

## **CONSTITUTION AND BY-LAWS**

### **The North Carolina Pupil Transportation Association**

#### **ARTICLE I**

The name of this organization shall be: The North Carolina Pupil Transportation Association.

#### **ARTICLE II**

##### **Purposes**

SECTION 1: The purpose of this Association shall be to bring together at intervals those who are interested in the betterment of public school transportation in North Carolina.

SECTION 2: To incorporate higher standards in the operation and maintenance of school transportation and to aid in securing and maintaining professional improvements of its members.

SECTION 3: To cooperate with the Parent Teachers Associations, local and State units of the North Carolina Education Association, and other educational and civic bodies having educational objectives and to aid in interpreting to the public the needs, problems, functions, and progress of public school transportation.

#### **ARTICLE III**

##### **Membership**

SECTION 1: All employees of the various North Carolina county school bus garages and State Department of Public Instruction Transportation Personnel interested in the betterment of North Carolina public school transportation and paying the dues for active members provided in the by-laws are eligible for active membership in this organization.

SECTION 2: Interested citizens, upon payment of dues herein provided, may become associate members of the organization. They shall have the privilege of attending meetings and of participating in discussion but shall not have the privilege of voting.

SECTION 3: Retired members, as honorary members of the association, shall have the privilege of attending meetings and participating in discussions, but shall not have the privilege of voting, or holding office.

## **ARTICLE IV**

### **Officers and Advisory Council**

SECTION 1: The officers of the Association shall be the immediate Past President, a President, a Vice-President, a Secretary, and a Treasurer. Their terms of office shall be for two years, and shall begin immediately after being installed during the business session at each annual convention or called election of the association membership if there is no annual conference.

SECTION 2: DISTRICT DIRECTORS – There shall be 18 members, elected as provided in Section 6, of the By-Laws, to be known as District Directors. Their duties shall be to meet with the officers of the Association to formulate plans, and determine all purposes and procedures of the Association. Their terms of office shall be for two years, and begin immediately after being installed during the business session at the annual convention of the Association membership. These 18 Directors along with the four Association Officers shall be known as the Advisory Council.

## **ARTICLE V**

### **Amendments**

This constitution may be amended by two thirds vote of the Association members present and voting at any regularly scheduled meeting, providing notice in writing of the proposed amendment shall have been filed with Association Secretary 60 days or more in advance of the regular meeting, which the amendment is to be voted on, and provided further that the proposed amendment has been approved by the Advisory Council.

## **BY-LAWS**

### **Duties and Terms of Officers and District Directors**

SECTION 1: All Association Officers shall take office immediately after installation and shall serve for two years. In case of a vacancy, the Advisory Council shall appoint a member to fill the unexpired term, except the office of President.

The President shall preside over all association meetings and meetings of the Advisory Council. The President shall appoint all committees subject to the approval of the Advisory Council. The President shall have the authority to assign additional duties as necessary to the Association Officers.

The Vice President shall assume all duties of the President in case of absence or resignation of the President.

The Secretary shall keep a record of all meetings and attend to all general correspondence.

The Treasurer shall collect all dues, have charge of all funds, and shall disburse them as necessary.

The Past President shall be an ex-officio member of the executive committee.

All officers shall be members ex officio of all committees.

SECTION 2: DISTRICT DIRECTORS – All District Directors shall take office immediately after installation and shall serve for two years. In case of a vacancy, the President of the district in which the vacancy occurs shall appoint a member from the respective district to fill the unexpired term until a Director is properly elected as provided in Section 6 of the By-Laws. The duties of the District Director shall be to attend all Advisory Council meetings and to represent the majority opinion of his respective district on business matters in forming policies and procedures of the Association. They shall report any action taken by the Advisory Council to any and all district meetings of his respective district as those actions arise in the Advisory Council meetings.

## **AUTHORITY OF THE ADVISORY COUNCIL**

SECTION 3: The Advisory Council shall have the authority to conduct all business which shall arise between regular meetings and shall make recommendations to be acted upon by the members, and to fill vacancies as provided in Section 1.

## **COMMITTEES**

SECTION 4: All committees shall be appointed by the President, subject to the approval of the Advisory Council, unless other provision for their selection shall be made on motion approved by a two-thirds majority of the members present and voting.

Members of all committees shall enter upon their duties, unless otherwise provided, immediately upon their appointment.

## **ELECTIONS**

SECTION 5: ASSOCIATION OFFICERS – A nominating committee shall be appointed by the President to nominate candidates for the four Association Offices. This committee shall be appointed 30 days or more in advance of each annual convention. The nominating committee shall present their selection of nominees for President, Vice President, Secretary and Treasurer, one for each of the four offices, on the convention floor of each annual convention for consideration of the Association membership.

The President will then call for other nominations from the convention floor. A majority vote of the Association membership, present and voting, will determine the elected officers. Should the annual convention not be held, the Advisory Council shall present the slate of officers to and accept "Write In" nominations from all members through written or electronic communication during the month of July. Once nominations are received the Advisory Council shall notify all members, in writing, of the candidates and announce an election date before August 15. The Advisory Council will conduct the election and the outgoing President will notify members of the results once verified by the Advisory Council. The oath of office will then be performed to all incoming State officers.

