

By-Laws
of the
Montana Association for Pupil Transportation

ARTICLE I – Name, Location, and Purpose

Section 1. The name of this Corporation shall be the Montana Association for Pupil Transportation, Inc. (hereafter referred to as MAPT)

Section 2. The location of the office of this corporation shall be designated by the Board of Directors.

Section 3. The purpose of this Corporation shall be: to promote communication between everyone involved in pupil transportation; to ensure that the pupil transportation provided is the best and safest means of transportation for all concerned; to inform the schools, the community and the general public of the need, services, and requirements of pupil transportation; to ensure that all qualified people have full and equal access to pupil transportation.

Section 4. This Corporation is organized exclusively for charitable, educational, and scientific purposes, including distribution of funds to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 5. This Corporation shall not, directly or indirectly, participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; nor devote more than an insubstantial part of its activities in attempting to influence legislation.

Section 6. It shall operate as an independent, non-political, non-profit corporation, incorporated in the State of Montana.

ARTICLE II -- Membership

Section 1. Membership in the MAPT shall be for one year, from one Annual MAPT Workshop until the opening of the next.

Section 2. Anyone registered for and attending the Annual MAPT Workshop shall be a member with full voting rights at any general meeting of the membership.

Section 3. Any person interested in pupil transportation who is not registered for or does not attend the Annual MAPT Workshop may become an Associate Member of the MAPT by making application to the Board of Directors and paying a membership fee as set by the Board.

Section 4. Individuals registered for and attending the Annual MAPT Workshop as exhibitors or as representatives of exhibitors shall not be members nor have voting privileges at a general meeting of the membership, except as specified in the previous section.

ARTICLE III -- Officers

Section 1. Officers of this Corporation shall be the President, President-Elect, and Executive Secretary-Treasurer.

Section 2. The President, shall be that individual who served as President-Elect during the previous year. He shall take office at the final gavel of the Annual General Business Meeting and Awards Presentation.

Section 3. The President-Elect shall be elected at the first Steering Committee meeting following the Annual MAPT Workshop. The Director must have at least ~~two (2) years remaining in his/her term.~~ **Has time remaining on term to fulfill time requirement**

Section 4. The Executive Secretary-Treasurer (hereafter referred to as the Exec. Sec/Treas.) Shall be appointed to a term of one year by the President at the first Steering Committee Meeting following the annual MAPT Workshop and be confirmed by the Directors. The Exec. Sec/Treas. may succeed him/herself.

ARTICLE IV -- Duties of Officers

Section 1. It shall be the duty of the President to preside at all the general meetings of the membership, steering committee meetings, and any special meetings. He/she shall appoint the committees and serve as an ex-officio member of these committees. He/she shall be the Administrative Officer of the Corporation.

Section 2. The President-Elect shall assume the duties of the President in the President's absence or whenever the President is unable to serve. He/she shall perform such other duties assigned to him/her by the President or the Steering Committee.

Section 3. The Secretary shall keep accurate minutes of the business meetings of the Corporation and the meetings of the Steering Committee. He/she shall conduct necessary correspondence. He/she shall keep the attendance roll of memberships at meetings and perform other duties usually assigned to this office.

Section 4. The Treasurer shall have custody of all funds. He/she shall pay all bills and indebtedness of this corporation and shall keep financial records of the Corporation. He/she shall be responsible for preparing and submitting all required documents for Internal Revenue purposes. All monies shall be deposited in the name of the Corporation in a suitable place designated by the voting membership of the Steering Committee. Checks shall be signed by the Treasurer, and approved by the President. The Treasurer shall present a written financial report at each meeting of the Steering Committee and the membership. At the expiration of his/her term, or upon the election of a successor, the Treasurer shall turn over to his/her successor all monies, account books, vouchers, and other property, taking proper receipt. He/she shall perform other duties usually assigned to this office. The Treasurer may be required to furnish a bond which shall be paid for by the corporation.

ARTICLE V -- Membership Meetings

Section 1. The annual meeting of this Corporation shall be held at a time and place designated by the Steering Committee.

