subject to amendment by the NFPW Board) specify: Nomination shall be made by affiliate, or if nominee is a member-at-large, nomination shall be by an NFPW member with at least three endorsements from NFPW members who authenticate the nominee's achievements.
12. To request approval of mailings to various segments of the NFPW membership by sending a note or an email message to the NFPW [p]resident. If the mailing is approved, materials such as labels, letterhead and envelopes of email addresses may be obtained from the Executive Director. Postage for approved mailings will be reimbursed upon requests accompanied by receipts. The Executive Director is not authorized to send mailings or email messages in support of projects or committees. The NFPW president and the Executive Director must be copied on all final mailings and messages.
13. To review and modify if necessary this job description at the end of the term, including a deadline calendar for responsibilities. One copy of this report goes to the person assuming this position, one copy to the new NFPW President and one copy to the Executive Director.
14. When proposing any new project and/or policy change requiring an outlay of funds by NFPW, submit a projection of costs before incurring any expense. Send copies of such projections to the NFPW President, Treasurer and NFPW Executive Director so the costs can be considered by the NFPW Board before the project is implemented.
15. To report to the president on a regular basis on the status of programs in progress in this area of responsibility.

Vice President, as Membership Director, Shall:

1. Maintain the membership spreadsheet.
2. Maintain the email list located at <https://contacts.google.com> for the newmexicopresswomen@gmail.com account.
 - a. The "Current Members" contact list shall be updated as new members join.
 - b. In February of each year, members who have not paid dues for the new year shall be moved to the "NMPW Former Members" contact list.
3. Update, by accessing the NFPW membership list of NMPW members, the state member roster, especially during January and February of each year.

4. Deposit a copy of the membership spreadsheet in the appropriate Dropbox folder after April 1 of each year.
5. Send email reminders to members who have not yet renewed for the new year in January. In that message, note that if they have joined/renewed through NFPW, their state dues have been included and they don't need to renew separately.
6. Send out the Broadsheet as well as messages to members (and interested nonmembers as appropriate) when directed by the president.
7. Send a "Welcome to NMPW" email message to each new member when they join.
8. Become the President, with the approval of the Board, should the President resign, become incapacitated, or is otherwise not able to continue serving in the role. In that event, the new President shall appoint a new Vice President with approval of the Board. At the next electronic or in-person Board meeting, or by an email vote, the Board can ratify the change. The Secretary then can certify the ratification for the purposes of legal changes, such as at the bank/credit union and with insurance. The new President will ask for volunteers among current Board members before appointing a new Vice President. The appointment shall be approved by a majority vote of the Board by an electronic or in-person meeting, or by an email vote.

Secretary Shall:

1. Prepare the minutes of each NMPW Board Meeting and disseminate them to the Officers within two weeks after each meeting for feedback.
 - a. The final draft should be disseminated to Board Members within three weeks after each meeting.
 - b. When a new President and/or Treasurer are elected, a copy of the minutes of the Annual Meeting at which they were elected must be signed by the secretary and provided to authorize new signature cards for the NMPW bank accounts. These minutes must specifically state that the new President and Treasurer are to be the only two signers on the NMPW accounts.
2. Deposit a copy of the minutes, after approval, for each Board meeting and the Annual Meeting in the appropriate Dropbox folder.

NMPW Treasurer Shall:

1. Manage bank accounts (Checking, Savings, Certificates of Deposit).
2. Accept payments.

3. Balance checkbook and account spreadsheet monthly.
4. Make authorized payments and reimbursements (verify amounts and retain records).
 - a. NMPW pays for up to \$1,250 of the president's national conference expenses and up to \$750 for the COA's expenses to attend. Collect receipts for those expenditures.
 - b. When there is no COA or the COA chooses not to attend the NFPW Conference, the funds should be allocated equally towards Registration Fees and travel expenses for those Board members who plan to attend provided they commit to attending a session of importance to the Organization, such as the session planning for next year's contests and other events. This should ensure there will always be at least two Board Members attending the NFPW Conference.
5. Use personal credit card as needed. Submit receipts with request for reimbursement to NMPW President when appropriate.
6. File required annual reports online:
 - a. IRS Form 990, (deadline May 15)
 - b. NM Charitable Organization Registration Online Service (COROS), (deadline June 30)
 - c. NM Secretary of State, (deadline May 15)
7. Present a quarterly financial report at each Board meeting, and deposit these reports in the appropriate Dropbox folder.
8. Manage NMPW's Square payment account and online storefront.
9. Coordinate with Membership Chair (NMPW Vice President) to maintain membership list as dues are paid.
10. Serve as financial advisor to the Conference Committee.
11. Coordinate with Conference Chair to maintain registration list as payments are made.
12. Coordinate with Contest Chair and Zia Book Award Chair to fulfill sticker orders.
13. Coordinate with Zia Book Award Chair as entry fees are received.
14. Coordinate with Communications Contest Chair to collect fees for additional entries for the national contest (see details under Communications Contest Chair Duties).

