

BYLAWS

OF

The New Mexico School for the Arts-Parent Association

APPROVED BY THE MEMBERSHIP AS REFLECTED IN OFFICIAL MINUTES
DATED: **June 01, 2013**

Article I - Name

The name of the association shall be the **New Mexico School for the Arts-Parent Association (NMSA-PA)**.

Article II - Objectives

The objectives of the Association are to provide support and resources to the school for the benefit and educational growth of the students; to develop a cooperative working relationship between the parents or legal guardians, staff, and students of our school; to develop parent leadership and build capacity for greater involvement; and to foster parent participation.

Article III - Membership

Section 1 Eligibility

Parents or legal guardians of students and students currently attending **the New Mexico School for the Arts** are automatically members of the **NMSA-PA**. Parents or legal guardians include parents or legal guardians by birth or adoption, step-parents or legal guardians, legally appointed guardians, foster parents or legal guardians, and persons in parental relation to a child currently attending **the New Mexico School for the Arts**. At the beginning of each school year, the association shall send a welcome letter to inform parents or legal guardians of their automatic membership status and voting rights.

Teachers and staff currently employed at the school are welcome to attend and provide input.

Section 2 Donations

Donations are not a requirement for membership, voting or candidacy.

Section 3 Voting Privileges:

Each member of the **NMSA-PA** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Article IV – Officers

Section 1 Titles

The officers of the association shall be: president, vice-president, secretary, treasurer and parent volunteer coordinator. The association must elect the mandatory officers in order to be a functioning PA. There shall be no qualifications for any office other than to be a parent of a child attending **the New Mexico School for the Arts**.

Section 2 Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. All parent members are eligible to run for any office.

Term limits for each officer position for the association shall be **two** consecutive one year terms. The candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated and is willing to serve.

Section 3 Duties of Officers

President: The president shall schedule Association meetings for the school year and confirm dates with NMSA Administration; prepare or cause the preparation of association meeting agendas, preside at all meetings of the association, and act as tie-breaker for association votes. The president acts as the **NMSA-PA** liaison to the NMSA Board and Administration. The president shall delegate responsibilities to other PA members and shall encourage meaningful participation in all parent and school activities. The president meets regularly with the school leadership to plan or provide input as needed. The president shall be responsible for reviewing, maintaining and responding to all correspondence addressed to the association. The president shall assist with the June transfer of **NMSA-PA** records to the incoming officers.

Vice President: The Vice President shall preside at meetings of the association in the absence or at the request of the President. The Vice President shall serve as President in the event that the President is no longer able to serve until a regularly scheduled officer election is held. The vice president keeps duplicate copies of all PA records. The vice president shall assist with the June transfer of **NMSA-PA** records to the incoming officers.

Secretary: The secretary shall maintain the official record (minutes) of the proceedings and actions of all association meetings. The secretary's responsibilities shall include the preparation of and maintenance of sign-in sheets for each meeting and archival of all materials distributed at meetings of the **NMSA-PA**. The secretary shall prepare the minutes of each association meeting and shall distribute copies of the minutes via email after each meeting and at the next scheduled meeting for review and approval by the general membership. The Secretary shall submit final approved minutes to the NMSA webmaster for posting. The secretary shall maintain custody of the association's records. The secretary shall incorporate all amendments into the bylaws and shall ensure that signed copies of the bylaws with the latest amendments are on file in the principal's office. The secretary shall assist with the June transfer of **NMSA-PA** records to the incoming officers.

Treasurer: The treasurer shall be responsible for financial affairs and funds of the association through regular meetings with the NMSA Development Director and the Business Manager. The treasurer shall be one of the required signatories along with the Business Manager and Director of the Art Institute on Parent Association reimbursement forms. The treasurer shall adhere to and implement all financial procedures established by the association. The treasurer shall be prepared to present and provide copies of financial reports at all association meetings. The treasurer shall make available all books or financial records for viewing by members upon request and for audit. The treasurer shall assist with the June transfer of all **NMSA-PA** records to the incoming officers.

