

NEW MEXICO COALITION OF SCHOOL ADMINISTRATORS

BYLAWS

Revised August 2008

ARTICLE I. NAME

The Name of this organization shall be the New Mexico Coalition of School Administrators.

ARTICLE II. FORMATION

New Mexico Coalition of School Administrators has been formed as a non-profit organization.

ARTICLE III. PURPOSE

The Organization has been formed to:

- A. Advocate for public education and children's issues.
- B. Present a united front for education of New Mexico children, bridging diverse points of view.
- C. Provide services to membership.
- D. Serve as a power base for political affairs and educational policy in New Mexico.
- E. Provide professional development (share research, best practices).
- F. Advocate for educational leadership organizations around the state.

ARTICLE IV. MEMBERSHIP

Section 1. DEFINITIONS

The definition of an administrator shall be:

a person who is licensed as an administrator or who is recognized by the employing institution as an administrator or someone with specialized skills who is serving in an administrative / supervisory position.

Section 2. MEMBERSHIP

Membership in NMCSA shall consist of those persons who are eligible for membership under the definition of administrator as defined in ARTICLE IV., Section 1., and who have expressed their interest by joining.

Section 3. CLASSES OF MEMBERSHIP

There shall be five classes of membership: Active, Associate, Emeritus, Graduate Student and Institutional.

- A. Active Membership: Persons holding an administrative license or recognized by the employing institution and serving in an administrative position shall be eligible for Active Membership.
- B. Associate Membership: Persons not holding an administrative license recognized by the employing institution, nor serving in an administrative position but who aspire to positions in school administration, are eligible for Associate Membership. Associate members shall be entitled to all privileges of the Association except the right to hold office and to vote.
- C. Emeritus Membership: Any retired New Mexico educational administrator is eligible for Emeritus Membership. Emeritus Membership is granted only to those retired New Mexico Coalition of School Administrators who have been active members of NMCSA.
- D. Graduate Student : Any graduate student attending a New Mexico university who aspires to become a school administrator is eligible for Graduate Membership. Graduate Membership shall have the same right and privileges as Associate Membership.
- E. Institutional Membership: New Mexico Coalition of School Administrators encourages membership of eligible organizations such as the Public Education Dept, educational agencies, public school districts, colleges and universities.

Institutional members shall receive all NMCSA publications and newsletters. Any Organization such as the Public Education Department , educational agencies, public schools, universities, not for profit companies that provide services and/or products to public schools shall be eligible for Institutional Membership. Institutional members are entitled to receive all NMCSA services.

ARTICLE V. GOVERNING BOARD STRUCTURE

Section 1. AFFILIATES

To be a recognized affiliate of NMCSA an application for affiliate recognition must be made to the NMCSA Executive Board. The NMCSA Executive Board reserves the right to approve or to deny an application for affiliate recognition. The Executive Board also reserves the right to decertify any recognized affiliate.

Each affiliate shall enjoy complete autonomy to conduct activities and services as are consistent with the purposes and activities of NMCSA. The President of each of the affiliates or an appointed / elected designee who is an active member of NMCSA shall serve on the NMCSA Executive Board.

- A. Membership. To become a member of NMCSA an affiliate must petition the Executive Board, in writing, for membership and provide a copy of the organization's bylaws.

The affiliate must have at least twenty (20) administrators to be considered for membership. The affiliate must maintain this number of members to remain an active member of NMCSA.

- B. If an affiliate fails to be represented at two consecutive Executive Board meetings the affiliate will be notified that it will be placed on "Inactive" status if it fails to be represented at the next Executive Board meeting.

If the affiliate's membership of administrators drops below 20 it will be notified that it will be placed on "Inactive" status.

Membership shall be suspended until the membership requirement has been met. Reinstatement will take place at the next scheduled board meeting upon board approval. Once an organization has been placed on inactive status, the organization will not have a vote until it has been represented at two consecutive meetings.