15. Submit to the NMPW Board a proposed budget for the upcoming year in advance of the last Board meeting of the calendar year so the budget can be approved at that meeting.
16. Deposit the approved annual budget in the appropriate Dropbox folder.
17. Ensure that the Treasurer's office is bonded to protect the organization from financial improprieties. At the summer or fall Board meeting, present to the Board evidence of payment of the Surety Bond.
18. Pay the annual premium on the Not-For-Profit Organization Liability Insurance policy.
19. Prepare a year-end financial statement and budget summary, present it to the Board at the first meeting of the following calendar year, and present it to the membership at the next Annual Meeting. Deposit these reports in the appropriate Dropbox folder.
20. Provide the NMPW President with a pad of blank checks to use if the treasurer is not available or to write documented reimbursement checks to the Treasurer.
21. Maintain a list of usernames and passwords for NMPW online accounts (for security, this list is not deposited in Dropbox).

Committee Chairs' Job Descriptions

Bylaws Committee:

An ad hoc committee shall be appointed by the president if the Board wishes to suggest changes to the bylaws. Changes adopted by the Board must be submitted to the membership at least 30 days before the Annual Meeting. Final approval of the changes requires a vote of two-thirds of the members present at the Annual Meeting. When changes are adopted by the membership, the Bylaws Committee Chair shall deposit a copy of the revised bylaws (including date of revision) in the appropriate Dropbox folder.

Historian Shall:

1. Make note at the beginning of each calendar year of any members that are reaching milestone membership years (25, 30, 35 ...) so they can be recognized.
2. Make note of any NMPW members who die during the year and provide this information to the national organization for recognition during the annual national conference.
3. Make sure all committee reports for each Board meeting are uploaded to the appropriate committee folder on Dropbox.

4. At the end of the year, copy the year's Broadsheets, committee reports, Board meeting minutes, and annual meeting minutes onto a recording device. As appropriate, also maintain a physical scrapbook of paper items (e.g., brochures, newspaper clippings).
5. Give the recording device and scrapbook you created to the new historian at the end of your term.
6. Add the recording devices and the scrapbook to the NMPW archives at the Center for Southwest Research in Zimmerman Library at UNM, Albuquerque at a minimum of five-year intervals, beginning in 2020.
7. Act as photographer and videographer for the state conference, or appoint someone else to perform those functions.
8. Maintain the NMPW Procedures Manual, updating it in Dropbox when the Board approves changes to any of the topics covered in the manual.
9. Provide access to the current Procedures Manual to every new Board member when he/she joins the Board.
10. Manage the NMPW Dropbox and provide access to Board members as they take office.
 - a. Remove former Board members from the list of people who have access to the Dropbox files.
11. Develop, communicate, and maintain the NMPW Dropbox account.

Broadsheet Newsletter Editor Shall:

1. Prepare a newsletter at least four times per year (following each Board meeting).
2. Provide the electronic copy of the newsletter to the vice president for distribution by email to all current NMPW members.
3. Deposit a copy of the current issue of the newsletter in the appropriate Dropbox folder.

Nominating Committee Shall:

1. Consist of three current NMPW members, chaired by a Board member, to solicit and vet candidates for the four elected offices.
 - a. Candidates are elected at the annual meeting in odd-numbered years (see bylaws) to prepare for elections in even-numbered years.
 - b. Provide candidate names to the members at least 30 days prior to the even-numbered-year annual meeting.

Public Relations Chair Shall:

1. Prepare and disseminate press releases about organization activities as directed by the president.
2. Deposit copies of each press release in the appropriate Dropbox folder.

