

New Mexico Network for Women in Science and Engineering
Policies and Procedures

December 2008

**EXECUTIVE COMMITTEE
DUTIES AND RESPONSIBILITIES**

The Executive Committee of the Network for Women in Science and Engineering (hereafter referred to as the Network) consists of the officers of the Board of Directors (hereafter referred to as the Board). These officers are the President, the immediate Past President, the Vice President/President-Elect, the Secretary, and the Treasurer.

PRESIDENT

1. Coordinates and chairs the meetings of the Board.
 - a. Arranges for meeting location.
 - b. Establishes the agenda.
 - c. Sends out agenda and minutes of the previous meeting prior to the meeting.
2. Chairs the Executive Committee of the Board.
3. Represents the Network or designates an alternate to represent the Network.
4. Represents the Board at Expanding Your Horizons (EYH) Conferences.
5. Disburses Network funds in the absence of the Treasurer.
6. Chairs the annual meeting of the Network.
7. Contributes to furthering the work of the Board and the Network.

PAST PRESIDENT

1. Is a member of the Executive Committee of the Board and attends Board Meetings.
2. Provides a sense of continuity and memory for the recent past.
3. Acts as a resource for the President.
4. Contributes to furthering the work of the Board and the Network.

VICE PRESIDENT/PRESIDENT-ELECT

1. Is a member of the Executive Committee of the Board and attends Board Meetings.
2. Represents the Board in the absence of the President.
3. Performs the duties of the President when requested by the President or the Board.
4. Completes and submits the required annual report to the New Mexico Attorney General's Office
5. Contributes to furthering the work of the Board and the Network.

SECRETARY

1. Is a member of the Executive Committee of the Board and attends Board Meetings.
2. Records the minutes for all meetings of the Board and submits these to the President prior to the following meeting.
3. Records minutes for the annual Network business meeting.
4. Handles correspondence for the Board.
5. Maintains records according to the standard policy on Maintenance of Records (Policy POL1).
6. Contributes to furthering the work of the Board and the Network.

TREASURER

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1. Is a member of the Executive Committee of the Board and attends Board Meetings.
2. Handles the finances of the Network according to the standard procedure on Finances (Procedure PRO1).
3. Issues payments to the local chapters according to the standard policy on Chapter Payments (Policy POL2).
4. Submits renewal of the registration and fee for nonprofit organizations each year to the New Mexico Corporation Commission.
5. Presents the annual financial report at the annual business meeting.
6. Provides assistance in the maintenance of an up-to-date membership list.
7. Contributes to furthering the work of the Board and the Network.

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STANDING COMMITTEES DUTIES AND RESPONSIBILITIES

The Network Board appoints standing committee chairs according to Article VIII, Section 8.1 of the Network Bylaws. All Committee Chairs are asked to attend Board meetings. All Committee Chairs shall submit written reports prior to or at each Board meeting.

ELECTION COMMITTEE CHAIR

1. Chairs a committee to establish a slate for election of Network officers and members of the Board according to the standard procedure on Elections (Procedure PRO2).
2. Contributes to furthering the work of the Board and the Network.

ARCHIVES CHAIR

1. Maintains the records of the Network according to the standard policy for Record Archiving (Policy POL3) for the previous 5 years.
2. Provides archived material to Network members as requested.
3. Provides materials as needed for display at Network meetings.
4. Contributes to furthering the work of the Board and the Network.

PUBLICITY/OUTREACH CHAIR

1. Provides publicity for Network activities such as EYH Conferences and annual meetings.
2. Ensures that photographs are taken at annual meetings.
3. Coordinates activities that enhance the visibility and image of the Network and promote Network membership
4. Contributes to furthering the work of the Board and the Network.

ANNUAL MEETING CHAIR

1. Is a member of the Board and attends Board Meetings.
2. Chairs a committee to organize and put on the Annual Meeting and Technical Symposium of the Network according the standard procedure on the annual meeting (Procedure PRO4).
3. Contributes to furthering the work of the Board and the Network.

EXPANDING YOUR HORIZONS CONFERENCE COORDINATOR

1. Is a member of the Board and attends Board Meetings.
2. Coordinates all of the EYH Conferences according to the standard procedure on EYH Conferences (Procedure PRO5).
3. Is responsible for purchasing One-Day Event Liability Insurance or obtaining a written Certificate of Insurance from the site's General Liability Insurance Carrier or agent for all EYH Conference sites. A copy of the policy and/or certificate should be provided to the EYH Conference Chairs.
4. Contributes to furthering the work of the Board and the Network.

