

BY-LAWS

OF THE

MISSOURI ASSOCIATION FOR PUPIL TRANSPORTATION

(Revised and Approved July 9, 2009)

ARTICLE I - NAME

The name of the association shall be the **Missouri Association for Pupil Transportation** (abbreviated as M.A.P.T.).

ARTICLE II - OBJECTIVEIVE

The objective of M.A.P.T. is to improve standards, promote efficiency, and increase safety in pupil transportation services; to endeavor to increase unity with the total education process.

ARTICLE III - MEMBERSHIP, DUES and FEES

SECTION I

Membership in M.A.P.T. shall consist of:

- General Membership - Any person who is actively interested in, engaged in or associated with any phase of pupil transportation shall be eligible for general membership.
- Association or Institutional Membership - Any association, institution or non-profit corporation interested in the

improvement of pupil transportation shall be eligible for association or institutional membership.

- Industry Membership - Any industry engaged in or affiliated with manufacture, distribution, advertising or any other commercial aspect of pupil transportation shall be eligible for an industry membership.
- Honorary Membership - The Executive Board shall have the right and authority to confer honorary memberships in the association.

SECTION 2

Active members shall be entitled to all the rights and privileges of the Association, including the right to vote and hold office. All other classifications of membership shall be entitled to the rights and privileges of the association, except the right to vote and hold office.

SECTION 3

Membership dues shall be \$50.00 (fifty dollars) per year for all categories of membership excluding honorary membership. Dues are payable at the annual conference. Any member not paying his or her dues by the conclusion of the annual conference will automatically be deleted from the active membership list. The membership year extends from annual conference to annual conference.

SECTION 4

Fees may be charged as determined by the Executive Board.

ARTICLE IV – OFFICERS and DIRECTORS

SECTION 1

All officers shall be active in a school transportation supervisory capacity and a member in good standing of M.A.P.T.

SECTION 2

Elective officers of this organization shall be the President, President -Elect and nine (9) Directors - six (6) Regional Directors and three (3) Directors-at-Large. The Executive Board shall appoint a non-voting Delegate-at-Large, who shall be a representative of the Department of Elementary and Secondary Education. The elected officers and the immediate Past President shall constitute the Executive Board. A majority of the Executive Board shall constitute a quorum.

SECTION 3

Officers shall be elected at the Business Meeting during the Annual Conference. The Nominating Committee shall present a slate of nominees, one for each office to be filled. The slate of nominees may be supplemented by nominations from the floor, with no more than two additional nominations per office. Election shall be by written ballot counted by the Nominating Committee, and by a simple majority of qualified members present.

SECTION 4

Term of office for the President and President-Elect shall be for one (1) year. Regional Directors and Directors-at-Large shall serve a three (3) year term. Two Regional Directors and one Director-at-Large shall be elected each year at the Annual Conference. The Regional Directors and Directors-at-Large shall be elected in the following sequence:

- Region I and Region III plus one Director-at-Large
- Region V and Region VI plus one Director-at-Large
- Region II and Region IV plus one Director-at-Large

The six regions of the will be comprised of one or more of the nine Highway Patrol Troop areas, divided in the following manner:

- Region I – Troop A (Lee’s Summit) area
- Region II – Troop B (Macon) and Troop H (St. Joseph) areas
- Region III – Troop C (Weldon Springs) area
- Region IV – Troop F (Jefferson City) and Troop I (Rolla) areas
- Region V – Troop D (Springfield) area
- Region VI – Troop E (Poplar Bluff) and Troop G (Willow Springs) areas

The Directors-at-Large may be elected from any region in the state.

SECTION 5

Duties of Officers:

- President: To preside over all meetings, make all necessary appointments to committees, including Recording Secretary and with the Executive Board, plan and formulate the annual meeting. The President has the authority to co-sign for M.A.P.T. expenditures, if necessary.
- President-Elect: To serve on the Executive Board and fulfill the office of President in the President's absence.
- Treasurer: Unless otherwise elected, this office shall be filled by an appointed Executive Director, whose responsibilities will include:
 - A) Assemble and maintain a written record of all financial transactions.
 - B) Establish and maintain a bank account in a recognized financial institution in the name of

M.A.P.T., with authority to make all deposits and sign all disbursing checks.

