

BYLAWS OF THE COTTONWOOD SCHOOL PARENTS' ASSOCIATION

ARTICLE I - NAME

Section 1.1. The name of the association shall be the Cottonwood School Parents' Association (the "CSPA").

ARTICLE II - PURPOSE

Section 2.1. The purposes of the CSPA shall be:

- (a) To be an advocate for the Cottonwood School's Mission Statement. (See Statement in Student Handbook and Directory)
- (b) To provide an opportunity for the exchange of opinion and information concerning matters of interest common to all parents.
- (c) To foster a closer relationship among the parents, students, faculty and staff.
- (d) To assist in the creation and maintenance of pleasant surroundings in the school and on its campus.
- (e) To plan, carry out or assist with various school and CSPA functions.
- (f) To help the school with fund development.
- (g) To be an advocate for the school.

ARTICLE III - MEMBERSHIP

Section 3.1. Membership

The membership of the CSPA shall consist of all parents or guardians of students enrolled in the Cottonwood Montessori School, Corrales, NM.

Section 3.2. Dues

The annual dues shall be \$20.00 for each family and may be adjusted from time to time.

ARTICLE IV - ELECTED OFFICERS

Section 4.1. The elected officers of the CSPA shall be:

- (a) The President, who shall preside at all meetings of the General Membership, the CSPA Council, and the Executive Committee. The President shall execute the directives of the Membership and shall carry out all other duties outlined in the Bylaws. The President shall be the liaison to the Executive Director. At the end of the year, all records of the President shall be transferred to the incoming President.
- (b) The President-Elect, who shall assume the duties of the President in the absence of, or at the request of the President. The President-Elect shall serve as President of the Parents' Association the year following his/her term as President-Elect.
- (c) The Secretary, who shall keep the minutes of all meetings of the General Membership, the CSPA Council, and the Executive Committee, conduct all correspondences as directed by the President, and keep a copy of the Bylaws and final reports of committees in the Secretary's files. The Secretary shall turn over to the successor the complete records of the CSPA.
- (d) The Treasurer, who shall be a custodian of all CSPA funds. The Treasurer shall receive and disburse all monies. The Treasurer shall make reports at all meetings of the General Membership, Executive Committee, and the CSPA Council. The Treasurer shall keep accurate records of the CSPA's finances and shall turn over the complete records to the successor.
- (e) Vice-President(s), it may be deemed necessary by the Executive Committee to include on the Executive Committee specified Vice-Presidential positions to make the overall administration and support of the CSPA effective and efficient. When these positions will exist for a coming year, they will be elected following the same process as other elected positions; and shall have supporting job descriptions with defined scope and purpose.

Section 4.2 No member shall hold more than one office at a time unless otherwise allowed by these Bylaws.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.1. Nominating Committee

The Nominating Committee shall be composed of the President-Elect, the Immediate Past-President, the Executive Director, and up to four (4) members-at-large appointed by the Executive Committee. Other Executive Committee members and faculty shall not be eligible for the at-large appointments. Cottonwood School employees (other than the Executive Director) and Trustees, and their respective spouses, shall not serve on the Nominating Committee. The President shall appoint one of the members of the Nominating Committee to be Chairperson. The Nominating Committee shall present a slate of candidates for General Membership voting prior to the CSPA's general meeting in the Spring.

Section 5.2. Eligibility For Office

Cottonwood School employees and Trustees and their respective spouses shall not be considered for or serve in elected office. All other members of the CSPA as defined in Section 3.1 are eligible for nomination.

Section 5.3. Election Of Officers

Election of Officers shall take place through an electronic voting process conducted prior to the Spring General Membership meeting. A majority vote of those voting shall be necessary for the election of officers. Elected Officers shall be introduced at the Spring General Membership meeting.

Section 5.4. Term Of Office

The term of office for Elected Officers shall be for one year from Jun 1 until May 31.

Section 5.5. Vacancy Of Office

If an Elected Officer resigns, the Executive Committee shall appoint an eligible member of the CSPA to fill the vacancy for the remainder of the term.

ARTICLE VI - GENERAL MEMBERSHIP MEETINGS

Section 6.1. Meetings

Meetings of the General Membership shall be called by the President and notice of their time and place shall be given to all Association Members at least ten (10) days prior to the date of the meetings. A minimum of two General Membership meetings of the CSPA shall be held, one meeting in the Fall and one in the Spring. Attendance is required for CSPA Council members or their delegates.

Section 6.2 Special meetings may be called by the President or by any three members of the Executive Committee and shall be called upon written request of ten members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 6.3. Voting

Each member present shall have one vote. Items called for vote shall be decided based on majority vote of all members present.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 7.1. Executive Committee Membership

The Executive Committee of the CSPA shall consist of the Elected Officers, the Faculty Representative (optional), and the Immediate Past-President (optional). The Faculty Representative shall be a representative of and provide input on behalf of the teachers and staff on the Executive Committee and the CSPA Council, shall be an ex-officio member of the Executive Committee with a vote, and shall be appointed by the Executive Director as an optional position on the Executive Committee. The Immediate Past-President shall be an ex-officio member without a vote at Executive Committee meetings and with a vote at Council meetings; and shall be an optional position dependent on whether the prior-year president is able to serve.

