

(Alice King Community School)
2014-2015
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43 **ARTICLE I: NAME**

44
45 The name of this association is the Alice King Community School Parents and Teacher Association (PTA),
46 Albuquerque, New Mexico. It is a local PTA organized under the authority of New Mexico Congress of Parents
47 and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).
48
49

50 ****ARTICLE II: PURPOSESⁱ**

51
52 **Section 1.** The Purposes of the AKCS PTA, in common with those of the National PTA and the New Mexico
53 PTA, are:

- 54
55 a. To promote the welfare of children and youth in home, school, community, and place of worship
56 b. To raise the standards of home life
57 c. To secure adequate laws for the care and protection of children and youth
58 d. To bring into closer relation the home and the school, that parents and teachers may cooperate
59 intelligently in the education of children and youth
60 e. To develop between educators and the general public such united efforts as will secure for all children
61 and youth the highest advantages in physical, mental, social, and spiritual education
62

63 **Section 2.** The Purposes of the National PTA, the New Mexico PTA, and the AKCS PTA are promoted through
64 an educational program directed toward parents, teachers, and the general public; are developed through
65 conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth
66 in Article III.
67

68 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes
69 within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future
70 federal tax code (hereinafter "Internal Revenue Code").
71
72

73 ****ARTICLE III: BASIC POLICIES**

74
75 The following are basic policies of the AKCS PTA, in common with those of the National PTA and the New
76 Mexico PTA:

- 77 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
78 b. The association or members in their official capacities shall not endorse a commercial entity or engage
79 in activities not related to promoting the purposes of the organization.
80

81 ⁱ ** Key to double stars: Each PTA shall include in its bylaws those provisions marked with a double star.

82 # State PTAs may require that certain provisions be included in local PTA bylaws. Such requirements should be designated by the number symbol (#).
83

- 84 c. The association or members in their official capacities shall not, directly or indirectly, participate or
85 intervene (in any way, including the publishing or distributing of statements) in any political campaign on
86 behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of
87 its activities to attempting to influence legislation by propaganda or otherwise.
88
- 89 d. The association shall work with the schools and community to provide quality education for all children
90 and youth and shall seek to participate in the decision-making process establishing school policy,
91 recognizing that the legal responsibility to make decisions has been delegated by the people to boards
92 of education, state education authorities, and local education authorities.
93
- 94 e. The New Mexico PTA or any of its divisions may cooperate with other organizations and agencies
95 concerned with child welfare, but PTA representatives shall make no commitments that bind the group
96 they represent.
97
- 98 f. The association shall work to promote the health and welfare of children and youth, and shall seek to
99 promote collaboration among parents, students, school, and the community at large.
100
- 101 g. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its
102 members, directors, trustees, officers, or other private individuals except that the association shall be
103 authorized and empowered to pay reasonable compensation for services rendered and to make
104 payments and distributions in furtherance of the purposes set forth in Article II hereof.
105
- 106 h. Notwithstanding any other provision of these articles, the association shall not carry on any other
107 activities not permitted to be carried on (i) by an organization exempt from federal income tax under
108 Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are
109 deductible under Section 170(c)(2) of the Internal Revenue Code.
110
- 111 i. Upon the dissolution of the association, after paying or adequately providing for the debts and
112 obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds,
113 foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of
114 the Internal Revenue Code and whose purposes are in accordance with those of NMPTA.
115
116

117 **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND NEW MEXICO PTA**

118

119 **#Section 1.** This local PTA shall be organized and chartered under the authority of the New Mexico PTA in the
120 area in which this local PTA functions, in conformity with such rules and regulations, not in conflict with the
121 National PTA Bylaws, as the New Mexico PTA may in its bylaws prescribe. The New Mexico PTA shall issue to
122 this local PTA an appropriate charter evidencing the due association and good standing of this local PTA.
123

124 **#Section 2.** To be considered a unit in good standing of the New Mexico PTA, each local PTA shall do the
125 following:

- 126 a. Adheres to the purposes and basic policies of the PTA;
127 b. Hold at least 3 general meetings per year. The purpose of these meetings shall include the following:
128 1. Approval of the budget at a fall general meeting;
129 2. Electing the nominating committee at a winter general meeting;
130 3. Electing officers at a spring general meeting;
131 c. Submit bylaws to the New Mexico PTA at the time of organization of the local unit and every three years
132 thereafter for approval, or when requested by the Bylaws Committee;
133 d. Maintain a minimum of ten members annually (schools with an enrollment of less than 100 may request
134 an exemption);