Scholarship Chair Shall:

1. Serve as NMPW's representative on the NMPW scholarship selection committee of the Albuquerque Community Foundation.
2. Ensure that the committee follows the instructions for selecting the winners of the NMPW Rosenstiel Scholarship and the NMPW Anne and Tony Hillerman Scholarship.
3. After the scholarship recipients are selected by the Albuquerque Community Foundation, report the results at the next Board meeting. Deposit a copy of this report in the appropriate Dropbox folder.
4. Communicate with the scholarship recipients, inviting them to the annual meeting lunch for recognition, and advising them of the meal provisions as follows.
 - a. Each scholarship winner is given two free tickets to the annual conference luncheon and can purchase up to two additional tickets at a reduced price to be determined by the conference chair and the treasurer. Funds for the free tickets will be reimbursed from the Doris Gregory Scholarship Account.

Website/Social Media Chair Shall:

Note: These chair positions are under development.

1. Keep the NMPW website up to date, and post announcements as directed by the president.
2. Post announcements on the NMPW Facebook page.
3. Monitor website traffic and Facebook "likes" and comments
4. Assess the usefulness of these assets and identify opportunities for improvement.

Zia Book Award Chair Shall:

1. Abide by Zia Book Award requirements including:
 - a. Open to women authors with a strong connection to New Mexico (e.g., live in New Mexico, write about New Mexico).

- b. Awarded annually on a three-year rotating schedule:
 - For a book-length work of fiction (e.g., 2025: published in 2022, 2023, or 2024)
 - For a book-length work of children’s literature (e.g., 2026: published in 2023,2024, or 2025)
 - For a book-length work of nonfiction (e.g., 2024: published in 2021, 2022, or 2023)
 - c. Judged by a panel of at least 3 qualified judges chosen by the Zia Book Award Chair. Each book shall be evaluated by at least 3 judges.
 - d. Submissions are typically open from October 1 until early February; exact dates to be determined by the Zia Book Award Chair.
 - e. Entry fee is \$25 for NMPW members and \$30 for nonmembers.
 - f. Up to three finalists are chosen and invited to attend the luncheon at the annual NMPW conference. At the luncheon, each will give a short reading or talk about their book. Then the places are announced (Third, Second, First).
 - g. Second and Third place winners receive certificates. The First place winner receives a plaque or trophy chosen by the Zia Book Award Chair.
2. Invite finalists to sell and sign their books following the lunch.
 3. Notify finalists that Finalist and Winner stickers are available for purchase on the NMPW website.
 - a. Arrange to mail stickers when they are ordered.
 4. Communicate to authors that books entered into the Zia Book Award contest are considered donations to NMPW.

Communications Contest Chair Shall:

1. Recommend fees for the state contest to the NMPW Board.
2. Find judges for all categories.
 - a. Judges do not have to be NMPW/NFPW members but must be qualified to judge in their assigned area.
 - b. Judges shall not be residents of New Mexico.

- c. Provide clear direction to the judges concerning deadlines and judging criteria (see NFPW contest rules). There can be no first-, second-, or third-place ties in any category (Honorable Mention ties are allowed).
3. Announce and promote the contest to maximize entries.
4. Emphasize the following points in announcements (including the NMPW website page):
 - a. Entries placing First in any category may move on to the national contest. The national contest requires a separate entry fee. NMPW will pay for one national entry for each entrant who was an NMPW member when they submitted their state entry. A member who places First in more than one category may have additional entries advance to the national contest provided they pay those entry fees to NMPW at the time the entries advance.
 - b. To be eligible to enter the national contest, each entrant must be a member of both NFPW and NMPW by the date the entries advance to the national contest. National and state membership fees are paid through NFPW.
5. Coordinate with the NFPW Communications Contest Chair concerning the acceptability of multiple entries in any category. Include this information in the entry instructions to be placed on the NMPW website.
6. Track contest entries for rule compliance throughout the entry period and keep the NMPW President informed about numbers of entries.
7. Answer questions and assist entrants as necessary. For example, a book can be entered in only one category. National rules specify that restriction for articles, and we apply the same principle to books.
8. Send thank-you gifts (in accord with the budget) to the judges after judging is complete.
9. Arrange for preparation of certificates for First, Second, Third Place and Honorable Mention winners in time for presentation at the annual state conference. The Communications Contest Chair and the NMPW president should sign the certificates; if this is impractical, signatures may be simulated with a cursive font or digital copies of the signatures can be printed on the certificates. After the conference, arrange to mail certificates to winners who did not attend the conference banquet.
10. Sweepstakes awards recognize two categories of highly performing entrants. The Communications Contest Chair shall tally total points for the sweepstakes winners. The top three scorers in both the Individuals and Organizations categories receive sweepstakes certificates.