STATE MEMBERSHIP CHAIR

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1. Is a member of the Board and attends Board Meetings.
2. Maintains the membership database according to the standard policy on Membership Database (Policy POL4).
3. Publishes an annual membership directory according to the standard procedure on Membership directory (Procedure PRO6).
4. Answers queries from persons requesting information regarding membership.
5. Sends out requests for renewal when the dues are 60 days in arrears.
6. Develops new membership forms as needed.
7. Sends mailing labels to those members of the Board requesting them for newsletters, meetings, and Board meetings.
8. Manages and maintains the Network list-servers.
9. Contributes to furthering the work of the Board and the Network.

FUND RAISING CHAIR

1. Is a member of the Board and attends Board Meetings.
2. Solicits moneys for the EYH Conferences according to the standard procedure for fund raising (Procedure PRO7).
3. Contributes to furthering the work of the Board and the Network.

COMMUNICATIONS CHAIR

1. Is a member of the Board and attends Board Meetings.
2. Manages and maintains the Network web side according to the standard procedure on the web site (Procedure PRO9).
3. Provides a hard copy of a newsletter to be included in the mailing to all members prior to the Annual Meeting
4. Maintains current Network website domain registration.
5. Contributes to furthering the work of the Board and the Network.

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**SPECIAL COMMITTEES
DUTIES AND RESPONSIBILITIES**

Special Committees are formed and chairs appointed by the Executive Committee of the Board as required.

POLICIES AND PROCEDURES CHAIR

1. Is appointed as required by the Executive Committee from the members of the Board.
2. Updates officer and committee chair duties as approved by the Board.
3. Adds and/or modifies policies and procedures as approved by the Board.
4. Contributes to furthering the work of the Board and the Network.

STUDENTS AWARDS CHAIR

1. Is appointed as required by the Executive Committee.
2. Chairs a committee to select awards for young women according to the standard policy for Student Awards (Procedure PRO8).
3. Contributes to furthering the work of the Board and the Network.

AUDIT COMMITTEE

1. Is appointed and operates as defined in Article VI, Section 7.5 of the Network Bylaws.

BYLAWS CHAIR

1. Is appointed as required by the Executive Committee from the members of the Board.
2. Chairs a committee to recommend additions and/or changes to the Network Bylaws according to Article XI, Section 11.1 of the Network Bylaws.
3. Contributes to furthering the work of the Board and the Network.

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STANDARD POLICIES

89-POL1. MAINTENANCE OF RECORDS

The Secretary will keep minutes, financial statements, current bylaws, and other records for the two previous years. These are to be available at meetings of the Board and at the annual meetings. Older records are to be kept in the archives.

A sample packet, any brochures, and the conference report for each EYH Conference will be kept in the archives.

08-POL2. CHAPTER FUNDING

In June, the Treasurer shall issue to each active chapter a payment in an amount determined during the development of the annual budget.

89-POL3. RECORD ARCHIVING

The records to be archived include

1. Bylaws
2. Minutes - Board meetings, annual meetings, special meetings
3. Treasurer's reports
4. Newsletters
5. Programs and abstracts from annual meetings and other meetings of the membership
6. Correspondence
7. EYH materials - brochures, programs, sample packets, instructions for committees, etc.
8. News clippings
9. Photographs
10. Any other material the Board deems worthy of retention.

08-POL4. MEMBERSHIP DATABASE

The membership database is in an electronic database. Information on a new member is added within three days of receiving the completed membership form. Renewals in the database show the new expiration date and any new information that was shown on the renewal form.

Names of non-members may be added periodically to allow them to receive information about the membership. These names will be maintained in the database for six months unless the individual joins the Network. If the person does not join after six months the name may be deleted from the database.

The membership information is kept confidential. The mailing list is not supplied outside of the Network.

08-POL5. REIMBURSEMENT FOR EXPENSES

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Board members are encouraged to car pool for Board meetings outside their home city.

However all Board members or delegates will be reimbursed for travel whether or not they are able to car pool. Transportation will be reimbursed at cost or IRS non-profit mileage rate. Hotel accommodations will also be reimbursed. Reimbursement will be made upon submittal of an expense statement to the treasurer. If the travel budget has been exceeded, the reimbursement may require Board approval.

Board members will be reimbursed for long distance calls and other expenses such as postage as approved by the Board upon submittal of an expense statement to the treasurer.

