

# GULF COAST CHAPTER OF THE TEXAS ASSOCIATION FOR PUPIL TRANSPORTATION CONSTITUTION AND BYLAWS

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## ARTICLE I: NAME

**1.01 NAME.** The name of this organization shall be the Gulf Coast Chapter Association for Pupil Transportation (GCAPT), an affiliate of the Texas Association for Pupil Transportation (TAPT), henceforth referred to as the *association*.

## ARTICLE II: PURPOSE

**2.01 PURPOSE.** The purposes for which the Gulf Coast Chapter Association for Pupil Transportation is organized are:

- a. To promote safe and efficient pupil transportation operations for the public-school districts within the Education Service Center Regions IV and VI.
- b. To exchange ideas and methods for the operation of public-school transportation organizations:
- c. To provide leadership for the improvement and the advancement of pupil transportation policies, standards, and equipment on the local, state, and national levels.
- d. To advise and recommend to local, state, and national governing bodies changes in policy, equipment, and methods pertaining to improvement of the safety and efficiency of pupil transportation.
- e. To inform members of the profession and the lay public of the needs of public-school transportation.
- f. To serve as an association for the collection and dissemination of information and for providing service such as publications, conferences, research, training, and other services which may promote pupil transportation.
- g. To assist its members and the industry of pupil transportation in dealing with mutual business problems in one or more of the following areas: accounting practices, business

ethics, commercial and industrial research, standardization, statistics, trade promoting, and relations with government employees and the general public.

### **ARTICLE III: OFFICE**

**3.01 LOCATION OF OFFICE.** The location of the office shall be the office of the current Chapter Secretary of the association unless otherwise determined by the Executive Committee.

### **ARTICLE IV: MEMBERS**

**4.01 MEMBERSHIP.** Membership in the association shall be open to all public-school district personnel related to pupil transportation in a supervisory or advisory position in Texas. Membership shall also be open to individuals connected with pupil transportation in a supply or technical advisory capacity.

The association shall have four (4) classes of members: Active, Associate, Honorary, and Business Associate. The qualifications of such classes shall be as follows.

- a. Active Member.** Any person shall be eligible for Active Membership if the person is an active employee interested in, engaged in, or associated with any phase of public transportation in a school transportation program in the areas of the Region IV and VI Education Service Centers. Active members in good standing shall be entitled to attend all organization meetings and participate in discussions of the organization. Active members are entitled to hold office and to vote.
- b. Associate Member.** Any person connected with pupil transportation in a supply, technical advisory capacity, or school district personnel other than those designated as active members. Associate members in good standing shall be entitled to attend all organization meetings and participate in discussion of the organization. They are not entitled to vote or hold office.
- c. Honorary Member.** Retired active members with a minimum of five (5) consecutive years of membership in good standing in the association shall become honorary members at the approval of the Executive Committee. Honorary members shall be entitled to all privileges of active members with the exception voting and holding office but shall be exempt from paying dues. The Executive Committee shall have the right to confer Honorary Membership in the association.
- d. Business Associate Member.** Business associate members shall be individuals connected with pupil transportation in a supply, maintenance, vendor, or technical advisory capacity. Business associate members in good standing shall be entitled to

attend all meetings of the Organization and participate in discussions. Business Associate members are not entitled to vote or hold office.

**4.02 RIGHTS OF MEMBERS.** Active members of the association shall be entitled to all of the rights and privileges of the association including the right to vote, hold office, and to receive any benefits offered by the association.

Officers shall be elected by a majority vote by members in good standing and in attendance at the May meeting of the organization.

All other classifications of membership shall be entitled to the rights and privileges of the association except the right to vote, hold office, or to receive specific benefits which may be available to the active members of the association.

**4.03 ELECTION OF MEMBERS.** The Executive Committee shall have the power to approve all applications for membership. No individual may be denied on the basis of race, national origin, religion, or sex.

**4.04 MEMBERSHIP YEAR.** The membership year shall be the same as the association's fiscal year.

**4.05 TRANSFER OF MEMBERSHIP.** Membership in the Gulf Coast Association for Pupil Transportation is not transferable or assignable.

