Bylaws of Albuquerque School of Excellence

Parent Teacher Organization

I. NAME. The name of the organization shall be the Albuquerque School of Excellence Parent Teacher Organization.

II. PURPOSE. The purpose of the organization shall be to aid the students of ASE by providing support for their educational and recreational needs, and to encourage and enhance the cooperative community spirit among the teaching staff, students, and parents.

III. MEMBERSHIP. All parents and/or legal guardians of students who currently attend ASE shall be eligible for membership in the organization. Teachers shall be automatic members of PTO. Members shall have the right to attend and participate in all meetings and activities of the organization, and have the right to hold office. All members present at any given meeting may vote on any issue before the group. However, teachers may not serve as PTO President.

IV. NOMINATIONS AND ELECTIONS. Elections will be held on the first meeting of the school year. Nominations will be collected by the standing PTO board. Voting shall be by ballot of members present at meeting. Candidates will be selected from nominees attending the meeting.

V. POLICIES

a. The programs of the Organization are educational and shall be developed through conferences, committees, and projects.

b. This organization is non-commercial, non-sectarian, and non-partisan. No part of the activities of this Organization shall promote propaganda, or otherwise attempt to influence legislation. The Organization shall not participate in or intervene in (including publishing and distribution of statements) any political campaign on behalf of any candidate for public office or the solicitation by any business for personal gain.

c. This Organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school. The Organization shall not seek to control policies of the school or the school district.

d. The Organization shall follow Albuquerque School of Excellence guidelines and policies concerning Parent-Teacher Organizations.

e. The Organization shall comply with all applicable laws of local, state and federal governments.
VI. MEETINGS

a. **Regular Meetings.** The ASE PTO Board meets once per month during the school year. The regular meeting of the organization shall be on the third Thursday of each month during the school year at 7:00PM, or at the time and place determined by the executive committee at least one month before the meeting. The annual meeting will be held in the April regular meeting. The annual meeting is for receiving reports, and conducting other business that should arise. The secretary will notify members of the meetings in a flyer sent home with students at least one week prior to the meeting.

b. **Special Meetings.** Additional meetings of the Organization may be called by vote of the Executive Committee. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting. Special meetings may be called by the President, and two members of the Executive Committee, or five general members submitting a written request to the Secretary.

c. **Quorum.** Five Executive Committee members then in office shall constitute a quorum for the transaction of business at any meetings.

d. **Voting.** A majority vote of the members present at any meeting shall be required for action to be taken by the Organization.

VII. OFFICERS

a. **Positions.** The officers of the Organization shall consist of a President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Principal, Liaison Officer, and Committees Director.

b. **President.** The President shall be the principal executive officer of the Organization and, subject to the control of the Executive Committee and the directions of the membership, shall in general supervise and control all of the activities of the Organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall produce and distribute the agenda at the meetings; maintain the calendar of events and coordinate Standing and Special Committees and event volunteers. The President shall submit an annual written PTO report to members and Albuquerque School of Excellence by the end of May each year.
c. **Vice-President.** The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-President shall coordinate fundraisers and coordinate and manage the PTO membership drive. The Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.

d. **Secretary.** The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of members who have paid dues, shall see that all notices are duly given in accordance with these Bylaws, shall maintain database of volunteers and provide lists as required and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

e. **Assistant Secretary.** The Assistant Secretary shall be a member of the Executive Committee and, in the absence of the Secretary, shall perform the duties of the Secretary. The Assistant Secretary shall publish the PTO website on ASE website, and other duties as assigned by the President or the Executive Committee.

f. **Treasurer.** The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the Organization and shall receive and give receipts for monies due and payable to the Organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the paying members of the Organization. The Treasurer shall present a written financial report at each regular meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall perform such other duties as are assigned by the President or the Executive Committee.

g. **Assistant Treasurer.** The Assistant Treasurer shall be a member of the Executive Committee and, in the absence of the Treasurer, shall perform the duties of the Treasurer. The Assistant Treasurer shall perform such other duties as are assigned by the President or the Executive Committee.
h. **Parliamentarian.** The Parliamentarian shall be a member of the Executive Committee. The Parliamentarian shall be responsible for publicity for all events of the organization. The Parliamentarian shall keep the official history of the Organization and shall keep an annual record of all activities of the Organization. The Parliamentarian shall follow national, state, and local legislative issues pertaining to education and reports on critical issues to the PTO. The Parliamentarian shall perform such other duties as are assigned by the President or the Executive Committee.