- 135 e. Remit the state and national portions of the dues to the New Mexico PTA as provided in Article VII
- 136 hereof;
- 137 f. Submit a list of members with the state and national dues;
- 138 g. File an operating budget, immediately upon approval by the unit's members, with the New Mexico PTA
- 139 within six weeks of the start of the school year;
- 140 h. File a year-end financial statement and proof of audit with the New Mexico PTA within thirty days of the
- 141 end of the fiscal year;
- 142 1. No person who was authorized to sign checks during the fiscal year may participate in the audit;
- 143 2. No person who is related to a person authorized to sign checks during the fiscal year may
- 144 participate in the audit.
- 145 i. And file a copy of IRS Form 990, if required, with New Mexico PTA upon filing with the IRS.
- 146 j. All NMPTA local PTA's shall carry insurance that is renewed annually. All new PTA shall secure
- 147 preferably within 120 days and mandatory within one calendar year from the PTA's charter date.
- 148

149 ****Section 3.** This local PTA shall adopt such bylaws for the government of the association as may be approved
150 by the New Mexico PTA. Such bylaws shall

- 151 a. Not be in conflict with the National PTA Bylaws or the bylaws of New Mexico PTA.
- 152 b. Include an article on amendments.
- 153 c. Include a provision establishing a quorum for each type of meeting.
- 154 d. Include a provision establishing how the nominating committee for officers shall be elected.
- 155 e. Include provisions corresponding to the provisions of state bylaws identified by the number symbol
- 156 (#).
- 157 f. Prohibit proxy voting.
- 158

159 **#Section 4.** Each officer or board member of this local PTA shall be a member of this local PTA.

160
161 **#Section 5.** A PTA member shall not serve as a voting member of this local PTA's board while serving as a paid
162 employee of or under contract to this local PTA.

163
164 **#Section 6.** This local PTA shall keep such permanent books of account and records as shall be sufficient to
165 establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the
166 number of its members, the dues collected from its members, and the amounts of dues remitted to the New
167 Mexico PTA. Such books of account and records shall at all reasonable times be open to inspection by an
168 authorized representative of the New Mexico PTA or, where directed by the committee on state and national
169 relationships, by a duly authorized representative of the National PTA.

170
171 **#Section 7.** The charter of this local PTA shall be subject to withdrawal and the status of such association as a
172 local PTA shall be subject to termination, in the manner and under the circumstances provided the bylaws of the
173 New Mexico PTA.

174
175 **#Section 8.** This local PTA is obligated, upon withdrawal of its charter by the New Mexico PTA:

- 176 a. To yield up and surrender all of its books and records and all of its assets and property to the New
- 177 Mexico PTA or to such agency as may be designated by the New Mexico PTA or to another local PTA
- 178 organized under the authority of the New Mexico PTA;
- 179 b. To cease and desist from the further use of any name that implies or connotes association with the
- 180 National PTA or the New Mexico PTA or status as a constituent association of the National PTA; and
- 181 c. To carry out promptly, under the supervision and direction of the New Mexico PTA, all proceedings
- 182 necessary or desirable for the purpose of dissolving the AKCS PTA.
- 183

184 **#Section 9.** Each constituent association shall elect only one person to serve in any one office. The New Mexico
185 PTA may grant exceptions when bylaws provide and circumstances require it. If an exception is requested and
186 granted, only one person shall be designated as the official office-holder by the New Mexico and National PTA;

187 only one set of materials will be sent to the person so named. If more than one person serves, due to an
188 exception by the New Mexico PTA, the office holders must understand that one office provides only one vote.ⁱⁱ
189

190 **#Section 10.** A local PTA, under the supervision and direction of the New Mexico PTA, shall dissolve its affairs
191 in the following manner:

- 192 a. Notice, by certified mail, of the pending dissolution must be given to the New Mexico PTA at least
193 forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution
194 issue.
- 195 b. Notice of the meeting of the membership must be mailed to all members and the New Mexico PTA at
196 least thirty (30) days before the meeting. A representative of the New Mexico PTA, designated by the
197 executive committee, must be present. A two-thirds ballot vote of members present and voting, a quorum
198 being present, must carry this intent of dissolution. Dissolution is effective immediately if vote is in the
199 affirmative.
- 200 c. Upon dissolution, the New Mexico PTA must receive:
 - 201 1. A certified letter giving details of the vote to dissolve
 - 202 2. To yield up and surrender all of its books, records, all of its assets and property to the New Mexico
203 PTA or to such agency as may be designated by the New Mexico PTA or to another local PTA
204 organization under the authority of the New Mexico PTA;
 - 205 3. A copy of the final IRS form 990 and the original IRS Employer Identification number (EIN).
 - 206 4. Charter, all New Mexico PTA and National PTA materials, current bylaws and standing rules, and
207 minutes, budget, and all financial books of account and records.
- 208 d. Disbursement of funds and assets must be approved by a majority vote of members present and voting.
209 All funds and assets must be distributed within two (2) weeks according to Article III, h. No PTA money
210 may be used by a new or existing school organization or deposited in school accounts.
211

