

# **By-Laws**

## **New Mexico School Superintendents Association**

### ***Article I. Name***

The name of the organization shall be the New Mexico School Superintendents Association.

### ***Article II. Purpose***

The purpose of this organization shall be:

To promote education in New Mexico and to affiliate with the New Mexico Coalition of School Administrators (now known as NM Coalition of Educational Leaders) in responsible efforts to enhance education in the state. Membership in the association is to be considered an extension of a superintendents' responsibilities in promoting the interests of his/her local school district. In an effort to accomplish these goals, the organization will:

- A. Cooperate with other organizations dedicated to similar purposes;
- B. Encourage the improvement of administrative practices in the schools of the state;
- C. Assist superintendents in seeking self-improvement by participating and sponsoring workshops, seminars, and related activities;
- D. Act as a support system for superintendents.

### ***Article III. Membership and Dues***

**Section 1.** Membership in the New Mexico School Superintendents Association shall consist of those persons in the superintendency and such other persons as the membership may approve.

**Section 2.** A person shall become a member upon paying the required dues, and shall remain a member for the duration of the time covered by the dues payment.

**Section 3.** Only those persons actively involved in the superintendency or one of an approved category shall be entitled to full voting privileges and eligible to hold office.

**Section 4.** The dues of the organization shall be established by the Executive Board. The membership period shall be July 1 through June 30.

**Section 5.** Upon recommendation of the Executive Committee, the privilege of honorary membership may be available and shall extend to those individuals who have retired from the superintendency; and they shall have all privileges of members except the right to vote and hold office.

#### ***Article IV. Officers and Executive Board***

**Section 1.** The administration of the association shall be vested in an Executive Board consisting of the president, president-elect, secretary/treasurer, immediate past president and eight regional delegates; in addition two at large members representing Albuquerque and Las Cruces and two small school members; one representing the north and one representing the south.

**Section 2.** The president-elect and secretary/treasurer shall be elected annually from among the general membership at the annual summer conference. The president-elect shall become president after serving as president-elect for one year and the secretary/treasurer shall become president elect after serving as secretary for one year.

**Section 3.** One delegate to the Executive Board shall be elected from each of the 8 regions of the state. Elections shall be held in each School Board or North/South region as determined by the member superintendents.

**Section 4.** The terms of officers of the Executive Board shall coincide with the fiscal year of the association.

**Section 5.** The Executive Board shall meet at such times as the president shall consider necessary or on petition of at least four members of the Executive Board. A quorum consisting of half plus one of the members of the Executive Board shall be present in order to conduct official business.

**Section 6.** In the event the office of president or secretary shall become vacant, the president-elect shall assume that office of President and the Secretary shall assume the office of President Elect for the balance of the unexpired term in addition to his own one year term. A new Secretary will be elected at that time.

**Section 7.** All members of the Executive Board shall be active members of the association.

#### ***Article V. Fiscal Year***

**Section 1.** The fiscal year of the association shall be from July 1 through June 30.

## **Article VI. Committees**

**Section 1.** There shall be two formal committees: Legislative Affairs and Elections Committee. Other committees may be formed on an Ad Hoc basis by the President with the approval of the Executive Board. Members of Committees shall be recruited by the President or Executive Director and approved by the Executive Board.

**Section 2.** Representatives to serve on various outside taskforces, projects, committees or organizations shall be recruited by the President or Executive Director and approved by the Executive Board.

## **Article VII. Elections**

### **Section 1.** Regional Delegates

Delegates to the Executive Board shall be elected from the eight regions of the state as follows:

