

## **BY LAWS**

### **For the OTERO CHAPTER**

#### **Of the NATIVE PLANT SOCIETY OF NEW MEXICO**

(Approved by General Membership November, 1999  
and amended 1/15/00; 11/3/01; 5/18/02; 10/30/04)

#### **Purpose of the Otero Chapter**

The purpose of the Otero Chapter of the Native Plant Society of New Mexico shall be to educate and create interest in and appreciation of native plants. This will be done by promoting the utilization, research, conservation and preservation of native plants and plant habitats of New Mexico by using field trips, speakers, and any other means.

#### **SECTION I – MEMBERS**

1. Membership is open to any person with an interest in the purpose of the Society.
2. Membership is conferred upon payment of dues, payable at the time of joining and annually thereafter.

#### **SECTION II – ELECTION OF OFFICERS**

1. Only members of the Otero Chapter shall be eligible to be an officer of this chapter.
2. The officers are the chapter's Board of Directors.
3. Nominations:
  - a. Officers shall be nominated by a Nominating Committee appointed by the President and approved by a majority of the Board. The Vice president will chair the Nominating Committee. The names of all nominees who have given consent will be submitted to the President of the Otero Chapter.
  - b. A slate of nominees for each office shall be sent to all members at least thirty (30) days prior to the Annual Planning Meeting at which the voting will take place. Notification of the time and place of the election will accompany the slate.
  - c. Names of additional consenting nominees, including oneself, may be submitted promptly to the Nominating Committee by individual members.
  - d. Nominations from the floor will be accepted prior to the voting.

4. Elections:
  - a. Elections shall be by ballot by all members present at the stated meeting. Absentee ballots may be requested and will be counted, providing they are received by the President prior to voting at the meeting.
  - b. Nominees receiving the most votes are elected. In case of a tie vote, the winner shall be decided by the flip of a coin.
5. Term of office will be two years. Officers will hold office from the time of their election until the election of their successors.
6. Officers may succeed themselves.
7. A vacancy for an unexpired term of any officer may be filled by nomination and majority vote by the remaining officers.
8. To maintain continuity, officers' terms shall be staggered. The terms of office shall be two years with the exception of the first slate of officers. The President, Recording Secretary, and Membership Secretary will initially be elected for two years. The Vice President and Treasurer shall initially be elected for one year. Thereafter terms shall be two years.

### **SECTION III – OFFICERS AND THEIR DUTIES**

1. A President will lead the Otero Chapter and call and preside over all meetings of said chapter.
2. A Vice President shall serve as Program Chairperson. The Vice President shall assist the President and preside in the absence of the President.
3. A Recording Secretary will prepare the minutes of the Annual Planning Meeting, board meetings, and any special meetings, submitting them to the President within 30 days.
4. A Treasurer will handle all funds and maintain a balance sheet showing the Chapter's financial status at all times. The Treasurer will see to the safe and orderly storage of each year's financial records. This also includes preparation of the Annual Report to the Native Plant Society of New Mexico. Review of the Chapter's financial records shall be performed by means designated by the Board of Directors at the end of each two-year term of the Treasurer. Checks issued for over \$500.00 will also require the signature of the President.
5. A Membership Secretary, working with the State Membership Secretary, will maintain a current roster of Otero Chapter members, and contact new members and delinquent members.

## **SECTION IV – MEETINGS**

1. Meetings of the Officers of the Otero Chapter shall be held when called by two or more board members and are open to the general membership. Such meeting times will be communicated in advance only to members who are reachable locally unless specifically requested by those members who are not local.
2. Four officers shall constitute a quorum for the transaction of business at any meeting of the officers. If a tie vote occurs and the President is not present, present it to him for his vote at the earliest opportunity.
3. At all duly called Membership Meetings a quorum shall consist of those members present.
4. The latest edition of Robert's Rules of Order shall govern the Otero Chapter as long as they are not inconsistent with the bylaws of the Otero Chapter.

## **SECTION V – DIRECTOR AT LARGE**

1. The Director at Large will represent the Otero Chapter of the Native Plant Society of New Mexico at all the Native Plant Society of New Mexico Meetings. As the chapter representative, the Director becomes a member of The Board of Directors of the NPS NM.
2. The Director at Large will report to the Board and Membership of the Otero Chapter after each meeting of the NPS NM.
3. The Director at Large shall be elected in the same manner as the Officers. (See SECTION II – ELECTION OF OFFICERS.)
4. The term of office for the Director at Large shall be two years. The Director at Large may hold the position for as many terms as he/she is elected to the position.

## **SECTION VI – COMMITTEES**

1. The Officers of the Chapter may create and terminate committees from time to time as necessary.
2. Committee meetings may be called by committee chairpersons. A summary of such meetings shall be submitted in writing to the President to become a part of Chapter records.
3. A Publicity Chairperson will handle all information pertaining to publicity and quarterly submissions to the Native Plant Society of New Mexico Newsletter, assisting the President in related matters as necessary.
4. Three years in advance of hosting the State Annual Meeting of the Native Plant Society of New Mexico by the Otero Chapter, a Chairperson will be

appointed to form a committee that will oversee planning and implementation.

### **SECTION VII – RESPONSIBILITIES**

1. Only the officers shall be empowered to incur indebtedness and to authorize payment. This includes major-hosted activities.
2. No salary or other compensation shall be paid to any officer or chairperson.
3. All funds shall be deposited in the Otero Chapter of Native Plant Society of New Mexico account with the bank designated by the officers.
4. All officers and chairpersons, upon retiring, shall surrender to succeeding officers and chairpersons documents and property in their possession pertaining to the Otero Chapter.
5. The Otero Chapter may raise funds to support its activities by donations, sale of appropriate items, and any other appropriate fundraising activities.

### **SECTION VIII – AMENDING THE BYLAWS**

These bylaws may be amended or repealed by two-thirds of the members present at any regular membership or any special meeting of the Chapter, provided that copies of the proposed amendments or repeals are sent to all members of the chapter at least fifteen days in advance of said meeting.

### **SECTION IX – DISSOLUTION OF OTERO CHAPTER**

In the event of the dissolution of the Otero Chapter, all remaining assets will be sent to the NMSU Herbarium. Funds dispersal will then be at the discretion of the Herbarium.