

CONSTITUTION AND BY-LAWS

NEW MEXICO MUNICIPAL ENVIRONMENTAL QUALITY ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be the New Mexico Municipal Environmental Quality Association.

ARTICLE II. AFFILIATION

The New Mexico Municipal Environmental Quality Association so created shall 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 III. PURPOSE

The New Mexico Municipal Environmental Quality Association is a subsection of the New Mexico Municipal League organized to address environmental issues including water quality, solid waste, air quality, etc. and related regulatory issues and increase proficiency of its members through sharing of experiences, expertise and techniques including sponsorship of professional education that combined will result in improved environmental quality at the State and Local level.

ARTICLE IV. OFFICERS/EXECUTIVE COMMITTEE

SECTION 1. ENUMERATION, QUALIFICATION AND DUTIES: The officers of this Association shall be the President, President-elect, Vice-President, and Secretary-Treasurer.

- A. Each officer shall be a full member in good standing of the Association as defined in Article VIII of this Constitution, with the exception of the office of Secretary Treasurer.
- B. There shall be only one (1) officer from any one (1) member municipality, county employees are not eligible to serve as officers of the Association.
- C. The officers shall assume office October 1st and serve until September 30th. The term of office shall be for one year or until the respective successor takes office, except, however, that the office of Secretary Treasurer shall be assumed by the Executive Director of the New Mexico Municipal League.
- D. The President-Elect shall automatically assume the office of President on October 1 for the ensuing year.
- E. If the President-Elect or Vice-President ceases municipal employment, the resulting vacancy shall be filled by a majority vote of the Executive Committee within 30 days after such vacancy occurs.

- F. The President of the Association is an advisory member of the New Mexico Municipal League Board of Directors for a period of one year, October 1 through September 30, concurrent with the term of office.

SECTION 2. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the officers of the Association, together with the Immediate Past President in active service as a municipal employee in New Mexico, who shall serve one additional year after his/her term as President has expired.

- A. The Executive Committee shall perform all the duties and have all of the powers of the Board of Directors when so designated by the Board.
- B. Meetings of the Executive Committee shall be held on call of the President or by the Secretary Treasurer upon request of a majority of the Executive Committee.
- C. A majority of the members of the Executive Committee shall constitute a quorum for the purpose of transacting business. Upon any vote, a majority of the Committee present and voting shall prevail.
- D. For the purposes of this Section, a conference call of a majority of the Executive Committee shall be considered a valid meeting.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the Executive Committee and ten (10) Directors.

SECTION 2. The membership of the Board shall be comprised of no less than fifty-five percent (55%) Full Members as defined in Article VIII, Section 1.A. of this Constitution.

SECTION 3. As defined in Article VIII, Section 1.B of this Constitution, Associate Members may serve on the Board of Directors as Ex-officio non-voting members.

SECTION 4. The Board of Directors shall meet at the call of the President or a majority of the Board by notice of the Secretary-Treasurer, provided that no more than 4 meetings per year are called.

SECTION 5. The Board of Directors shall have general supervision of the affairs of the Association, including but not limited to approval of expenditures and such other business as deemed necessary to pursue the purposes and continued welfare of the Association.

SECTION 6. Any action by the Board of Directors shall require no less than fifty-five percent (55%) of the voting members of the Board present, or participating by telephone conference, at the meeting. For the purposes of conducting business, a quorum shall consist of fifty-five percent (55%) of the voting membership of the Board.

SECTION 7. For the purposes of the section, a conference telephone call of a majority of the members of the Board shall be considered a valid meeting.

ARTICLE VI. COMMITTEES

SECTION 1. The President shall appoint standing committees and chairpersons as needed from the membership.

SECTION 2. The Association president is an ex-officio member of all committees of this Association.

ARTICLE VII. ELECTIONS

SECTION 1. At each New Mexico Municipal League Annual Conference meeting of the New Mexico Municipal Environmental Quality Association the full members of the Association shall elect a President (if there is no President-Elect), President-Elect, Vice President, and Directors. Any candidate receiving a majority of all votes cast for any office, as defined in Article V., Sections 2 and 3 of this constitution shall be declared elected.

