

BYLAWS
Amended June 19, 2013
Michigan Association for Pupil Transportation

Article I
NAME

The name of this Association shall be: Michigan Association for Pupil Transportation hereinafter referred to as the Association. It shall be affiliated with the National Association for Pupil Transportation.

Article II
PURPOSE

The purposes of the Association shall be:

- A. To promote safe, efficient pupil transportation;
- B. To assist transportation supervisors through information, education and training, to serve as school management team members;
- C. To develop the highest standards of performance and professional status for pupil transportation personnel;
- D. To maintain and further develop the highest quality transportation programs; and
- E. To encourage and promote among school personnel and all segments of the community an understanding of pupil transportation and the need for safety team membership of the local, state, and national community.

Article III
MEMBERSHIP

Sec. 1 CLASSIFICATION OF MEMBERS

The Association shall have the following classes of membership:

A. ACTIVE MEMBERSHIP

Any person shall be eligible for active membership who serves in an administrative or supervisory position in public, private or non-public pupil transportation/garage operations. This membership is available to supervisory personnel at the local district, intermediate district, state university or official educationally related governmental agency upon payment of dues.

B. SUPPORT STAFF MEMBERSHIP

Support staff membership is available to any technician, driver and office staff in public, private or non public pupil transportation, upon payment of annual dues, who wishes to support the purposes and activities of the Association.

C. VENDOR/CONSULTANT - ASSOCIATE MEMBERSHIP

This membership is available to individual consultants or consulting businesses, manufacturer's representatives and sales persons or industry related safety activity in public, private or non-public pupil transportation and upon payment of dues.

D. CONTRIBUTORY MEMBERSHIP

Any industry engaged in or affiliated with the manufacture, distribution or advertising of any commercial aspect of pupil transportation shall be eligible for contributory membership upon payment of annual dues and identification of a contributory designate.

Additional representatives of contributory membership may be registered with the Association with the payment of an annual representative fee.

E. AFFILIATE MEMBERSHIP

Any agency, institution or nonprofit organization engaged in safety, management, supervision, or coordination of educational efforts which may lead to improved transportation safety shall be eligible for affiliate membership upon payment of annual dues and the identification of an affiliate designate.

Additional representatives of an affiliate membership may be registered with the Association with the payment of an annual representative fee.

Annual dues will be waived for up to four persons from each of the following state agencies: Michigan State Police, Michigan Department of Education and Michigan Department of State.

F. HONORARY/EMERITUS MEMBERSHIP

An emeritus membership, or honorary membership upon nomination and conferred by board action, shall be made available to retired former members of MAPT, or those not fitting other membership classifications. Such members shall be non-voting but shall remain on the mailing list upon renewal of an annual membership application and may participate in the Association activities upon payment of fees for that event.

Sec. 2 RIGHTS OF MEMBERSHIP

A. OFFICIAL PUBLICATION

All member classifications shall receive the Association newsletter.

B. VOTING RIGHTS AND HOLDING OFFICE

Only Active members shall have the right and privilege to vote on Association business and elections. Only Active members may be eligible to hold office.

C. REVOCATION OF MEMBERSHIP

A member may be suspended or expelled for any cause that the Executive Board believes is detrimental to the organization by a two-thirds vote of the Executive Board after timely notice and a due process hearing. A suspended member may be reinstated upon written request to the President and a two-thirds vote of the Executive Board.

D. NON-DISCRIMINATION

Membership in the Michigan Association for Pupil Transportation may not be denied to any qualified applicant on the basis of creed, color, race, sex, national origin, religious preference, or non-disqualifying disability.

Sec. 3 DUES

A. MEMBERSHIP YEAR

The Association membership year shall be from July 1 through June 30. Dues paid before December 31 shall entitle the applicant to membership for the remainder of the membership year.

B. MEMBERSHIP DUES

The dues for all categories of membership shall be established by the Executive Board.

C. DUES PAYABLE

Membership dues shall be payable to the Michigan Association for Pupil Transportation.

