

**NEW MEXICO SCHOOL FOR THE DEAF ALUMNI
ASSOCIATION**



BYLAWS



MISSION

New Mexico School for the Deaf Alumni Association (NMSDAA) is a coalition of New Mexico School for the Deaf (NMSD) Alumni. The mission is to help maintain the traditions of NMSD, to assist on or in advancement of any NMSD activities, and to generate and maintain in the active interest of the alumni as a support organization.

VISION

This association shall support NMSD through united efforts of its Alumni by the means of various endeavors and initiatives such as fundraising, ideas and public relations efforts. This will also allow alumni to maintain a continuous relationship with NMSD.

ARTICLE I-NAME

The name of the association shall be the New Mexico School for the Deaf Alumni Association, Inc.

ARTICLE II-PURPOSE

- A) The association is organized exclusively for education, social, advisory and charity within the meaning of Section 501(c)(3) of the Internal Revenue Code,
- B) Any of the association activities shall specifically be for New Mexico School for the Deaf Alumni and New Mexico School for the Deaf.
- C) No part of association's net earnings shall be used to the benefit of, or be distributable to its members, officers except that association shall be empowered to authorize paying reasonable compensation for services rendered by members, officers, and committee members of the association.
- D) The association shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- E) The association may not carry on any activities that is in violation under the federal income tax under Section 501(c)(3) or under Section 170(c)(2) of the Code.

ARTICLE III-MEMBERSHIP

- A) Active membership-This membership shall be open to any individual who has graduated from or attended the New Mexico School for the Deaf for any length of time.

- B) Associate membership-This membership shall be open to immediate family members of any alumnus and retired faculty members of the New Mexico School for the Deaf. Those with an associate membership are exempt from voting rights and running for office.
- C) Honorary membership-This membership shall be appointed by the NMSDAA Board. Those with an honorary membership are exempt from voting rights and running for office.
- D) Student membership-This membership shall be open to the current students at the New Mexico School for the Deaf. Student members may attend any functions of the association. However, student members are exempt from the voting privileges and holding of office.

ARTICLE IV-BOARD OF DIRECTORS

Section I—Members of the Board of Directors

The board of directors shall be compromised of the following: President, Vice President, Secretary, Treasurer, three Board Members at Large and Reunion Chairperson(s). All officers must be an active member of the association. The Board of Directors shall have authority to make decisions in accordance with the objectives of this association. All board members shall have equal standing in discussions, voting, and other procedures of meetings.

Section II—Terms of Office and Elections

Each board member is elected from reunion to reunion. Any vacancies in office between board meetings shall be filled with the approval of the remaining board members.

Section III—Assumption of Office and Oath of Office

Each elected board member's term shall start immediately after they take oath of office. At the beginning of each board member's term, the individual shall affirm allegiance to the bylaws of NMSDAA by reciting the following oath of office:

I, (name), do solemnly affirm that I will support, obey, and defend the bylaws of the New Mexico School for the Deaf Alumni Association, Inc. and that I will faithfully discharge my duties as (position name) to the best of my ability.

Section IV—Attendance

Any board member who fails to attend four consecutive meetings during their term or misses four out of six board meetings without any valid excuses shall forfeit their position on the board of directors.

Article V—Officers of the Board of Directors

The officers of the Board of Directors shall consist of the President, Vice-President, Secretary, and Treasurer. The officers of the Board of Directors shall be known as the **Executive Committee** and shall conduct any official business necessary between meetings of the board and shall report during the board, general, and special meetings. Actions of the Executive Committee shall be ratified by the full board at each following meeting.

A) President-

- a. The President shall be the spokesperson of NMSDAA, acting in consultation with the board of directors.
- b. The President shall be the chair at all board meetings and all other general meetings. As an equal member of the board, the president may make motions, discuss, and/or vote during board meetings. During general meetings, the president only votes when necessary to break or make ties. If the president wishes to take a more active role during those meetings, another officer must take up chairmanship of the meeting while the president participates.

- c. The President shall appoint chairpersons for committees with the exception of the bylaws committee (chaired by the vice-president), finance committee (chaired by the treasurer), gathering committee (elected by the general membership), and reunion chairpersons (elected by the general membership). The president is not an ex-officio member of committees.

B) Vice-President-

- a. The Vice-President shall assume the role of President at any time the President is unable to serve or when the office of the President becomes vacant.
- b. The Vice-President shall serve as chair of the bylaws committee.
- c. The Vice-President shall serve as a non-voting member on all NMSDAA committees, not including the bylaws committee.
- d. All committee chairpersons shall report to the Vice President.

C) Secretary-

- a. The Secretary shall be responsible for compiling and publishing the minutes of all board meetings, general meetings, and special meetings.
- b. The Secretary shall give notice each member via preferred method of communication of the board and members of the date, time, place and tentative agenda for each board, general, and special meetings at least 30 days in advance of the meeting. The same information shall also be posted on the NMSDAA social media page.
- c. The Secretary shall maintain a current listing of all the members of NMSDAA, following the membership categories established in Article III.
- d. The Secretary shall account for the members present at each board, general, and special meetings.

D) Treasurer-

- a. The Treasurer shall provide an up to date financial statements to be submitted at board meetings and when requested by members at board, general, and special meetings.
- b. The Treasurer shall deposit all monies and other valuable effects in the name and to the credit of the Association. No payments shall be made without a receipt.

- c. The Treasurer shall turn over all books, receipts, and records following the end of each fiscal period for auditing purposes.
- d. The Treasurer shall make expenditures as authorized by the board.
- e. The Treasurer shall keep an inventory of all properties owned by the association.

Article VI—At-Large Board Members (3)

The at-large board members shall share community input at board and general meetings. As needed, at-large board members shall be assigned to special projects and committees as determined by the board and shall provide reports at board and general meetings.

