

NMVMA By-Laws

Article I NMVMA Member Meetings

Section 1.

- a. The Executive Board shall publish an annual report for its membership which will include current events, issues, a financial report and reports from the different regional directors. Items of business which require a vote from the membership at large will be included with a date for return to the NMVMA office for counting.

Section 2.

- a. A special meeting of the NMVMA, including the Executive Board, may be called by the President with the approval of a majority of the Executive Board, or may be called on petition in writing of fifty (50) members, to be convened within sixty (60) days.
- b. Notification of a special meeting shall be given to all members not less than fourteen (14) days prior to the meeting date.
- c. Items for the special meeting shall be limited to the published agenda.
- d. All meetings of the NMVMA shall be presided over by the President, or in case of absence, the President-Elect or any member of the Executive Board selected by the membership present.

Article II

OFFICERS

Section 1. Composition

- a. The officers of the New Mexico Veterinary Medical Association shall consist of a President, President-Elect, Treasurer and Immediate Past-President. This group shall be known as the Executive Committee.

Section 2. Qualifications

- a. The President, President-Elect, and Treasurer must have been active members of the NMVMA for at least 5 years immediately prior to standing for election.

- b. The Immediate Past-President shall not be eligible for election to the office of President-Elect for 2 years after leaving that office.

Section 3. Nomination and Election

- a. Nomination forms shall be distributed to NMVMA members as soon as their membership dues are received each year. In order to appear on the ballot, each candidate must receive at least two (2) nominations and meet the requirements of the office for which he or she is running.
- b. If there are no candidates for an office, the Executive Board will attempt to submit at least two (2) names for consideration.
- c. In the event an individual is nominated for more than one office, only one nomination may be accepted.
- d. The nominee's acceptance will determine for which office the nominee is a candidate.
- e. The nomination and election of officers shall be conducted in the following manner:
 1. Nominations shall be approved by the Executive Board of the NMVMA.
 2. Nominations for office shall be sent on secret ballot to voting members of the NMVMA at least 45 days before the last Executive Board meeting of the calendar year.
 3. Ballots shall be returned to the NMVMA office within thirty (30) days of the postmarked date.
 4. The NMVMA Executive Director, along with an NMVMA member approved by the Executive Board, shall count the votes for each office in question and forward the names of the candidates elected to the Executive Board.
 5. Candidates who receive a majority of the votes cast shall be elected.
 6. Officers shall be announced to the NMVMA membership either at the annual banquet or through correspondence, such as the *Road Runner*.
 7. In the event that a candidate does not receive a majority vote, the winner shall be determined by a run-off election of the top 2 candidates which will be conducted by mail ballot.

Section 4. President

- a. The President shall exercise the powers and perform the duties assigned by the Executive Board; and as such, subject to the Articles of Incorporation and these By-Laws, shall supervise the management of its

affairs and at any meetings, make a statement relative to its condition, activities and organization.

- b. The President will serve a 2 year term of office under the following conditions:
 - 1. The term period is acceptable to the incoming President.
 - 2. The term period can be shortened by illness, resignation or removal from office by a 2/3 majority of votes from the Executive Board.
 - 3. If circumstances result in the untimely removal of the President from office, the function of the office of President shall continue under a "co-chair" association of the President-Elect and the immediate Past-President until both parties feel that the NMVMA has undergone a smooth transition of the President-Elect into the office of the President.
- c. The President shall be the chief elected executive officer of the NMVMA and will perform the following duties:
 - 1. Chair the Executive Board and the Executive Committee
 - 2. Preside at any special meetings of the NMVMA.
 - 3. Represent the NMVMA at professional meetings and functions.
 - 4. Present an annual budget for approval by the Executive Board.

Section 5. President-Elect

- a. The President-Elect shall perform such duties as assigned by the President and/or the Executive Board, within the terms of the Articles of Incorporation and By-Laws.
- b. In the absence of the President, the President-Elect will assume the duties required for that office.
- c. The President-Elect shall succeed automatically to the office of the President at the appointed time.

Section 6. Treasurer

- a. Under the direction of the Executive Board, the Treasurer shall collect and disburse all funds of the NMVMA.
- b. The Treasurer will keep regular accounts and books belonging to the NMVMA as well as file the IRS and State Corporation forms.
- c. The books and financial records of the NMVMA will be open to inspection by any member.
- d. The Treasurer will oversee any investments made by the NMVMA. Any withdrawal or major decision concerning the movement of long-term

funds will require two (2) signatures and approval of the Executive Board.