212 **Article V: Membership and Dues**

213 **#Section 1.** Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National
214 PTA and of the New Mexico PTA by which this local PTA is chartered, and is entitled to all the benefits of such
215 membership.
216

217 **#Section 2.** The membership in PTA shall be open, without discrimination, to anyone who believes in and
218 supports the mission and purposes of the NMPTA.
219

220 **#Section 3.** This local PTA shall conduct an annual enrollment of members but may admit individuals to
221 membership at any time.
222

223 **#Section 4.** Each member of a local PTA shall pay such annual dues to said association. The amount of such
224 dues shall include these portions:

- 225 a. The portion payable to the New Mexico PTA, as recommended by the board of directors and approved
226 by a two-thirds majority of the voting body at the New Mexico Annual Convention.
- 227 b. The portion payable to the National PTA, as recommended by the board of directors and approved by a
228 two-thirds majority of the voting body at the National PTA Annual Convention.
229

230 **#Section 5.** The state and national portions of the dues paid by each member of a local PTA shall be set aside
231 by the local PTA and remitted to the New Mexico PTA on or before the 30th of each month.
232

233 **#Section 6.** The privilege of making motions, debating and voting in elections shall be limited to members of the
234 association who are present, whose dues are paid and who have been members of the association for at least 15
235 days.
236
237

- 238 a. Membership in a local unit shall be considered to start on the day the unit's membership chairman
239 records receiving payment from the member.
240 b. Membership in the New Mexico PTA shall be considered to start on the day the local unit's membership
241 information is logged in at the State Office.
242 c. Membership in a local unit and in the New Mexico PTA shall expire on June 30 of each year.
243

244

245 **Article VI: Officers**

246

247 **Section 1.**ⁱⁱ The officers of this local PTA shall be a president, a vice president(s),ⁱⁱⁱ a secretary, and a treasurer.

248

249 **Section 2.** Officers shall be elected by ballot in the month of April.

250

251 **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that
252 office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

253

254 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the
255 AKCS PTA:

256

- 257 ^{**}a. Each officer shall be a member of this local PTA.
258 b. No officer may be eligible to serve more than two consecutive terms in the same office.
259 c. A person who has served in an office for more than one half of a full term shall be deemed to have
260 served a full term in such office.

261

262 **Section 5.** Officers shall assume their official duties following the close of the fiscal year in which they are
263 elected and shall serve for a term of 1 year(s) or until a successor takes office.

264

265 **Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by
266 the vice president. A vacancy in any office other than president shall be filled by the board of directors.

267

268 **Section 7.** There shall be a nominating committee composed of an uneven number, no less than three members
269 who shall be elected by this local PTA at a regular general membership meeting at least two months prior to the
270 election of officers.

271

- 272 a. The committee shall elect its own chair.
273 b. The nominating committee shall nominate an eligible person for each office to be filled and report its
274 nominees at the regular general membership meeting in April, at which time additional nominations may
275 be made from the floor.
276 c. Only those individuals who are current members of this local PTA and who have signified their consent
277 to serve if elected shall be nominated for, or elected to, such office.

278

279

280 **ARTICLE VII: DUTIES OF OFFICERS**

281

282 **Section 1.** The president shall:

283

- 284 a. preside at all meetings of this local PTA;
285 b. serve as an ex officio member of all committees except the nominating committee;
286 c. coordinate the work of the officers and committees of this local PTA in order that the Objects may be
287 promoted;
288 d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
289 authority, or directed by the board of directors or executive committee.

