



2021 NMNWSE Annual Meeting

Drury Inn and Suites Albuquerque North, 505-341-3600
4310 The 25 Way NE, Albuquerque, NM 87109

Date	Time	Activity	Location
Fri, Oct 22	4:30-6:30	Registration/Welcome Reception	Taos Room 519
Sat, Oct 23	7:30-9:00	Breakfast	Taos Room 519
	9:00-11:45	Annual Meeting	Taos Room 519
	10:30	Snack	Taos Room 519
	12:00-1:00	Lunch	Taos Room 519
	1:00-3:00	Technical Presentations * Presentation Details TBA	Taos Room 519
	4:00-6:00	Reception (no host bar) 4:30pm: IMPACT Award! Presentation	Seasons 52
Sun, Oct 24	9:00-11:00	Board Meeting (order individually)	Mimi's Cafe

The 2021 Annual meeting will take place online and in person.

Zoom meeting info TBA – contact the board if you need the zoom meeting information.

Note dinner Friday and Saturday is on your own, but we tentatively will be making a group reservation at a nearby restaurant – please let us know if you are interested in joining us for that when you arrive, or before by emailing the board.

Registration Information:

Full Registration: \$100 (includes materials, breakfast, snack, lunch and food at reception)

Poster Session/IMPACT! Award Reception Only: \$35

Pay on-line: <https://www.paypal.me/nmnwse>

Or send check to: NMNWSE, PO Box 51926, Albuquerque, NM 87181

There is no registration form – simply add a note in your paypal or mailed payment, or contact the board to let us know you will be coming if you are paying by check in advance or at the meeting.

Board Elections:

If you have not voted yet and are a member in good standing, or will be by the time of the annual meeting, the voting information is online at:

<https://nmnwse.org/2021/nmnwse-board-election-for-2021>

or you can vote in person at the Annual Meeting. Note the form appears to imply you need to login to vote – it should read “required fields are marked by an asterisk”.

Members not attending the annual meeting will be sent instructions on how to vote on the bylaws.

NMNWSE Board Contact information:

Email: NMNWSE_Board-L@list.unm.edu

Web: <https://nmnwse.org/contact-us/>

We have no organizational phone number.



Annual Meeting - Draft Agenda

Date: 9:00am Saturday, Oct 23, 2021

Place: Taos Room 519 and online

2020-2021 OFFICERS: President: Tinka Gammel
 Past President: Nanette Founds
 Vice President: Katie Rodarte
 Secretary: Lorraine Mottishaw-Founds
 Treasurer: Jeanne Banks

Note: presenters subject to change pending elections and appointment of other officers.

Note: reports at the annual meeting should focus on the full year.

TOPIC	PRESENTER
Call to Order -----	President
Secretary's Report -----	Secretary
Treasurer's Report -----	Jeanne Banks
Election of 2021-2022 Officers -----	Yolanda King
<u>Annual Reports from Standing Committee Chairs:</u>	
Annual Meeting -----	Jeanne Banks
Archives-----	T. Gammel, Mary Campbell
Communications/Listservers -----	Tinka Gammel
Website -----	Katie Rodarte
Membership -----	Jeanne Banks
Fundraising -----	Haylie Lobeck
Policies and Procedures (incl Bylaws) -----	Barbara Torres
- vote on new bylaws (attached)	
Student Awards -----	Mercedes Agogino, T. Gammel
Publicity/Outreach -----	Erica Gaytan
IMPACT! Award -----	Nancy Savage, Phyllis Baca
STEM Liaison-----	Cheri Burch
<u>Stem Conferences (FY20/21)</u>	
State Annual Report -----	Cheri Burch
<u>Local Annual Reports</u>	
Central/Albuquerque -----	Rochelle Larson
Spring Santa Fe/Los Alamos -----	Jan Frigo/Josefina Salazar
Fall/Santa Fe -----	Lina Germann/Kate Gomez
Las Cruces -----	Clara Graham
Silver City -----	Mikki Jemin/Adrienne Dare
Carlsbad -----	Cassie Marrs

Old Business

New Business

Gavel turned over to new President at end of meeting.

