



NATIONAL ASSOCIATION OF STATE DIRECTORS OF PUPIL TRANSPORTATION SERVICES

CONSTITUTION

ARTICLE I

NAME AND STATEMENT OF INCORPORATION

- 1.1 This Association shall be called the National Association of State Directors of Pupil Transportation Services.
- 1.2 The Corporation is organized pursuant to the general non-profit law of the State of Utah.
- 1.3 This Corporation is not organized nor shall it be operated for pecuniary gain or profit, and will not contemplate the distribution of gains, profits, or dividends to any private shareholder, or to any member.
- 1.4 Upon dissolution of the Corporation, the assets remaining after payment of or provisions for debts or liabilities of this Corporation shall be distributed as determined by the Board of Directors.

ARTICLE II

MISSION AND POWERS

- 2.1 The mission of the Association is to lead, assist, and motivate the nation's school transportation industry to provide high quality, safe, secure, healthy, and efficient transportation for school pupils.
- 2.2 To carry out this mission the Association is empowered:
 - To promote safe, secure, healthy, and efficient pupil transportation by providing resources and support for the state director.
 - To establish better communication among all concerned with pupil transportation safety.
 - To promote greater financial support for a safer and more economical pupil transportation program.
 - To address major issues affecting pupil transportation.

ARTICLE III

MEMBERSHIP

- 3.1 Membership in the Association shall be classified and defined as follows:
- 3.1.1 State Director Membership
All directors, supervisors and/or representatives of a State Department of Education or other state agency, who have been designated by the Chief State School Officer or appropriate authority as having primary leadership responsibilities in the state pupil transportation program,
 - 3.1.2 Supplier Council Membership
Organizations or firms engaged in any of the following: Construction or manufacture of new school bus bodies and/or chassis; manufacturing or selling materials/components used in the manufacture of new school buses or in the school transportation aftermarket; supplying professional services that support school transportation; providing public or private pupil transportation; or providing media coverage with a focus on school transportation.
 - 3.1.3 State and National Association Membership
State, national and provincial associations involved in promoting school transportation safety, security and efficiency.
 - 3.1.4 Associate Membership
Individuals, or individuals representing organizations, with an interest in pupil transportation who are not eligible for membership in any other category. Individuals representing an organization that is already a member of the Association can become associate members. The President, with Board approval, may confer up to four (4) honorary annual associate memberships.

3.2 Voting Members:

Each state represented by a state director member or proxy - a public sector employee from the same state as and designated to the president by the state director, has one vote provided that annual dues have been paid by at least one state director member from that state. States with shared state director position(s) still have one vote per state provided that annual dues have been paid by at least one of the persons filling the shared position.

ARTICLE IV

REGIONAL DIVISIONS

4.1 Regional Divisions

The states, for administrative purposes, are to be divided into four regions. The states comprising each region are as follows:

- Eastern - Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and all foreign members.
- Southern - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia.
- Central - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, Ohio, South Dakota, Wisconsin.
- Western- Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming.

ARTICLE V

OFFICERS

5.1 Officers

The officers of the Association shall consist of a President, President-Elect, Treasurer and Immediate Past-President.

5.1.1 There shall be an Executive Board composed of the President, President-Elect, and Immediate Past-President.

5.2 Term of Office:

5.2.1 President: The term of office for the President may not exceed two consecutive two year terms or until a successor is qualified, elected or appointed.

5.2.2 President-Elect: The President-Elect may be elected for a two-year term or until a successor is elected or appointed. Note: The position of President-Elect is the first of a possible six year commitment in which the individual fulfills the office of President-Elect for two years and normally ascends to the office of President for two years, and then becomes Immediate Past-President for two years.

5.2.3 Treasurer: The Treasurer may be elected to consecutive two-year terms without limit.

5.2.4 Regional Directors shall be elected for a two year term.

5.2.5 In the event that the President cannot serve his/her full term due to resignation, expulsion, or inability to perform his/her duties, the President-Elect shall succeed the President as the Executive Officer of the Association and shall assume all duties and responsibilities of the Office of President. In the event that both President and President-Elect are unable to serve, the Board of Directors shall elect a President within sixty (60) days to serve the unexpired term. The next Officer in succession shall act as President until such time as the new President has been elected by the Board of Directors.

- 5.2.6 The Board of Directors shall, within 60 days, fill any vacancy on the Board occurring during the year. Regional Directors' vacancies shall be coordinated and approved by the Board of Directors. The vacancy shall be filled by a majority vote of the state directors of that region.
- 5.3 Nominating procedures:
- 5.3.1 The Nominating Committee Chairperson shall appoint a nominating committee as provided in Section 5.3.3. The chairperson of the Nominating Committee shall report to the Board of Directors, recommending candidates for the following elective offices: President, President-Elect, and Treasurer and the Regional Directors selected by the members of the region.
- 5.3.2 The Nominating Committee shall be responsible for ensuring that all candidates for the office meet requirements for holding said office.
- 5.3.3 The Nominating Committee shall be composed of the following non-candidates: The Immediate Past-President, or any other Past President if the Immediate Past-President is unavailable plus two (2) State Director members.
- 5.4 Elections
- 5.4.1 Elections for the positions of President, President-Elect, and Treasurer shall be conducted every two years on the even year at the annual conference.
- 5.4.2 Regional Directors: Eastern and Western regions shall elect Directors on the even years and the Southern and Central regions shall elect Directors on the odd years at the annual conference. Regional Director vacancies shall be filled by the state director members of the region.
- 5.4.3 Voting in elections of officers and amendments of/or additions to the constitution shall be restricted to state director members whose status is certified as of the date any such ballot is initiated.