First Place

4 Points

Second Place	3 Points
Third Place	2 Points
Honorable Mention	1 Point

11. Arrange with the treasurer to have checks ready for presentation at the annual conference banquet. Individual sweepstakes winners receive money. First prize \$100, Second prize \$75, Third prize \$50. If there is a tie, the prize money at that level is divided. There is no cash award for organizational sweepstakes.
12. Notify finalists that Finalist and Winner stickers are available for purchase on the NMPW website.
 - a. Arrange to mail stickers when they are ordered.
13. Provide a final report of the NMPW contest including number of entries per category, entries by member and non-member status, and a financial accounting of income and expenses.
 - a. Deposit a copy of this report in the appropriate Dropbox folder.
14. Plan and emcee the award ceremony at the annual conference banquet.
15. Give the list of winners and their hometowns to the public relations chair so press releases can be prepared and sent.

High School Outreach Coordinator Shall:

1. Encourage high school students throughout the state to submit entries to the NFPW High School Contest as an at-large entrant.
2. Report on your efforts to publicize the contest and any entries you may be aware of at the spring Board meeting. Deposit a copy of this report in the appropriate Dropbox folder.

Communicator of Achievement Chair Shall:

Note: To qualify for national nomination, nominees must be living members, in good standing for at least two years in an affiliate and NFPW. In September, ask the Membership Chair for a list of current members who satisfy this criterion. Include a copy of that list when you announce the opening of the nomination period in October.

1. Send the invitation to all current members.
2. Recruit three judges.
3. Ensure that the national judging criteria are followed (available at <https://nfpw.memberclicks.net/coa>). As of 2024, they are as follows:

- a. Professional achievement: 50%

All nominees should have high professional qualifications and achievements in their areas of communications (any field that has qualified the nominee for NFPW membership).

- b. Community service: 20%

Each nominee should have made some impact on the world beyond his or her profession — some contribution to humanity. That impact or contribution may be through the profession or beyond it.

- c. NFPW service: 15%

Since this is NFPW's highest award, each nominee should have been active in the national organization. This could include attendance at previous NFPW conferences, volunteering or giving presentations at NFPW conferences, or other activities deemed by the judges to have been of service to NFPW.

- d. State affiliate service: 15%

Each nominee should have made a definite and important contribution to his or her affiliate, as the state affiliates are important for carrying out the mission of NFPW.

4. Ensure nomination packages contain all of the following contents (see <https://nfpw.memberclicks.net/coa> for additional details):

- a. Official entry form (available on NFPW website).
- b. A brief summary in list form of vital information about the nominee divided among professional, community and NFPW/affiliate service. (One page)
- c. A narrative about the nominee (Up to four pages).
- d. Endorsements of the nominees. You may excerpt from full-length endorsements. (Two pages).
- e. Two samples of the nominee's work (such as published stories or on-camera appearances) to prove he or she has been a professional communicator. This gives the judge an idea of the type of work done by the nominee; the quality of the work isn't being judged here. Print samples can be PDF scans or website URLs or links to bylined stories (or portions of stories). (Two pages) Broadcast samples should be limited to 10 minutes. A MP3, a MP4, a CD, a DVD, or other electronic files may be uploaded to a website or to YouTube or Vimeo and the URL submitted.

- f. A 150-word biography for the newsletter.
- g. A 75-word biography for the conference program.
- h. A color photograph of the nominee in jpg format at least 300-dpi resolution.

Note: The biographies will be subject to editing in the interest of consistency and space. The materials will be used for PR and print purposes.

- 5. Determine a state COA winner and submit the required materials (see above) to the national COA director.
- 6. Place a copy of each nomination packet and the judges' reports in the appropriate Dropbox folder.
- 7. Notify the NMPW president who the COA winner is.
- 8. Plan and emcee the COA award presentation at the annual conference banquet.