**4.06 TERMINATION OF MEMBERSHIP.** Membership in the association may be terminated by non-payment of dues, by resignation, by failure to comply with requirements for membership, or other causes as determined by the association.

## **ARTICLE V: DUES**

**5.01 DUES.** The annual dues shall be determined by the Executive Committee. All dues are payable by October 1 and shall be considered delinquent on January 1.

## **ARTICLE VI: MEETING OF MEMBERS**

**6.01 MONTHLY MEETINGS.** The Gulf Coast Association for Pupil Transportation shall meet on the second Tuesday of every month from September through July unless determined by the membership.

**6.02 SPECIAL MEETINGS.** Special meetings of the members may be called by the President, Executive Committee, or not less than one tenth of the members who have voting rights.

**6.03 PLACE OF MEETING.** The membership shall be informed of the place of the monthly meeting and program for the meeting by the Secretary. The Executive Committee shall approve the meeting sites in advance.

**6.04 ORDER OF BUSINESS.** The order of business shall be as follows at a minimum: call to order, reading and adoption of minutes and treasurer's report, unfinished business, new business, program, adjournment.

## **ARTICLE VII: FINANCES**

**7.01 FISCAL YEAR.** The fiscal year of the association shall be from September 1 of one year to August 31 of the following year.

**7.02 BUDGET.** The Executive Committee shall prepare and adopt a budget at its first meeting each year.

**7.03 ANNUAL AUDIT.** The association shall prepare an annual audit which shall be available for distribution to the association's members.

**7.04 FISCAL POLICY.** The Executive Committee shall adopt and review the association's fiscal policy. This fiscal policy will establish formal procedures that shall govern internal controls, the signing of checks, the obligation of funds, authorized expenses, and other significant aspects of the association's fiscal operation.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

**8.01 PARLIAMENTARY PROCEDURE.** All meetings of the association shall be conducted to parliamentary procedure as set forth in the most recently published Roberts Rules of Order unless they are inconsistent with the Constitution and Bylaws or special rules of this association.

The immediate past president will discern appropriate parliamentary action as required during regular, special, and Executive Committee meetings of the association.

## **ARTICLE IX: OFFICERS**

**9.01 OFFICERS.** The officers of the association shall consist of president, president-elect, secretary, treasurer, historian, and past-president.

**9.02 ELECTION.** Election of officers shall be conducted each year between April and May to assure that the officers will be able to assume responsibilities at the beginning of September.

Officers will be determined by a vote of the active membership of the association. In the event of a tie vote, the winner will be determined by the Executive Committee. The Chapter president and all Chapter officers will be members of TAPT.

**9.03 NOMINATIONS FROM THE FLOOR.** Nominations from the floor will commence at the monthly chapter meeting prior to the chapter meeting at which the election is set to occur. Those nominated must accept the office for which they were nominated. Those nominated from the floor at the monthly chapter meeting prior to the meeting at which the elections are held will be included on the ballot.

Nominations from the floor will end at the monthly chapter meeting at which the elections are scheduled. Those nominated and who have accepted nomination will be write-in candidates on the ballot.

**9.04 TERM.** Officers shall serve until the installation of newly elected officers at the September meeting.

The secretary and treasurer shall each serve a term of two (2) years, staggered, and shall not automatically advance to any other position on the executive committee at the end of the current term. The historian shall serve a term of one (1) year and shall not automatically advance to any other position on the executive committee at the end of the current term. The president-elect shall advance to the office of president, and the president shall become the past-president upon completion of the presidents' term.

**9.05 VACANCIES.** A vacancy in an office shall be filled by the Executive Committee and that person shall serve only to the end of the unexpired term, excepting the office of president. A vacancy in the office of president shall be filled by the president-elect. The president-elect shall move into the office of president to complete the term. The president-elect shall advance to president the next year and fulfill his/her duties as usual.