ARTICLE VI

BOARD OF DIRECTORS

6.1 Board of Directors

There shall be a Board of Directors:

- 6.1.1 Voting members of the Board of Directors shall consist of the President, President-Elect, Treasurer, Immediate Past-President, Regional Directors, Supplier Council Chairperson, and State and National Associations Council Chairperson.

- 6.1.2 Non-voting members of the Board of Directors shall consist of the Executive Director, Association contractor(s) and others as recommended by the Board of Directors or invited by the president.
- 6.2 Duties of the Board of Directors
 - 6.2.1 For the purpose of conducting a Board of Director's meeting, a quorum shall exist when a simple majority of the voting members are present.
 - 6.2.2 The Board of Directors shall promulgate and implement policies and procedures to ensure the prudent and efficient operation of all aspects of the Association's affairs.
 - 6.2.3 The Board of Directors is authorized to pay expenses for non-members participating in Association activities at the request of the Board of Directors.
 - 6.2.4 The Board of Directors shall meet regularly at the call of the President. Meetings of the Board of Directors, with the exception of closed sessions called by the President, are open to any State Director member. Additionally, the Association President may direct Association Contractors to participate in Board of Directors meetings.
 - 6.2.5 The Board of Directors may remove from office a board member who fails to attend three consecutive board meetings, unless excused by the President.
 - 6.2.6 The powers and duties of the Board of Directors shall be to aid and advise the officers in conducting the affairs of the Association as provided by the Constitution and Manual Of Operating Procedures.
- 6.3 The Board of Directors shall, by a two-thirds (2/3) secret ballot vote of its total membership, remove any member of the Board of Directors during their term of office if, in its sole judgment said member of the Board of Directors is physically or mentally unable to fulfill the responsibilities of the office or had breached the trust or otherwise acted to the detriment of the welfare of the Association. In the event of any such removal, the member so relieved shall immediately cease to function in their position and the office shall be deemed vacant.

ARTICLE VII

RULES OF CONDUCT

- 7.1 The rules of conduct shall be as follows:
 - 7.1.1 Members may represent the Association in an official capacity only when authorized by the President or Board of Directors of the Association.
 - 7.1.2 No member of the Board of Directors or appointed representative may represent the Association in a manner or opinion inconsistent with the Association's Constitution, Manual Of Operating Procedures, and policies.

- 7.1.3 Representing the Association without official authorization may result in censorship or expulsion from membership by the Board of Directors.

ARTICLE VIII

MEETING AND CONFERENCES

- 8.1 Association meetings, workshops and conference:
- 8.1.1 There shall be an Annual Conference of the Association.
- 8.1.2 The time and place of this Annual Conference shall be selected by the Board of Directors.
- 8.1.3 The Association business meetings conducted during the annual conference shall only be open to State Director members or their proxy - a public sector employee from the same state as and designated to the President by the State Director.
- 8.2 The Association shall encourage and may co-sponsor meetings at any level for the purpose of acquainting members and others with materials of importance in the field of traffic, safety, education, etc.
- 8.3 A special meeting may be called when representatives of any six states provide a written request to the President. Any call for a special meeting shall specify exact time, place, and purpose of such special meeting.

ARTICLE IX

FISCAL PROCEDURES

- 9.1 Financial accounts:
- All dues and other monies received by the Association shall be transmitted to the Treasurer or appropriate Association Contractor, who shall deposit funds in a general Association account and maintain records and accounts of income and expense and shall be subject to an annual audit.

ARTICLE X

PARLIAMENTARY AUTHORITY

- 10.1 In all matters not covered by its Constitution, this Association shall be governed by the provisions of Roberts Rules of Order, newly revised.

ARTICLE XI

AMENDMENTS TO CONSTITUTION

- 11.1 The Constitution may be amended at the annual conference of the membership provided twenty (20) calendar days notice of such proposal is sent to each member outlining the purpose of the suggested amendment. Any proposed amendment shall be adopted only upon the favorable vote of two-thirds (2/3) majority of the voting members present at the annual conference.

ARTICLE XII

INTERPRETATION

- 12.1 In interpreting the provisions of this Constitution the word “shall” means mandatory and the word “may” means permissive.
- 12.2 In the course of conducting the affairs of this Association, should it appear that any provisions of this constitution are contradictory, or should they fail to provide specific direction, the President may, with the approval of the Board of Directors, make such reasonable interpretation as to permit the carrying forward of the Association’s affairs. He/She shall be guided by recognized practice, by the intent of the Board of Directors and/or by the provisions of the law where applicable.
- 12.3 The President shall report in writing at the following meeting of the Board of Directors any such interpretation. The Board of Directors shall rule upon interpretations but shall not make retroactive rulings.

ARTICLE XIII

ADOPTION

- 13.1 This Constitution shall become effective upon adoption by the Association at its Annual Conference, and shall supersede any previous Constitution. The Constitution shall be provided to any member upon request.