Parent Volunteer Coordinator: The parent volunteer coordinator shall create parent volunteer and parent/student directory forms for inclusion in registration packets. The parent volunteer coordinator shall compile or cause the compilation of lists of volunteers by event and communicate this information to officers and committee chairs. The parent volunteer coordinator shall create a parent/student directory and distribute this information all participants via email at the beginning of the school year. The parent volunteer coordinator shall be responsible for encouraging parent participation, outreach and recruitment.

Section 4 Election of Officers

Officers shall be elected no earlier than the May meeting of the Association and no later than the June meeting of the Association for a one-year term beginning July 1. Any timeline established by the **NMSA-PA** to complete the nominations and election process must adhere to this timeframe. The principal must be notified in writing of the date of the election by May 1.

Employees of the school may not serve as association officers.

4.1. Nominating Meeting: A nominating meeting is held during the **April** general membership meeting.

4.2. Notices: The president ensures that the meeting notice and agenda for each general membership election meeting is announced in the March NMSA newsletter and by regular school communication methods. All meeting notices and agendas shall be available in English and translated into languages spoken by parents or legal guardians in the school if requested and whenever possible.

4.3. Elections: At the nominating meeting, candidates shall be solicited from the membership in attendance or by written nomination.

The President ensures that an opportunity is provided to all members allowing for nominations, including self-nomination, to be taken from the floor and then officially closed during the designated meeting. A member must make a motion for the recording secretary to cast the electing ballot for the entire assembly to elect the candidate to office. That action must be recorded in the minutes.

4.4. Officer Vacancies: All officer vacancies must be filled by expedited elections. The officers shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken from the floor, immediately prior to the election.

Section 5 June Transfer of Records

The outgoing **NMSA-PA** officers shall arrange for the orderly transfer of records and information of the **NMSA-PA**, which shall include an overview of all PA transactions for the school year, to the incoming officers. At least one meeting will be scheduled during the month of June for this purpose.

Section 6 Disciplinary Action

Any officer who fails to attend three (3) consecutive general membership meetings shall be removed from office by motion from a member and two-thirds

vote of the membership present. The officer shall be given the opportunity to submit in writing an explanation showing good cause which explains his/her reason for not attending these meetings for the membership's consideration.

NMSA-PA officers may also be removed for unsatisfactory performance by following the procedure outlined below:

- At any general membership meeting, a member may make a motion to begin the process of removing an officer for unsatisfactory performance.
- If the motion is approved by two-thirds of the assembled members, the **NMSA-PA** must select a review committee by majority vote. Officers may not serve on the review committee.
- The review committee will gather relevant information and present its findings to the general membership to allow the members to make an informed decision about the motion. Findings must be presented in writing at a general membership meeting within 30 school days of the date the motion was presented. The **NMSA-PA's** notice and agenda must indicate that a vote will be taken by the general membership regarding the removal of an officer.
- The result of the motion must be submitted in writing to the principal.

Article V - Executive Board

Section 1 Composition

The executive board shall be composed of the elected officers of the association. Employees of **the New Mexico School for the Arts** shall be ineligible to serve as an elected officer of the association.

Section 2 Meetings

Officers shall be expected to attend all executive board meetings whether held face to face or electronically/telephonically. Meetings of the executive board may be held as needed to consider requests of funds from the **NMSA-PA** of less than five hundred dollars for school activities.

Section 3. Voting

Each member of the executive board shall be entitled to one vote.

Section 4. Quorum

Three members of the five-member executive board shall constitute a quorum, allowing for official business to be transacted.

Article VI – General Membership Meetings

Section 1 General Membership Meetings

1.1. The general membership meetings of the association shall be held on the **first Saturday** of each month from August through June, at **11:00 A.M.** unless such day falls on a legal, religious or school holiday. In such instances, the meeting shall be held on the following or previous

Saturday as determined by the executive board or vote of the general membership. Written notice of each membership meeting shall be distributed in languages spoken by parents or legal guardians at the school, if requested and whenever possible.