**9.06 REMOVAL.** Chapter officers may be subject to removal from office by a two-thirds (2/3) vote of the active membership present for obstructive behavior affecting the mission and goals of the association, violating the Constitution and By-Laws of the association, negligence of duties as stated in the Constitution and By-Laws, and/or misconduct or behavior injurious to the association as reported by any active member of the association.

**9.07 PRESIDENT.** The president shall hold office for the period of one (1) year or until the new president takes office. It shall be the duty of the president to preside or arrange for presiding officers at all meetings and, in conjunction with the president-elect, to prepare the program for the monthly meetings and annual Winter Conference of the association. The president shall appoint all committees not otherwise specified. The president shall be the chairperson of the Executive Committee and shall call meetings of the Executive Committee whenever deemed necessary or whenever requested to do so by the membership. The president shall perform all other duties normally pertaining to the office. The President shall arrange for an annual audit of the association's financial records. The president is a voting member of the Executive Committee.

**9.08 PRESIDENT-ELECT.** The president-elect shall hold office for a period of one (1) year and shall become the president of the association at the end of the current president's term. The president-elect shall serve as acting chairperson of the executive committee and presiding officer over monthly chapter meetings in the absence of the president and perform other such duties as may be assigned by the president. The president-elect shall chair the Regional School Bus Safety Road-e-o Committee and provide for competition site, judges, sponsorship, and registration for the competition. The president-elect shall advance to the office of president if the office of president is vacated. The president-elect is a voting member of the Executive Committee.

**9.09 SECRETARY.** The secretary shall hold office for a period of two (2) years. The secretary shall not serve more than two terms consecutively. The secretary is a voting member of the Executive Committee. The secretary shall keep the minutes of the meetings of the members, give notice of meetings or other events in accordance with the provisions of the association's Constitution and By-Laws, be custodian of the association's records, keep correspondence of the association, and maintain a database of all current members of the association including contact information. The secretary shall, in conjunction with the president, prepare the program for the monthly meetings and annual Winter Conference, including the agenda and securing locations and sponsors for such meetings.

**9.10 TREASURER.** The treasurer shall hold office for a period of two (2) years. The treasurer shall not serve more than two terms consecutively. The treasurer is a voting member of the Executive Committee. The treasurer has charge and custody of and responsibility for all funds of the association, receives and gives receipts for monies due and payable to the association from any source, and deposits said funds as required. The treasurer is responsible for preparing the following year's budget for the Executive Committee.

**9.11 HISTORIAN.** The historian shall maintain a narrative account of the events of the current year as well as a photographic history. The historian shall perform other duties as assigned by the president. The historian is a voting member of the Executive Committee.

**9.12 PAST-PRESIDENT.** The past-president shall hold office for a period of one (1) year and the office shall be filled by the previous president of the association. The past-president shall chair the membership committee and promote membership in the association. The past-president shall serve in an advisory role for the president. The past-president shall serve as parliamentarian for the association and ensure proper order of the meeting proceedings in accordance with Robert's Rules of Order. The past-president is not a voting member of the Executive Committee.

## **ARTICLE X: COMMITTEES**

**10.01 STANDING COMMITTEES.** The standing committees of the Gulf Coast Association for Pupil Transportation shall consist of an Executive Committee, a Membership Committee, and an Audit Committee.

**10.02 EXECUTIVE COMMITTEE.** The Executive Committee shall be comprised of the elected officers of the association and the immediate past-president, who shall serve as a non-voting member.

- a. It shall be the duty of the Executive Committee to act upon matters of business which are to be presented at the meetings of the association and to fill vacancies which may arise between elections. The Executive Committee shall approve all committee appointments made by the president. The Executive Committee shall conduct (in the interim between association meetings) the duties and responsibilities and by the final authority for the conduct of the association in all matters, except as stated otherwise in the Constitution and By-Laws.
- b. A member of the Executive Committee, by reason of three (3) consecutive absences from monthly meetings, may forfeit membership on the Executive Committee by a majority vote of the Executive Committee.