Adjourn



Annual Business Meeting Action Items

(from 2020 Annual meeting minutes)

Date Opened	Action Items (from 2020/9/26 Ann Mtg Minutes)	Person/ Committee Responsible	Due Date	Status
9/26/20	Check for Cheri's Super Computing bills and reimburse for that.	Jeanne		Open
9/26/20	Share the link for Amazon Smile	Jeanne		Open
9/26/20	Update the form and process for the IMPACT! Award.	Nancy with Phyllis		Open
9/26/20	Go after the STEM conference reports	Cheri Burch		Open
9/26/20	IMPACT! Award & Annual Meeting should be addressed by Policies and Procedures	Barbara Torres		
10/21/17	Obtain another website bid for an update and redesign	Jeanne Banks		Close
10/21/17	Send report for 2017 Carlsbad EYH	Cassie Marrs		Close
10/21/17	Send 16.17 Statewide EYH Report	Rebecca Galves		Close
10/20/18	Report on 2019 Annual Meeting location at January Board Meeting	Jeanne Banks		Complete
10/20/18	Obtain and provide missing 2018 reports for EYH Conferences	Rebecca Galves		Close



Board Meeting - Draft Agenda

Date: 9:00am Sunday, Oct 24, 2021

Place: Mimi's Cafe and online

2021-2022 OFFICERS: President: (as elected on Oct 23)
 Past President: Tinka Gammel
 Vice President: (as elected on Oct 23)
 Secretary: (As elected on Oct 23)
 Treasurer: Jeanne Banks

Note: presenters subject to change pending elections and appointment of other officers.

TOPIC	PRESENTER
Call to Order -----	President
Secretary's Report -----	Secretary
Treasurer's Report -----	Jeanne Banks
 Reports from Standing Committee Chairs:	
2021 Annual Meeting Chair -----	Jeanne Banks
Elections -----	Yolanda King
IMPACT! Award -----	Nancy Savage, Phyllis Baca
Archives-----	T. Gammel, Mary Campbell
Membership -----	Jeanne Banks
Fundraising -----	Haylie Lobeck
Policies and Procedures (incl Bylaws) -----	Barbara Torres
Publicity/Outreach -----	Erica Gaytan
Communications/Listservers -----	Tinka Gammel
Website -----	Katie Rodarte
STEM Liaison-----	Cheri Burch
Student Awards -----	Mercedes Agogino, T. Gammel
 Stem Conferences (FY20/21)	
Stem Conferences -----	Cheri Burch
 STEM Local Reports	
Central/Albuquerque -----	Rochelle Larson
Spring Santa Fe/Los Alamos -----	Jan Frigo/Josefina Salazar
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Las Cruces -----	Clara Graham
Silver City -----	Mikki Jemin/Adrienne Dare
Carlsbad -----	Cassie Marrs

Old Business

New Business

Adjourn



Old Business Action Items

– this list may not be complete.

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
10/21/17; phase 2 4/3/21	Website update and redesign; Phase 1 complete, working on Phase2. - P&P, Careers Book, websites for indiv. STEM confs, member login, Ann Mtg info	Katie Rodarte with board		Open
4/3/21	Look into Google Drive as storing space for archive	Katie		Open
4/3/21	Venmo (investigate as paypal alternate)	Jeanne		Open
6/27/20	Update IMPACT! Award nomination packet with modified award criteria and judging form. Coordinate with the new Commission on the Status of Women.	Phyllis, Haylie, Nancy & Tinka		Open
4/3/21	Add new Logos to trifold	Tinka	Jul mtg	Closed?
4/3/21	nmnwsewebmaster@gmail.com, webmaster@nmnwse.org emails	Katie (and Tinka)	Jul mtg	Closed?
4/3/21	Bylaws suggestions: board review at Jul mtg, full membership vote on at fall mtg	Barbara		Open
4/3/21	Send copy of silver city archives to Mikki	Tinka	Jul Mtg	Closed
4/3/21	Send emails to full list re social media, web	Katie, Steffi	Jul mtg	Open
4/4/20	Develop draft P&P on use of NMNWSE's 501c(3) status by STEM Conferences and other entities	Barb & Jeanne	Ann Mtg	Open
4/3/21	Organizing a social event for NMNWSE in Santa Fe	Phyllis, Erica		Open
7/10/21	IWFNM Leap program application	Haylie w SC	8/31/21	Closed?

