

POLICIES & PROCEDURES DOCUMENT

THE BOARD OF DIRECTORS

NEW MEXICO SOCIETY OF ENROLLED AGENTS, INC.

July 6, 2022

BOARD OF DIRECTORS STANDING RULES

- Attendance at all meetings of the Board of Directors is expected. An excused absence will be automatic upon notice from the Board Member.
- The Board will meet monthly prior to the regular monthly meetings of the Membership.
- The President will circulate an agenda for each meeting of the Board and Membership.
- The following rules will be in effect for all Board meetings:
 1. There will be no limit to the number of times a member can speak to a motion.
 2. Informal discussion will not require a motion.
 3. The presiding officer may participate in discussions.
 4. The presiding office can vote on all motions.
- The minutes of each Board meeting will be presented to the Board prior to the next scheduled meeting. The Treasurer's report will also be presented to the Board prior to the next scheduled meeting.

RULES OF PROFESSIONAL CONDUCT

- Members and Associates will so conduct themselves and their practices that they remain in compliance with the most current provisions of the Treasury Department Circular 230 and the NAEA Rules of Professional Conduct.
- Members may designate themselves and "Member of the New Mexico Society of Enrolled Agents" (NMSEA) Associates may designate themselves as "Associate of the New Mexico Society of Enrolled Agents."
- Members and Associates will, in personal and public life, strive to enhance the status of Enrolled Agents and promote their qualifications to serve the public.
- Members and Associates will demonstrate honesty, integrity, and objectivity in all their professional actions and relationships.
- Members and Associates will continually strive to improve their competence to practice by keeping informed and educated about tax laws, representation, and ethics.
- Members and Associates will maintain the confidentiality of professional relationships.
- Members and Associates will support all efforts to advance the reputation and prestige of the Enrolled Agent (EA) license.

MEMBERSHIP STATUS

- Suspension and termination will occur as outlined in NAEA Bylaws, Article V, and NMSEA Bylaws, Membership Status 6.01.
- Upon suspension any Member or Associate ceases to be eligible for any benefit until the suspension is lifted
- Dues and initiation fees for Associates are the same as for Members.

- Members Emeritus dues will be set at 25% of the regular dues.
- Associate Members will:
 1. Observe the Bylaws, the NAEA/NMSEA Code of Ethics, and the Rules of Professional Conduct.
 2. Receive a certificate of affiliation with NAEA/NMSEA.
 3. Be entitled to participate in NAEA/NMSEA programs at the same rates set for Members.
 4. Will not hold elected office, have the right to vote, or be appointed as a committee chair.
 5. Have complaints by them, or against them, resolved in the same manner as a Member.
- Academic Associates must be part-time or full—time students enrolled in an accredited college or professional school. Individuals who are defined in Circular 230 as having been removed from practice are not eligible. Students must provide proof of school registration.

CONTINUING EDUCATION

- CE requirements:
 1. All Members and Associates will observe the NAEA requirement for CEs per calendar year, including at least two hours of Ethics.
 2. All Members and Associates will observe the Circular 230 continuing education requirements.
 3. CE in the areas of State and Local taxation, or Practice Management sponsored by affiliates and/or affiliate chapters will be eligible for the additional hours of CE required by NAEA, but not for IRS CE credit.

CONFLICTS BETWEEN NMSEA MEMBERS

- All Members, Associates, and Academic Associates must always act in the best interests of NMSEA.
- Each Member and Associates have the right to appear before a mediation panel in any real or potential conflicts of interest.
 1. Each party to the conflict will select one member of the panel from the NMSEA Membership.
 2. The Board of Directors will select enough additional members so that the panel is comprised of an odd number of Members.
 3. It is the responsibility of the panel to resolve the issue.

ELECTIONS AND NOMINATIONS

- In an election year, before the May meeting, the President will nominate a Nominating Committee consisting of three Members. The term of service of the Nominating committee will commence upon confirmation and will expire at the time of the installation ceremony. No member of the committee will be a candidate for election. The committee must include at least one new member from previous committees.

- The committee will submit a report to the board and to the Membership at the June meeting, nominating a Member for each Board position.
- Balloting: Members in good standing on June 1st of the current year will receive a ballot with the names and biographies of all nominees for each Board position.
- All ballots must be received timely at the specified return location per the instructions of the Nominating Committee. Only official ballots will be counted.
- Newly elected Board members will be installed at the annual July meeting.

