# NORTHERN NEW MEXICO RADIO FOUNDATION (NNMRF) BYLAWS AS AMENDED JULY 16, 2014

### ARTICLE I - PURPOSE

This Corporation is organized exclusively for one or more purposes as specified in Section 5011(c)(3) of the Internal Revenue Code, including for such purposes the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code.

The specific purpose of this Corporation shall be to manage Radio Broadcast Station KSFR-FM for the Santa Fe Community College so that KSFR serves the public interest by providing cultural and educational programs for the northern New Mexico community and for other listeners beyond the immediate confines of that community.

## ARTICLE II - THE BOARD

- 1. The Board shall be comprised of no fewer than five (5) and no more than fifteen (15) voting Directors appointed by the Board. Preference for Board membership shall be given to persons with prior public media experience and/or with special skills that are conducive to the fulfillment of NNMRF's goals and objectives. No voting member of the Board shall be a staff member or program producer at the station.
- 2. Terms of Directors shall be two years from the date of appointment to the Board, with the possibility of two two-year renewals. Should a vacancy occur, a new appointment shall be made by the Board as soon as possible to fill the unexpired term.
- 3. Any Director shall be considered to have resigned after two unexcused absences from duly called Board meetings within any six-month period, or following three unexcused consecutive absences. The President shall have the authority to excuse absences and address excessive absences. A Director who anticipates an absence shall inform the President and the General Manager in advance.
- 4. In selecting Directors the Board shall ensure that of a broad array of points of view, backgrounds, skills, and types of community involvement are represented.
- 5. A Director who acts in conflict with the best interests of the Board shall be subject to removal upon notice by a vote of two-thirds of the Directors present at a meeting at which a quorum has been obtained.

## ARTICLE III - POWERS AND DUTIES OF THE BOARD

- 1. Subject to the laws of this state and of any limitations in the Articles of Incorporation and in these Bylaws relating to action required to be taken or approved by its Directors, the activities and affairs of this Corporation shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.
- 2. It shall be the responsibility of the Directors to perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws. Among these duties are the responsibility to appoint and remove the General Manager, and to prescribe the duties and fix the compensation for the General Manager as an employee of the Corporation; to supervise the General Manager and thereby ensure that the General Manager's duties are performed

- properly; and to meet at such times and places as are required by these Bylaws. The Board may delegate the duty of overseeing other employees to the General Manager.
- 3. All Directors shall avoid engaging in any activities that constitute, or might constitute, any conflict of interest; and they shall sign, and conduct themselves in conformance with, any policies relating to conflicts of interest that are adopted by the Board.
- 4. Directors shall serve without compensation, but they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## ARTICLE IV- OFFICERS

- 1. A President, a Vice-President, a Treasurer, and a Secretary shall be elected by a majority of the Board present at a meeting at which a quorum has been obtained (normally to be held in January each year), and each officer shall serve in office for one calendar year or until his or her successor is elected and qualified. The officers of NNMRF shall also be the officers of the Board, and shall constitute the Executive Committee of the Board.
- 2. The President shall conduct meetings, appoint directors to committees established by the Board, ensure that the business of the NNMRF is undertaken in a proper and efficient manner, and ensure that the Board acts at all times in accordance with state and federal law, as well as with regulations and guidelines of the Federal Communications Commission (FCC).
- 3. The Vice-President shall assume the duties and responsibilities of the President in the event of the President's absence.
- 4. The Secretary shall be responsible for taking and distributing minutes to Board directors and for providing notice of the date, time, and location of meetings.
- 5. The Treasurer shall be responsible for all funds and securities of the Corporation. The Treasurer shall cause disbursements to be made according to standard accounting procedures and report monthly to the Board on such disbursements; he or she shall also arrange for an annual independent audit of the books of the NNMRF. The Treasurer shall also be responsible, together with the General Manager, for oversight of the NNMRF account, including investment funds, as directed by the Board.

## ARTICLE V - MEETINGS

- The NNMRF Board shall meet regularly on a schedule established annually, with special meetings or adjustments to normal meeting times to be scheduled as needed at the discretion of the President.
- 2. Special meetings may be called by the President by written request of three Directors, with it to be understood that here "written" includes communications that are transmitted electronically.
- 3. The Order of Business shall be decided by the President without debate. The Order of Business may be altered or suspended at any meeting, however, by a majority vote of the Board members present at a meeting at which a quorum has been obtained.
- 4. A quorum shall consist of a simple majority of those positions filled at the time of each meeting.

5. The Board shall conduct its functions in a manner consistent with these Bylaws and with any special rules adopted by the Board, and meetings shall be conducted using *Robert's Rules of Order*.