- e. The Treasurer will serve a term of two (2) years and can be reelected by the NMVMA membership to serve longer as need be.

Section 7. Immediate Past-President

- a. The immediate Past-President shall serve a term equal in length to the term of the current president.
- b. Duties to be performed will be assigned by the President and/or the Executive Board.

Article III NMVMA Executive Board

Section 1.

- a. The Executive Board shall be composed of the President, President-Elect, Treasurer, the immediate Past-President and five (5) district Directors, representing a Northwest District, a Northeast District, a Central District, a Southwest District, a Southeast District, and two (2) at-large Directors selected from within the current statewide membership. District boundaries and maps of the five (5) districts may be set or modified at any regular meeting of the Executive Board. Officers of the NMVMA, District Directors and at-large Directors shall be elected by popular vote of the membership and shall be installed at the last Executive Board meeting of the year. District Directors and at-large Directors shall be elected for three (3) year staggered terms.
- b. Additional Director positions may be defined by the Executive Board. Such Directors may represent geographical districts, constituent associations, specialties within the profession, or other groups to be determined by the Executive Board.
- c. Any Director may be removed from office for just cause by a three-fourths vote of the Executive Board. Voting shall be by secret ballot.

Section 2. The Executive Board shall meet quarterly. Special meetings may be called by the President, or, in his or her absence, the President-Elect upon one day's notice to the members of the Executive Board. Such meetings may be held in person or by using available technology. In all cases, a majority of the Executive Board shall constitute a quorum.

Section 3. In addition to such powers as are specifically conferred upon it by the Articles of Incorporation, or by any other by-laws, the Executive Board shall

have responsibility for general management of the NMVMA, and may make such regulations, policies, and procedures as it deems advisable, not inconsistent with the Articles of Incorporation and by-laws. The Executive Board shall keep a record of its proceedings, and these reports of its activities shall be made available to NMVMA members upon request.

Section 4. The Executive Board shall have the authority to hire an Executive Director whose duties and salary shall be determined by the Executive Board.

Article IV AVMA Delegates

Section 1. One delegate and one alternate shall be nominated by the Executive Board and approved by the general membership in accordance with the election procedures presented in Article II, Section 3, e. Delegates may be removed by a 2/3 vote of the Executive Board.

Section 2. Delegate duties shall be those as defined by the AVMA.

Article V Membership

Section 1. Members present at the meeting when the Articles of Incorporation of the NMVMA were adopted are Charter Members of the NMVMA.

Section 2. Any graduate of a college of Veterinary Medicine accredited by the American Veterinary Medical Association who is (a) actively engaged in the Veterinary Medical Profession in NM, or (b) licensed in the state of New Mexico, or (c) a resident of NM practicing in an adjacent state, or (d) a New Mexico resident veterinarian on active duty in the U.S. military, is eligible for regular membership in the NMVMA upon payment to the Treasurer of membership dues. Other special circumstances shall be decided by the Executive Board.

Section 3. Any graduate veterinarian not qualified for regular membership in the NMVMA as specified in Section 2, may be admitted as a Non-Resident (or Associate) member. Non-Resident (Associate) members shall not be entitled to vote or to hold office, but shall enjoy all other privileges of NMVMA membership.

Section 4. Any person who has contributed to the welfare or image of the veterinary profession in a conspicuous manner by original, faithful, or meritorious work of value to the profession may be elected to Honorary Membership by majority vote of the Executive Board or by majority vote of the membership.

Such Honorary members shall not hold office or have voting privileges in the NMVMA, but shall enjoy all other privileges of NMVMA membership.

Section 5. Any NMVMA member who has been a regular member as specified in Section 2 for at least 25 years, performed exemplary service to the NMVMA and profession, and enhanced the image of veterinary medicine may be elected to Distinguished Lifetime Member status by a majority vote of the Executive Board. Such Distinguished Lifetime Members shall be eligible to vote and to hold office.

Section 6. It shall be the prerogative of the Executive Board to permit individuals from commercial and/or supporting allied fields membership in the NMVMA. Organizations wishing to have more than one representative involved in the NMVMA must purchase a separate membership for each representative. Commercial members shall not hold office or have voting powers but shall be entitled to other benefits of membership as deemed appropriate by the Executive Board.

Section 7.

(a) Any NMVMA member who has been a regular member of this association as specified in Section 2, for at least 10 years and has reached the age of 65, is eligible for Retired Member status and entitled to a 20% discount on membership dues.

(b) Any graduate veterinarian who has been a regular member of his or her respective state organization for at least 10 years, is age 65 or older, and relocates to the state of NM shall be eligible for Retired Member status.