ARTICLE IV GOVERNMENT

Sec. 1 MANAGEMENT

The affairs of the Association shall be managed and conducted by the Executive Board.

Sec. 2 EXECUTIVE BOARD

A. ORGANIZATION

The voting members of the Executive Board shall be: the President, President Elect, Immediate Past President, Treasurer, the Board of Director members, and the Chairperson of the Regional Representatives Council.

(See Articles IV and VI)

B. GENERAL RESPONSIBILITIES

The Executive Board shall: determine the philosophies relating to the professional development and advancement of the purposes of the Association; determine administrative policies, general policies, and guidelines for the management of the Association; and may propose amendments to the bylaws.

C. SPECIFIC RESPONSIBILITIES

The Executive Board shall have the following specific responsibilities:

- (1) Transact all business referred to it by the Regional Representative Council;
- (2) Be responsible for the development of the Annual Conference and Association's work program;
- (3) Approve the annual budget no later than the September Executive Board Meeting;
- (4) Invest the monies of the Association;
- (5) Approve the slate of nominees annually;
- (6) Delegate any of its powers in the course of current business of the Association, except as herein otherwise provided, to any standing or special committee or to any officer or agent;
- (7) Decide upon questions of cooperation with other state and national associations or agencies;
- (8) Approve the appointment of standing and special committee chairpersons;
- (9) Elect a member for any unexpired term should a vacancy occur in an elective office, except for the office of President. Term of Office shall not exceed next election;

ARTICLE V OFFICERS

Sec. 1 ORGANIZATION

Elected officers shall be a President, President-Elect, Treasurer, and the three (3) Board of Director members. The Immediate Past-President remains an officer of the Association.

Sec. 2 TERM OF OFFICE

The term of office for all officers shall be from the close of the first Annual Meeting following their election until the end of the Annual Meeting following the election or appointment of their successors.

Sec. 3 VACANCY IN OFFICE

In the event there is a vacancy in the office of both President and President-Elect, the Immediate Past President shall serve as President until an election is held to fill both offices. This election shall be held within sixty (60) days of the vacancies occurring.

Sec. 4 PRESIDENT

A. TERM OF OFFICE

The President shall serve for two (2) years.

B. DUTIES

The President shall:

- 1) Serve as the Chief Executive Officer of the Association, as Chairperson of the Executive Board, and as an ex officio member of all committees herein provided, except the Nominating Committee;
- 2) Appoint, subject to the approval of the Executive Board, chairpersons of special committees and standing committees at the November Board Meeting;
- 3) Direct MAPT staff to notify special committee chairpersons and members when to attend Board meetings;
- 4) Develop a program of work and a timeline for committees. Provide for the submission of reports of all committees;
- 5) See that all orders, recommendations, resolutions and actions of the Executive Board and the Executive Committee are brought before the Executive Board for action, vote or confirmation as appropriate;
- 6) See that all reports, recommendations and information from committees are brought before the Executive Board for action, vote, confirmation or consideration as appropriate;
- 7) Exercise all other general powers of supervisory and active management usually vested in the office of President in relation to the volunteer members serving and the Executive Director.

Sec. 5 PRESIDENT-ELECT

A. QUALIFICATIONS

The President-Elect, in addition to meeting general officer qualifications (Art. IX, Sec.1), must have demonstrated interest in the Association's governmental activities by serving on the Executive Board, or as a standing committee chairperson sometime during the immediately preceding three years prior to nomination or by serving at least two years as an active Regional Representative.

B. TERM OF OFFICE

The President-Elect shall serve for two (2) years and at the close of the second Annual Meeting after election shall automatically become President of the Association.

C. DUTIES

- (1) Become acquainted with all responsibilities of the President, other members of the Executive Board and duties of committees;
- (2) Assist the President in developing a program of work and perform such other duties as may be assigned by the President; and
- (3) Serve as General Chair of the Annual Conference
- (4) Preside over the Board in the absence of the President.