290

291 **Section 2.** The vice president(s) shall [repeat for each vice president]:

- 289 a. act as aide to the president;
290 b. in their designated order, perform the duties of the president in the president's absence or inability to
291 serve;
292 c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
293 authority, or directed by the president, the board of directors, or the executive committee.
294

295 **Section 3.** The secretary shall:

- 296 a. record the minutes of all meetings of the AKCS PTA;
297 b. distribute minutes to board members prior to the next meeting;
298 c. be prepared to read the records of any previous meetings;
299 d. file all records;
300 e. have a current copy of the bylaws;
301 f. maintain a membership list;
302 g. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
303 authority, or directed by the president, the board of directors, or the executive committee.
304

305 **Section 4.** The treasurer shall:

- 306 a. have custody of the funds of this local PTA
307 b. maintain a full account of the funds of this local PTA;
308 c. make disbursements as authorized by the president, executive board, or this local PTA in accordance
309 with the budget adopted by this local PTA;
310 d. have checks or vouchers signed by two officers;
311 e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to
312 the AKCS PTA;
313 f. provide a written financial statement to the board of directors at each meeting;
314 g. present an annual report of the financial condition of the association at the annual meeting in April;
315 h. submit the books annually or upon change of bank account signatories for an audit by an auditing
316 committee selected by the board of directors at the end of the fiscal year.
317 i. report the findings of the annual audit to the board of directors and the New Mexico PTA;
318 j. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary
319 authority, or directed by the president, the board of directors, or the executive committee.
320
321

322 **#ARTICLE VIII: BOARD OF DIRECTORS**
323

324 **Section 1.** The affairs of the AKCS PTA shall be managed by the board of directors in the intervals between
325 local unit PTA general membership meetings.
326

327 **Section 2.** The members of the board include, but not be limited to:

- 328 a. elected officers;
329 b. teacher representatives, student representatives, principal or representative, committee chairs.
330 c. The president may appoint a parliamentarian, subject to approval of the executive committee of this local
331 PTA.
332

333 **Section 3.** Duties of the board shall be to:

- 334 a. carry out such business as may be referred to it by the membership of the association;
335 b. create special committees;
336 c. present a report at the regular general membership meetings of this local PTA;
337 d. select an auditor or an auditing committee to audit the treasurer's accounts;
338 1. no one who is authorized to sign checks for fiscal year being audited may be a member of the
339 committee;

- 340 2. the treasurer may be present at the audit for the purpose of consultation only;
341 e. prepare and submit an annual budget to this local PTA's general membership for adoption;
342 f. approve payment of routine bills within the limits of the approved budget;

343
344 **Section 4.** If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the
345 duties of the position, that person may be removed from the board by resolution adopted by the board of
346 directors.

347
348 **Section 5.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first
349 meeting of the year.

350
351 **Section 6.** Special meetings of the board may be called by the president or when requested by 2 members upon
352 7 days' written notice to each member of the board.

353
354 **Section 7.** At all meetings of the board, a majority of the members of the board then in office shall constitute a
355 quorum for the transaction of business.

356
357 **Section 8.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles
358 them to be a member of the board, they shall automatically cease to be a member of the board and shall be
359 relieved of all duties and responsibilities incident to such membership. All records, books and other materials
360 pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be
361 returned to the treasurer within fourteen days.

362 363 364 **ARTICLE IX: EXECUTIVE COMMITTEE**

365
366 **Section 1.** There shall be an executive committee of the AKCS PTA, the members of which shall be:

- 367 a. all elected officers; and
368 b. principal- member ex officio

369
370 **Section 2.** Special meetings of the executive committee may be called by the president or upon written request
371 of 2 members with 7 days' notice to each member of the executive committee.

372
373 **Section 3.** A majority of the executive committee shall constitute a quorum for the transaction of business.

374
375 **Section 4.** Duties of the executive committee shall be to:

- 376 a. transact business referred to it by the board;
377 b. appoint committee chairmen, except for the nominating committee;
378 c. approve the work of the committees;
379 d. act in emergencies between meetings of the board;
380 e. make a report at each board meeting;
381 f. prepare an agenda for all meetings

382
383 The executive committee shall take no action in conflict with any action taken by the board of directors.
384
385

386 **ARTICLE X: COMMITTEES**

387
388 **Section 1.** Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

389
390 **Section 2.** The standing committees of this local PTA shall include, but not be limited to:

- 391 a. bylaws, legislative, student enrichment.
392

393 **Section 3.** The board of directors may create such special committees as it may deem necessary to promote the
394 Objects of PTA and carry on the work of this local PTA.^{iv}
395

396 **Section 4.** The term of office of a committee chairman shall be 1 year(s) or until the selection of a successor.
397

398 **Section 5.** The chairman of each committee shall present a plan of work to the executive committee for
399 approval. No committee work shall be undertaken without the consent of the executive committee.
400

401 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

402 **Section 1.** Regular meetings of this local PTA shall be held at least 3 times a year – September, January, April.
403 30 days' notice shall be given to the membership of any change of date.
404