Section 8. The Executive Board shall have the power to set membership categories and assess dues.

Article VI Dues

Section 1. Charter members of the NMVMA, as well as those hereinafter elected to membership, shall pay annual dues on the first day of July of each year. First year graduate members join at no membership fee. Second year graduate members may join for half-fee, and thereafter pay regular dues.

Section 2. Non-Resident (Associate) members shall pay annual dues of half-fee, payable in advance upon admission, and thereafter upon the first day of July of each year.

Section 3. Honorary Members and Distinguished Lifetime Members shall not be assessed an annual dues.

Section 4. Retired members of the NMVMA shall pay annual dues in the amount of 80% of regular membership dues with reduced dues in effect and payable the first day of July following retired member designation and on the first day of July each succeeding year.

Section 5. Allied members' membership dues shall be decided by the Executive Board.

Section 6. Any member failing to pay annual dues within 90 days after the same have become payable, shall be notified by the Treasurer by mail or other available technology that unless such dues are paid within 30 days, the member so continuing in default shall cease to be a member of the NMVMA.

Section 7. The Executive Board shall have the authority to set and/or change membership categories and admission fee and dues amounts.

Article VII Committees

Section 1. There shall be standing committees of the NMVMA. Standing committees shall be appointed by the President and approved by the Executive Board. The Chairperson of each committee, with the exception of the Ways and Means Committee, shall be appointed and may be replaced by the President with approval by 2/3 of the Executive Board. The duties, functions and projects of each committee shall be defined, assigned and communicated to each committee by the President and the Executive Board. The selection of committee members shall be made by committee chairperson with approval of the Executive Board. The Standing Committees shall be those listed below and such others as may be created by the President and approved by the Executive Board:

- A. Ways and Means Committee
- B. Annual Meeting Committee
 - Continuing Education
 - Awards
 - Banquet
- C. Grant Writing Committee
- D. Legislative Committee
- E. Membership Committee
 - Recruitment
 - Retention
 - Benefits
- F. Non-dues Revenue Committee
- G. Public Outreach Committee
 - Social Media
- H. Strategic Planning Committee

I. Student Outreach Committee Scholarships

A. Ways and Means Committee.

(1) The committee on Ways and Means shall consist of the President, President-Elect (chair-person), and the Treasurer. This committee shall affix the budget for the oncoming year, study the financial affairs of the NMVMA, propose means of increasing income and reducing expenses as necessary for the benefit of the NMVMA.

(2) The Treasurer shall publish reports of the committee with the business proceedings of the general membership session.

(3) The budget for each coming year shall be prepared by the committee prior to the annual meeting. The budget will be submitted to the Executive Board for their approval. The Executive Board may make changes in the budget.

(4) The budget shall not be exceeded except by authority of the Executive Board. All unused authorizations shall revert back to the general fund.

(5) Funds allotted for one budget item shall not be transferred to another budget item without approval of the Executive Board.

Section 2. Other committees may be appointed or dissolved by the President and Executive Committee as deemed necessary for conducting specific NMVMA projects and activities. Task Forces shall be appointed by the President and activated to deal with specific issues for a specified length of time. The task forces shall be accountable to the Executive Board.

Section 3. Each committee shall fix its own time and place of meeting and regulate its procedures consistent with the Articles of Incorporation and by-laws.

Section 4. Records of each committee and task force shall be kept and made available to the Executive Board. Any action considered by a committee or task force intended to represent the NMVMA as a whole must be approved by a majority of the Executive Board.

Article VIII Discipline of Members

Section 1. The suspension or revocation of license to practice by the Board of Veterinary Examiners or final conviction of a felony, shall ipso facto be followed by expulsion from the NMVMA.

Article IX Elections of Officers

Section 1. The members of the NMVMA shall elect the directors and officers of the NMVMA as set forth herein, who shall serve until the end of their terms, when their successors shall be duly elected and qualified. Directors shall be elected for staggered terms.

Article X Amendments

Section 1. These by-laws may be amended by a majority of the members in good standing who vote in accordance with the process provided for in the following section. An amendment adopted by the NMVMA may not be amended or repealed by the Executive Board.

Section 2. A copy of any proposed amendment to be voted upon by members of the NMVMA shall be delivered by the Executive Director to each member in good standing at least 45 days before the last Executive Board meeting of the calendar year. Members shall return ballots indicating their approval or disapproval of the proposed amendment to the NMVMA office within thirty (30) days of the postmarked date.