

# **OREGON PUPIL TRANSPORTATION ASSOCIATION**

## **CONSTITUTION AND BY-LAWS**

**PREAMBLE:** Pupil transportation is basic to an effective educational program. In the furtherance of this precept the Oregon Pupil Transportation Association is organized for and committed to the continued advancement of all aspects of this specialized service.

### **ARTICLE I - NAME**

The name of this organization shall be the Oregon Pupil Transportation Association.

### **ARTICLE II - OBJECTIVES**

#### **Section 1 - Association Objectives:**

- A. To promote and improve the quality and safety of pupil transportation within the state of Oregon.
- B. To provide a pool of expertise in pupil transportation available to all school districts and contractors transporting children within the state of Oregon.
- C. To provide assistance to the State Department of Education, Transportation Division, in the furtherance of that agency's objectives.
- D. To provide a forum for the exchange of ideas and solutions to problems among pupil transportation operations.

#### **Section 2 - Association Purpose:**

- A. This association is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue code.
- B. Notwithstanding any other provisions of these by-laws, the association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue code.

### **ARTICLE III - ORGANIZATION**

#### **Section 1 - Organizational Structure of the Association:**

- A. State Board of Directors.
- B. One or more member chapters located within the State.

## **Section 2 - Organization of the Board of Directors:**

- A. The members of the Board of Directors shall consist of: president, president-elect, three (3) directors at large and three (3) elected representatives from each chapter, to include the chapter's president.
- B. The purpose of the Board of Directors is to:
  - 1. The Board of Directors shall be the policy making body of the association and shall have general and special powers as conferred by these By-laws or by other relevant law.
  - 2. Provide a coordinating body for the Statewide activities and conduct business for the association.
  - 3. Act as a liaison to State and Federal agencies.
  - 4. Disseminate information pertaining to pupil transportation to the members and chapters.
  - 5. Coordinate and/or communicate with other state and/or national pupil transportation organizations.
  - 6. Monitor activities of the state and federal legislatures pertaining to pupil transportation.

## **Section 3 - Organization of Member Chapters:**

- A. Each member chapter shall operate under the jurisdiction of the state organization and bylaws.
- B. Each member chapter shall be organized in accordance with the by-laws prepared and adopted by the members of that chapter.
- C. Organization of new Chapters shall be governed by the following: A group of 25 or more persons qualified for Active, Professional, Associate, or Honorary Members, who accepts the OPTA Constitution and By-Laws as the basis for their organization; may request chapter status to the State Board of Directors.

## **Section 4 - Attendance at Meetings:**

In the event a member of the Board of Directors cannot attend a board meeting, the Board member may send a designee, who shall have the same rights and responsibilities as the official Board member, providing the designee is an elected member of the Chapter Board.

# **ARTICLE IV - MEMBERSHIP**

## **Section 1 - Association Membership:**

- A. Active Member: Persons performing administrative, supervisory, driver training, and/or regulatory duties in school bus operations shall be classified as an active member.
- B. Professional Member: Persons employed as a school bus driver or a mechanic/technician in school bus operations shall be classified as Professional Members.

- C. Associate Member: Any person interested in, or associated with, any phase of pupil transportation.
- D. Honorary Member: Any person, or institution, so named by the State Board of directors.
- E. Honorary membership may be granted to retired members, civic or legislative leaders, and any other person who has made a significant contribution to the pupil transportation industry.

## **Section 2 - Rights and Privileges of Membership:**

- A. Active members are entitled to all rights and privileges granted under the by-laws of the State organization.
- B. Professional, Associate and Honorary members have all the rights and privileges granted under the by-laws of the State organization; however, they may not hold office on the State Board of Directors.

## **Section 3 - Dues and Fees:**

- A. The annual State dues for members shall be established by the State Board of Directors. The membership period shall be from July 1 and expire on June 30. Chapters must provide the members name along with the dues to the State Executive Secretary within thirty (30) days of receipt of the application for chapter membership.
- B. Honorary members will not be assessed State dues.

# **ARTICLE V - OFFICERS**

## **Section 1 - State Board of Directors:**

- A. The members of the State Board of Directors shall consist of: president, president-elect, three (3) directors at large, and three (3) representatives from each chapter, to include the chapter's president.
- B. The State Transportation Director or their designee shall serve as an ex-officio non-voting member of the State Board of Directors.
- C. A quorum for the purpose of conducting official business shall be fifty percent (50%) of the board members.
- D. The board shall publish the rights and responsibilities of all members of the board.