- C) Present a financial statement at the Annual Conference and to keep the President of M.A.P.T. informed of the financial condition of the Association at the end of the fourth quarter of the fiscal year and/or as requested.
 - D) Conduct all financial affairs of M.A.P.T. in a regularly acceptable, business-like manner.
- Regional Directors and Directors-at-Large: To promote M.A.P.T.'s interests in their respective regions and to serve on committees as appointed.

In the event of a vacancy in any of the above offices, the Executive Board shall appoint a replacement to fill the particular office, for a period not to exceed one (1) year.

SECTION 6

The Executive Board shall be authorized to appoint a non-voting Executive Director, who will be responsible for handling the business affairs of the Association. Duties shall include but not be limited to:

- A) Supervision and Guidelines - Work under the general supervision of the Executive Board and the President. Carry out policies and instructions of the Executive Board.
- B) Examples of Work to be Performed - Maintain the corporate books of M.A.P.T. business; prepare quarterly financial reports; provide any other reports required by the Executive Board; keep official minute books and minutes of all meetings; mail out deadline reminders; coordinate the preparation of the annual budget and present it to the Executive Board for its consideration at the Winter Board Meeting; update the Association's handbook and provides members of the Executive Board with a copy at their first Board meeting; coordinate, edit and publish the M.A.P.T. Newsletter; perform

other membership services; maintain a current and accurate membership roster. A list of unpaid members' names will be prepared for the Chairperson of the Membership Committee immediately following the Annual Conference Board Meeting. Cooperate with and assist the Convention Coordinator in carrying out meeting and convention planning; assist the Program Planning and Site Selection Committee relative to the selling of booth space and contract with exhibitors on behalf of M.A.P.T.

- C) Originate and maintain appropriate bank-account(s) in the name of the Missouri Association for Pupil Transportation (M.A.P.T.).
- D) Minimum Qualifications - The Executive Director should have a pupil transportation background, management abilities, the ability to work with the Board and members, and the ability to organize materials for various projects.
- E) Term of Employment - The yearly contract period shall be from July 1 to June 30. A professional services' contract shall be issued annually, approved by the Executive Board in an amount negotiated between the Executive Director and the Board. All travel expenses for board meetings, association business and convention and trade show are to be paid consistent with the terms of the contract. Other reimbursable expenses are a negotiated item in the contract. The Executive Director is to provide for office space and secure storage of records at a cost not to exceed the amount approved by the Executive Board annually in the contract. The Executive Director is to be bonded at an amount set by the Executive Board and paid for at M.A.P.T. expense. The performance of the Executive Director shall be reviewed annually by the Executive Board at the Fall Board Meeting.

ARTICLE V - COMMITTEES

The following Standing Committees shall be appointed to properly carry out the purposes(s) of this organization.

SECTION 1

Standing Committees shall be: By-laws; Nominating; Program Planning and Site Selection; Awards; Auditing; Legislative; Bus Driver Safety Competition (formerly Road-e-o); National School Bus Safety Poster; and Membership. The Standing Committees shall consist of at least three (3) members with one from the Executive Board being selected as the Chairperson by the President.

- The By-laws Committee will implement the changing and approval of the By-laws of M.A.P.T. as prescribed in Article VI, Sections 1 and 2.
- The Nominating Committee will encourage the nomination of candidates to fill offices on the Executive Board for those terms expiring at the next upcoming Annual Conference of the Association. Other duties shall include:
 1. Introducing the Nominating Committee and the nominees at the general session prior to the election.
 2. Submitting articles for the winter and spring newsletters emphasizing the responsibilities of the Executive Board members and encouraging the membership to submit candidates.
 3. Encouraging candidates to actively engage in campaigning before and during the annual conference. The President will call for nominations from the floor at the business meeting during the annual conference.
- The Nominating Committee shall explain to the delegates and members the voting procedures at the first call to order of the annual conference; shall conduct the annual election

of Officers and Directors; shall count all votes; and shall certify the election results to the Executive Board.