**10.03 MEMBERSHIP COMMITTEE.** The Membership Committee shall consist of the past-president and five (5) active members from different geographic areas throughout the Region IV and VI Educational Service areas. It shall be the duty of the Membership Committee to promote membership in the association throughout the public-school districts in the Chapter area. The members of the Membership Committee are appointed by the president.

**10.04 AUDIT COMMITTEE.** The Audit Committee shall consist of the president-elect, three (3) active members appointed by the president from the association, and the treasurer. The appointed members shall not be an officer of the association nor scheduled to become an officer in the next fiscal year. During years when the treasurer position is scheduled to change, the incoming treasurer will observe during the audit to aid in the transition process.

- a. It shall be the duty of the Audit Committee to review and inspect all financial records of the association for the current year. The treasurer will provide all supporting documentation to the committee members as they may require.
- b. The Audit Committee will prepare a written report to the membership at the first meeting of the association's year on the status of the record keeping and accuracy of the financial records. A copy of this annual audit will be provided to the Executive Secretary for the Texas Association for Pupil Transportation.

**10.05 NOMINATING COMMITTEE.** The Nominating Committee shall consist of three (3) active members of the association and the immediate past president. The past-president shall appoint the committee members. The past-president shall serve as a non-voting member.

- a. It shall be the duty of the Nominating Committee to seek active members who are interested in running for a position on the Executive Committee.
- b. The past-president will present to the active members of the association a slate of candidates for the Executive Committee. The past-president will introduce the candidates at an open forum during a monthly meeting of the chapter. The past-president will call for an election and present the results to the membership.

**10.06 OTHER COMMITTEES.** Other committees may be appointed by the president or by the majority of the Executive Committee.

## **ARTICLE XI: SCHOOL BUS SAFETY ROAD-E-O**

**11.01 ROAD-E-O.** The School Bus Safety Road-e-o shall be held on a Saturday prior to the TAPT State Road-e-o.

**11.02 ROAD-E-O COMPETITION.** The School Bus Safety Road-e-o may consist of Regular, Transit and Special Needs Road-e-o and the top three (3) winners from each category from each Education Service Center Region (IV and VI) shall advance to the State level competition in June.

**11.03 SPONSORSHIP.** The three (3) winning contestants or teams from each Region (IV and VI) for each Regular, Transit and Special Needs School Bus Safety Road-e-o will each receive sponsorship and endorsement of the Gulf Coast Association for Pupil Transportation in the form of monetary value as determined by the Executive Committee to be paid upon arrival at the TAPT State Road-e-o competition in June provided that the contestant attains a minimum score of 50% of the total possible score in the Regular, Transit, or Special Needs categories at the GCAPT Regional Road-e-o.

## **ARTICLE XII: QUORUM**

**12.1 QUORUM.** A majority of those active members present shall constitute a quorum for the transaction of business at a meeting.

## **ARTICLE XIII: BOOKS AND RECORDS**

**13.01 RECORDS.** The association shall keep records, complete books and accounts and shall also keep minutes of the proceedings of its members and committees. All books and records of the association may be inspected by any member for any proper purpose at any reasonable time. The chapter secretary/treasurer shall serve as the custodian of all records for the association.



## **ARTICLE XIV: CHAPTER DISSOLUTION**

**14.01 DISSOLUTION.** Upon dissolution of this organization, assets, including all real property, money and equipment, after paying all just claims upon it, shall be conveyed to the Texas Association for Pupil Transportation Scholarship Fund for disbursement as determined by the TAPT Executive Committee. The last official duties of the association's president shall be to close all accounts, effect this transfer of property, and turn over all records to the Executive Secretary for the Texas Association for Pupil Transportation. All property transfers will be purposed within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

## **ARTICLE XV: AMENDMENTS**

**15.01 AMENDMENTS.** Motions to amend the Constitution and By-Laws may be made at any regular meeting but shall be tabled and then voted upon at the next scheduled meeting of the association. A majority vote of the active members present is required for adoption. Approved amendments will be documented and formally retained with the Constitution and By-Laws of the association.

## ***RATIFIED***

This governing document of the Gulf Coast Association for Pupil Transportation was ratified by the general membership on Tuesday, December 10, 2019.