Section 7.2. Authority

The Executive Committee has the authority to act for the CSPA and shall carry on the business of the CSPA between its regularly scheduled Council and General Membership meetings and shall report to the CSPA Council for its ratification of the Executive Committee's decisions, recommendations and actions at each regular or special meeting called for the purpose.

Section 7.3. The Executive Committee shall meet monthly during the academic year.

Section 7.4. The Executive Committee shall maintain communication with the School Executive Director on a regular basis.

Section 7.5. The Executive Committee may as necessary adopt policies and procedures not inconsistent with these Bylaws to assist it in performing its duties under these Bylaws.

ARTICLE VIII - CSPA COUNCIL

Section 8.1. CSPA Council Membership

The CSPA Council shall include:

- (a) the Executive Committee, each of whom have a vote at Council Meetings
- (b) the Chairpersons of CSPA committees who shall be appointed by the President with the approval of the Executive Committee. While each CSPA committee shall be represented on the CSPA Council, each committee shall have only a single vote regardless of the number of Co-chairpersons that may be appointed for a committee.

Section 8.2. Meeting Notice

The CSPA Council meetings shall be called by the President, and notice of their time and place shall be given to all Council members at least three (3) days prior to the date of the meeting. The Council Meeting Agenda shall be approved by the President prior to the meeting.

Section 8.3. Term of Office

The term of office for CSPA Council Members shall be for one year from Jun 1 until May 31, except as provided under Article V.

Section 8.4. Voting

Each voting Council position present shall have one vote. Items called for vote shall be decided based on majority vote of all voting Council positions present. Co-Chairs and Co-Representatives shall share a vote for their position even if both are present at the meeting.

Section 8.5. Authority

The CSPA Council has the authority to act for the CSPA and shall carry on the business of the CSPA between regularly scheduled General Membership meetings.

Section 8.6. Visitors

Members of the CSPA are welcome as visitors to CSPA Council Meetings. Members who wish to request a meeting topic shall give prior notification to the CSPA Secretary at least 2 weeks in advance of the meeting.

ARTICLE IX - FISCAL POLICIES

Section 9.1. Funds

The operating income for the CSPA shall be dues and all money received from CSPA activities. The funds shall be kept in a CSPA account, and disbursements shall be made from this account. All checks in an amount less or equal to Two Hundred and no/100ths Dollars (\$200.00) shall be signed by the then current Treasurer. All checks in an amount greater than Two Hundred and No/100th Dollars (\$200.00) shall be signed by both the then current Treasurer and the then current President.

Section 9.2 Budget

The CSPA Council shall establish a budget for the next succeeding year, which shall be approved by vote of the CSPA Council in accordance with the purposes of the CSPA.

Section 9.3 Contracts

All contracts executed on behalf of the CSPA will be in the name of the CSPA and not in the name of any individual officer or member. All contracts must be signed by the President and the Executive Director.

Section 9.4. Insurance

All members of the CSPA Council shall be insured against liability under the Cottonwood School blanket insurance policy when conducting business on behalf of the CSPA.

Section 9.5. Bonding

When CSPA funds exceed Three Thousand and No/100th Dollars (\$3,000.00) at any given time, then the Treasurer shall be bonded under the School's insurance policy.

Section 9.6. Review of the Financial Records

The President shall have the financial records reviewed annually by the Accountant of Cottonwood School. All financial documents will be reconciled at the end of the fiscal year by the Treasurer and submitted to the school’s accountant for filing of the 990.

Section 9.7. Fiscal Year

The fiscal year of the CSPA shall run from Jun 1 until May 31.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 10.1. The rules contained in the most recent edition of Robert's Rules of Order shall govern the CSPA in all cases in which they are not inconsistent with these Bylaws.

ARTICLE XI - AMENDMENT OF BYLAWS

Section 11.1. The Bylaws may be amended by a two-thirds vote at any General Membership meeting of the CSPA provided that notification of the proposed amendment is given to the membership two weeks in advance of the meeting. Corrections of Bylaws which do not alter the expressed or implied intent may be effected by a majority vote of the CSPA Council.

ARTICLE XII - DISSOLUTION

Section 12.1 Method of Dissolution.

The CSPA may be dissolved at a meeting of the School Board of Directors upon adoption of a resolution to dissolve by vote of a majority of the Directors in office.

Section 12.2 Distribution of Assets.

In the event of dissolution, the Executive Committee, at the time of dissolution, shall, after paying all outstanding amounts owed, determine how the balance, if any, of funds shall be distributed.



August 2013

Approved

CSPA President

Executive Director