

**BYLAWS**  
**Amended March 6, 2020**  
**Michigan Association for Pupil Transportation**

***Article I***  
**NAME**

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

***Article II***  
**PURPOSE**

The purposes of MAPT shall be:

- I. To promote safe, efficient pupil transportation
- II. To assist transportation supervisors through information, education, training, and to serve as school management team members
- III. To develop the highest standards of performance and professional status for pupil transportation personnel
- IV. To maintain and further develop the highest quality transportation programs
- V. 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**

MAPT shall have the following classes of membership:

**ACTIVE MEMBERSHIP**

- I. 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 annual dues.

**SUPPORT STAFF MEMBERSHIP**

- I. Support staff membership is available to any technician, 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 MAPT.

**SCHOOL BUS DRIVER MEMBERSHIP**

- I. School Bus Driver membership is available to a single or group of drivers from the same District in public, private or non-public transportation upon payment of annual dues at the single or group rate.

**VENDOR/CONSULTANT/BUSINESS PARTNER - ASSOCIATE MEMBERSHIP**

- I. 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 transportation and upon payment of annual dues.

## **Sec. 1 CLASSIFICATION OF MEMBERS Continued**

### **CONTRIBUTORY MEMBERSHIP**

- I. 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 contributory designate. Additional representatives of contributory membership may be registered with MAPT upon the payment of an annual representative fee.

### **AFFILIATE MEMBERSHIP**

- I. 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.
- II. Additional representatives of an affiliate membership may be registered with MAPT upon the payment of the annual representative fee.
- III. 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.

### **HONORARY/EMERITUS MEMBERSHIP**

- I. An emeritus membership, or honorary membership upon nomination and confirmed 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 MAPT activities upon payment for the fees for that event.

## **Sec. 2 RIGHTS OF MEMBERSHIP**

### **OFFICIAL PUBLICATION**

- I. All members shall receive any MAPT Official Publications.

### **VOTING RIGHTS AND HOLDING OFFICE**

- I. Only active members shall have the right and privilege to vote on MAPT business and elections. Only active members may be eligible to hold office.

### **REVOCAION OF MEMBERSHIP**

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

### **NON-DISCRIMINATION**

- I. Membership in MAPT 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**

### **MEMBERSHIP YEAR**

- I. MAPT membership year shall be from July 1 through June 30.

### **MEMBERSHIP DUES**

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

### **DUES PAYABLE**

- I. Membership dues shall be payable to: *Michigan Association for Pupil Transportation*.
- II. Dues paid by a District, on behalf of member, shall remain with the District should the member leave the District.

**Article IV**  
**GOVERNMENT**

**Sec. 1 MANAGEMENT**

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

**Sec. 2 EXECUTIVE BOARD**

**ORGANIZATION**

- I. 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)

**GENERAL RESPONSIBILITIES**

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

**SPECIFIC RESPONSIBILITIES**

The Executive Board shall have the following specific responsibilities:

- I. Transact all business referred to it by the Regional Representatives Council
- II. Be responsible for the Annual Conference
- III. Approve the annual budget no later than the November Executive Board Meeting
- IV. Invest the monies of MAPT
- V. Approve the slate of nominees annually
- VI. Delegate any of its powers in the course of current business of MAPT, except as herein otherwise provided, to any standing or special committee or to any officer or agent
- VII. Decide upon questions of cooperation with other state and national associations or agencies
- VIII. Approve the appointment of standing and special committee chairpersons
- IX. 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**

- I. 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**

- I. 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**

- I. 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 vacancy occurring.

## **Sec. 4 PRESIDENT**

### **TERM OF OFFICE**

- I. The President shall serve for one (1) year.

### **DUTIES - The President shall:**

- I. Serve as the Chief Executive Officer of MAPT, as Chairperson of the Executive Board, and as an ex officio member of all committees herein provided, except the Nominating Committee
- II. Appoint, subject to the approval of the Executive Board, chairpersons of special committees and standing committees at the November Board Meeting
- III. Direct MAPT staff to notify special committee chairpersons and members when to attend Board meetings
- IV. Develop a program of work and a timeline for committees. Provide for the submission of reports of all committees
- V. 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
- VI. See that all orders, reports, recommendations and information from committees are brought before the Executive Board for action, vote, confirmation or consideration as appropriate;
- VII. 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. 4 PRESIDENT-ELECT**

### **QUALIFICATIONS**

- I. The President-Elect, in addition to meeting general officer qualifications (Art. IX, Sec.1), must have demonstrated interest in MAPT'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.

### **TERM OF OFFICE**

- I. The President-Elect shall serve for one (1) year and at the close of the second Annual Meeting after election shall automatically become President of MAPT

### **DUTIES**

- I. Become acquainted with all the responsibilities of the President, other members of the Executive Board and duties of committees
- II. Assist the President in developing a program of work and perform such other duties as may be assigned by the President
- III. Serve as General Chair of the Annual Conference
- IV. Preside over the Board in the absence of the President

## **Sec. 5 TREASURER**

### **TERM OF OFFICE**

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

### **BONDING**

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

## **Sec. 5 TREASURER continued**

### **DUTIES - The Treasurer shall:**

- I. Review revenues and disbursements and have responsibility for all funds and securities of MAPT
- II. Prepare an Annual Budget for review and approval by the Executive Board prior to fiscal year
- III. Submit monthly financial statements for Executive Board review
- IV. Prepare year-end statement for audit

## **Sec. 6 IMMEDIATE PAST PRESIDENT**

### **DUTIES**

- I. Serve as President in the event the office of President becomes vacant, until an election is held
- II. Serve as chairperson of the Nominating Committee
- III. Act as advisor to the President
- IV. 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 MAPT as follows:

- I. One, three (3) year term member to be elected each year at the conference
- II. One, two (2) year term member to be filled by the preceding three year director
- III. 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 the running mate from the previous election as the interim Director until the next annual election. In the case there is or was no running mate, or the running mate chooses not to accept the position the Executive Board shall choose another 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 members and communicate MAPT's vision with supervisors at the regional level. The regional supervisors are expected to meet at least twice a year to register concerns and give updates regarding their districts with their regional representatives.

