

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

NESA pARTners Association BYLAWS

(Approved at the Membership Meeting on 09/11/2025)

Article I – Name

The name of the organization shall be the NESA pARTners, Inc., hereafter referred to as NESA pARTners.

Article II – Objectives and Status

Section 1. Objectives: The objectives of this organization shall be to support the students, parents and North East School of the Arts staff through fundraising and volunteer efforts.

Section 2. Non-Profit Character: This organization shall be non-profit, non-sectarian, and non-partisan and self-governing subject only to these by-laws and the State of Texas Corporate Chapter.

Section 3. Prohibited Activities:

- A. This organization shall not participate or intervene in any political campaign on behalf of any candidate for public office.
- B. The name of the organization or the names of any member in their official capacities shall not be used to endorse or promote any commercial concern or for any purpose not appropriately related to promotion do the objectives of the organization.

Article III – Place of Business

The principal place of business of the NESA pARTners shall be the North East School of the Arts located on the Legacy for Educational Excellence High School campus 1400 Jackson-Keller Road, in the North East Independent School District in the city of San Antonio, Bexar County, Texas.

Article IV – Membership

Section 1. Definition: Members shall be defined as any ~~household~~ **persons** who supports NESA and has paid the annual NESA partners dues.

Section 2. Term: Membership is on an annual basis. Persons may be admitted to membership at any time if the annual dues are paid by said member.

Section 3. Voting: Each ~~household~~ **membership** shall be entitled to one vote. Members shall be entitled to vote for:

- A. The election of the Executive Board, and,
- B. Any issues submitted by the Executive Board and/or Executive Committee for the

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

approval of the General Membership, and,

C. All matters expressly required by law to be submitted to a vote of the General Membership.

Section 4. Membership in this organization shall be made available without regard to race, color, creed or national origin.

Article V – Executive Committee

Section 1. Composition of the Committee: The Executive Committee shall be composed of all the elected officers, appointed officers and a school administrator. Only dues paying members of NESa pARTners shall be eligible to serve in any elected or appointed positions.

Section 2. Procedure: The Executive Committee shall meet monthly. Meetings shall be presided over by the President, in his/her absence, by the 1st Vice President.

Section 3. Quorum: The presence of at least 1/3 of the executive committee shall constitute a quorum.

Section 4. Authority: The Executive Committee shall have authority to take any actions on behalf of the NESa pARTners between meetings. The Executive Committee shall create standing and special committees, prepare and submit a budget for the year, fill the vacancies of officers and accept committee chair reports.

Article VI – Executive Board

Section 1. Composition: The Executive Board shall be composed of the elected officers including the President, a 1st Vice President, a 2nd Vice President (Fundraising), a 3rd Vice President (Volunteers), a Recording Secretary, Communications Officer and a Treasurer.

Section 2. Elections: The Executive Board shall be elected by a majority of the membership present at a meeting in the month of April. If there is one nominee for any office, election shall be by voice vote.

Section 3. Term: Officers shall be elected to serve a one (1) year term. All officers shall be eligible to be re-elected for additional terms but no more than two consecutive terms. Serving more than one-half of one term will credit that officer as having served that full term. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board after posting notice on nesapartners.org for seven days.

Section 4. Duties of Officers: The duties of the elected officers of the Executive Board are as follows:

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

- A. President: The President shall coordinate the efforts and operations of pARTners, preside at all meetings of the Executive Board, the Executive Committee and the General Membership; appoint the Parliamentarian, Historian and ~~Volunteer~~/Membership coordinator, Major Representatives and Lee representatives; nominate the Chair of each Standing and Special Committee for approval by the Executive Committee. The President shall guide and direct the general activities and shall assure the efficient execution of its adopted programs and policies. The President shall confirm that a quorum is present before conducting any business at any meeting of the organization, be authorized to sign on bank accounts, call meetings of the officers to select the standing committee chairs. The President shall be an ex-officio member to all committees except the audit committee. The President shall serve as liaison to NESAs staff and the NESAs Director(s). The President shall have served at least one year on the Executive Committee. The President shall meet with the NESAs Director(s) in person as needed.
- B. 1st Vice President: The 1st Vice President shall preside at all meetings in the absence of the President and ~~1st Vice President~~, shall serve on the Executive Board and Executive Committee, **oversee all committees**, be a signer on bank accounts and perform such other duties as may be delegated from time to time by the President of the organization.
- C. The 2nd Vice-President. The 2nd Vice-President shall preside at all meetings in the absence of the president and the 1st Vice President, shall serve on the Executive Board and Executive Committee, serve as coordinator for the annual fundraising events for NESAs pARTners and shall perform such other duties as may be delegated from time to time by the President of the organization.
- D. 3rd Vice President. The 3rd Vice President shall preside at all meetings in the absence of the president, 1st Vice President and 2nd Vice President, shall serve on the Executive Board and Executive Committee, serve as coordinator for annual volunteer functions for NESAs pARTners, **keep track of volunteers hours** and shall perform such other duties as may be delegated from time to time by the President of the organization.
- E. Recording Secretary. The Recording Secretary shall record the minutes of all the meetings of the NESAs pARTners Executive Committee, NESAs pARTners Executive Board and the General Membership. Minutes from General Membership meetings will be available for review on nesapartners.org. The Recording Secretary shall maintain a full and correct list of ~~the Board~~ **all NESAs pARTners** members and a report of attendance at meetings of the Executive Committee and the NESAs pARTners ~~Executive Board~~ general membership meetings. The Recording Secretary shall serve on the Executive Board and the Executive Committee.
- F. Communications Officer. The Communications Officer shall be responsible for the communication tree involving the major representatives, overseeing social media and the NESAs pARTners website including the calendar and distribution of information. Duties will also include the documentation of current and former NESAs student achievements. The Communications Officer shall serve on the Executive Board and the Executive Committee.

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

G. Treasurer. The Treasurer shall be custodian of the funds of NESAs pARTners; shall keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for 5 years, make distribution in accordance with the budget adopted by the organization; sign on bank accounts; present a written financial statement at general meetings, Executive Board meetings, Executive Committee meetings and at any other times as requested. The Treasurer shall assist the President in preparing an annual budget to present for Board approval and advise the board on proposed expenditures. The Treasurer shall serve on the Executive Board and the Executive Committee.

Article VII – Appointed Officers

Section 1. Officers: The appointed officers of the Executive Committee shall be Parliamentarian, Historian, Membership Officer, and NESAs Discipline Major Representatives.

Section 2. Appointments: The appointed officers shall be selected by the President and approved by the Executive Board.

Section 3. Nominating Committee: The Nominating Committee shall be elected by the General Membership at a regular meeting at least one month prior to the election of officers. The committee shall be composed of 3-5 members. The committee shall elect its own chair immediately following the election. The Nominating Committee shall nominate at least one person for each elected office to be filled and report its nominees at the regular meeting in April at which time additional nominations may be made from the floor.

Section 4. Term: Appointed Officers shall serve a one (1) year term beginning at the end of a school year. Appointed officers shall be eligible to be re-appointed for up to 1 additional term, but not more than 2 consecutive terms.

Section 5. Duties of Officers The duties of the appointed officers of NESAs pARTners are as follows:

- A. Parliamentarian. The Parliamentarian shall attend meetings of the Executive Committee, Executive Board, and the General Membership as deemed necessary; using Roberts Rules of Order Revised, and shall give advice on parliamentary procedures to the President and Board whenever needed. The Parliamentarian shall serve as a liaison to the Executive Board.
- B. Membership Officer. The Membership Officer shall attend all Executive Committee and General Membership meetings, ~~collect all membership dues and~~ **coordinate annual membership drives, promote membership, implement incentives** and maintain a list of all current members.
- C. Discipline Major Representatives. The Major Representatives shall attend all Executive Committee and General Membership meetings, be a liaison with the appropriate faculty/staff members in their discipline, maintain a current contact list of ~~address,~~ phone numbers and email listing of all ~~students and~~ parents in their

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.
respective major, and communicate information regarding Board decisions and activities to parent contacts.

Article VIII – Committees and Coordinators

Section 1. Standing Committees: A Standing Committee consists of a group of volunteers who meet throughout the year to carry out or oversee specific NESAs pARTner projects and/or programs.