SECTION 6: DISTRICT DIRECTORS – The eighteen District Directors to serve on the Advisory Council shall be two from each of the present nine districts and any additional districts established thereafter. They shall be elected from the active membership in the district in which they are to serve, for a term of two years. One Director elected each year from each district to provide staggering of their tenure of service. The election of District Directors, along with the District Officers, shall be held during the last meeting of each respective district before each annual Association convention. If the district meeting is not held then the district nominating committee shall present the slate of officers to and accept “write in” nominations from all members through written and or electronic communication during the month of June. Once nominations are received, the district officers shall notify all members, in writing, of the candidates and announce an election date before August 1. The district officers will conduct the election and the outgoing President will notify members of the results once verified by the district officers.

### **INSTALLATION OF OFFICERS AND DIRECTORS**

Section 7: The President of the Association shall appoint an installation officer to administer the oath of obligation to all newly elected Association Officers, District Directors and District Officers, at the business session of each annual Association convention. In case of any absence of the newly elected Association Officers or Directors, the absentee may receive the oath of obligation at any subsequent Advisory Council meeting. In case of absence of any District Officer the absentee may receive the oath of obligation at any subsequent district meeting.

### **MEETINGS**

SECTION 8: Meetings of this Association shall be held at a time and place to be named by the President.

### **DUES**

SECTION 9: The mandatory annual dues of active and associate members will be \$10.00 per person, payable at any regular district meeting or associate meeting between October 1 and December 31 of each year. Individuals who join after December 31 must submit \$15.00 per person, to become an active or associate member for the same year. Any active member, in order to receive voting rights, officer eligibility, and other privileges of the Association must have paid the annual dues and be a member in good standing. Any fees collected above the Association amount of \$10.00/\$15.00 will not be considered dues.

## **DISBURSEMENTS**

SECTION 10: All expenditures of state association funds shall be approved by the president after review with the treasurer.

## **QUORUM**

SECTION 11: A quorum for all regular meetings of the Association shall constitute all those members present. A Quorum for a special meeting shall consist of a majority of the membership of the Association.

## **AMENDMENTS**

SECTION 12: These By-Laws may be amended by a two-thirds vote of the Association members present and voting at any regularly scheduled meeting, provided notice in writing of the proposed amendment shall have been filed with the Association Secretary 60 days or more in advance of the regular meeting which the amendment is to be voted on, and provided further that the proposed amendment has been approved by the Advisory Council.

## ***Organization Procedures of Districts***

### ***And Rules and Regulations***

#### **DISTRICT OFFICERS AND DISTRICT DIRECTORS**

SECTION 1: The officers of a District shall be a President, a Vice-President, a combination Secretary and Treasurer or two separate offices, which will be left to the discretion of the district membership and two District Directors.

#### **DUTIES AND TERMS OF DISTRICT OFFICERS AND DIRECTORS**

SECTION 2: The President shall preside at all meetings of the district. The President shall appoint all committees, as needed, to serve on the district level, and to fill any vacancy of District Directors as provided in Section 2 of the Association By-Laws. The President may call special meetings as needed.

The Vice-President shall assume all duties of the President in case of absence or resignation of the President, and any other assigned duties by the President.

The Secretary and Treasurer shall keep a record of attendance by counties, all actions taken in District meetings and general correspondence, and collect all mandatory dues levied by the Association and other fees voted by the district. Dues collected on or before December 31 shall be forwarded to the Association Treasurer by January 15. Dues collected after December 31 shall be forwarded to the Association Treasurer as soon as received. They shall issue annual membership cards to all members paying annual dues and in good standing.

In cases where there is a separate Treasurer, they shall handle the duties pertaining to the financial matters of the district.

The duties of the District Directors shall be to serve on the Advisory Council representing their District and performing duties as prescribed in Section 2, of the Association By-Laws. The terms of office for all District Officers shall be one year, except the District Directors, in which case their term shall be two years.

## **DISTRICT ELECTIONS**

SECTION 3: All District Officers shall be elected at the last District meeting before the annual Association convention, by a majority vote of the district membership.

The District Directors shall be elected by a majority vote of the district membership at the same election in accordance with Section 6, of the Association By-Laws. All Officers and Directors shall receive the oath of obligation at each annual Association convention as provided in Section 7, of the Association By-Laws. Their tenure of duty shall begin immediately thereafter.

## **DUES**

SECTION 4: The mandatory annual district dues will be decided by the individual district and will be over and above the \$10.00/\$15.00 dues of active and associate NCPTA members. The dues will be payable at any regular district meeting or associate meeting between October 1 and December 31 of each year. Any active member, in order to receive voting rights, officer eligibility, and other privileges of the Association must have paid the annual NCPTA dues and district dues and be a member in good standing.

## **AMENDMENTS**

SECTION 5: Any amendment to the Rules and Regulations may be proposed and adopted at any regular meeting by a majority vote of the district membership present and voting, providing the proposed amendment does not conflict with the Association Constitution and By-Laws,