DESCRIPTIONS OF ELECTED POSITIONS

- **THE PRESIDENT** shall preside at all meetings of the membership and of the Board.
 1. With the counsel and advice of the Board, the President shall determine the need for ad hoc/task force committees and assist, if needed, in appointing committee members. When necessary, the president may suspend or replace any Chairperson or committee member.
 2. With the exception of the Nominating Committee, the President shall serve as an ex-officio member on all Committees.
 3. The President may be a signatory on all NMSEA accounts. The new signature card, if necessary, will be signed no later than one month after the start of the term of office.
 4. In addition, the President will carry out the following duties:
 - Spokesperson for the Society on official statements of policy.
 - With Board approval execute all deeds, contracts, and other instruments and all formal documents of the Society, including Membership Certificates.
 - Interpret the program of the Society to the membership and general public.
 - Help improve the overall financial condition of the society.
 - Seek ways and means of making the Society an effective organization that serves the needs of the membership.
 - Prepare the meeting agendas and oversee distribution.
 - Transfer records to the successor within thirty (30) days following the expiration of the term of office as needed.
- **THE VICE PRESIDENT** in the absence of the President, or in the event of his/her inability or refusal to act, shall perform all the duties of the President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions on the office of the President.
 1. Will confer with other officers of the Society in seeking ways and means of reaching program objectives and goals.
 2. Will transfer records to the successor within thirty (30) days following the expiration of the term of office as needed.
- **THE TREASURER** is the Chief Financial Officer of the Society responsible to the Board and Members for the care, custody, and control of all funds of the Society. The Treasurer is responsible for the oversight of the preparation of any required tax returns.
 1. Will receive all funds of the Society and oversee the deposit of funds in a timely manner in the name of the Society in such bank or banks as the Board may select.
 2. Maintain complete records and books of accounts of all the financial affairs and transactions of the Society and provide monthly reports to the Board and the Membership.

3. Shall be a signatory on all NMSEA accounts. New signature cards shall be signed within thirty (30) days after the start of the term of office.
 4. Signs or countersigns checks issued to disburse Society funds.
 5. In conjunction with the Board, prepare a budget, and will check the operations of the Society to be sure that it is operating within its budget and may recommend such adjustments in the budget as may be needed.
 6. Provide other financial information, analyses, or support as may be required including reporting as dues and new member information are received from NAEA.
 7. Provide the Membership with year-to-date financial statements at each meeting.
 8. Transfer all records to the successor within thirty (30) days of the expiration of the term of office.
- **THE SECRETARY** will be responsible for keeping the minutes of all Board and Member meetings and will transfer all records to the successor within thirty (30) days.
 - **DIRECTORS AT LARGE** will be responsible for attending Board meetings to provide a wider spectrum of ideas.
 - **THE IMMEDIATE PAST PRESIDENT** shall be the Member who served as President before the current President and shall have such other powers and perform such other duties as the Board and Bylaws prescribe.
 1. Shall be a voting member of the Board and shall assume a seat on the Board immediately after the newly elected President is installed.
 2. Shall serve a two-year term as a Board member but may serve additional terms if the most immediate Past President is unable to serve.
 3. Past Presidents shall serve on the Board in reverse order of seniority, the most recent Past President being given the first opportunity to serve or decline to serve before the next Past President is asked to serve.

FINANCIALS

- The annual budget, developed by Board members as overseen by the Treasurer, and approved by the Board will be presented to the Members at the May monthly meeting.
- The Treasurer will prepare monthly financial statements showing actual income and expenses to present to the Board at its meetings and to the membership at monthly meetings.
- The Board may request a biennial internal audit that will be available to the membership.
- The bank signatories for all NMSEA accounts may include Board Members as decided by the Board.
- The Board will have the latitude in case of financial exigency to make adjustments to the budget. (See Bylaws Article V, 5.03, Financial Exigency)
- Members will be reimbursed for expenses incurred as a result of carrying our NMSEA business approved by the Board.
 1. Expenses will be reported and submitted within thirty (30) days of the expense.
 2. All expenses greater than \$25 must be documented with receipts or mileage logs.
 3. The Society will reimburse actual expenses for incidentals up to the IRS approved rate.
 4. The Board will decide how to reimburse any spontaneous expense outside of the greater Albuquerque area on a case per case basis.
 5. NMSEA will not reimburse alcohol expense.

- Any available NAEA stipend will be applied for.
- The amount of travel reimbursement will be based on actual costs.
- Automobile expenses will be reimbursed at the Member's choice, at either the IRS rate for charities, or the Members actual fuel expenses for specific events approved by the Board of Directors.

PUBLICITY

- Use of the NMSEA logo
 1. It is important the Members and Associates maintain the integrity of the balloon logo.
 2. The Board may develop guidelines for appropriate usage and will monitor that usage.

COMMITTEES

- Standing Committees will include the following:
 1. Education
 2. Membership
 3. Other Committees, service at the request of the Board.

PARLIAMENTARY AUTHORITY

- Roberts' Rules of Order, the most current revision.

Each policy in this document may be reviewed by each new Board of Directors.

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Signed by the NMSEA Board of Directors, July 6th, 2022.

Peter Wanco, EA, NTPI Fellow, MBA, President

Sandra S. Weidner, EA, ABA, NTPI Fellow, Vice President

Nancy Zmarzly, EA, NTPI Level 1, Secretary

Keri Cardona, EA, Treasurer

Carol Jane "CJ" Davis, EA, Director at Large

Therese Francis, EA, PhD, Director at Large

Shelley Barker, EA, NTPI Fellow, Immediate Past President