## ARTICLE VI - MANAGEMENT STRUCTURE

- 1. The Board of Directors shall appoint and oversee the endeavors of a General Manager for KSFR.
- 2. The General Manager shall be responsible for the general administration and daily operations of the station. In this capacity he or she shall hire, supervise, evaluate, and, if necessary, dismiss staff and volunteers of the station, ensure compliance with FCC regulations and other legal requirements, provide for the disbursement of funds subject to guidelines approved by the Board, work with the Board on strategic planning, establishment of corporate policy, budgeting, fundraising, and undertake such additional responsibilities as are prescribed by the Board.
- 3. The General Manager shall be employed by the Board pursuant to written employment agreements that shall provide for term duration, compensation, evaluation procedures, and severance provisions.

## ARTICLE VII - BOARD ADVISORS

The Board may consult Advisors who participate, at the Board's discretion, on Board-appointed committees, but those Advisors shall have no vote on any matter.

## ARTICLE VIII - IRC 501(c)3 TAX-EXEMPT PROVISIONS

No substantial part of the activities of this Corporation shall involve propagandizing about or otherwise attempting to influence legislation, except as provided by IRC 501(h), and this Corporation shall not participate in any political campaign on behalf of, or in opposition to, any candidate for public office.

## ARTICLE IX - PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons. But the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose. Upon dissolution of this Corporation, after payment of all debts and other obligations, any assets remaining shall be distributed to a charitable corporation organized under Section 501(c)3 of the Internal Revenue Code, in accordance with the best judgment of the Corporation's Director(s).

### ARTICLE X - AMENDMENT OF BYLAWS

These Bylaws may be amended by two-thirds of the voting Directors present during a meeting at which a quorum has been obtained, provided that any such amendment has been approved at a previous meeting of the Board and delivered, either on paper or by means of digital transmission, to any Directors not in attendance at such meeting, along with notice of the meeting at which the proposed amendment will be considered.

### ARTICLE XI - INDEPENDENT AUDITOR

It shall be the Treasurer's responsibility, in conjunction with the General Manager, to issue a "Request for Proposals" (RFP) for the selection and retention of independent auditors to examine the financial statements and internal controls of the organization. The Board of Directors will review the responses and select a firm based on consideration of the qualifications, compensation, and independence of said firm.

It shall be the Board of Directors' general policy to authorize an RFP from the Treasurer for selection and retention of a different independent auditing firm every three to five years. The Board may decide to retain an auditing firm beyond five years only when a particular financial or tax matter can best be resolved with the experience and organizational knowledge of the incumbent auditors. Thereafter the Board's policy of changing auditors on regular basis shall resume at the earliest practicable opportunity.

## ARTICLE XII - INDEMNIFICATION

Each person who was or is made a party to, or is threatened to be made a party to, or is involved in any action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she, or a person of whom he or she is the legal representative, is or was a Director or Officer of the Corporation, or, while a Director of the Corporation, is or was serving at the request of the Corporation as a Director, Officer, Partner, Trustee, Employee, or Agent of another Corporation, or of a partnership, joint venture, trust. or other incorporated or unincorporated enterprise, including service with respect to employee benefits plans or trusts, whether the basis of such proceeding is alleged action or inaction in an official capacity as a Director, Officer, Partner, Trustee, Employee, or Agent, or in any other capacity while serving as a Director, Officer, Partner, Trustee, Employee, or Agent, shall be indemnified and held harmless by the Corporation to the extent authorized by the New Mexico Nonprofit Corporation Act as the same exists or may hereafter be amended, and pursuant to the Corporation's Bylaws as such Bylaws may be amended.

This indemnification clause shall not apply to any Director or Officer against whom any claim, action, or cause of action whatsoever is asserted by the Corporation in its own capacity.

## ARTICLE XIII - CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this Corporation, the Articles of Incorporation shall govern.

Should any of the provisions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall remain in full force and effect.

### ADOPTION OF BYLAWS

We, the undersigned, constituting at least two-thirds of the presently elected Directors of the Northern New Mexican Radio Foundation (NNMRF), do hereby adopt the foregoing Bylaws, consisting of the preceding pages as the Bylaws of this Corporation.

Dated: July 16, 2014		
Frank Katz	Diane Karp	

Jim Fitzpatrick

John Andrews

Helena Ribe \_\_

Mary Ann Shaening

Bylaws adopted:

Amended: July 2010 Amended: July 2011

Amended: November 4, 2013 Amended: March 19, 2014 Amended: July 16, 2014 Join Cubruch Lois Rudnick

David Paulsen

Sharon Stewart