## **Sec. 2 ELECTIONS OR BOARD APPOINTMENT**

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

## **Sec. 3 TERM OFFICE**

Local region members shall set terms of office

## **Sec. 4 CHAIRPERSON ELECTION**

The 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, for a two year term. Should a resignation vacancy occur in the office of the Chairperson, the Executive Board shall appoint an interim Chairperson to complete the term of office.

## **DUTIES**

- I. Schedule and conduct Regional Representative meetings
- II. Serve as a voting member of the Executive Board
- III. Serve as liaison between the Executive Board and Regional Representative Council.

## **Sec. 5 REGIONS DEFINED**

The MAPT Executive Board shall divide the MAPT membership into regions, Regions may be combined or split by the Executive Board upon a majority vote at an Executive Board Meeting. (See Appendix A.)

## ***Article VIII*** **ASSOCIATION STAFF**

### **HIRED POSITION**

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

### **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**

- I. The activities of MAPT shall be conducted by the Executive Board, the Regional Representatives and Standing Committees.
- II. Standing Committees shall meet as many times as necessary to carry out the work of the Committee.
- III. The chair of each Standing Committee shall present a plan of work as directed by the President
- IV. Provide progress reports for Executive Board meetings as required
- V. Provide an annual report to the President for presentation at the Annual Conference.

## **Sec. 2 QUALIFICATIONS**

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

## **Sec. 3 STANDING COMMITTEES**

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

### **I. PROFESSIONAL DEVELOPMENT**

- A. 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

### **II. TECHNOLOGY**

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

### **III. LEGISLATIVE**

- A. The Legislative Committee shall consist of a chairperson and members as needed. The Committee shall be responsible for:
  - 1. Evaluating and interpreting Federal and State legislative programs related to Association MAPT goals
  - 2. Proposing legislative action to the Executive Board
  - 3. Keeping members informed of legislation
  - 4. Developing a liaison with Federal and State Legislatures, professional associations, agencies and organizations.

### **IV. CONFERENCE**

- A. 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.
- B. The Conference Committee shall plan and execute the Spring Membership meeting and the Annual Conference with the approval of the Executive Board.

### **V. RESOLUTIONS/BYLAWS**

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

### **VI. NOMINATIONS**

- A. The Nominations Committee shall consist of a chair (past-president) and four (4) 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 nominees for each office to be filled. The nominating Committee shall also be responsible for conducting the annual election.

### **VII. FLEET MANAGEMENT**

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

### **VIII. SPECIAL NEEDS**

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

## **IX. PERSONNEL**

- A. The personnel committee shall consist of; President, President-Elect and Past President
- B. The personnel committee shall be responsible for making a recommendation to the Executive Board of any hired staff member
- C. The personnel committee will be responsible for the hired staff reviews

## **Article X ELECTIONS**

### **Sec. 1 QUALIFICATION FOR NOMINATION**

To be eligible for nomination for a MAPT office a candidate shall have;

- I. Held membership in MAPT for at least two (2) years immediately preceding the nomination
- II. Shall have demonstrated interest by attending at least one of the last two Annual Conferences
- III. Nominations of members who may not meet all of the qualifications may qualify with unanimous approval of the Executive Board
- IV. See Art. IV, Sec 5 for specific President-Elect qualifications

### **Sec. 2 NOMINATION PROCEDURE**

Nominations for officers may be submitted for consideration of 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 MAPT CONFERENCE**

#### **PURPOSE**

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

#### **DATE, PLACE AND NOTIFICATION**

- I. The date and place of this conference shall be set by the Executive Board and notice of the meeting shall be published to the members of MAPT on the MAPT website and or any other appropriate publications, no less than forty-five (45) days prior to the date of the conference.

#### **ATTENDANCE**

- I. This meeting shall be open to all members

#### **QUORUM**

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

### **Sec. 2 SPECIAL MEETINGS**

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



## **Sec. 3 EXECUTIVE BOARD MEETINGS**

### **MEETINGS**

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

### **QUORUM**

- I. Four voting members shall constitute a quorum

### **ABSENCES**

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

### **SALARIES**

- I. Members of MAPT serving in elected or appointed capacities shall receive no salaries for their services.

### **EXPENSES**

- I. Travel, lodging and meal expenses for Executive Board meeting 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 MAPT. (See reimbursement policy)

## ***Article XII***

### **PARLIMENTARY AUTHORITY**

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

**Article XIII**  
**AMENDMENT OF BYLAWS**

**AMENDMENT OF BYLAWS**

- I. An amendment to the Bylaws may be proposed at any annual or special business meeting of MAPT, provided a copy of the proposed amendment has been given to the Active members of MAPT through the official MAPT newsletter or a separate mailing at least thirty (30) days prior to the business meeting, and, if approved by two-thirds ( $\frac{2}{3}$ ) of the Active members registered at the meeting, shall become effective immediately after 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.
- II. Upon approval by the Executive Board, a proposed amendment may be submitted to the Active members of MAPT 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 MAPT in the same manner would be action taken at a duly called meeting.

**Article XIV**  
**DISSOLUTION**

At the time MAPT ceases to exist the cash assets and materials owned by MAPT 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**

**INDEMNIFICATION**

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

**APPENDIX A**

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