(As per the Steering Committee Meeting Minutes, June 26, 1987, page 2 paragraph 3: Dale Duff moved that "All annual MAPT conferences shall henceforth be scheduled for the third Thursday and Friday after the third Monday of June." Seconded. Passed.)

Section 2. ~~Written notice of the annual meeting shall be sent to the membership (those registered for the previous MAPT Workshop) at least thirty (30) days prior to the meeting. Notification of the Annual Workshop shall also be sent to each school district in Montana.~~ **Posted on website for notification.**

Section 3. At any membership meeting of this Corporation a quorum shall consist of a majority of voting members present and voting.

ARTICLE VI -- Steering Committee

Section 1. Membership of the Steering Committee shall consist of all voting members: Members of the MAPT Steering Committee shall be either Regular or Associate Members of MAPT in good standing, and shall consist of the President, President-Elect, Past President, and Directors.

Six directors shall be elected from the floor of the Annual General Business Meeting for a staggered four-year term. These shall be elected without further qualification. In addition, one director may be appointed by each of the following associated organizations to serve a two-year term.

- Montana School Bus Drivers' Association
- Montana School Bus Contractors' Association
- ~~School Administrators' Association~~
- ~~Montana School Boards Association~~
- ~~County Superintendents of Schools~~
- ~~Association of School Business Officials~~
- MAPT Workshop Vendors
- ~~Montana Head Start Association~~
- ~~Montana Operation Lifesaver~~

Other appointed members: Executive Secretary/Treasurer, On-site Coordinator and the current Transportation Safety Director of the Office of Public Instruction and such other individuals as the President may appoint to assist with the work of the Steering Committee are also voting members.

Section 2. Special meeting of the Steering Committee may be called by the President. Notification of Steering Committee meetings should be given to each Steering Committee member at least fifteen days prior to each meeting. In the event that a meeting needs to be rescheduled, the Executive Sec/Treas. shall make every reasonable attempt to apprise each member of the Committee.

Section 3. Between general meetings, the voting members of the Steering Committee shall have supervision of the affairs of the Corporation.

Section 4. The voting members of the Steering Committee may appoint and/or employ such employees as may be necessary to carry out the business of the Corporation.

Section 5. The Steering Committee shall meet at least twice each year.

Section 6. A majority of the voting members of the Steering Committee present and voting shall constitute a quorum for the transaction of business.

ARTICLE VII -- Fiscal Year and Audits

Section 1. The fiscal year of the Corporation shall begin on October 1 and end on September 30.

Section 2. The books and records of this Corporation shall be audited every year by the President-Elect and two members appointed at large by the President.

ARTICLE VIII -- Legal Responsibilities

Section 1. Except for such financial obligations of this Corporation as are duly authorized under these by-laws, the Corporation and the voting membership of the Steering Committee shall not be responsible for any contract or financial obligation of any kind incurred by any member or any affiliated organization.

Section 2. In the event of the dissolution of this Corporation the voting membership of the Steering Committee shall, after paying or making provision for the payment of all liabilities of this Corporation, dispose of the remaining assets exclusively to an organization or organizations whose purpose or purposes are similar to those of this Corporation and that have an Internal Revenue Service determination or ruling of exemption from the Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or comparable provisions of federal statutes then in effect.

ARTICLE IX -- Procedure

Section 1. The rules contained in the most recent edition of Robert's Rules of Order shall govern this Corporation in all cases to which they are applicable, provided they are not inconsistent with these by-laws.

ARTICLE X -- Amendments

Section 1. Proposed amendments to these by-laws must be submitted in writing to the Steering Committee at least ~~one hundred twenty (120) days~~ **ninety (90) days** prior to an annual meeting. In lieu of a regular or called meeting, the voting membership of the Steering Committee may vote by mail on the proposed amendments.

Section 2. A two-thirds (2/3) vote of the voting members present at an annual meeting shall be required for adoption of any proposed amendments.

Section 3 No amendments to these by-laws may be proposed for the first time at an annual meeting.

Revised 37th Annual Business Meeting, June 25, 2010.