- The Program Planning and Site Selection Committee shall be responsible, with the approval of the President, for organizing the Annual Conference with specific responsibilities and duties as follows:
 1. Contact and confirm speakers, presenters, and entertainment for the conference.
 2. Organize the daily conference agenda.
 3. Work closely with the Executive Director to assure adequate space is available and necessary audio-visual equipment is in place for both the trade show and work sessions.
 4. Stay within the recommended budget as given each year by the Executive Board.
- The Awards Committee is to seek nominations, procure necessary awards, and see that awards are presented in accordance to the guidelines set forth by the Executive Board of M.A.P.T. Recipients of the "Administrator of the Year" and the "Driver of the Year" awards shall be selected annually from nominations submitted to M.A.P.T. and properly honored at the Annual Conference in the summer. The Awards Committee shall also be responsible for any other awards as directed by the Executive Board of M.A.P.T.
- The Auditing Committee shall plan and organize the annual audit of the books of M.A.P.T. under the direction of the President, the Executive Board and Executive Director; shall present the audit findings and any recommendations to the Executive Board; and shall make a report to the Annual Conference.
- The Legislative Committee shall communicate, support, prepare, advise, inform and be liaison for and between the

Executive Board, State Department of Elementary and Secondary Education and the M.A.P.T. membership.

- The Bus Driver Safety Competition Committee (formerly the Road-e-o Committee) shall plan and organize the annual School Bus Safety Competition.
 1. The Chairperson of the Safety Competition Committee, with approval of the President, will appoint a minimum of three (3) persons to serve on the committee.
 2. The Chairperson shall set a date and location by December of each year for the Safety Competition for the following year, and coordinate with the appropriate university or institution.
- The Safety Poster Committee shall organize, publicize and perform all necessary requirements as prescribed by the M.A.P.T. Poster Committee and Chairperson of the N.A.P.T. Poster Committee.
- The Membership Committee shall recruit and sustain the General, Association and Institutional, Industry, and Honorary memberships. The Membership Committee will follow Article III, Sections 1, 2, 3 and 4 of the M.A.P.T. By-laws.

SECTION 2

Members of committees shall be appointed by the President.

SECTION 3

Members of committees shall be appointed for one year terms.

SECTION 4

Special Committees shall be established by the Executive Board as required or needed. The number of members on each committee so established will be determined by the Executive Board.

SECTION 5

All Standing Committee Chairpersons shall be appointed following the annual business meeting.

ARTICLE VI - METHOD OF AMENDING THESE BY-LAWS

SECTION 1

New and additional By-laws shall be submitted by the By-laws Committee at the annual business meeting in published form. Adoption shall be by a 60% (sixty percent) majority vote of registered, qualified members in attendance at the annual business meeting.

SECTION 2

Amendments to these By-laws may be submitted by the By-laws Committee at the annual business meeting, or may be submitted from the floor at the annual business meeting. Adoption shall be by a 60% (sixty percent) majority vote of registered, qualified members in attendance at the annual business meeting.

SECTION 3

Amendments may be made at times other than the annual business meeting by submitting the proposed amendment to the Chairperson of the By-laws Committee and/or to the Executive Director, who shall inform the Executive Committee of the proposed amendment. The Executive Director shall send the proposed amendment to the members of M.A.P.T. via electronic mail (email) at the most current address on file. (It shall be the members' responsibility to keep his or her email address up-dated with the Executive Director.) Notification to the members must include

- A recommendation of the Executive Committee to approve or not to approve the proposed change(s)
- The effective date that the change(s), if approved, would take place
- The date and time by which the members must respond with a “yes” (approval of the proposed change) or a “no” (disapproval of the proposed change) vote
- The email address of the Executive Director to which the response must be sent

The Executive Director shall tabulate the responses and certify the result of the vote to the Executive Committee. Adoption of the proposed change(s) shall be by a 60% (sixty percent) majority vote of registered, qualified members responding to the email by the appointed time.

ARTICLE VII - MEETINGS

SECTION 1

Regular Annual Conference and business meetings shall be at a time determined by the Executive Board.

SECTION 2

Special meetings may be called by the President by making written notice to membership specifying time, location and purpose of called meeting.

SECTION 3

The Executive Board shall meet a minimum of once a quarter. Special meetings may be called by the President.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (Revised) shall govern this Association in all cases to which they are not inconsistent with the By-laws or the special rules of this organization.

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