RECOGNIZED AFFILIATES

1. New Mexico School Superintendents Association
2. New Mexico Association of Secondary School Principals
3. New Mexico Association of Elementary School Principals
4. New Mexico Association of School Business Officials
5. New Mexico Association for Supervision and Curriculum Development
6. New Mexico School Personnel Association
7. New Mexico Association of Bilingual Educators
8. Albuquerque Public Schools Principals Association
9. New Mexico Council of Administrators of Special Education.
10. Regional Education Cooperative Association

Section 2. EDUCATIONAL ADMINISTRATIVE UNITS

Administrative units are statewide/regional organizations that have a formal governance structure, an executive director and staff who may or may not be school-based administrators. The NMCSA encourages the formation of educational administrative units. All employing institutions within New Mexico shall be divided into regions. The

determination of the size of the region shall be made by the individual employing institutions.

The Executive Board of NMCSA will determine the numbers of NMCSA Executive Board representatives to be elected from among the active NMCSA membership within the unit to be represented. Each educational administrative unit shall enjoy complete autonomy to conduct such activities and services as are consistent with the purposes and objectives of NMCSA. Each educational administrative unit shall have the opportunity to present oral/written reports of its activities at NMCSA Executive Board meetings.

Recognized educational administrative units are:

1. The Northern New Mexico Network
2. Cooperative Educational Services
3. Eastern New Mexico Educational Resource Center
4. Southeast New Mexico Educational Resource Center
5. The Alliance for the Advancement of Teaching and Learning (NMSU)
6. The New Mexico Activities Association
7. The N.M. Chapter of Phi Delta Kappa International
8. The N.M. Association of Educational Retirees (NMAER)

- A. Membership. To become a member of NMCSA an educational administrative unit must petition the Executive Board, in writing, for membership. The petition must stipulate the purpose of the educational administrative unit.

The educational administrative unit must have at least twenty (20) administrators in the unit to be considered for membership. The unit must maintain this number of members to remain an active member of NMCSA.

- B. Inactive membership. If an educational administrative unit fails to be represented at two consecutive Executive Board meetings, the unit will be notified that it will be placed on "Inactive" status if it fails to be represented at the next Executive Board meeting.

If the unit's membership of administrators drops below 20 it will be notified that it will be placed on "Inactive" status. Membership shall be suspended until the membership requirement has been met. Reinstatement will take place at the next scheduled board meeting upon board approval. Once an organization has been placed on inactive status, the organization will not have a vote until it has been represented at two consecutive meetings.

ARTICLE VI. EXECUTIVE BOARD

Section 1. MEMBERS

The members of the Executive Board shall consist of:

- A. The President of NMCSA
- B. The Vice President of NMCSA
- C. The immediate Past President of NMCSA
- D. One representative from each recognized Affiliate and Administrative Unit unless the Board has authorized multiple representatives from an organization.

Section 2. TERMS OF OFFICE

Membership for one and two year terms on the NMCSA Executive Board shall commence at the end of the summer conference. The length of the term is the decision of the Affiliate, two year terms are encouraged.

Section 3. REQUIREMENTS

- A. All members of the Board must be members of a dues paying organization or must pay individual membership dues to NMCSA.
- B. Each member serving on the Governing Board must be an active member in good standing of their Affiliate or Administrative Unit.
- C. Each member of the Board is expected to attend Board meetings, annual meetings and the annual conference.
- D. Board members will vote on issues brought to the full board.
- E. Board members will serve as advocates for their organization.
- F. Board members will support the activities/positions of NMCSA i.e. the Legislative Packet, the annual conference, etc.
- G. Board members may not publicly oppose the legislative position of NMCSA
- H. Board members are expected to support public education initiatives.

