

# **CONSTITUTION AND BY-LAWS OF THE NEW MEXICO GOVERNMENT FINANCE OFFICERS ASSOCIATION**

## **ARTICLE 1. NAME**

- A. The name of this association shall be the New Mexico Government Finance Officers Association, hereinafter referred to as NMGFOA.

## **ARTICLE 2. SUBDIVISION**

- A. The Association so created be, and hereby is, a subdivision of the New Mexico Municipal League with headquarters in the City of Santa Fe, Santa Fe County, in the State of New Mexico.

## **ARTICLE 3. PURPOSES AND OBJECTIVES**

The objective of the Association shall be to aid in the improvement of governmental finance, to extend the movement for adequate procedures of accounting, budgeting, financial reporting by governmental units; to encourage the use of common terminology, classification and principles relating to the subject; and to develop general principles of economy and efficiency in government and to bring about the enlistment and training of qualified public officials and employees. The Association may also be concerned with legislation affecting government finance.

## **ARTICLE 4. MEMBERSHIP**

### **A. Active Membership**

An elected official or employee of the municipality in any position relating to public finance, accounting, auditing, budgeting, reporting or in any other fiscal capacity shall be eligible to officially represent a member municipality and thereby shall be classified as an active member. Official active member representatives shall include persons having but not limited to such titles as Controller, Auditor, Treasurer, Secretary, Clerk, Director of Finance or other financial position(s) within the municipality which deal directly with fiscal affairs.

### **B. Associate Members**

Persons not enumerated under active members but who are involved with or interested in the principles or practices of governmental accounting, auditing, budgeting, reporting and other phases of public finance and have subscribed to the objectives of the Association, shall be eligible to become Associate Members.

**C. Retiree**

A Retiree membership may be held in the Association by a person who was a member of NMGFOA upon retiring from the profession and desires to maintain a relationship with the Association. The Retiree is eligible to serve on a committee. The Retiree member is not eligible to hold an office in the NMGFOA.

**ARTICLE 5. OFFICERS**

The officers of this association shall include: President, Vice-President, Secretary-Treasurer, the designated New Mexico representative of the Government Finance Officers Association of the United States and Canada, and Membership Director. The term of office shall be two years. Elected officers must hold an active membership in the Association. They shall exercise and carry out the duties and responsibilities usually performed by such officers.

- A. Each officer shall be a full, active member in good standing of the Association as defined in Article 4.
- B. The right to hold office and serve on the Executive Committee is reserved for members who are current in the payment of Association dues.
- C. There shall only be one officer from any one member municipality.
- D. The officers shall assume office, January 1 and service until December 31. The term of office shall be for two years or until the respective successor takes office.
- E. The Vice President shall automatically assume the office of the President on January 1 for a two year term.
- F. If the Vice President, Secretary-Treasurer, NMGFOA representative or Membership Director ceases municipal employment in a financial position, the resulting vacancy shall be filled by a majority vote of the Executive Board within 30 days after such vacancy occurs.
- G. If the President ceases municipal employment in a financial position, the resulting vacancy shall be filled by the Immediate Past President until,
  - 1. If the vacancy occurs in the second year of the term, the Immediate Past President will fill out the remainder of the President's term.
  - 2. If the vacancy occurs in the first year of the term, the Immediate Past President will hold the office until December 31 of the first year. The Vice President would assume the position of President one year early and then hold the office of President for two full years.

- H. The President of the Association is a member of the New Mexico Municipal League Board of Directors for a period of two years, January 1 through December 31.

The secretary-treasurer shall obtain the necessary financial business of the association and provide copies of such records for auditing at the annual meeting of the Association. The Secretary-Treasurer shall keep a record of the minutes of all meetings, give proper notice of meetings to the membership and perform such other duties as may be delegated by the Executive Committee.

## **ARTICLE 6. EXECUTIVE COMMITTEE**

- A. The governing body of the Association shall be called its Executive Committee and shall consist of the officers of the Association and immediate past president. The immediate past president in active service as a government official or employee in New Mexico, shall serve on the Executive Committee for two years after retirement as president of the association.

- B. Executive Committee: Power and Duties**

It shall be the duty of the Executive Committee to transact the business of the Association including policy matters; the arrangement of meetings as to time, place and program; to study all matters referred to it by Association members; and to perform such other duties as may be deemed to pertain to the Chapter's advancement, welfare and the best interests.

The New Mexico GFO Association may have committees appointed by the President to perform administrative responsibilities of the Association. The President is an ex-officio member of all committees of the Association.

## **ARTICLE 7. ELECTION OF OFFICERS**

- A. Officers shall be elected at the annual meeting.
- B. Nominations for vacant positions shall come from the floor.
- C. The candidate for each office receiving a majority of the vote of the members present shall be declared elected.

B. Newly elected officers shall assume office on January 1st of each year.

## **ARTICLE 8. OFFICE VACANCY**

In the event an individual elected to office terminates their employment with a governmental unit for a period in excess of 30 days, their office shall automatically be declared vacant and shall be filled by the Executive Committee.

## **ARTICLE 9. MEETINGS**

- A. Annual Meeting - There shall be an Annual Meeting each year at the call of the Executive Committee where an Association Business Meeting shall be held.
- B. Special Meeting - Special meetings may be called by the President or on petition of a majority of the members of the Executive Committee. In order to hold a special meeting, the full membership must be given a written note, to include electronic notification, at least fourteen days prior to the date of such a meeting stating the time, place and purpose for the meeting. The Executive Committee shall meet at the time of each regular meeting and at such other times as the President or a majority of the Executive Committee shall meet at the time of each regular meeting and at such other times the President or a majority of the Executive Committee may direct.
- C. Special meetings may be held by Zoom or whatever virtual means are available.
- D. Quorum
  - 1. A majority of four members shall constitute a quorum at Executive Committee meetings.
  - 2. A minimum of 25% of the active members shall constitute a quorum to do business at an Association meeting.

## **ARTICLE 10. PUBLICATION OF MATERIALS**

No published materials shall be prepared and issued by the Association unless:

- 1. It clearly shows on its face that it was prepared by the Association.
- 2. The name of the editor or author is stated thereon.

Further, no published materials shall be published or issued by this Association unless specific written approval is given by the Executive Committee, after consultation with the New Mexico Municipal League.

## **ARTICLE 11. AMENDMENT TO BY-LAWS**

These By-Laws may be amended at any meeting of the Association by a 2/3 vote of the members present, provided that notices of such amendment shall be given in writing to all members 30 days prior to such meeting.

## **ARTICLE 12. ANNUAL MEMBERSHIP FEES**

Annual membership fees for both active and associate membership shall be established and revised from time to time by the Executive Committee. Annual membership fees shall be payable on July 1 of each year, and shall be considered delinquent if not paid at the date of the annual meeting and shall automatically be suspended from membership.

The New Mexico Chapter of the Government Finance Officers Association was organized in 1978 and these proposed By-Laws amended at a meeting held on the 3rd day of September, 1987 in Farmington, New Mexico.

Adopted this 3rd day of September, 1987 in Farmington, New Mexico.

Pete McArthur  
President

AMENDED BY THE GFOA ON DECEMBER 14, 1989 and approved by the New Mexico Municipal League Board of Directors at its meeting of May 19, 1990.

AMENDED BY THE GFOA ON SEPTEMBER 2, 1992

AMENDED BY THE GFOA ON DECEMBER 4, 1997

AMENDED BY THE GFOA ON DECEMBER 4, 2008

AMENDED BY THE NMFGOA ON DECEMBER 4, 2023