SEC. 6 TREASURER

A. TERM OF OFFICE

The Treasurer shall be elected in the odd number of years and shall serve two (2) years;

B. BONDING

The Treasurer shall be bonded by a recognized surety company for an amount consistent with the funds handled, as determined by the Executive Board.

C. DUTIES

The Treasurer shall:

- (1) Review revenues and disbursements and have responsibility for all funds and securities of the Association;
- (2) Prepare an Annual Budget for review and approval by the Executive Board prior to fiscal year;
- (3) Submit monthly financial statements for Executive Board review; and
- (4) Prepare year-end statement for audit.

Sec. 7 IMMEDIATE PAST PRESIDENT

DUTIES

- (1) Serve as President in the event the office of President becomes vacant, until an election is held,
- (2) Serve as chairperson of the Nominating Committee;
- (3) Act as advisor to the President; and
- (4) Serve on the Executive Board.

**ARTICLE VI
BOARD OF DIRECTORS**

Sec. 1 BOARD OF DIRECTORS

ORGANIZATION AND TERM OF OFFICE

There shall be three (3) Board of Director members to serve the Association as follows:

- (1) One, three (3) year term member to be elected each year at the conference;
- (2) One, two (2) year term member to be filled by the preceding three year director; and,
- (3) One, one (1) year term member to be filled by the preceding two year director.

Sec. 2 BOARD APPOINTMENT

When a Director leaves a post prior to the conclusion of their term, the Executive Board shall name an interim Director until the next annual election.

**ARTICLE VII
REGIONAL REPRESENTATIVE COUNCIL**

Sec. 1 ORGANIZATIONAL RESPONSIBILITIES

Members from county clusters or "regions" as illustrated in Appendix A of these shall serve as regional association representatives. They shall act as association membership and communication agents and are responsible for maintaining an organizational contact with supervisors at the regional level. The regional supervisors are expected to meet at least twice a year to register concerns and official regional positions with their regional representative.

Sec. 2 ELECTIONS OR BOARD APPOINTMENT

The Association members in the region the nominated person is to represent shall elect the Regional Representative at least thirty days (30) prior to the annual conference.

Sec. 3 TERM OF OFFICE

Local region members shall set terms of office.

Sec. 4 CHAIRPERSON ELECTION

The Chair, and alternate Chair, shall be elected by the council at the Regional Representative Council meeting during the Annual Conference, or at the first meeting of the council to be scheduled by the Executive Board following the Conference. Should a resignation vacancy occur in the office of Chairperson the alternate chair will complete the term of office.

DUTIES

- (1) Schedule and conduct Regional Representative meetings;
- (2) Serve as voting member of Executive Board;
- (3) Serve as liaison between Executive Board and Regional Representative Council.

Sec. 5 REGIONS DEFINED

The Association Executive Board shall divide the MAPT membership into regions, (See Appendix A.)

**ARTICLE VIII
ASSOCIATION STAFF**

A. HIRED POSITION

Staff positions may be created and filled at the discretion of the Executive Board upon recommendation of the Personnel Committee.

B. EVALUATION OF STAFF

The Executive Board/Personnel Committee shall evaluate association staff annually and/or as necessary (refer to Personnel Policies and Procedures).

**ARTICLE IX
COMMITTEES**

Sec. 1 ORGANIZATION AND ACTIVITIES

The activities of the Association shall be conducted by the Executive Board, the Regional Representatives and committees. Each committee shall meet as many times as necessary to carry on work of the committee. The chair of each committee shall present a plan of work as directed by the President, progress reports for Executive Board meetings as required, and an annual report to the President for presentation at the Annual Meeting.

Sec. 2 QUALIFICATIONS

Chairpersons and committee members shall be members of the Association. The membership of each committee, except as herein provided, shall be appointed by the committee chair with the approval of the President.

Sec. 3 COMMITTEES

There may be the following committees. Any additional committee shall be presented to and approved by the Executive Board.

A. PROFESSIONAL DEVELOPMENT

The Professional Development Committee shall consist of a chairperson and members as needed to accomplish projects in all areas of continuing education and the Leadership Academy.