- 1.2. All meetings, including committee and executive board meetings must be held at **the New Mexico School for the Arts**. Under no circumstances are **NMSA-PA** meetings to be held in private residences or commercial venues (e.g. restaurants and private clubs).
- 1.3. All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.4. Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2 Order of Business

The order of business at meetings of the **NMSA-PA**, unless changed by the executive board shall be

- Call to Order
- Sign In/Introductions
- Distribution of Draft Minutes of the Previous meeting
- Review, Additions & Approval of Agenda
- Treasurer's Report
- Old Business
- New Business
 - a. Officer/Committee/Task Force Reports & Updates
 - i. Parent Fundraising Events
 - ii. Student Social Events
 - iii. Year Book
- Administrative /Staff Reports
 - a. Principal's Report
 - b. Other as needed
- Departmental Parent Liaison Reports
 - a. Dance
 - b. Music
 - c. Theater
 - d. Visual Arts
- Additional Agenda Items
- Future Agenda Items
- Approval of Minutes
- Reminder of Next Meeting
- Adjournment

Section 3 Quorum

A quorum of **a minimum of three (3) executive board members and five (5) parent members** of the association shall be required in order to conduct official association business.

Section 4 Minutes

Minutes of the previous meeting shall be available in written form for approval at every general membership meeting. The minutes of any association meeting must be made available upon request to any member. Approved minutes shall be posted on the association's page of **the New Mexico School for the Art's** website.

Section 5 Special Membership Meetings

- 5.1 A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents or legal guardians stating precisely what the topic of the meeting will be.
- 5.2 Upon receipt of a written request from ten (10) association members who have attended at least one other PA meeting during the school year. The president must call a special membership meeting within five working days of the request and with 48 hours written notice to parents or legal guardians.

Section 6 Parliamentary Authority

Robert's Rules of Order – Newly Revised will be deemed to apply unless meeting rules of order are adopted for use as a guide and included in these bylaws.

Article VII - Committees

Section 1 Standing Committees

- 1.1 The membership will elect standing committee chairpersons at a general meeting. Ad-hoc committees may be established through discussion at a general association meeting or by executive board approval. In general responsibilities of standing committee chairs is to set dates of events with the administration of the **New Mexico School for the Arts**, meet with various groups of the school as appropriate to their committee purpose, submit event information to the school newsletter and webmaster, report progress to the **NMSA-PA** at general meetings, submit public relations information, prepare and submit funding and / or materials requests through the association, coordinate volunteers and remind/manage volunteers to document volunteer hours donated, collect proceeds and submit to the NMSA business manager, communicate budgetary information to the treasurer, maintain records of the event, conduct a review of the event for guidance in planning for the following year's planning and follow these by-laws. The standing committees are determined annually by the membership. Permanent standing committees of the association are the following

Student Social Events: The chair shall attend Student Council meetings and report significant events and/or requests to the association membership at general meetings.

School Community Events (Teacher and Staff Appreciation): Co-chairs shall coordinate volunteers for new student orientation, registration and opening ceremonies events. Co-chairs shall coordinate and guide

volunteers for a new student “meet and greet” event; teacher / staff appreciation week and graduation.

Residential & Out-of-Town Student Outreach: Chair shall work with the dormitory resident assistant(s) and administration to support out-of-town families and residential students.

Dance Department Parent Liaison: Chair shall meet with the head of the dance department and parents or legal guardians of dance students to provide volunteer support for the activities of the dance department. Chair shall coordinate parents or legal guardians of dance students to create and implement department fund raising events. Chair shall report on activities, funding requests and other information as appropriate to the association general meetings.

Music Department Parent Liaison: Chair shall meet with the head of the music department and parents or legal guardians of music students to provide volunteer support for the activities of the music department. Chair shall coordinate parents or legal guardians of music students to create and implement department fund raising events. Chair shall report on activities, funding requests and other information as appropriate to the association general meetings.

Theater Department Parent Liaison: Chair shall meet with the head of the theater department and parents or legal guardians of theater students to provide volunteer support for the activities of the theater department. Chair shall coordinate parents or legal guardians of theater students to create and implement department fund raising events. Chair shall report on activities, funding requests and other information as appropriate to the association general meetings.