SECTION 2. Not later than 90 days prior to the Municipal League Annual Conference Meeting of the New Mexico Municipal Environmental Quality Association the Association President shall appoint not less than three members in good standing to serve as the Nominating Committee.

SECTION 3. Not later than 60 days prior to the Municipal League Annual Conference Meeting of the New Mexico Municipal Environmental Quality Association the Association members in good standing shall be notified in writing of the:

- A. vacancies in office to be filled;
- B. names of Nominating Committee members; and
- C. procedures to nominate members in good standing to vacancies.

SECTION 4. Any Association member in good standing may nominate any eligible member or may declare his or her candidacy for any position to be filled. Such nominations or declarations of candidacy shall be submitted in writing to the Chairman of the Nominating Committee no later than 30 days prior to the Municipal League Annual Conference Meeting of the New Mexico Municipal Environmental Quality Association. Nominations received after that date will be returned, but may be reconsidered as provided for in Article VII, Section 6.

SECTION 5. The Nominating Committee shall meet and prepare a Nominating Committee report to be mailed to members in good standing no later than 15 days prior to the meeting.

- A. The Nominating Committee shall submit the names of all timely declarations and nominations for each position to be filled in the Nominating Committee Report.
- B. If no nomination or declaration is received for a position, the Nominating Committee shall submit the name of one member in good standing for each position to be filled for which no nomination or declaration was received.

SECTION 6. At the Business Meeting of the New Mexico Municipal Environmental Quality Association held during the Municipal League Annual Conference the report of the Nominating Committee shall be submitted for approval of the members in good standing, registered and attending the business meeting. Nominations from the floor may be made by any member in good standing in attendance at the business meeting, for any position to be filled.

SECTION 7. A member who has served the Association as an officer shall not be eligible to serve consecutive terms in the same office, except for a person filling an unexpired term in the Association, to succeed himself, provided, however, that this section does not affect the office of the Secretary-Treasurer who shall always be filled by the Executive Director of the New Mexico Municipal League.

SECTION 8. The officers and directors elected as provided for in this article shall take office on October 1 and serve until September 30 of the ensuing year.

ARTICLE VIII. MEMBERSHIP

SECTION 1. The membership of this Association shall consist of full members, associate members, and honorary members.

- A. **FULL MEMBERS:** Any person who is a municipal or county employee associated with water quality, solid waste, or air quality issues or who is an employee of a combined city-county water utility shall be eligible for full membership in the Association. It shall be the duty of the President to invite each person to exercise his rights to such membership.
- B. **ASSOCIATE MEMBERS:** Interested individuals associated with environment quality issues shall be eligible for associate membership in the Association. Application for such membership shall be approved by the Executive Committee before election to membership.
- C. **HONORARY MEMBERS:** Honorary members shall be chosen because of distinguished service to local government. They shall be proposed by at least three active members, and shall be deemed honorary members only upon a unanimous recommendation of the Executive Committee and with the approval of the Board of Directors. Honorary Members are not eligible for nomination to the Board of Directors.

SECTION 2. ELIGIBILITY: Eligibility in any grade of membership shall be as determined by the Executive Committee.

SECTION 3. MEMBER IN GOOD STANDING: A member in good standing means that the current years dues are paid in full. Membership dues are due and payable on July 1 and are delinquent on August 15.

ARTICLE IX. MEMBERSHIP TERMINATION

SECTION 1. EXPULSION OF MEMBERS: The Executive Committee may, upon written request of four or more full members, setting forth reasons, suspend any member of the Association if the Executive Committee considers the reasons just cause for action, provided that such suspension shall be for a period of not more than one

year. If it appears there is sufficient reason for expulsion, the committee shall advise the accused of the charges against him. He may, if he so desires, present a written defense which shall be considered by the Executive Committee. Within one month after preferring of charges, the Executive Committee shall consider the case. If a resignation has not been tendered, or a satisfactory defense made, the Executive Committee shall expel the person and notify him and the membership of its action. A member who has been expelled may only be restored to membership by a three-fourths majority vote of the members at an annual meeting.

