

BYLAWS OF THE NEW MEXICO TOURING SOCIETY

Article I: Name and Purpose

1. This organization shall be known as the New Mexico Touring Society (also known as the “NMTS”).
2. The purpose of the NMTS shall be to promote recreational bicycling in, but not limited to, the State of New Mexico for the enjoyment of its members and others.

Article II: Membership

1. Membership in the NMTS shall be available to any person who has an interest in bicycling.
2. NMTS recognizes two types of annual memberships: Individual and Family. All family members must live at the same address.
1. A member of the NMTS whose dues are fully paid shall be a member in good standing and shall be entitled to all privileges as set forth in these bylaws.
2. The Board of Directors shall have the authority to reprimand a member for cause, to request the resignation of a member for cause, and to expel a member for cause.

Article III: Board of Directors

1. The management of the affairs and activities of the NMTS shall be in the hands of the Board of Directors and shall consist of the President, Vice President, Secretary, Treasurer, Newsletter Editor, Ride & Mileage Chairman, two Government Advocates, Web Master, Safety Chairman and two At-Large members (12 members total).
1. Duties of the members of the Board of Directors:
 - a. The President shall direct the business of the NMTS and lead the monthly meetings. He/she is responsible for setting up the meeting area, calling the meeting to order, making announcements, and introducing the guest speaker. The President shall coordinate refreshments at monthly meetings. Occasionally he/she will make decisions on interpretation of NMTS policy, issue official statements and letters related to bicycling, and schedule board meetings when the need arises. The President shall propose an annual budget for approval by the Board. The President delegates responsibility for major events.
 - a. The Vice President shall assist the President and assume the President’s duties when he/she is absent. The Vice President schedules the programs for the monthly membership meetings.
 - b. The Secretary shall take and preserve the minutes of all membership and board meetings and submit them to the Newsletter Editor. He/she shall maintain a record of NMTS policy decisions and interpretations made by the Board of Directors.
 - b. The Treasurer, under the supervision of the Board, shall manage the finances, deposit membership payments, and issue checks to pay all authorized expenses in accordance with procedures prescribed by the Board. He/she shall keep proper books of account and shall report the financial condition of the NMTS at its regular scheduled meetings and in the Newsletter. The Treasurer shall maintain ride waivers, checks, and other documents for a minimum of five years. The Treasurer shall manage the membership list. He/she shall make provisions for the distribution of the newsletter by mail.
 - a. The Newsletter Editor shall collect information for the Newsletter, edit and format it, submit it to the Web Master. Additionally, the Newsletter Editor will print and mail the required number of paper copies. The newsletter will be published by the 7th day of the month. The submission deadline is the 5th day of the month.
 - b. The Ride & Mileage Chairman is responsible for reviewing and approving proposed rides. When a ride is not approved the Ride & Mileage Chairman will inform the submitter of the reason for disapproval. The Ride & Mileage Chairman must ensure that Ride Leaders have read and understand the principles and guidelines contained in the Ride Leader Responsibility

ties document. The Ride & Mileage Chairman shall administer the Club Miles and Total Miles Programs as described in the program policy documents. He/she shall prepare appropriate mileage listings for posting in the newsletter and on the website.

- c. The two Bicycling Advocates shall attend meetings of cycling-related groups to represent the interests of NMTS and report in summary form the status and results of these interactions in writing to the Newsletter Editor and verbally at the monthly membership meetings.
 - c. The Web Master is responsible for maintaining the database tables, code, and features that comprise the NMTS website. He/she shall add or remove features to the website as directed by the Board.
 - d. The Safety Chairman shall organize, call for and direct meetings of the NMTS Safety Committee; attend or designate an attendee of other organizations' bicycling safety-related meetings; publicize via the NMTS publications and website safety-related tips, guidelines and information and coordinate with the Ride Chairman on safe ride route planning.
 - e. The two At-Large Board Member positions have no specific duties. Instead, they provide an opportunity for NMTS members to participate in the official conduct of NMTS business without having to commit to the duties of one of the specific positions listed previously.
2. The Board of Directors shall have the authority to remove a board member for cause only with a vote of at least two-thirds of the Board (8 members).
 3. Any vacancy on the Board shall be filled via an affirmative vote of the majority of the existing Board members. The person appointed will serve out the unexpired term of his/her predecessor.
 4. The Board shall have the authority to make rules and regulations for carrying out policies and procedures established by these bylaws.