- A. Standing Committees are established by the President, with the approval of the Executive Committee; and normally continue from year to year. Any Standing Committees can be abolished by the President, with the approval of the Executive Committee. The Chair of each Standing Committee must be a member of NESAs pARTners and shall serve on the Executive Committee.
- B. The Chair of each Standing Committee is appointed by the President and approved by the Executive Committee. The chair can be removed by the President with the approval of the Executive Committee. The Chair of each Standing Committee must be a member of NESAs pARTners and shall serve on the Executive Committee.
- C. The President shall be an ex officer non-voting member of each Standing Committee.
- D. None of the Standing Committees shall be authorized to exercise the authority of the Executive Board or Committee in the management of the organization.
- E. Standing Committees shall include but are not limited to Nominating Committee, Student Artistic Enrichment Fund (SAEF), NESAs Banquet, **Concessions, and Decorations** ~~Teacher Appreciation~~.

Section 2. Coordinators: ~~Concessions, Box Office, Costume/Sewing,~~ Show Meals and Backstage.

Section 3. Special Committees

- A. Special Committees are established by the President, with the approval of the Executive Board and shall meet to address a specific issue. Any Special Committee can be abolished by the President, with the approval of the Executive Board and/or upon completion of the specific project for which the committee was created.
- B. The Chair of a Special Committee is appointed by the President and approved by the Executive Board. The chair can be removed by the President with the approval of the Executive Board. The chair of each Special Committee must be a member of NESAs pARTners and shall serve on the Executive Committee for as long as the committee exists.
- C. The President shall be an ex-officio, non-voting member of each Special Committee.

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

Article IX – Meetings

Section 1. The General Membership of NESA pARTners will meet monthly. The date, time and place shall be scheduled by the Executive Board prior to the commencement of the school year. Meetings will be announced by email and through nesapartners.org. Special meetings may be called by the President or by a majority of the Executive Committee. Notice for special meetings will be delivered by email and through nesapartners.org no less than 7 days prior to the date of the special meeting. Emergency meetings may be called by the President with at least 24 hours notice.

Section 2. Quorum: The presence of at least 15 members shall constitute a quorum.

Article X – Finances

Section 1. A budget shall be created each year by the Executive Board and presented to the General Membership for approval at the first meeting.

Section 2. The fiscal year of the organization begins ~~August 1st through July 31st~~ **June 1st through May 31st** of the following year.

Section 3. The Student Artistic Enrichment fund (SAEF) shall be established as a separate account. The fund will be maintained and accounted for by the NESA pARTners Treasurer.

Section 4. The organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipt and disbursements of the organization including the number of its members and the dues collected from its members. No monies may be expended except those defined in the budget. In the event expenditure becomes necessary in the course of the fiscal year, the budget may be amended and approved by a majority vote (~~see Article IX~~) of the Executive Board.

Section 5. The Executive Board shall appoint an audit committee to execute an audit and account reconciliation of the financial accounts and certify to the Executive Board whether the treasurer's report based upon them is correct. This should be done every year at the conclusion of the Fiscal Year.

Article XI – Corporate Assets

In the event of the dissolution of this Corporation, all of the corporate assets remaining after payment of its just debts and other obligations shall be distributed and delivered to and become the property of the NESA General Student Activity Fund.

~~Strikethrough~~ is the recommendation to remove this information from the current Bylaws. Information in **Red** is the suggested amendment to add this information to the Partners Bylaws.

Article XII – Amendments

Section 1. The Bylaws may be amended annually at any regular or special meeting of General Membership of NESA pARTners. The proposed amendment(s) must be posted on nesapartners.org at least 1 (one) week prior to said meeting. Any amendment must be approved by ~~at least 2/3 vote~~ **majority vote**.

Section 2. Amendments will go into effect immediately after approval of the membership.

Article XIII – Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern in all general and called meetings of the General Membership.

THE FOREGOING BYLAWS WERE ADOPTED BY THE NESA pARTners MEMBERSHIP AT A REGULAR MEETING HELD ON September 3, 2025.

Lourdes Wallace

Lourdes Wallace, President

Madai Rangel

Madai Rangel, Secretary