

**BY-LAWS
OF
NEW MEXICO ENVIROTHON, INC.**

ARTICLE I: Name

The name of this organization shall be New Mexico Envirothon, Inc.

ARTICLE II: Purpose and Goals

Section 1. Purpose

The New Mexico Envirothon is organized exclusively for educational and scientific purposes; including the receiving of grants and sponsorship to organize district, regional, and state level competitions.

Section 2. Goals

- A. To cultivate a desire among high school students to learn about New Mexico's natural environment through competitive events.
- B. To develop a greater appreciation and understanding among high school students for New Mexico's dependence on the natural environment.
- C. To plan and organize the New Mexico Envirothon competition for high school teams.
- D. To provide guidance and advice on all levels of competition in the New Mexico Envirothon.
- E. To promote the growth of the New Mexico Envirothon at the District, Regional, and State levels.
- F. To promote and sponsor New Mexico Envirothon demonstration programs for New Mexico educators.
- G. To secure the cooperation and assistance of federal, state and local agencies, entities and organizations interested in natural resource conservation.

ARTICLE III: Board of Directors

Section I:

The New Mexico Envirothon shall be directed by a Board comprised of at least four Members-at-Large and one member from each of the following:

- A. The New Mexico Department of Agriculture
- B. The New Mexico Association of Conservation Districts
- C. The New Mexico State Forestry Division
- D. The New Mexico Environment Department
- E. The Natural Resources Conservation Service
- F. The Soil & Water Conservation Society
- G. New Mexico Resource Conservation & Development Councils
- H. The New Mexico Department of Education

Section 2:

Each nominee shall have consented to the nomination and have a letter of support from their respective agency/organization for participating as a member of the New Mexico Envirothon Board of Directors.

Section 3:

The Board of Directors shall be responsible for developing and promoting the growth of the New Mexico Envirothon.

Section 4:

The Board of Directors shall have general supervision of the affairs of the New Mexico Envirothon and perform all other duties as specified in these By-laws.

ARTICLE IV: Officers

Section 1: General

- A. Elected Officers of the New Mexico Envirothon shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- B. Appointed Officers shall be a Parliamentarian and a Historian.

Section 2: Length of Office

- A. The length of office is for one year.

Section 3: Nominations

- A. Nominations shall be made in writing to the Nominating Committee prior to the Annual Meeting.

Section 4: Elections

- A. The Nominating Committee shall prepare a list of nominees for particular offices and present the list to the Board of Directors prior to the Annual Meeting.
- B. A majority vote of a quorum of the Board of Directors at the Annual Meeting shall elect the Officers from the list presented by the Nominating Committee.
- C. Newly elected Officers shall be installed at the Annual Meeting immediately after the election.
- D. Officers shall hold office until new Officers are installed. If a list of nominees for office cannot be selected, the previous year's officers shall hold office until such time that a new election can be held.

Section 5: Duties are prescribed by the Bylaws and by *Robert's Rules of Order (Modern Edition)*.

- A. The Chairperson
 - a. The Chairperson shall be the Executive head of the New Mexico Envirothon.
 - b. The Chairperson shall preside at all New Mexico Envirothon meetings.
 - c. The Chairperson shall appoint all committee chairpersons. The Events Chair shall be appointed in the Spring immediately after the annual New Mexico Envirothon competition.
- B. Vice-Chairperson
 - a. The Vice Chairperson shall chair the Nomination Committee.
 - b. The Vice-Chairperson assumes the Office of Chairperson should it unexpectedly become vacant between elections.
 - c. The Vice-Chairperson will assume the position of Chairperson upon end of current Chair's term.
- C. Secretary
 - a. The Secretary shall be in charge of minutes, executive correspondence and the roll of members.
- D. Treasurer
 - a. The Treasurer shall coordinate fiscal matters of the New Mexico Envirothon Board.
 - b. The Treasurer shall develop an operating budget for the New Mexico Envirothon Board.