SECTION 2. RESIGNATION: Any member may resign their membership by a written notice to the Secretary-Treasurer of their desire to do so after which their resignation shall be accepted.

ARTICLE X. DUES

SECTION 1. The annual dues for full members and associate members shall be as set by the Board of Directors by resolution. Honorary members shall be exempt from dues.

SECTION 2. Any member whose dues are in arrears for a period of six months may be suspended from membership and notified by the Secretary-Treasurer in writing of their suspension.

ARTICLE XI. MEETINGS

Meetings of this Association shall be held at least semi-annually. One semi-annual meeting shall be held during the Annual Conference of the New Mexico Municipal League and one Spring semi-annual meeting no later than May 31. All other meetings shall be held at a time and place as determined by the Executive Committee. Notice of the time and place of the semi-annual meetings shall be sent by the Secretary-Treasurer to all members not less than thirty days in advance of the meeting date.

ARTICLE XII. AMENDMENTS

This Constitution may be amended or repealed by a two-thirds vote of the full members in good standing of the Association registered and attending a semi-annual meeting.

ARTICLE XIII. EFFECTIVE DATE

This Constitution shall be in full force and effective after its approval in accordance with Article XII. of this Constitution.

BY-LAWS

ARTICLE I

The duties of the offices of this Association shall be such as by general usage are indicated by the title of office. The President shall appoint such committees as may be necessary. The Board of Directors or the Executive Committee, when so designated by the Board of Directors, shall supervise and control the affairs of the Association when the Association is not in session.

The President is an ex-officio member of all committees defined in the Constitution and By-Laws of this Association.

ARTICLE II

The Secretary-Treasurer shall transact the necessary financial business of the Association and keep a complete record of all transactions which shall be submitted for auditing at a semi-annual meeting of the Association. He 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 to him by the Board of Directors.

ARTICLE III

At semi-annual meetings of the Association, the order of business shall be as follows, but may be suspended by a majority vote of full members present:

1. Roll Call
2. Reading of the Minutes
3. Communications
4. Report of the Secretary-Treasurer
5. Report of the Executive Committee
6. Reports of Committees
7. Unfinished Business
8. Election of Officers
9. Appointment of Committees
10. New Business
11. Adjournment

ARTICLE IV

VOTING: Each full member in good standing, registered and attending a semi-annual meeting of the Association shall be entitled to one vote. Where there is more than one nominee for office, the voting shall be only by written ballot. All other voting shall be by showing of hands; except that upon request of one-third of the members present, a roll call shall be had upon any question. Upon any vote, a majority of the full members in good standing present and voting shall prevail, except upon questions which require more than a majority vote under the provisions of these By-Laws.

ARTICLE V

The membership status of any person who is a full member of this Association and who resigns or is removed from his position as an employee of a municipality shall be reviewed by the Executive Committee at the next semi-annual meeting. At that time, the Executive Committee shall make a determination on the membership status of that person.

ARTICLE VI

The fiscal year shall date from July 1 to June 30. Dues shall be payable annually on or before July 1 and shall be considered delinquent on August 15.

ARTICLE VII

These by-laws may be amended by a two-thirds vote of the full members in good standing present at a semi-annual meeting.

ARTICLE VIII

TEMPORARY PROVISION: An interim Executive Committee will be appointed for the period beginning October 1, 1991 and ending September 30, 1992. Thereafter, they will be elected in accordance with the provisions of the Constitution and By-Laws of this Association.

ARTICLE IX

TEMPORARY PROVISION: The election of a President-Elect, by the Membership, for the term of one year retroactive to October 1, 1995 and ending September 30, 1996 will take place by mail ballot. Future elections for the office of President-Elect will be conducted in accordance with the provisions of the Constitution and By-Laws of this Association.

AMENDED BY THE ASSOCIATION, AUGUST 30, 2006

APPROVED BY THE NMML BOARD OF DIRECTORS, OCTOBER 7, 2006