



# **NEW MEXICO CONSORTIUM OF CAREER EDUCATORS AND EMPLOYERS**

## **BYLAWS**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be the New Mexico Consortium of Career Educators and Employers. The organization shall be referred to in these Bylaws as the “Consortium”.

### **ARTICLE II**

#### **MISSION & GOALS**

##### ***SECTION 1. MISSION***

To facilitate personal and professional growth, career development, cooperation, and collaboration among employers and members of the education community of New Mexico.

##### ***SECTION 2. GOALS***

The goals of the Consortium are to:

- pursue collaborative efforts to promote career awareness and developmental activities.
- promote experience-based learning.
- assist employers in attracting, identifying, and hiring qualified candidates.
- support efforts to develop a highly qualified and motivated workforce.
- serve as a resource for members and potential members through networking, consultation, research, and training.
- facilitate professional growth of the membership.
- maintain liaison efforts with other professional associations for advocacy and professional development opportunities.

### **ARTICLE III**

#### **MEMBERSHIP**

##### ***SECTION 1.***

The Consortium shall be open to all individuals and organizations who are interested in furthering its mission. Membership is encouraged from business and industry, education, government, non-profit agencies, and community-based organizations.

##### ***SECTION 2.***

The Consortium shall have three categories of membership: individual, organization, and affiliate.

- The individual membership is paid by the individual on his/her behalf, is exclusive and non-transferable. Individual members do not represent any organization.

- The organization membership is paid by the organization, which will identify its representatives to the Consortium. Membership can be transferred within the organization from one representative to another. Such transfers must be made in writing and authorized by an appropriate executive officer of the organization and will become effective 30 calendar days hence.
- The affiliate membership is open to all who are interested in furthering the Consortium's mission, but may be prohibited by their organizations' policies from full participation.

**SECTION 3.**

Membership dues and fees shall be established by the Executive Board (as defined in Article IV, Section 1) upon authorization by a majority vote of the membership at any regular meeting of the Consortium, special meeting called for that purpose, or by proxy.

**SECTION 4.**

Upon dissolution of the Consortium, all assets remaining after payment of, or provision for, all liabilities, shall be distributed to such organization or organizations whose purposes, in the determination of the Executive Board of the Consortium, most nearly parallel the purposes of the Consortium. This includes organizations exempt from the federal income taxation under Section 501(c)(3) and 501(c)(6) of the Internal Revenue Code of 1954, as amended.

**ARTICLE IV  
ORGANIZATION AND GOVERNANCE**

**SECTION 1.**

The business and affairs of the Consortium shall be managed by an Executive Board, which will be composed of the officers of the Consortium. All major decisions of the Consortium shall be forwarded to the full membership for a vote.

**SECTION 2.**

The fiscal year of the Consortium shall begin on July 1 and end on June 30.

**SECTION 3.**

The membership year shall be consistent with the fiscal year.

**ARTICLE V  
OFFICERS**

**SECTION 1.**

The officers of the Consortium are President, Vice-President/President-Elect, Immediate-Past President, Secretary, and Treasurer, and comprise the Executive Board.

**SECTION 2.**

The President shall be the chief executive and administrative officer of the Consortium and is ex-officio member of all committees. The President shall preside at all meetings of the Consortium and the Executive Board, and shall exercise and perform such powers and duties as may be assigned to him or her by the Consortium.

**SECTION 3.**

In the absence or disability of the President, the Vice-President shall perform the duties of the President until the next regular election. (S)He also will perform such other duties as requested by the President. The Vice-President shall be the President-Elect for the following year.

**SECTION 4.**

The Immediate-Past President will offer strength and continuity to the Executive Board and will serve as a resource to the Board and the Consortium. (S)He also will oversee regular elections of the Consortium. In the absence or disability of both the President and Vice-President, the Immediate-Past President shall perform the duties of President until the next regular election.

**SECTION 5.**

The Secretary shall keep and maintain an adequate and correct record of the deliberations of the Consortium, including the Executive Board. (S)He also is responsible for ensuring that meeting minutes are captured.

**SECTION 6.**

The Treasurer shall manage all Consortium funds as prescribed by the Executive Board. (S)He shall keep current books for the purpose of full and accurate accounting of all funds received, and all monies and obligations paid or incurred by the Consortium. Books and records shall be maintained in such manner so as to readily show the financial condition of the Consortium, and a report shall be made on the financial condition of the Consortium at all regular meetings.