- E. Parliamentarian
 - a. The Parliamentarian advises the presiding officer on points in question.
- F. Historian
 - a. The Historian shall keep all official and historical documents for the New Mexico Envirothon and be familiar with the Bylaws, Policies and Procedures, and previous minutes. The purpose of the Historian shall be to provide continuity for the New Mexico Envirothon.

Section 6: Removal of Officers

- A. Any officer may be removed from office by a majority vote of the Board of Directors.
- B. Reasons for removal shall be misfeasance and/or nonfeasance.
- C. Prior to any vote to remove an officer all Board members will be notified in writing that this subject will be on the agenda for the next Board meeting.
- D. Prior to removal said officer shall receive written notification and be allowed to respond.

Section 7: Replacement of Officers

The remaining Board members will appoint officers as needed or until an election can be held.

ARTICLE V: Meetings

Section 1: The Annual Meeting

- A. The Annual Meeting shall be held in the fall.
- B. The purpose of the Annual Meeting shall be to elect officers as prescribed by the New Mexico Envirothon Bylaws, and to vote on any changes proposed to the New Mexico Envirothon Bylaws.

Section 2: Board of Directors Meetings

- A. There shall be no fewer than four (4) regular meetings of the Board each year. The meetings shall be scheduled by the Chairperson.
- B. All meetings shall be held at a site agreed upon by the majority of Board Members.
- C. Special meetings of the Board can be called by the Chairperson and the elected Executive Board.
- D. Board Members are expected to attend a majority of

- regularly scheduled meetings within the fiscal year.
- E. A quorum is made up of a majority of the Board Members.
 - F. Board business deemed urgent and in need of immediate Board consideration may be voted upon outside a formal meeting. The members of the Board may be polled by the Chair via proxy. These proxy shall be documented and recorded through e-mail, fax or other means.

Article VI: Committees

Section 1: Standing Committees

- A. The Nominating Committee shall:
 - a. Determine Board of Directors membership needs and recruit candidates for positions.
 - b. Prepare a list of nominees for Office when openings occur.
 - c. Propose a list of Officers to be voted on at the Annual Meeting.
 - d. Assist in the orientation of new Board Members.

- B. The Financial Committee shall:
 - a. Produce an Annual Development Plan for long term fund raising based on the New Mexico Envirothon Strategic Plan and the fundraising policy adopted by the Board.
 - b. Establish a budget for the annual event.

- C. The Events Committee shall:
 - a. Select the annual site for the New Mexico State Envirothon competition.
 - b. Establish the logistics for facilitation of the annual event.

- D. The Education Committee shall:
 - a. Develop and revise the *New Mexico Envirothon Resource Guide* as needed.
 - b. Coordinate with resource specialists in developing the Current Issue section each year.
 - c. Facilitate the student team assessment as specified in the New Mexico Envirothon Strategic Plan.
 - d. Establish the annual event testing and judging criterion.

- E. The Communications Committee shall:
 - a. Be responsible for all internal and external communications.
 - b. Be responsible for all communications and follow-up with the National Envirothon Committee and the host state.

Section 2: Ad-Hoc Committees

- A. All ad-hoc committee chairs shall be appointed by the New Mexico Envirothon Chair and report to the Board.
- B. Ad-Hoc Committee Chairs need not be members of the Board of Directors.

Section 3:

All standing and ad-hoc committees shall have at least one member of the Board of Directors to serve in an over-sight and liaison capacity to the Board.

Article VII: Amendment of By-Laws

- A. These By-laws can be amended at the Annual Meeting of the New Mexico Envirothon by a two-thirds vote of a quorum of the Board members in attendance.
- B. The By-laws can also be amended provided that the change has two separate readings at two separate Board meetings. Two-thirds of the Board members must be in attendance at each meeting and an affirmative vote is required by three-fourths of those present.