Article IV: Committees

1. A Nominating Committee of at least three members shall be appointed by the Board not later than two months before the date of the annual elections.
2. Other committees shall be appointed by the President in his/her discretion to better conduct the business of the NMTS. The President shall be an ex-officio member of all committees except the Nominating Committee.

Article V: Nominations and Elections

1. The Board shall be elected by the members of NMTS at the November membership meeting. The elected Board shall take office on the first of January. The Board members so elected shall serve a term of one year.
1. Elections shall be conducted by ballot to insure secrecy. For contested positions, provision shall be made for absentee voting and all voting shall be overseen by the Nominating Committee.
2. The Nominating Committee shall nominate at least one candidate for each position. The Nominating Committee shall provide 30 days for members of the NMTS to submit names for consideration by the Committee.
 1. The Nominating Committee shall nominate its slate of candidates at the October membership meeting.
 3. Any other member who wants to be included on the ballot must be nominated at the October membership meeting.
 2. The names of all nominated candidates to be included on the ballot will be presented to the membership in the November Newsletter.
 4. The Nominating Committee shall conduct the election, shall canvass the ballots, and shall report the results to the membership in the December Newsletter.
 5. For each position, the candidate with the majority of votes shall be considered elected.
1. All members in good standing who are 18 years or older may participate in elections.

Article VI: Meetings

1. Membership meetings
 - a. The NMTS shall have a minimum of six membership meetings a year. The President shall set the date, time, and place for such meetings and shall provide at least two weeks' notice to all members via printed or electronic means through the Newsletter, the NMTS website, or email messages to the members.
 - a. A quorum at any membership meeting of NMTS shall consist of not less than ten percent of the current members in good standing. At the November membership meeting, for the purpose of electing Board members, the NMTS members in attendance shall be deemed to constitute a quorum.
1. Board Meetings
 - a. The President shall have the authority to call meetings of the Board of Directors as needed. The President shall set the date, time, and place of such meetings and shall provide one week notice to all board members. The Board shall have the authority to vote on all matters for the NMTS.
 - a. If agreeable to a majority of the Board, meetings of the Board may be held electronically.
 - a. A majority of the Board shall constitute a quorum for the transaction of business. All actions of the Board shall be by majority vote of those present except as otherwise stated in these By-laws.

Article VII: Finances

1. Dues for NMTS members shall be set from time to time by the Board.
2. The NMTS may collect additional funds through its participation in or sponsorship of various events compatible with the purpose of the organization.
3. The Board shall have the authority to open bank accounts in the name of the New Mexico Touring Society.
4. The President and the Treasurer are authorized to disburse funds in accordance with the annual budget. If the final cost for a budgeted item is exceeded by more than 10 percent the Treasurer shall inform the Board.
5. The President and the Treasurer are authorized to make disbursements of \$100 or less for emergent items. The Board shall be informed when these disbursements are made and their purpose.
6. Emergent expenses of more than \$100 must be added to the Annual budget and approved by the Board before the funds are expended.
7. Funds collected for the NMTS shall be used solely to advance the purpose of the organization.
1. Neither NMTS nor any agency thereof shall have the authority to borrow money, enter into a contract, or otherwise incur indebtedness above the amount of unencumbered balances in the bank accounts of the NMTS, without the express approval in advance by the Board.

Article VIII: Construction of Bylaws

1. On all questions as to the interpretation of these Bylaws, the decision of the Board shall be final.
2. All procedures not prescribed by these Bylaws or by rules and regulations established by the Board shall be governed by the most recent edition of Robert's Rules of Order.

Article IX: Dissolution of NMTS

1. If a decision is made to dissolve the NMTS, the liabilities and obligations shall be paid and discharged and any remaining assets shall be distributed as determined by the Board and as permitted or required by applicable law.

Article X: Amendments

1. These Bylaws shall not be adopted, amended, suspended, or repealed, in whole or in part, except by at least a two-thirds vote (at least 8 members) of the Board.
1. Beginning in 2020, a committee shall be appointed every ten years by the President to review and recommend changes to the Bylaws.
2. Prior to the adoption or amendment of these Bylaws or any part of them, the proposed Bylaws or amendment shall be made available to the membership and the membership shall have a reasonable opportunity to provide comments.