Conference Chair Shall:

- 1. Create and maintain a schedule.
 - a. The annual conference is typically held in the spring.
 - b. Care must be taken to avoid conflicts with religious events and the Historical Society of New Mexico's annual conference.
- 2. Decide on a theme.
 - a. Decide on a theme as early as possible.
 - b. Use the theme to identify potential presenters and to publicize the conference.
 - c. Design a conference logo, preferably incorporating the theme.
 - d. Arrange to have a conference program designed and printed.
 - e. Deposit a copy of the program in the appropriate Dropbox folder.
- 3. Decide on venue.
 - a. The venue must be approved by the Board.
 - b. Contracts are to be signed by the president and treasurer.

- c. Place a copy of the signed contract in the appropriate Dropbox folder.
 - d. Ensure that the venue is ADA compliant.
 - e. Carefully review the contract, and prepare a conference budget based on venue fees.
4. Manage NMPW Conference finances including:
- a. Sponsorships

Note: NMPW is a 501(c)(6) corporation. Donations to NMWP are not tax deductible to donors as charitable contributions but may be deductible as marketing expenses.
 - b. Complementary meals
 - i. Two lunches for each scholarship winner (actual cost of the meals to be paid from the Doris Gregory Fund)
 - ii. One lunch for each Zia Award finalist, actual cost to be charged to Zia Award budget
 - iii. One dinner for keynote speaker
 - iv. Others as determined by conference planner
 - c. Complementary hotel room for NMPW President and Treasurer.
 - d. Honoraria in a modest amount will be offered to presenters to establish a contract. They will be paid following each presentation. Board approval is required for an individual speaker fee exceeding \$200 (passed 8/18/12).
 - e. Create a spreadsheet to record conference registrations, including such details as full conference registration, partial conference registration (if appropriate), meals only (including complementary meals for scholarship winners and others), and meal choices.
 - f. Conference registration refunds may be made up to one week prior to the event, unless otherwise decided by the Board.
 - g. Online registration may be processed through the NMPW Square account.
 - h. The treasurer shall be notified at least one day before the conference what checks must be prepared (e.g., sweepstakes winners and presenter honoraria).
5. Print name badges for all conference attendees, including registrants, guests, and speakers.

6. Distribute evaluation forms to all conference attendees and tabulate the results.
7. Present a final report on the conference at the fall Board meeting and deposit this report in the appropriate Dropbox folder.

Other Topics

Dropbox

1. NMPW uses a free account in Dropbox, an online storage utility, to make Board documents available to current Board members. This serves to share information, including committee records from previous years.
2. Board members shall upload the reports they prepare for each Board meeting, as well as other documents that will be useful to people who will hold that Board position in the future. This is key to NMPW Records Management.
3. The Historian is responsible for inviting new Board members to join Dropbox and removing former Board members from the list of people who have access to the Dropbox files.

Gift Membership Policy

Guest speakers at New Mexico Press Women events, including conferences, special events and webinars, generously give of their time, knowledge and expertise to our members, attendees, and listeners. Without guest speakers and panelists, NMPW would be unable to offer these programs.

We desire to acknowledge and compensate our participants, but as a non-profit organization, we don't always have the budget to purchase an appropriate gift for them. One way we can acknowledge them is to offer a one-year-membership to NMPW.

This will help to increase our membership and potentially increase participation in our contests and conferences. Everyone wins with a gift membership to NMPW. According to NMPW Bylaw Article III Membership and Section 2, "anyone who qualifies as a professional communicator actively engaged in any aspect of the field of communication for remuneration at least one year immediately prior to application may be eligible for NMPW membership."

Most, if not all, of our guest speakers meet this qualification to be an "associate member" of NMPW, that is members who only belong to the state chapter and not the national organization of National Federation of Press Women.

1. Gift memberships should be offered only to those who are not receiving an honorarium.
2. NMPW officers will vote on who is entitled to receive the Gift Membership.
3. The policy, if adopted, will go into effect on January 1, 2021.
4. Chapters can propose Gift Memberships for people participating solely in their events.

5. Board Members are not eligible for gift memberships.
6. Because of budgetary requirements, the number of guest membership shall be limited to a number representing 5% of the paid memberships.
 - a. The rationale is that NMPW pays to send a first-place membership to the National Contest, if the Gift member participates in the Contest.
 - b. With the membership of about 80 paid members, the maximum number of Gift Memberships should be four (4) with such a limitation.