New Mexico Network for WOMEN IN SCIENCE AND ENGINEER- ING

| Remove Address; Replace with web address

BYLAWS

ARTICLE I Name

Section 1.1

The name of this organization shall be the New Mexico Network for Women in Science and Engineering, Inc., hereinafter referred to as the NETWORK.

ARTICLE II Purpose

Section 2.1

The purpose of the NETWORK as stated in the articles of Incorporation is to encourage the entry into and career development of women in science and engineering professions.

ARTICLE III Membership

Section 3.1

Membership shall be open to all persons interested in the entry of women into, role of women in, and career opportunities for women in science and engineering. The Board of Directors shall have the right to refuse any application for any reason that shall seem sufficient, provided that such refusal be by a majority vote of the Board of Directors.

Section 3.2

Application for membership shall be made in the manner prescribed by the Board of Directors.

ARTICLE IV Board of Directors

Section 4.1

Except as otherwise required by law or provided by the Articles of Incorporation or these Bylaws, the entire control of the NETWORK and its affairs and property shall be vested in its Board of Directors.

Section 4.2

The Board of Directors of the NETWORK shall consist of no fewer than six (6) and no more than seventeen (17) members. A minimum of three (3) Directors shall be elected at large by the membership of the NETWORK. One (1) Director shall be elected by the membership of each of the chapters. Officers of the NETWORK shall also be members of the Board. The Directors elected by the membership at large of the NETWORK shall serve for two (2) year terms. The terms of the Directors elected by the membership of each chapter shall be for a period of one (1) year or until successors have been chosen.

Section 4.3

Election of officers and members of the Board of Directors shall be by written ballot. Installation shall be at the annual meeting.

Section 4.4

The board of Directors shall hold regular meetings as required. Notification shall be one week in advance of meeting date. Special meetings of the Board of Directors may be called at any time by the President or by any two (2) members of the Board upon at least five (5) days notice to each Board Member.

Section 4.5

A majority of the Board of Directors in office, including proxies, shall constitute a quorum for all purposes.

Section 4.6

The resignation of any Board Member shall be tendered in writing to the Board of Directors. In the event of a vacancy of an officer or of a Board of Directors representing a Director elected by the membership at large, by reason of resignation, death or otherwise, the Board of Directors shall appoint a member of the NETWORK to fill such vacancy for the remainder of the term. If any vacancy shall occur in the Board of Directors representing a Director elected by a chapter, for any

of the aforementioned reasons, the Board of Directors of the chapter shall appoint a member from its chapter to fill such vacancy for the remainder of the term.

Section 4.7

No Officer or Director shall receive any salary from the NETWORK. Officers, Directors and members may receive compensation or grants for expenses incurred on behalf of the NETWORK.

Section 4.8

Any Board Member may be removed from office for the following reasons:

1. Misappropriation of NETWORK funds or property
2. Non-attendance at fifty percent (50%) of Board meetings within a **twelve (12)** month period.
3. Misrepresentation of the NETWORK.

Section 4.9

A Board Member may appoint a non-Board Member as an alternate to attend a Board Meeting. The alternate may vote with written authorization from the Board Member. Attendance by the alternate does not constitute attendance by the Board Member to meet the requirement as set forth above.

Section 4.10

The Board may hold a virtual board meeting, as needed, to discuss and make decisions on time-critical topics.

ARTICLE V Officers

Section 5.1

The officers of the NETWORK shall be a President, a President-Elect, Vice-President, a Secretary, and a Treasurer. The immediate Past President shall be a voting Board Member.