| <b>Region I</b> | <b>Region II</b>  | <b>Region III</b> | <b>Region IV</b>   |
|-----------------|-------------------|-------------------|--------------------|
| Aztec           | Chama Valley      | Cimarron          | Belen              |
| Bloomfield      | Espanola          | Clayton           | Bernalillo         |
| Central         | Jemez Mountain    | Des Moines        | Corona             |
| Dulce           | Los Alamos        | Las Vegas City    | Cuba               |
| Farmington      | Mesa Vista (Ojo)  | Las Vegas West    | Estancia           |
| Gallup          | Penasco           | Maxwell           | Grants             |
| Zuni            | Pojoaque          | Mora              | Jemez Springs      |
|                 | Questa            | Mosquero          | Los Lunas          |
|                 | Santa Fe          | Pecos             | Magdalena          |
|                 | Taos              | Raton             | Moriarty           |
|                 |                   | Roy               | Mountainair        |
|                 |                   | Santa Rosa        | Quemado            |
|                 |                   | Springer          | Rio Rancho         |
|                 |                   | Wagon Mound       | Socorro            |
|                 |                   |                   | Vaughn             |
|                 |                   |                   |                    |
| <b>Region V</b> | <b>Region VII</b> | <b>Region VII</b> | <b>Region VIII</b> |
| Clovis          | Artesia           | Alamogordo        | Animas             |
| Dora            | Carlsbad          | Capitan           | Cobre              |
| Elida           | Dexter            | Carrizozo         | Deming             |
| Floyd           | Eunice            | Cloudcroft        | Lordsburg          |
| Fort Sumner     | Hagerman          | Gadsden           | Reserve            |
| Grady           | Hobbs             | Hatch Valley      | Silver City        |
| House           | Jal               | Hondo Valley      |                    |
| Logan           | Lake Arthur       | Ruidoso           |                    |

|           |           |          |
|-----------|-----------|----------|
| Melrose   | Loving    | T or C   |
| Portales  | Lovington | Tularosa |
| San Jon   | Roswell   |          |
| Texico    | Tatum     |          |
| Tucumcari |           |          |

In addition the two at large districts Albuquerque and Las Cruces each receive a delegate. and two small school members; one representing the north and one representing the south.

**Section 2.** Executive Officers

The Elections Committee shall conduct the election of a president-elect and secretary/treasurer at the summer conference of the association.

Any active member of the association may be nominated by the Elections Committee as a candidate for an executive office. Additional nominees may be added to the ballot by the motion of any fellow member, and a second of one other member at the regular business session of the summer conference of the association. Nominees are expected to have approved the submission of their names for consideration.

Upon conclusion of all nominations, the Elections Committee shall distribute ballots to the members present at the meeting. Voting shall be by secret ballot and votes shall be counted by the Elections Committee with results announced prior to the conclusion of the final session of the meeting.

**Section 3.** The Elections Committee shall conduct the election of a Superintendent-Of-The-Year in the spring, and announce the recipient at the summer meeting of the association.

Criteria for the nomination and election of the New Mexico Superintendent of the Year shall be set by the Elections Committee with the approval of the Executive Board, however, the nominee must be willing to represent the state under AASA's (American Association of School Administrators) guidelines.

***Article VIII. Meetings***

**Section 1.** The association shall hold a least four regular meetings of the General Membership. Additional meetings may be called by the president with the approval of the Executive Board as are deemed necessary. Members of the association shall be notified, in writing, of the date and place of such meetings at least two weeks prior to the meetings. An agenda will be available in advance of the meetings upon final approval of the President.

**Section 2.** The Executive Board shall meet at least once each quarter, and upon the call of the president. Said meetings may be via distance technology at the discretion of the President.

***Article IX. Quorum***

**Section 1.** Half plus one of the active members of the association shall constitute a quorum at any regular meeting.

**Section 2.** Half plus one of the members of the Executive Board shall constitute a quorum.

***Article X. Finances***

**Section 1.** Income for the association will be derived from membership dues, grants, sponsorships, conferences, workshops, and other efforts as approved by the Executive Board.

**Section 2.** Disbursements from association funds shall be made by order of the Executive Director and signed by two staff members. Financial Reports shall be submitted at each association meeting for approval by the membership.

**Section 3.** An annual budget shall be prepared by the Executive Director and be submitted for ratification to the membership at the summer meeting of the association.

***Article XI. Amendments***

**Section 1.** Proposed amendments to the Bylaws must be presented in writing to the Executive Board at least three weeks before a regular or special meeting of the association.

**Section 2.** Proposed amendments subsequently approved by the Executive Board may be enacted by a two-thirds vote of the membership in attendance at a regular or special meeting, provided those in attendance constitute a quorum.