Visual Arts Department Parent Liaison: Chair shall meet with the head of the visual arts department and parents or legal guardians of visual arts students to provide volunteer support for the activities of the visual arts department. Chair shall coordinate parents or legal guardians of visual arts students to create and implement department fund raising events. Chair shall report on activities, funding requests and other information as appropriate to the association general meetings.

Article VIII - Financial Affairs

Section 1 Fiscal Year

The fiscal year of the association shall run from July 1 through June 30.

Section 2 Payment Approval

The president, vice president, and treasurer, shall be authorized to approve payments from the **NMSA-PA** account. However, all payments for \$500 or greater will require a vote by the members at the next available meeting.

Section 3 Budget

The executive committee shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing executive committee must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the May meeting.
- The incoming executive committee must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The executive committee must present the budget process for membership approval no later than the October meeting.
- The counting and handling of any cash, checks, or money orders received by the **NMSA-PA** must be done by at least 2 members and documented in a way to show that this has been completed. These members cannot be related by blood or marriage. Funds must be handed in to the school on the same day of receipt. The **NMSA-PA's** financial records must display the total amount of funds and the signatures of the members who participated in counting the funds.
- No parent or staff member shall collect fundraising proceeds from any student without the written approval from the Principal
- All funds shall be deposited with NMSA-Art Institute, who maintains and accounts for separately NMSA-PA's funds in their accounting records. No funds shall be kept in a member's home but shall be secured and locked in the school.
- Documentation related to every transaction must be maintained at the school (e.g., cancelled checks, deposit receipts, purchase orders, **NMSA-PA** minutes related to the financial transactions, etc

3.2 The budget may be amended by vote of the general membership at any membership meeting.

3.3 All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

3.4 The executive committee is authorized to make an emergency expenditure not to exceed **\$500** with a two thirds approval by the executive committee. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.

Section 4 Audit

4.1 If necessary or requested, the president shall request volunteers to form an audit committee of 3 to 5 persons. The majority of the committee shall be comprised from the general membership.

4.2 The audit committee shall conduct an audit of all financial affairs of the association with the help of the treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the association's financial records be conducted.

- 4.3 Additional duties of the audit committee may include the examination of all relevant financial statements and records of disbursements, verification of all association equipment and ensuring compliance with bylaw provisions for the transaction of funds.
- 4.4 The audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. This report shall be included for review and discussion during the June transfer of records.

Section 5 Financial Accounting

- 5.1 The treasurer shall prepare the Interim Financial Report by January 31st and the Annual Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.
- 5.2 The treasurer shall be responsible for all funds of the association and shall keep accurate records in a form consistent with the governing board, these bylaws and applicable state laws or regulation.
- 5.3 Parents or legal guardians must obtain written approval from the principal and / or the NMSA-PA before collecting fund raiser proceeds. The treasurer and at least one other member shall transport all funds to the School secretary to obtain proof of receipt by NMSA-Art Institute. Deposit slips shall identify the source of all deposited funds and handed in with the funds. All parties involved in financial transactions shall initial the deposit slips. All records of the association including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.
- 5.4 Chairs or other **NMSA-PA** members shall not commit the **New Mexico School for the Arts, the NMSA-PA or any NMSA** department in a legally binding contract, agreement or purchase without prior written approval from the principal, the executive committee, or by vote of the membership of the association.

Section 6 Protocol for Parent Supply Closet

- 6.1 The NMSA-PA maintains a parent supply closet. Standing Committee chairs involved in an activity, needing supplies may contact the president or the treasurer to obtain access to the closet.
- 6.2 A supply list is maintained on the inside of the door and all items used must be checked out and reusable items returned to the closet upon completion of the event/activity.
- 6.3 Reusable purchased or donated items obtained for an event or activity should be added to the supply list and stored in the closet.

Article IX – Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to Department of Education guidelines. Any **NMSA-PA** member may present a motion at a general membership meeting to amend a provision of the bylaws.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on June 01, 2013.

Signed By:

President

Secretary

(Month)

(Day)

(Year)