i. **Principal.** The Principal shall be a member of the Executive Committee. The Principal shall have an equal vote as any of member of the Executive Committee in all matters relating to the PTO. The Principal shall give monthly report on the status of the students and the school. This position does not detract from the Principal's position with the school.

j. **Liaison Officer.** The Liaison Officer shall be a member of the Executive Committee. The Liaison Officer shall act as a conduit between the PTO and ASE faculty. The Liaison Officer shall be an ASE teacher or administrator appointed by the Principal. The Liaison Officer shall perform such other duties as are assigned by the President or the Executive Committee.

k. **Committees Director.** The Committees Director shall be a member of the Executive Committee. The Committees Director shall coordinate with all committee chairs and report to the Executive Committee. The Committees Director will provide information as necessary between committee chairs and school faculty and staff. The Committees Director will provide regular updates to the President biweekly, and as appropriate.

VIII. **ELECTIONS**

a. **Procedure.** The election of officers shall take place during the Regular Meeting in September each academic year. Election shall be by ballot.

b. **Terms of Office.** The term of each officer shall be one year, beginning on October 1 and ending on September 30 of each year. A person may be elected to the same or other office for more than once term with the exception of the President who shall not hold office of President for more than once term.

c. **Selection.** A majority of votes cast by the members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between two (2) persons who received the largest number of votes shall immediately be held.

d. **Vacancies.** Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Executive Committee for the unexpired portion of the
term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office.

IX. REMOVAL OF AN EXECUTIVE MEMBER

a. A notice of the meeting shall state the issue of the possible removal of an Executive Committee member. An Executive Committee member may be removed by an affirmative vote of at least fifty (50) percent of the Executive Committee.

b. An Executive Committee member shall be removed for failure to attend three consecutive regular meetings of the Executive Committee.

X. EXECUTIVE COMMITTEE

a. General Powers. The affairs, activities, and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing or Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Organization.

b. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Principal, Liaison Officer, and Committees Director.

c. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time is established as the third Thursday of the month at 7:00PM. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings shall be announced to all members of the Organization. Any member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

d. Quorum. Five members of the Executive Committee shall constitute a quorum for the transaction of business.

e. Voting. The act of the majority of the regular members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.
XI. STANDING AND SPECIAL COMMITTEES

a. **Other Standing Committees.** The Executive Committee may establish such other standing committees as it deems necessary and advisable. The Chairperson shall be elected by the committee members. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Committees Director on a regular basis.

b. **Special Committees.** The President and/or the Executive Committee may create special committees. Special committees shall be created for a specific time or task and shall cease to exist when that time or task has been completed, or on September 30 of each year, whichever comes first. The Chairperson shall be elected by the committee members. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Committees Director on a regular basis.

XII. FINANCES

a. **Budget.** The Executive Committee shall present to the membership at the third regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved by the Executive Committee.

b. **Obligations.** The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Albuquerque School of Excellence, nor should they hold themselves out as having such authority.

c. **Loans.** No loans shall be made by the organization to its officers or members.

d. **Commercial Paper.** All checks, drafts, or other orders for payment of money on behalf of the Organization shall be signed by the Treasurer, Assistant Treasurer, and/or any other person as authorized in writing by the Executive Committee.

e. The Treasurer shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies, or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the Executive Committee. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
f. **Financial Report.** The Treasurer shall present a financial report at each regular meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report.

g. **All PTO Executive Committee members shall be bonded and required to sign an oath of confidentiality.**

**XIII. MEMBERSHIP DUES**

a. Dues shall be in the amount of $10 per family paid annually at the beginning of the school year. No dues are necessary for membership in good standing or a requirement for voting rights.

b. **Amount.** The Organization shall authorize and collect membership dues to be used for the operation of the Organization. Any change in the amount of the dues shall be approved by a vote of the Executive Committee.

c. **Financial Hardship.** No member shall be denied the right to participate in the activities of the Organization due to financial hardship. The Executive Committee shall establish a procedure of alternative payments or waivers to insure compliance with this policy.