Article VII—Reunion Chairperson(s)

Section I—Duties of the Chairperson(s)

- A) The Reunion Chair shall be responsible for the planning of the Reunion that will occur every five years.
- B) The Reunion Chair shall be responsible for the appointing of the committee members.
- C) The Reunion Chair shall report all activities done by the committee at every board, general, and special meetings.

Article VII—Gathering Committee Chairperson(s)

Section I—Duties of the Chairperson(s)

- A) The Gathering Committee Chair shall be responsible for the planning of any gathering that has been approved by the board.
- B) The Gathering Committee Chair shall be responsible for the appointing of any committee members.
- C) The Gathering Committee Chair shall propose any necessary funding for gathering events to the board for approval. All accruals from any gathering events shall be given to NMSDAA.
- D) The Gathering Committee Chair shall submit a report of all activities done by the committee at every board, general, and special meetings.

- E) The Gathering Committee Chair shall not proceed with any event planning that will coincide with the Reunion.

Article VIII – Executive Session

- A) The Board of Directors shall convene in executive session where circumstances warrant, i.e., when discussing matters of sensitive or litigious nature.

Article IX—Meetings

Section I: Board Meetings

- A) The Board of Directors shall have a minimum of 2 meetings a year. The location of the board meeting shall be determined by the Board of Directors. Members may attend, second motions, discuss, and comment on business during the board meeting but do not vote.

Section II: General Meetings

- A) For the purpose of addressing the Alumni concerns or suggestions, the board may proceed to have a general meeting. General meetings may occur annually during NMSD's homecoming or at any date as decided by the board if necessary. At these meetings, active members may attend, make motions, second motions, discuss, comment, and vote on any new/old business.

Section III: Special Meetings

- A) Special Meetings may be called by the President or by a majority of the board members. The President may call for an e-vote by the Board and such votes shall be considered an official vote of the board.

Article X-Ratification Process

Any proposed business that has been approved during special meetings, will need to be ratified at the next board meeting.

Article XI—Resignations and Replacements

Resignation from the board must be communicated in writing to the President and copied to the rest of the board. Replacements must be nominated and approved by a majority of the board plus one. Replacements must be an active member and will serve on the board until the next election. Alumni will be informed of the new replacement on the board via their preferred method of communication.

Article XII—Removal from Office

Removal of an officer may be initiated by motion of any member in good standing, with the concurrence of any current member of the board, when in the best interest of the Association. The removal shall be effective upon member approval of no less than two-third (2/3) of voting members present at a general or special meeting.

Article XIII—Conflict of Interest

The Executive Committee shall not consist of any related family members serving on the same committee. However, with the remaining board of directors, this is an exception.

Article XIV—Compensation

Members of the board shall serve without compensation except for reimbursement of standard expenses incurred in discharge of duties, approved by the board.

Article XV—Committees

- A) All committees, with the exception of the Bylaws committee, shall include the Vice-President as a non-voting member in addition to any other alumnus who may volunteer. All chairpersons shall be elected or appointed by the President.
- B) The Reunion Committee, Finance Committee, Bylaws Committee, and the Gathering Committee shall hereby be declared NMSDAA's standing committees.
- C) Any disruptive behavior that is caused by any committee member not excluding the chairperson is to be reported to the board of directors for investigation. If any wrongdoing is found, the board of directors may remove that person with the majority of votes.

ARTICLE XVI—Reunion

Section I—Elections

- A) Elections shall occur every five years from the last reunion.
- B) The current Board of Directors' terms shall end at this election and the new Board of Directors shall be elected.
- C) All Standing Committee Chairpersons (with the exception of the Bylaws and Finance committee chairperson) shall be elected at this election. If no one has volunteered, then the chairpersons will be appointed at the next general meeting following the election.

Section II—Reunion Sites

- A) Any decisions regarding the change in custom Reunion sites shall be proposed to the board of directors for approval.

Section III—Voting Privileges

- A) All Active Members shall be allowed to vote during this election. Any other members shall abstain from voting.

Section IV—Financial Resources

- A) The Reunion Committee shall be granted \$5,000 for the purpose of the reunion. Any additional funding required shall be submitted and approved by the board.
- B) At the end of the Reunion, any remaining funds over \$5,000 shall be returned back to NMSDAA.

ARTICLE XVII—Miscellaneous

- A) The Board of Directors shall refer to the updated version of Robert's Rules of Order if any conflict occurs with the bylaws.
- B) The Board of Directors shall appoint a registered agent to ensure that all changes, amendments, and deletions are up to date with the State Corporation Commission. The Vice President shall be the point of contact with the registered agent.

- C) The Board of Directors shall be vested with the power to promulgate rules, regulations, and bylaws for the operation of the association, including, but not limited to conduct of elections, conventions, appointments, management of records, management of funds, and member eligibility.
- D) Any members of the Board may introduce a proposed rule or bylaw for adoption on any subject to which power of the Board extends. The Board shall then make the proposed rule or bylaw available to members for no less than 14 days for the purpose of review and comment. After the time for comment has expired, the Board shall again consider the proposal and either choose to adopt or reject the proposed rule or bylaw.
- E) Any rule, regulation, or bylaw adopted becomes effective upon the 48th hour following adoption unless otherwise decided by a simple majority of the Board, in which case the Board shall identify a date and time at which the rule or bylaw shall become effective.
- F) All rules and regulations shall be available to members upon request.
- G) No rule, regulation, or bylaw shall invalidate any other rule, regulation, or bylaw unless intent to do so is explicit. Where two or more rules, regulations or bylaws conflict, deference shall be given to the most recently-adopted rule, regulation or bylaw unless otherwise stated within the text of the rule, regulation or bylaw.