

New Mexico Teen Court Association

By-Laws

Article I The name of the organization shall be the New Mexico Teen Court Association (NMTCA).

Article II **Mission Statement**

“NMTCA promotes, provides support and necessary resources including technical assistance for Teen Court programs within the State of New Mexico.”

Article III **Policy**

A. It is intended that the NMTCA be exempt from federal tax under Internal Revenue Code Section 501 (c) (3) attributions to the Association will be tax deductible under Internal Revenue Code Section 701 (c) (2), 2055 (A) and 2522 (A). No part of the net earnings of the NMTCA shall incur to the benefit of any private shareholder or individual except for reasonable compensation for services rendered in carrying out the purpose. Notwithstanding anything to the contrary, (A) the NMTCA shall not carry on any activities which are not permitted by an association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or by an association contribution to which are tax deductible under section 701 (c) (2), 2055 (A), and 2522 (A) of the code and (B) if the association is required to make distributions of its income for each taxable year at such time and in such manner as not to subject the foundation to tax under Section 4942 of the code, and the association is prohibited from engaging in any act of self dealing.

Article IV – Membership

Section I – Class of Membership

There shall be two classes of membership: (A) Full and (B) Associate. The NMTCA does not discriminate on the basis of race, creed, or national origin.

A. Full membership – Any established and operating Teen Court shall be eligible for one full membership and shall become a member upon full payment of dues. One (1) proxy may be used in one year. A written “proxy” is to be given by a paid member of the NMTCA who is in good standing in writing, prior to the meeting to the NMTCA President. Full memberships are eligible to hold office within the Executive Committee.

NOTE: Juvenile Adjudication Fund – To receive funds, each Teen Court must be current with their membership fees and in good standing, submit quarterly reports, and are required to attend all three meetings. An exception is that one meeting absence may be excused, but a proxy must be sent to the NMTCA President.

- B. Associate membership – Any Teen Court personnel (paid or volunteer) affiliated with a Teen Court program in good standing.

Section II – Fees

- A. NMTCA shall impose fees on an annual basis. Fees shall be reviewed at the second quarter meeting and are subject to change the third quarter meeting. Changes would not be in effect until the following fiscal year.
- B. Shall be used for trainings, administrative expenses, public relations or other projects voted on by NMTCA members at a duly called meeting.
- C. Shall be paid on or before August 15th.

Section III – NMTCA Meetings

NMTCA shall meet three times a year for the purpose of the management of the business and operational affairs of the Association.

Section IV – Annual Meeting

The Annual Meeting shall be held the last quarter of the fiscal year for the purpose of electing members to the Board and conducting business as appropriately brought before the Board.

Article V – Executive Board

Section I – Terms

No officer shall serve in the same office consecutively more than two (2) terms. Election of Executive Board positions will be held every two (2) years on all even numbered years with all positions voted on at the same time.

Section II – Resignation

- A. Resignation of any officer must be submitted in writing to the Executive Board.
- B. In the event of a resignation, the President shall appoint a replacement for the duration of the term.

Section III – Duties of Officers (Executive Board)

- A. President—The President shall be the principle Executive Officer of the NMTCA and shall supervise all of the business, operational affairs of the Association, and shall appoint committees.
- B. Vice-President—The Vice-President shall be the Membership Chairperson and in the absence of the President shall carry out the duties of the President and/or other absent officers.

- C. Secretary—The Secretary shall keep and record all minutes of the NMTCA and the Executive Board. Additionally, the Secretary shall collect, compile, and report quarterly data from NMTCA members as required.
- D. Treasurer—The Treasurer shall be custodian of the funds of the NMTCA; shall review receipt and disbursement of all monies; shall provide payments in accordance with the budget as approved by the Executive Board; shall present financial statements at meetings; shall keep full and accurate accounts; shall send financial statements to organizations as required by the terms of granted monies. The treasurer must provide a written reconciled ledger no later than the 15th of every month with or without any activity to the Executive Board. Checks written must have two Executive Board signatures and neither can be the recipient of the check.
- E. Outreach Coordinator—The Outreach Coordinator shall be responsible for updating all media for the NMTCA and to connect with people in organizations to promote the NMTCA.
- F. Immediate Past President—The Immediate Past President is a member of the Executive Board.
- G. Executive Board will work with the NMTCA Treasurer and will oversee all financial records on a monthly basis to ensure all expenses incurred and monies received are properly documented and accounted for.
- H. The Executive Board shall consist of the elected officers and the Immediate Past President. The Executive Board shall have and exercise, in the intervals between meetings of the membership, all the power of the membership which may lawfully be delegated in the management of the business and operational affairs, of the NMTCA or such lesser powers as may be, in said vote of the membership be specified. Three (3) members of the Executive Board shall constitute a quorum and shall meet at the call of the President. The Secretary of the NMTCA, or in his/her absence a Secretary chosen by the President, shall keep a true record of all proceedings. Records shall always be open to the inspection of any member at each meeting. A vacancy occurring on the Executive Board shall be filled by appointment of the majority vote of the Executive Board for the duration of the unexpired term.

Section IV – Attendance

Any Officer absent for two (2) consecutive meetings or three (3) in a year shall relinquish their office, unless a proxy is duly executed. Only one proxy per member can be executed in one year.

Article VI – Committees

Section I – Committee by Appointment

The President may designate or appoint one or more committees based on the needs of the NMTCA.

Section II – Standing Committee

The Executive Board shall appoint a standing committee:

- A. Nominating Committee shall present a slate of officers prior to Annual meeting during election year.

Article VII – Quorum

A majority of the full membership in good standing present at the meeting shall constitute a quorum. If not met, the Executive Board may declare an emergency meeting to conduct NMTCA business.

Article VIII – Contract, Checks, Deposits, Funds

- A. The Executive Board may authorize any Officer or Officers, Agent or Agents of the NMTCA, in addition to the Officers authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the NMTCA; such authority may be general or specific.
- B. All checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the NMTCA shall be signed by such authorized Officer or Officers, Agent or Agents of the NMTCA.
- C. All funds shall be deposited to the credit of the NMTCA in such banks, trust, companies, or other depositories as selected.

Article IX – Fiscal Year

The Fiscal Year shall begin on July 1st and end on June 30th.

Article X – Amendments to By-Laws

These by-laws may be altered; amended or repealed and new by-laws may be adopted by a majority of the membership present at any meeting.

Article XI – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Orders newly revised shall govern the NMTCA in all cases.

Article XII - Dissolution

Upon dissolution of the NMTCA, the assets shall be distributed exclusively to one or more charitable, religious, educational or scientific organizations which then qualify under Section 501 (c) (3) of the Internal Revenue Code as selected by the membership, or if the membership fails to make the selection, then as selected by a court of competent jurisdiction.

Date Adopted and Approved:

David Garcia, President

Jennifer Romero, Vice-President

Joana Wells, Secretary

Lucia Lucero, Treasurer

Tabitha Denny, Media/Outreach Coordinator