Board members will be reimbursed for other expenses approved by the Board. After approval, reimbursement will be made upon submittal of an expense statement to the treasurer.

08-POL6. LOCAL CHAPTERS

Local Chapters can be formed in locations where members of the New Mexico Network for Women in Science and Engineering reside. Members of each local chapter shall be members in good standing of the state Network.

Each active chapter will have a voting member on the Network Board who will attend Board meetings and provide a written report prior to or at the Board meeting.

Annually, the Treasurer shall issue to each active chapter funding in an amount determined during the development of the annual budget (**08-POL2. CHAPTER FUNDING**).

Chapters shall hold chapter board elections at least once every two years.

Chapters shall hold at least one chapter board meeting and one meeting of the entire chapter membership during each calendar year. These meetings shall be “in-person,” but will not exclude virtual attendance by remote connection (e.g. teleconferencing). Additional meetings may be virtual or “in person.”

Chapters shall use the Network logo on all websites and promotional material. This does not exclude a chapter and/or event logo in addition to the Network logo.

08-POL7. EXPANDING YOUR HORIZONS (EYH) CONFERENCES

EYH Conference chairs shall be Network members in good standing. Organizing committee members and EYH volunteers shall be given Network membership information, which shall be provided by the Network at no cost to the local EYH committee.

New Mexico EYH conferences may be co-hosted and/or co-sponsored by other organizations.

Annually, the Treasurer shall issue to each EYH committee funding in an amount determined during the development of the annual budget.

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In addition to any other logos, local EYH conference websites and advertising flyers shall use the Network logo and shall state that the conferences is “licensed by the New Mexico Network for Women in Science and Engineering from the EYH Network.”

Statewide sponsors of Network EYH conferences shall be acknowledged whenever and wherever local sponsors are acknowledged. The list of these sponsors shall be available on the Network website and from the statewide EYH Coordinator.

08-POL8. VIRTUAL, ON-LINE MEETINGS AND VOTING

In addition to the scheduled “in-person” meetings, the Network Board may hold virtual, on-line meetings to address time-sensitive topics.

Any member of the Network Board may bring a motion to the Executive Board on-line using the list-server (NMNWSE_BOARD-L@list.unm.edu). Action on the motion will proceed as described in 08-PRO10, ONLINE VOTING.

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STANDARD PROCEDURES

97-PRO1. FINANCES

All income received by the Network is received by the Treasurer and deposited in the checking account within one week. All bills for payment or reimbursement are to be provided to the Treasurer, who is to make payment from the Network checking account in a timely manner.

The Treasurer maintains records of income and expenditure according to the budget categories that are approved by the Network membership at the annual meeting. A written report is presented at each Board meeting identifying 1) income and expenditures for the current reporting period and for the year-to-date according to the approved budget categories and 2) money on hand in the checking account and savings account.

Books close September 30. All bills for the fiscal year must be submitted prior to that date for reimbursement.

At the end of each fiscal year the Treasurer submits the financial records of the Network for audit according to Article VII, Section 7.5 of the Network Bylaws. The financial status of the Network and the report of the Auditing Committee are presented at the annual meeting.

08-PRO2. ELECTIONS

The Chair of the Election Committee supervises the establishment of a slate of candidates. In accomplishing this, she must become familiar with Article IV, Sections 4.1 through 4.3 and Article V of the Network Bylaws and have available a list of the terms of the current members of the Board.

The nominating process begins in the spring. The slate of candidates is to be completed and the ballot posted on the Network's website at least one month prior to the Annual Meeting, with voting to close prior to the Annual Meeting. The Chair of the Election Committee appoints others to count or counts with others the ballots received. A list of electronic voters is provided to the Secretary prior to the Annual Meeting. Additional votes will be accepted at the Annual Meeting and added to the electronic tally. The election results are announced at the annual meeting.

08-PRO3. NETWORK NEWS

Network News is posted to the Network Website by the Communications Committee as it is received. The Communications Committee seeks news items and solicits contributions of articles and web sites of interest to the membership.

An annual newsletter is published two (2) months prior to the Annual Meeting. In order to assure that this newsletter is distributed in a timely fashion, labels are requested from the Membership Chair two weeks prior to mailing the newsletter. The Communications Committee mails the newsletter, material from the Annual Meeting Chair, and membership forms provided by the Membership Chair.