## **Section 2 - Executive Committee:**

- A. The executive committee shall be the president, president-elect, and one (1) chapter president.
- B. Executive committee meetings may be called by the president or president-elect to transact business requiring immediate attention.

## **ARTICLE VI - ELECTION OF OFFICERS**

### **Section 1 - Election of the Board of Directors:**

- A. Election of officers to the board of directors shall be conducted as follows:
  - 1. As needed, the president-elect and a director at large shall be elected at the annual meeting of the association by a simple majority of the general membership present at the meeting.
  - 2. President-elect shall be elected for a two (2) year term, followed by a two (2) year term as President.
  - 3. Directors at large shall be elected for three (3) year terms.
  - 4. The executive secretary shall be a current member of the association appointed by the President and approved by the Board of Directors.
  - 5. The recording secretary shall be a member of the Board of Directors appointed by the President.
  - 6. The past president shall be a member in good standing, who has held the office of president in the State Association, is appointed by the President and approved by the Board of Directors.
  
- B. Election and succession of the president and president-elect shall, in addition to the provisions earlier outlined, be conducted as follows:
  - 1. The president-elect shall succeed the retiring president, after being installed during the annual banquet.
  - 2. Candidates for president-elect and director at large shall be nominated from all active members of the association.

## **ARTICLE VII - VACANCIES**

### **Section 1 - Vacancies on the State Board:**

- A. In the event of a vacancy in the office of the president, the president-elect shall vacate the office of president-elect and succeed the president as president pro-tem until the next annual meeting.
- B. In the event of a vacancy in the office of president-elect or director at large, the board of directors will hold a special election at the annual meeting or hold a special election by mail ballot to fill the vacancy.
- C. In the event of a vacancy in the office of President and President-elect, the Board of Directors shall appoint a past president as president pro-tem and hold a special election at the annual meeting or hold a special election by mail ballot to fill the vacancy.

## **ARTICLE VIII - MEETINGS**

### **Section 1 - Frequency of Meetings:**

- A. The State board of directors shall meet at least five times annually. One meeting shall be held concurrently with the annual meeting of the state association.

### **Section 2 - Annual Association Meeting:**

- A. The State association shall meet at least once annually. As a matter of custom, this meeting should take place during the annual workshop. The annual budget and annual reports shall be presented for member discussion and approval during this meeting.

### **Section 3 - Conduct of Business:**

- A. All business requiring a vote of the membership at the annual meeting shall be decided by a simple majority of the members present at the time the vote is taken. Absentee votes will be accepted in writing by the State president before the time the vote is taken.

## **ARTICLE IX - STANDING COMMITTEES**

### **Section 1 - Board of Directors:**

- A. The board of directors shall appoint various committees to carry out the business and act in behalf of the board when the board is not in session. These committees shall be empowered to perform specific functions as directed by the board.
- B. The board shall publish a listing of all standing committees that shall include a statement of the duties, functions and organization of each committee.
- C. Members of these committees shall be drawn from members of the Board of Directors and various active members of the association as necessary.

## **ARTICLE X - DISSOLUTION OR LIQUIDATION**

No part of any income, revenue, or grant to the association shall inure to the material or pecuniary benefit of a member, officer, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purpose), and no member, officer or any private individual shall be entitled to share in the distribution of any of the assets of the association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this association, which has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code. The exempt organization shall be designated by the final Board of Directors of the association.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

In all matters not covered by the Constitution and By-laws, the Association shall be governed by the provisions of the most recent edition of Robert's Rules of Order.

## **ARTICLE XII - AMENDMENT OF THE BY-LAWS**

### **A. Authority:**

1. Any active individual member may propose amendments to these By-laws.

### **B. Procedure:**

1. Amendments to or repeal of the By-laws shall be authorized by:
  1. Two-thirds (2/3) affirmative vote of the active individual members registered at regular or special meeting of the Association providing a written notice of proposed changes has been sent to all active individual members thirty (30) days before such meeting; or
  2. Majority vote of the active individual members voting by mail ballot in accordance with the written policy of the association.

Approved amendments to the By-laws shall take effect immediately following the annual meeting unless otherwise provided by the proposed amendment.