Section 5.2

The term of office for the President and President-Elect shall be one (1) year with the President-Elect automatically succeeding to the office of President. The terms for office for the Secretary and Treasurer shall be two (2) years.

Section 5.3

The Officers shall perform the duties that are usually performed by such officers, or such duties as may be assigned to them by the Board of Directors.

ARTICLE VI Meetings of the NETWORK

Section 6.1

The annual meeting of the members of the NETWORK shall be held each fall.

Section 6.2

A meeting of the NETWORK may be called at such time and place as shall be selected by the President with the consent of a majority of the Board of Directors. Written notice of all meetings of the NETWORK shall be provided to each member at least two (2) weeks before the date of the meeting and shall state the time, place, and purposes thereof.

Section 6.3

One-tenth (1/10) of the members of the NETWORK, whether present in person or represented by proxy, shall constitute a quorum for all purposes.

Section 6.4

A member may vote by proxy. Each proxy must be executed in writing, presented at the meeting, and shall not be valid after the expiration of six (6) months from the date of its execution.

Section 6.5

The order of business at any business meeting of the members of the NETWORK shall be as follows:

- a. Call to order
- b. Reading of the Minutes of last meeting
- c. Report of the Board of Directors and Officers
- d. Reports of committees
- e. Unfinished business
- f. Communications
- g. Elections and installations of Officers
- h. General business
- i. Adjournment

The order of business at any meeting may be changed by a vote of a majority of the members present.

ARTICLE VII Dues and Finance

Section 7.1

The fiscal year of the NETWORK shall begin on October 1 and end on September 30.

Section 7.2

The amount of the annual dues of all members shall be determined by the Board of Directors, payable annually in advance. The membership year begins October 1 and ends September 30. If the dues of any member be unpaid for a period of sixty (60) days after the same shall have become payable, the Board of Directors of the NETWORK shall mail a notice of delinquency. If the dues of any member are not paid within thirty (30) days after the mailing of such notice, membership shall automatically terminate on that date by reason of such non-payment. When a new member pays his/her dues during the last quarter of the membership year, the membership shall extend through the following year.

Section 7.3

The funds of the NETWORK shall be deposited or kept in a bank. Such funds shall be disbursed upon the order or orders of such Officers as may be prescribed by the Board of Directors-

Section 7.4

The Board of Directors of the NETWORK shall present at the annual meeting a membership and financial report of the prior fiscal year verified by the President and Treasurer or by a majority of the Directors. Such reports shall be filed with the records of the NETWORK and an abstract thereof shall be entered in the minutes of the proceedings of the annual meeting at which the report is presented.

Section 7.5

Board of Directors shall appoint three (3) members of the NETWORK, **one of which is not a member** of the Board of Directors or Officers, to audit the annual report referred to in Section 7.4 and issue an audit report to the President, Treasurer, and Board of Directors prior to the annual meeting.

ARTICLE VIII Committees

Section 8.1

The Board of Directors following installation of Officers may appoint an executive committee and designate the standing committees. Ad hoc committees may be appointed as necessary.

ARTICLE IX Chapters

Section 9.1

The Board of Directors may authorize chapters of the NETWORK and chapter membership subject to such regulations as it may determine.

ARTICLE X Rules of Procedure

Section 10.1

The rules of procedure at meetings of the members of the NETWORK shall be agreed upon by a majority of voting member present at the beginning of each meeting.

ARTICLE XI Amendments

Section 11.1

Alterations or amendments to the Bylaws shall be considered at any meeting of the members of the NETWORK and may become effective if a majority of the members at such meeting, either present in person or represented by proxy, vote in favor of changing the Bylaws. Notice of the proposed amendments must be mailed to members of the NETWORK at least forth-five (45) days before the meeting of the members of the NETWORK with provision for voting by proxy. Upon acceptance of revisions (changes), all members will be provided with a copy of the revised Bylaws.