B. TECHNOLOGY

The Technology Committee shall consist of a chairperson and members needed to accomplish projects in all areas of technology.

C. LEGISLATIVE

The Legislative Committee shall consist of a chair and members as needed. This committee shall be responsible for:

- (1) Evaluating and interpreting federal and state legislative programs related to Association goals;
- (2) Proposing legislative action to the Executive Board;
- (3) Keeping members informed on legislation;
- (4) Developing a liaison with Federal and State Legislatures, professional associations, agencies, and organizations.

D. CONFERENCE

The Conference Committee shall consist of the President-Elect as general chair, with sub-committee chairpersons for program, registration, exhibits, and local arrangements. Each sub-committee shall have members as needed to accomplish specific duties as assigned.

The Conference Committee shall plan and execute the Annual Conference with the approval of the Executive Board.

E. RESOLUTIONS/BYLAWS

The Resolutions Committee shall consist of a chair and two members. The committee shall review all resolutions and Bylaw amendments proposed for consideration by the Executive Board and membership.

F. NOMINATIONS

The Nominations Committee shall consist of the chair (past-president) and five (5) other members to be appointed by the Executive Board at least one (1) month prior to the conference. The committee will be responsible for preparing a slate of not less than two (2) nominees each office to be filled. The slate shall be presented to the Executive Board on the first day of the conference. The Nominating Committee shall also be responsible for conducting the annual Election.

G. FLEET MANAGEMENT

Shall consist of a chairperson and members and shall address issues relative to vehicle and fleet operation including the Annual Technician/Support Staff Expo.

H. SPECIAL NEEDS

The Special Needs committee shall consist of a chairperson and members needed to accomplish projects in all areas of Special Needs.

**ARTICLE X
ELECTIONS**

Sec. 1 QUALIFICATION FOR NOMINATION

To be eligible for nomination for an Association office a candidate shall have;

- 1. held membership in the Association for at least two (2)

- years immediately preceding the nomination;
- 2. shall have demonstrated interest by attending at least one of the last two Annual Conferences;
- 3. or nominations of members who may not meet all of the qualifications by unanimous approval of the Executive Board.
- 4. See Art. IV, Sec. 5 A. for specific President-Elect qualifications

Sec. 2 NOMINATION PROCEDURE

Nominations for officers may be submitted for consideration any active member by filing an officer nomination form with the Nominating Committee Chair. The form will call for the signature of the nominating party, the person being nominated, and an administrative representative of the school district employing the proposed officer. The nomination form shall be published in the newsletter.

**ARTICLE XI
MEETINGS**

Sec. 1 ANNUAL ASSOCIATION CONFERENCE

A. PURPOSE

There shall be an Annual Conference of the Association. The purpose of the conference is to consider reports of the Association, officers and committees, hold its annual election of officers and, transact such business as may properly come before the membership.

B. DATE, PLACE AND NOTIFICATION

The date and place of this meeting shall be set by the Executive Board Notice of the Conference which shall be published in the official newsletter of the Association in the pre-conference publication no less than forty-five (45) days prior to the date of said meeting.

C. ATTENDANCE

This meeting shall be open to all members.

D. QUORUM

Thirty percent (30%) of the Active members who have registered shall constitute a quorum.

Sec. 2 SPECIAL MEETINGS

Special meetings of the Association may be called by the Executive Board provided members are notified forty-five (45) days prior to date of said meeting.

Sec. 3 EXECUTIVE BOARD MEETINGS

A. REGULAR MEETINGS

The Executive Board shall meet no less than four (4) times a year with one meeting held immediately preceding the Annual Conference.

B. SPECIAL MEETINGS

Special meetings of the Executive Board may be called by the President or upon the request of five members of the Board provided members are notified seven (7) days prior to the date of the meeting.

C. Under limited circumstances, Board Members unable to be present at a scheduled board meeting may participate in the meeting via communication devices. Communication devices include, without

limitation, audio and/or video equipment which allows all Board Members and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Board Member to participate via communication devices are personal illness or disability, employment purposes, family emergency or other appropriate emergency. A Board Member wishing to attend via communication devices must give advance notice to the Board President (or designee) of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting. A majority of the Board Members present at a meeting must vote in favor of a Board Member attending via communication device.