**XIV. AMENDMENTS.** The Bylaws may be altered, amended, or repealed and new Bylaws adopted by two thirds (2/3) majority of Executive Committee members at an Executive meeting.

**XV. AUTHORITY.** These Bylaws shall be approved by the Principal of Albuquerque School of Excellence. In any ASE PTO decision, policy, or activity shall conflict with the decisions, policies, or procedures adopted by the Albuquerque School of Excellence, they shall be deemed null and void. The decision of the Principal of Albuquerque School of Excellence shall, in all cases, control.

**XVI. FISCAL YEAR.** The fiscal year of the Organization shall begin September 1 and end August 31 the following year.
These Bylaws were adopted by the Executive Committee by a majority vote during and Executive Committee meeting properly called on October 19, 2010 at 13201 Lomas Blvd., NE Albuquerque, NM 87112 and shall take effect immediately.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Davilla</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Eric Koontz</td>
<td>Vice-President</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Hill</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Faye Cecco</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Mylinda Davilla</td>
<td>Assistant Secretary</td>
<td></td>
</tr>
<tr>
<td>Mr. Avci</td>
<td>Assistant Treasurer</td>
<td></td>
</tr>
<tr>
<td>Lawanna Ramsey</td>
<td>Parliamentarian</td>
<td></td>
</tr>
<tr>
<td>Mr. Yetis</td>
<td>Liaison Officer</td>
<td></td>
</tr>
<tr>
<td>Mr. Cetinkaya</td>
<td>Principal</td>
<td></td>
</tr>
</tbody>
</table>
AMENDMENT TO BYLAWS OF THE PTO OF THE ALBUQUERQUE SCHOOL OF EXCELLENCE

February 17, 2011

Per a quorum vote of the Executive Committee of the PTO Board at the Albuquerque School of Excellence:

The position and presence of Committees Director has been terminated from the Executive Committee, the PTO, and any and all committees, boards, and groups previously connected to the position.

This amendment formally amends the above in the bylaws of the PTO of the Albuquerque School of Excellence.

Signed:

President, PTO Executive Committee

Vice President, PTO Executive Committee

Principal, PTO Executive Committee

Treasurer, PTO Executive Committee

Ass't Treasurer, PTO Executive Committee

Secretary, PTO Executive Committee

Ass't Secretary, PTO Executive Committee

Parliamentarian, PTO Executive Committee

Liaison Officer, PTO Executive Committee

Date

2-17-11

Date

2-17-11

Date

2/17/11

Date

2-17-11

Date

2-17-11

Date

2/17/11

Date

2/17/11
AMENDMENT TO BYLAWS OF THE PTO OF THE ALBUQUERQUE SCHOOL OF EXCELLENCE  
May 19, 2011

In order to meet the directive issued by the Internal Revenue Service (IRS), the executive committee amendments to the approved bylaws of the PTO of the Albuquerque School of Excellence the following:

a. Albuquerque School of Excellence Parent Teacher Organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

b. No part of the net earnings of Albuquerque School of Excellence Parent Teacher Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of Albuquerque School of Excellence Parent Teacher Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

c. Notwithstanding any other provision of this document, Albuquerque School of Excellence Parent Teacher Organization shall not be organized for any purpose not permitted (a) by an organization Exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future Code.

d. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

This amendment formally amends the above in the bylaws of the PTO of the Albuquerque School of Excellence and shall take precedence in any previous language of this organization.

Signed:  

[Signature]  
President, PTO Executive Committee  

[Signature]  
Vice President, PTO Executive Committee  

[Signature]  
Principal, PTO Executive Committee  

5-19-11  
Date  

5-19-11  
Date  

5-19-11  
Date  

(continued)
AMENDMENT TO BYLAWS OF THE PTO OF THE ALBUQUERQUE SCHOOL OF EXCELLENCE
May 19, 2011
(continued)

Treasurer, PTO Executive Committee

Date

5-19-11.

Ass't Treasurer, PTO Executive Committee

Date

5/19/11

Secretary, PTO Executive Committee

Date

5-19-11

Ass't Secretary, PTO Executive Committee

Date

5-19-11

Parliamentarian, PTO Executive Committee

Date

5-19-11

Liaison Officer, PTO Executive Committee

Date

05/19/2011