405 **Section 2.** Special meetings of this local unit PTA may be called by the president or by a majority of the board of
406 directors, 7 days' notice having been given.
407

408 **Section 3.** The annual meeting shall be held in April.
409

410 **Section 4.** 8 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.
411

412 **#ARTICLE XII: BERNALILLO CITY COUNCIL MEMBERSHIP**

413 [This article applies only to those local PTAs holding membership in a council PTA. The following sections **must**
414 correspond to the council PTA bylaws, and are provided as a guideline to local PTAs.]
415

416 **Section 1.** This local PTA shall be represented in meetings of the Bernalillo County Council PTA by the
417 president, or appointed alternate, and by 1 delegate(s) or alternate(s).
418

- 419 a. All representatives to the council PTA must be members of this local PTA.
420 b. Delegates and their alternates shall be chosen by election in April.
421 c. Delegates to the Bernalillo County Council PTA shall serve for a term of 1 year(s).
422

423 **Section 2.** This local PTA shall pay annual dues to the AKCS Council PTA as provided in the Bernalillo County
424 Council PTA bylaws.
425

426 **#ARTICLE XIII: NEW MEXICO PTA CONVENTION**

427 [The following sections **must** correspond to the state PTA bylaws, and are provided as a guideline to local PTAs.]
428

429 **Section 1.** This local PTA may be represented at the annual meeting of the New Mexico PTA by the president,
430 or appointed alternate, and by 3 delegate(s) or alternates. [Note: state PTA bylaws provide for an additional
431 delegate for each 25 members or major portion thereof.]
432

- 433 a. All representatives to the New Mexico PTA convention must be members of this local PTA.
434
435
436
437
438
439
440

- 441 b. Delegates and their alternates shall be chosen by vote or appointment in the month of April.
442 c. This local unit may send additional non-voting members for educational enrichment opportunities.
443
444

445 **#ARTICLE XIV: FISCAL YEAR**
446

447 The fiscal year of the AKCS PTA shall begin on July 1 and end on the following June 30.
448
449

450 **** ARTICLE XV: PARLIAMENTARY AUTHORITY**
451

452 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the AKCS PTA
453 and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National
454 PTA Bylaws, the New Mexico PTA bylaws, or the articles of incorporation.
455
456

457 **ARTICLE XVI: AMENDMENTS AND REVISIONS**
458

459 **Section 1.** These bylaws may be amended at any regular general membership meeting of the AKCS PTA by a
460 two-thirds vote of those members present and voting, a quorum being present, provided that the proposed
461 amendments have been approved by New Mexico PTA and notice of the proposed amendments has been
462 provided to the membership thirty days prior to the meeting.^v
463

464 **Section 2.** A committee may be appointed by a majority vote at a general membership meeting of this local PTA,
465 or by a 2/3 vote of the board of directors of this local PTA, to submit a revised set of bylaws.
466

467 **Section 3.** Submission of amendments or revised bylaws for approval by the New Mexico PTA shall be in
468 accordance with the bylaws or regulations of the New Mexico PTA.
469

470 **** Section 4.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a double
471 star shall serve automatically and without the requirement of further action by the AKCS PTA to amend their
472 corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.
473

474 **** Section 5.** The adoption of an amendment to any provision of the bylaws of the New Mexico PTA identified by
475 a number symbol (#) shall serve automatically and without the requirement of further action by AKCS PTA to
476 amend their corresponding bylaws.

ⁱ In 1977 the title of Article II was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word *Objects* for its historical significance.

ⁱⁱ According to parliamentary procedure it is customary that only one person shall be elected to serve in any one office. The state PTA may grant exceptions when bylaws provide and circumstances require it. However, if an exception is requested and granted, only one person shall be designated as the official contact person for the state and the National PTA; and only one set of materials will be sent to the person so named. If more than one person serves, due to exception by the state, they must be aware that one office provides only one vote, not multiple votes.

ⁱⁱⁱ Vice Presidents are traditionally designated either by number or responsibility, i.e., first vice president, second vice president, membership vice president and legislation vice president.

v As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

iv An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud. The auditor's report is adopted by a majority vote. See the current edition of *Robert's Rules of Order Newly Revised*, pages 467-470.

vi To ensure the inclusion of the required (starred) articles and sections of both the National PTA and the state PTA, local PTA bylaws and proposed amendments must be submitted to the state PTA for approval.

Bylaw Approval:

PTA UNIT

Date PTA Unit received approval from General Membership: _____

PTA Unit President signature _____

New Mexico PTA

NMPTA Approved these Bylaws on this date: _____

NMPTA Bylaws Committee Member: _____