Section 4. MEETINGS

- A. The NMCSA Executive Board shall hold an annual meeting and shall meet at other times upon the call of the President. The NMCSA Executive Board shall appoint an Executive Director, who will not be a voting member. Salaries and duties shall be fixed by the Executive Board. The NMCSA Executive Board shall have the authority to prepare a budget and approve the expenditures of the moneys of the Association.
- B. The Board must have a quorum of member organizations to conduct an official business meeting. A quorum is defined as 50% + 1 of the member organizations. A quorum must be present in order to take an official position as the NMCSA Board. Upon satisfaction of a quorum, officers are eligible to vote.

Section 5. AUTHORITY

The NMCSA Executive Board shall act on questions of policy for the association in the interim between annual meetings and report its actions. The NMCSA Executive Board shall carry out the plans and policies adopted by the Association.

ARTICLE VII. OFFICERS

Section 1. NMCSA OFFICERS

The officers of the association shall be a President, the immediate Past President, and a Vice President

- A. President. The president shall be elected by the Executive Board and shall serve a two year term; no affiliate organization will hold the office of president for successive terms. The President of NMCSA can be elected only from among Board representatives of Affiliate Organizations and must have had experience on the Board within the previous three years.
- B. Past president. The past president shall serve a two year term on the Executive Board.
- C. Vice President. The vice president shall be elected by the Executive Board and shall serve a one year term. The vice president may be elected to successive one year terms.

Section 2. ELECTION

New officers shall be elected at the July Executive Board meeting, presented to the membership at the annual general meeting and assume office at the conclusion of the summer conference.

ARTICLE VIII. DUES

The membership and fiscal year, or dues year, shall be from July 1 through June 30. The active membership dues shall be as follows:

NMCSA DUES SCHEDULE

Your Salary	Dues
Up to \$50,000	\$150
\$50,001-\$54,000	\$160
\$54,001-\$58,000	\$170
\$58,001-\$62,000	\$180
\$62,001-\$66,000	\$190
\$66,001-\$70,000	\$200
\$70,001-\$80,000	\$220
\$80,001- \$90,000	\$240
Above \$90,000	\$250

The dues year is from July 1 through June 30 of the following year. Payments may be paid in full for by payroll deduction through your employer or directly in three payments.

Associate dues	\$50
Emeritus dues	\$25
Graduate Student	\$25

District Institutional Membership

A district or educational entity pays a fee which makes all administrators in that organization a member of NMCSA. The fee structure is as follows:

District with 0 - 200 ADM	\$500
District with 201 - 600 ADM	\$750
District with 601 - 1,200 ADM	\$1,500
District with 1,201 - 5,000 ADM	\$3,000
District with 5,001 - 10,000 ADM	\$5,000
District with 10,000+ ADM	\$7,000

Other educational organizations which desire institutional membership will pay a fee based on the number of members in the organization. (Minimum \$250.00)

Honorary life memberships may be granted to retired members. Nomination may be made by an individual member or the NMCSA Executive Board. The awarding of an honorary Life Membership will be made by the NMCSA Executive Board.

Affiliate dues shall be determined by each specific affiliate organization.

The Affiliate dues may be added to the NMCSA dues collected by each school district, submitted to the NMCSA Executive Director on a monthly basis. The Executive Director shall disburse the funds to each affiliate organization on a monthly basis.

ARTICLE IX. GENERAL MEETINGS

The Executive Board shall arrange for one joint meeting of the general membership. The dates, location and other responsibilities for this meeting shall be determined by the Executive Board.

ARTICLE X. AMENDMENTS

Section 1. PROPOSALS

All proposals for amending this constitution must be presented to and receive a two-thirds majority vote of the Executive Board before being submitted to the general membership.

Section 2. DEADLINES

Proposed amendments must be submitted to the members at least two weeks before the amendment is to be voted upon.

Section 3. PROPOSED AMENDMENTS

Proposed amendments must have the approval of the majority of the membership in attendance at the general meeting of the association.

Section 4. VOTING

The vote may be conducted by mail at the direction of the Executive Board. A majority of those voting will be necessary for approval.

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