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08-PRO4. ANNUAL MEETING

The annual meeting of the Network is held in the fall during October. The Annual Meeting Committee is responsible for the following:

1. Developing and presenting a budget, date, and location for the meeting at the June meeting of the Board.
2. Opening a bank account, if needed.
3. Providing information on the Annual Meeting and Technical Symposium to the Communications Chair, who posts it on the web site.
4. Preparing and distributing a request for papers in June.
5. Preparing a technical program.
6. Making arrangements for any hotel, meals, meeting rooms and presentation needs.
7. Publishing and distributing promotional material for the annual meeting through the Network website, email, and U.S. mail.
8. Accounting for registration of attendees from on-line registration.
9. Inviting speakers and taking care of their needs.
10. Submitting a complete, written financial statement of income and expenses for the meeting to the Board.

The Network will provide annual meeting scholarships to unemployed or student members as approved in the budget. The Annual Meeting Committee will administer the scholarships.

08-PRO5. EYH CONFERENCE COORDINATION

The State EYH Conference Coordinator

1. Provides local EYH Chairs with advice, materials, and information on speakers and professionals that are willing to participate.
2. Maintains contact with the National EYH Network for licensing, new materials, and ideas.
3. Arranges for One Day Conference Insurance to cover each EYH Conference.
4. Provides the Board and the National EYH Network with annual State EYH reports
5. Works with and ensures that each local Conference Chair:
 - a. Submits the conference budget and funds request to the Board.
 - b. Submits all necessary reporting within one month after conclusion of the conference.
 - c. Coordinates fund raising with the State Board Fund Raising Chair to avoid duplication of effort and to maintain an accurate record of donations.

No funds will be distributed by the Treasurer until the Board receives the prior year EYH report and the current year conference budget and funds request.

08-PRO6. MEMBERSHIP DIRECTORY

A membership directory is distributed annually to all paid members of the Network.. The membership directory is sent to new members upon payment of dues.

97-PRO7. FUND RAISING

A letter is mailed each year to New Mexico businesses at the discretion of the Fund Raising Chair. A standard form serves as a record keeper for each company. This form contains

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information such as: company name, address, contact person, the date the letter was sent, replies, comments and date of thank-you letter.

All fund raising efforts, including but not limited to chapter and EYH activities, shall be coordinated with the State Board Fund Raising Chair to avoid duplication of effort and to maintain an accurate record of donations.

08-PRO8. STUDENT AWARDS

The Network shall provide awards at the State Science and Engineering Fair and other student competitions as approved in the budget. Prior to the Annual Meeting, the Chair of the Student Awards Committee shall present recommendations on awards to be made by the network to the Treasurer for inclusion in the proposal budget. These recommendations shall include: the competitions at which awards will be given, how many awards for each competition, and the content of the awards (dollar values and other items).

Awards at the New Mexico State Science and Engineering Fair are typically included in the Network awards. The Chair of the Student Awards Committee identifies the date and exhibit categories for the Science and Engineering Fair and obtains the necessary award forms, awards and judges' names prior to the deadline (mid-February). Information on the Science Fair is obtained from

New Mexico Science and Engineering Fair
New Mexico Institute of Mining and Technology
Campus Station, P. O. Box 3732
Socorro, NM 87801

The Student Awards Committee chair selects a panel of judges and supervises the selection of the award winners. It is strongly suggested that the names of entrants in the selected categories be obtained prior to the Science and Engineering Fair so that judging assignments can be made. Names, addresses and social security numbers for the winners are obtained and furnished to the Treasurer. The chair then coordinates the presentation of the awards to the winners.

08-PRO9. WEB SITE

The Network web site is maintained on an "as-needed" basis, with pertinent news, announcements, resource links, and any other information as desired by members or suggested by the Communications chair.

Content may be placed on the site at the discretion of the Communications Committee. The Board will decide questions of appropriate content.

The domain name, NMNWSE.ORG, was registered originally in November 1998 to "Network Solutions, Inc".

08-PRO10. ONLINE VOTING

As stated in **08-POL8, ONLINE VOTING**, any member of the Network Board may bring a motion to the Executive Committee on-line using the list-server ([NMNWSE_BOARD-](#)

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L@list.unm.edu). After a motion is posted and a second is received, or if the motion comes from a committee, discussion may continue via the list-server. Board members will have a number of days determined by the President to comment on and discuss the issue. After the end of that time, the president will call for a vote. Board members will then have a number of days set by the President to submit their votes.

Date of last revision: December 2008