

Arkansas Association of Pupil Transportation

By-Laws

I. Name

The name of the association shall be the Arkansas Association of Pupil Transportation.

II. Structure

This association shall be an umbrella type organization open to all school transportation personnel working in school transportation throughout the state of Arkansas. This organization may grant honorary membership to those people recognized for outstanding contributions to pupil transportation in Arkansas.

III. Officers

The elected officers shall serve as the Board of Directors. Qualifications to be an officer on the Board of Directors shall be any transportation employee in good standing and employed by an Arkansas school district, who is directly involved with school transportation.

The Secretary shall be elected by the organization and will serve a two-year term, with the option of running for re-election or seeking another position on the Board at the close of their two-year term.

The Program Chair shall be elected by the organization and will serve a two-year term, with the option of running for re-election or seeking another position on the Board at the close of their two-year term.

The Vice-President (President-elect) shall be elected by the organization and will serve a two-year term, followed by a two-year term as President. To be eligible for election as the Vice-President, and to serve as President, the candidate must have served as Secretary, Program Chair, Treasurer or as the Vice-Chair of the **AAPT Trade Show, AAPT Program, or AAPT Scholarship and Awards Committees.**

The President will ascend to the office of President following a two-year term as Vice-President (President Elect).

In the event of an opening on the Board of Directors a replacement shall be appointed by the Board of Directors for the remainder of that year after which the membership shall elect a replacement at the annual conference.

The Treasurer will be elected by the organization and will serve on the board until they resign or are replaced by a vote of the membership.

The Board of Directors shall appoint at least three committees to assist with planning the annual conference, a Trade Show/Vendor Relations Committee, and a Program Committee.

The Program Committee shall be chaired by the Program Chair and shall include a Vice-Chair who is a non-voting member of the Board of Directors unless appointed to serve as a proxy for any Board member who is unable to attend a scheduled meeting of the Board of Directors. The

committee will oversee all aspects of the AAPT annual conference with the exception of the Trade Show.

The Trade Show/Vendor Relations Committee shall be chaired by the Vice-President and shall include a Vice-Chair who is a non-voting member of the Board of Directors unless appointed to serve as a proxy for any Board member who is unable to attend a scheduled meeting of the Board of Directors. The committee will oversee all aspects of the Trade Show.

The Scholarship and Awards Committee shall be chaired by the Secretary and shall include a Vice-Chair who is a non-voting member of the Board of Directors unless appointed to serve as a proxy for any Board member who is unable to attend a scheduled meeting of the Board of Directors. The committee will oversee all aspects of scholarships and awards.

Other Committees may be appointed by the Board of Directors, as deemed necessary by the Board of Directors, and composed of members of AAPT in good standing. All committees will report to the Board of Directors as requested by the Board of Directors.

The officers of the Association shall serve as the Board of Directors for this Association and shall be referred to as the Board of Directors.

IV. Membership and Conference Fees

Membership and Conference fees will be no less than \$150 annually per delegate, and no more than \$300, made payable to the Arkansas Association of Pupil Transportation. Membership and Conference fees will be set by the Board of Directors each year prior to the opening of the conference registration.

Voting membership is included in the registration and attendance of the annual AAPT conference business meeting.

Guest fees shall be set by the Board of Directors each year prior to the opening of the conference registration and shall only be available to guests of conference attendees.

Retirees shall be invited to attend the conference at a lesser cost than active members. Retiree fees shall be set by the Board of Directors each year prior to the opening of the conference registration and shall only be available to individuals who are fully retired from the school system and retired from a position in School Bus Transportation Services.

Vendor fees for the conference shall be set by the board each year prior to the opening of the conference registration, at a minimum, and shall include the options listed below:

- A. The booth is 10 by 10 feet with one table and two chairs and includes basic electricity.

Vendor options for the conference shall be set by the board each year prior to the opening of the conference registration, which may include the options listed below:

- A. Sponsorship opportunities

- B. Higher tiers of registration
- C. Partnership opportunities
- D. Special recognition and highlight opportunities

State Director of School Bus Transportation

- I. Serve as non-voting advisor to the Board of Directors.
- II. Serve as one of two signatories on the checking account.
- III. Be empowered to officially sign, along with the treasurer, all contracts concerning the organization, and on the organization's behalf.
- IV. Extend invitations to the winners of the School Bus Safety Awards and other honorees as requested by the Board of Directors.

V. Ratification

These By-Laws shall be effective upon approval by at least two-thirds of the paid membership.

VI. Rules of Order

Robert's Rules of Order, revised shall guide all business meetings of the Association.

VII. Amendments

Amendments to these By-Laws may be proposed by the Board of Directors or members of the association.

The Board of Directors shall submit the proposed amendment or amendments to the membership no less than two-days prior to **collecting votes**. The By-Laws may be amended by 2/3 majority vote of the members attending and voting at any annual meeting of the association **or through digital ballots of voting members**.

VIII. Meeting Dates, Place, and Time

The Board of Directors shall meet at least every month **with the majority of the meetings being in person**. The date, time and place shall be determined by the Board of Directors. The annual membership meeting time and place shall be determined by the Board of Directors based on venues that are available to conduct the annual meeting.

IX. Funds

The Board of Directors shall be the authority to adopt and receive an annual operating budget and to expend the funds accrued to the association. Funds will be accounted for following

standard general accounting practices. The Board may assist any officer that is on the Board of Directors with expenses accrued to attend the SESPTC if the Board Member is willing to attend and report back to the organization. Reimbursement requires Board of Director's approval prior to incurring the expenses.

X. Duties and Responsibilities

The duties and responsibilities of the officers shall be to perform all duties that are generally accepted for any organization or association:

President

1. Preside or arrange for presiding officers at all meetings of the Board of directors and ad-hoc committees.
2. The president shall perform all other duties normally assigned to that office.
4. Serve as the chair of the committee to choose the President-Star award recipient.
5. Preside or arrange for a presiding officer at all meetings of the general membership.

Vice-President (President Elect)

1. Act as presiding officer of the Board of Directors and the general membership in the absence of the president.
2. Should the office of President of the Board of Directors become vacant, complete the term as President of the Board of Directors.

Program Chair

1. Act as presiding officer of the Board of Directors in the absence of both the president and vice-president.

Treasurer (serve in this position until resigns)

1. Serve as a voting member of the Board of Directors.
2. Keep a complete and accurate record of all finances concerning the association.
3. Give a financial report to the board at every meeting.
4. Give a financial report to the active body of the association.
5. Ensure the Board of Directors is aware of the Association's Banking needs and propose institutions and accounts to meet those needs.
6. Serve as the financial agent for the association, being one of two names on the checking account.
7. Serve as the official signature, along with the State Director of School Bus Transportation, on all contracts concerning the organization.

9. File all records needed to maintain the organization as being in good standing.

Secretary

1. Keep a complete and accurate record of the proceedings of all meetings of the Board of Directors.
2. Provide a copy of minutes to all members of the Board of Directors.
3. Make an annual report of the proceedings and records of the association at the annual meeting of general membership.
4. Serve as a voting member on the Board of Directors.

Immediate Past-President

1. Serves as an ex-officio advisor to the board.

State Director of School Bus Transportation

1. Serve as non-voting advisor to the Board of Directors.
2. Serve as one of two **signatories** on the checking account.
3. **Be empowered to officially sign, along with the treasurer, all contracts concerning the organization, and on the organization's behalf.**