D. QUORUM

Four voting members shall constitute a quorum.

E. ABSENCES

Absence of a voting member from two consecutive meetings without notice shall constitute a resignation.

F. SALARIES

Members of the Association serving in elected or appointed capacities shall receive no salaries for their services.

G. EXPENSES

Travel, lodging and meal expenses for Executive Board meetings and a portion of the expenses approved by the Executive Board for approved committee meetings, regional representative council meetings other than at the time of the Annual Conference will be defrayed by the Association. (See reimbursement policy)

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Association in all cases where applicable and not in conflict with these Bylaws and any standing or special rules of order the Association may adopt.

ARTICLE XIII AMENDMENT OF BYLAWS

A. An amendment to the Bylaws may be proposed at any annual or special business meeting of the Association, provided a copy of the proposed amendment has been given to Active members of the Association through the official Association newsletter or a separate mailing at least thirty (30) days prior to the business meeting, and, if approved by two-thirds (2/3) of the Active members registered at the meeting, shall become effective immediately the adjournment of the last session of the business meeting at which the amendment was adopted, unless a date of adoption is otherwise specified in the amendment.

B. Upon approval by the Executive Board, a proposed amendment may be submitted to the Active members of the association in writing for a mail vote. Ballots must be returned within thirty (30) days after

the submission to the members. Upon receipt of at least 30% of the registered Active members, any or all action taken in pursuance of a majority mail vote, in each such case, shall be binding upon the Association in the same manner would be action taken at a duly called meeting.

ARTICLE XIV DISSOLUTION

At the time this Association ceases to exist the cash assets and materials owned by the Association and remaining at the time of dissolution shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations designated by the Executive Board.

ARTICLE XV INDEMNIFICATION

Each person who is a director, officer, or member of any committee of MAPT shall be indemnified by MAPT to the fullest extent to which MAPT has the power so to indemnify such persons pursuant to the corporation laws of the State of Michigan as they may be in effect from time to time. MAPT may, to the extent authorized from time to time by the Board of Directors, grant rights of indemnification to any employee agent of MAPT under the laws of the State of Michigan as they may be in effect from time to time.

MAPT may make advances to persons described in this section to cover expenses incurred in defending claims brought against them upon receipt of an undertaking of the person involved to repay expense if it is determined ultimately that the person is not entitled to be indemnified by MAPT.

The right to indemnification conferred in this section shall be a contract right, and shall apply to services of the Association Staff as an agent or employee of MAPT.

Appendix A

REGION	COUNTIES
#1	<i>Baraga, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Marquette, Ontonogan.</i>
#2	<i>Alger, Delta, Menominee, Schoolcraft.</i>
#3	<i>Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle.</i>
#4	<i>Alcona, Clare, Crawford, Gladwin, Iosco, Ogemaw, Oscoda, Roscommon.</i>
#5	<i>Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford.</i>
#6	<i>Gratiot, Isabella, Mecosta, Montcalm.</i>
#7	<i>Arenac, Bay, Midland, Saginaw, Tuscola.</i>
#8	<i>Allegan, Kent, Ottawa.</i>
#9	<i>Clinton, Eaton, Ingham, Ionia, Shiawassee.</i>
#10	<i>Huron, Lapeer, St. Clair, Sanilac, Genesee.</i>
#11	<i>Wayne.</i>
#12	<i>Livingston, Monroe, Washtenaw.</i>
#13	<i>Hillsdale, Jackson, Lenawee.</i>
#14	<i>Barry, Branch, Calhoun, Kalamazoo, St. Joseph.</i>
#15	<i>Berrien, Cass, Van Buren.</i>

- #16 Chippewa, Luce, Mackinaw.
- #17 Mason, Lake, Osceola.
- #18 Oakland.
- #19 Macomb.
- #20 Muskegon, Newaygo, Oceana.

Approved June 19, 2013