

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

## SECTION 1. NAME

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

## SECTION 2. 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 and 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 and the personnel of government finance officers.

## SECTION 3. MEMBERSHIP

### A. Active Membership

Municipalities located within New Mexico shall constitute the 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 accounting; budgeting 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. However, the Retiree member is not eligible to hold an office in the NMGFOA or to Chair a committee.

**SECTION 4. OFFICERS**

The officers of this association shall include: President, President-Elect, Vice-President and 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 one year, or until successors are elected and have qualified. 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.

The secretary-treasurer shall be the Executive Director of the New Mexico Municipal League or his designated representative. The secretary-treasurer shall transact the necessary financial business of the association; 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 Executive Committee.

**SECTION 5. 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 one year after retirement as president of the association.

B. **Executive Committee Membership**

1. Only active members may be members of the Executive Committee.
2. The right to hold office and serve on the Executive Committee is reserved for members who are current in the payment of Association dues.
3. Members of the Executive Committee shall serve for terms of one year, provided, however, that this section does not affect the office of Secretary-Treasurer who shall always be filled by the executive director of the New Mexico Municipal League or his designated representative.

**C. 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.

**SECTION 6. STANDING COMMITTEES**

The president may appoint, with the approval of the Executive Committee standing committees as may deem advisable. The standing committees are as follows but not limited to:

1. Scholarship Committee
2. Legislative Committee
3. Membership Committee
4. Conference Committee
5. Professional Development Committee
6. Newsletter/Website Committee

Each committee shall be chaired by one or more active members who shall be appointed for a term of one year. Committee chairpersons may serve successive terms when confirmed by the Executive Committee. Chairpersons shall be responsible for the development of the goals, objectives and work plan of their respective committees. Chairpersons shall be responsible for selecting the members of their respective committees and determining the committee's size.

**SECTION 7. NOMINATING COMMITTEE**

Six months, prior to the annual meeting, the President shall appoint a nominating committee consisting of three (3) active members. The Committee shall nominate one (1) candidate for each office to be filled. It may include nominations of a member of the Executive Committee. Nominations shall be permitted from the floor.

**SECTION 8. ELECTION OF OFFICERS**

- A. Officers shall be elected at the annual meeting. 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 February 1st of each year.

## **SECTION 9. OFFICE VACANCY**

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

## **SECTION 10. 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, 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. **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.

## **SECTION 11. 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.

## **SECTION 12. 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.

### **SECTION 13. 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 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