

# Bylaws of the University of New Mexico Parent Association

## Article I – Formation, Name and Location

The University of New Mexico Board of Regents has established, within a Memorandum of Understanding, the recognition of an affiliated organization. The name of the organization is “The University of New Mexico Parent Association”, hereinafter called the “Association”. Its principal office shall be located at the University of New Mexico, Albuquerque, New Mexico.

## Article II – Statement of Purpose

The Association is an organization whose purpose is to support and promote the interests of parents of students of the University of New Mexico (UNM).

## Article III – Membership

The membership will be comprised of all parents and guardians of current and former students of the University of New Mexico.

Ex-officio members – The following persons shall serve as non-voting ex-officio members of the Board of Directors and shall be invited to all regular meetings and functions of the Association’s Board of Directors. Ex-officio members are not required to be the parent or legal guardian of a current or former student of the University of New Mexico.

- The Provost or staff designate;
- Vice President of Student Affairs or staff designate;
- Dean of Students or staff designate;
- Vice President of Enrollment Management or staff designate;
- Vice President for Equity and Inclusion or staff designate;
- Two (2) Faculty representatives (whose primary role is in the classroom), appointed by the President of the Faculty Senate;
- A representative appointed by the University President;
- President of ASUNM or designate; and
- President of GPSA or designate.

## Article IV – Mission

The mission of the Association is to:

1. Promote student success and academic excellence
2. Engage parents in the university’s mission and goals
3. Assist parents to play a supportive role in student education
4. Provide a forum for networking with other UNM parents

## Article V – Roles

The roles of the Association are:

1. Support – for parents as they embrace the transition of their children into university life and adulthood.
2. Communication – to help ensure that parents have timely and accurate information about UNM through facilitating two-way communication.
3. Connection – to other UNM parents and to the university’s vast array of services.
4. Outreach – to parents who live both locally and afar.
5. Spirit – that provides parents with meaningful, energizing, and enjoyable opportunities to become a vital part of the UNM Community.

## Article VI – Board of Directors

Section 6.1 Number of Directors: The Board of Directors of the Association shall consist of at least nine (9) Voting Members. They are comprised of the Officers and Directors at Large.

Section 6.2 Quorum: A simple majority of the Voting Members of the Board of Directors shall constitute a quorum for the transaction of business, except herein otherwise provided. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

Section 6.3 Terms of Office: Directors shall serve a term of two (2) years. Directors shall serve staggered terms to balance continuity with new perspective.

Section 6.4 Vacancies: Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the majority of the Board from candidates presented from the Nominating Committee. A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 6.5 Removal: The Board may remove any Officer or Director for cause by majority vote of all Directors then in office, at any regular or special meeting of the Board. This action shall be preceded by the following: 1) no less than 5 current Board Members must draft a letter specifying the cause of proposed removal, 2) this letter shall be sent to subject Board Member(s) by registered mail no less than 10 days prior to a regular or special meeting where action will be taken, 3) the agenda must provide for subject Board Member(s) to state their defense.

## Article VII – Officers of the Board of Directors

Section 7.1 There shall be five (5) Officers of the Board of Directors: President, President Elect, Treasurer, Secretary and Immediate Past President. Except as provided herein, the roles and qualifications of these Officers shall be determined by the Board in its policies.

Section 7.1a President: The President shall be responsible to call and preside at Board meetings of the Association. The President or their Board Member Designee shall represent the

Association at open meetings of the Board of Regents or any other meeting. The President shall nominate Chairs of the standing committees with the approval of the Association Board. The President shall prepare an annual State of the Association report, to be approved by the Association Board, presented at the Association annual membership business meeting and forwarded to the President of the University. The President shall perform all duties incident of the office of President and have such powers and duties as assigned by the Board.

Section 7.1b President-Elect: In the absence of or at the request of the President, the President Elect shall perform the duties of the President. In the event the President is no longer able to perform the duties of the office of President, the President-Elect shall assume the office for the remainder of the term.

Section 7.1c Treasurer: The Treasurer shall keep and maintain all financial records of the Association consistent with general fiscal policy of the University. The Treasurer shall prepare financial reports for each regularly scheduled Board Meeting.

Section 7.1d Secretary: The Secretary shall be responsible for documenting minutes of all Board meetings and official acts of the Board of Directors.

Section 7.1e Immediate Past President shall serve in an advisory capacity to the Board of Directors and as chair of the Nominating Committee.