**ARTICLE VI  
TERMS OF OFFICE**

**SECTION 1.**

Individuals elected as Vice-President/President-Elect shall serve a total of three years, one each as Vice President/President-Elect, President, and Immediate-Past President. The term of office for the Secretary and Treasurer of the Consortium shall be two years.

**SECTION 2.**

No officer shall hold more than one office at a time.

**SECTION 3.**

The term of office shall begin on July 1 and be consistent with the fiscal year.

**ARTICLE VII  
ELECTIONS**

**SECTION 1.**

Election results shall be announced at the June meeting of the Consortium. Election shall be by ballot, and a majority of those voting shall elect.

**SECTION 2.**

Candidates for office will be identified by the Consortium, and their recommendations will be submitted to the Executive Board for subsequent presentation on a written ballot. A ballot will be prepared and distributed by the Secretary to all members of record at least (30) days prior to the June meeting. For the purpose and convenience of electing Consortium Officers, electronic balloting and voting may be substituted for postal “mailings” as long as all time specifications for communicating with Consortium members in good standing are adhered to. The Immediate-Past President shall ensure that elections are conducted in a fair and expeditious manner and shall keep a copy of all votes cast, whether by paper or by electronic voting, for at least 60 days after the announcement of election results at the June meeting and on the Consortium web page, for the purpose of verifying election results.

**SECTION 3.**

If the President becomes unable to complete his or her term of office, then the Vice-President will immediately assume the Presidency and continue as President through the following year that would have otherwise been his/her regular term of office. In the event of a vacancy in any other office of the Consortium, other than expiration of term, the Executive Board is empowered to fill the office by appointment until the next annual election, at which time the prescribed procedure for nomination and election shall be followed.

**ARTICLE VIII  
MEETINGS**

**SECTION 1.**

- A. Two general meetings shall be designated to conduct business as may properly come before the membership.
- B. Special Meetings of the Consortium may be called by the Executive Board upon request of no fewer than three Executive Board Members, or on written petition signed by no fewer than 10 members of the Consortium. No business other than the subject of which a special meeting is called shall be considered at a special meeting.
- C. Notice of general and special meetings, giving time, place, and agenda shall be published and distributed to the membership at least thirty days prior to the meeting.
- D. All Consortium meetings shall be public meetings.

**SECTION 2.**

- A. A majority of members present and voting shall determine decisions on all questions.
- B. Only organization and individual members shall be eligible to vote and hold office.

**SECTION 3.**

The rules contained in the current issue of *Roberts Rules of Order, Newly Revised*, shall govern the Consortium in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws, and any special rules of order the Consortium may adopt.

**ARTICLE IX  
EXECUTIVE BOARD & COMMITTEES**

**SECTION 1. EXECUTIVE BOARD**

- A. The Executive Board shall act for the Consortium in all matters pertaining to the management of the Consortium, unless explicitly prohibited by the Consortium.
- B. The Executive Board shall prepare an annual budget for the Consortium, and shall establish and approve agenda items for meetings, other than special meetings, of the Consortium.
- C. The Executive Board may establish Operating Guidelines to supplement these Bylaws available to any member of the Consortium, which will describe significant operating policies and procedures used by the board to carry out responsibilities and which may be modified at any time by the Board, so long as they remain consistent with the Bylaws.

**SECTION 2. COMMITTEES**

- A. Chairpersons of committees shall be appointed, and be subject to removal, by the President of the Consortium with the approval of the Executive Board.
- B. Duties and responsibilities of committees shall be prescribed by the Executive Board.
- C. There shall be one standing committee – Membership & Marketing Committee.

- D. Other (ad hoc) committees may be instituted by the Executive Board at any time to serve the objectives of the Consortium.

## **ARTICLE X AMENDMENTS**

### ***SECTION 1.***

These Bylaws may be amended by any meeting of the Consortium, or special meeting called for that purpose by majority vote of the membership or by proxy, providing that written notice containing the terms of the proposed amendment has been made to the membership prior to the meeting. Proposed amendments to the Bylaws shall be filed with the Secretary in time to be sent to the membership at least 30 days prior to the date of the meeting during which they are to be considered. These Bylaws may be amended by ballot under the conditions established by the Executive Board.

**Revised in accordance with March 12, 2009 Minutes**

**Adopted October 10, 2003**