Section 7.2 Nomination and Election: The Nomination committee shall present a slate of Officers to the Board of Directors. The Board will vote "For" or "Against" the slated candidate for each position. Officers shall be elected by a simple majority of the Board of Directors and begin their term at the beginning of the fiscal year.

Section 7.3 Terms of Office: The term for each Officer shall be the one-year period commencing with the beginning of the fiscal year. No single individual may be elected for more than two (2) consecutive one-year terms in any single office.

## Article VIII- Meetings

Section 8.1 The Board shall meet at least three (3) times per academic year, including a meeting to be held within two months following the start of fall semester. Additional Board meetings can be called as needed by any member of the Board provided they have the agreement of 2 additional Board members and with a minimum of a two (2) week notice. Regular meeting attendance and participation by directors and officers is vital to the Board's mission and is required. Absence for two (2) consecutive meetings will be reviewed by the Officers of the Board and, if deemed appropriate, directors or officers may be removed from office.

Section 8.2 The Association shall conduct a meeting of the general membership annually.

Section 8.3 Notice of meetings: Written notice of the general membership and other regular meetings of

the members shall state the date, time and place of the meetings and may be sent electronically no less than fifteen (15) days before the meeting to each member's provided e-mail address.

#### Article IX- Elections

Section 9.1 The Nominating Committee of the Association shall consist of five members. The Immediate Past President shall serve as chair and member, the Board of Directors shall appoint one member of the Board other than the Immediate Past President and the Immediate Past President shall appoint three additional members from the general membership. The Chair shall work with the Board of Directors to convene the Nominating Committee not later than the end of the fall term.

Section 9.2 Nominations: Any regular member of the Association may be nominated for election to the Board of Directors. No nomination shall be made without the consent of the nominee.

Section 9.3 Elections: The Nominating Committee will submit a list of nominees to the Board at least thirty days prior to the spring meeting of the Board. The Board will vote "For" or "Against" the slated candidate for each position. Directors shall be elected by a simple majority of the Board of Directors and begin their term at the beginning of the fiscal year.

#### Article X- Committees

Section 10.1 Establishment and Operation of Committees: The Board of Directors shall establish such committees and task forces as advisable to assist the fulfilling the mission of the Association without compromising the Board's authority and in keeping with the policies established by the Board.

Section 10.2 Standing Committees: Standing committees of the Board of Directors shall be Nominating, Volunteer Development (Recruitment and Membership), Bylaws, Scholarship, Legislative, Communication and Finance Committees. These committees shall operate in accordance with the roles and policies established by the Board. The President shall appoint committee chairs.

#### Article XI – Fiscal Year

The fiscal year of the Association shall extend from July 1 through June 30.

#### Article XII – Rules of Order

The rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of the Association except where they may be in conflict with these Bylaws or other policies adopted by the Board of Directors.

#### Article XIII – Amendments

Proposed amendments to these established Bylaws may be made at a regular meeting by a two-thirds vote of all Directors then in office, provided that notice of the proposed amendment(s), together with a copy thereof, shall be distributed to each Director at least fifteen (15) days prior to the meeting at which

the amendment is to be considered. Any proposed amendment(s) shall become effective upon approval by the UNM Board of Regents.

Article XIV – Indemnification

The University of New Mexico Parent Association shall indemnify its Directors, Officers, employees and volunteers to the fullest extent permitted by the law of the State of New Mexico.

Article XV – Dissolution

In the event of the dissolution of the Association, for whatever cause, its assets will be distributed to the University of New Mexico Foundation for UNM Student Scholarships.

Article XVI – Miscellaneous

No part of the activities of this organization shall be devoted to participation in any political campaign on behalf of any candidate for public office.

Notwithstanding anything herein, all activities and policies of the Association shall conform to University of New Mexico Policies as approved by the Board of Regents.

The undersigned members of the Executive Committee of the UNM Parent Association certify that these Bylaws of the UNM Parent Association were adopted by the Board of Directors at their regularly held meeting on September 17, 2015.

By:   
President UNM Parent Association

Date 09-17-2015

These Bylaws of the UNM Parent Association were approved at a regularly called meeting of the Board of Regents on the 20<sup>th</sup> day of November, 2015.

By:   
The Regents of the University of New Mexico  
President of the Board of Regents

Date 11-20-15