



Texas Association for Pupil Transportation

**Administrative Rules and  
Procedures for Affiliate  
Chapters**

September 2016

**For suggestions regarding improvements to this handbook, please email comments to the TAPT Executive Secretary:  
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# About TAPT

The Texas Association for Pupil Transportation (TAPT) is an independent, not-for-profit professional association that promotes safe and efficient pupil transportation for Texas public school districts. TAPT is dedicated to improving the knowledge and skills of its members and school transportation practices in Texas. The organization encourages the exchange of ideas and cooperation between transportation departments across the state. Its members work to improve pupil transportation policies, standards, and equipment at the local, state, and national level. TAPT is an affiliate of the National Association for Pupil Transportation (NAPT) which serves members from the United States, Canada, and several international locations.

The organization began in 1972 as the Texas State School Transportation Association formed by a group of school transportation directors from the Gulf Coast area with a desire to network with each other and share knowledge about pupil transportation. In 1975, the name was officially changed to the Texas Association for Pupil Transportation and the familiar oval logo was adopted and used until 2008 when the current round logo was adopted. The annual conference was originated with the first group meeting in 1973 and was held in Austin until 1977 when the format of a travelling conference was adopted, taking TAPT around the state. Since that time, TAPT has held its annual conference 43 times. The success of the organization and conference is a combined effort of the organization's leadership, membership, and vendor sponsors who are committed to promoting safe school bus transportation for the school children of Texas.

The Association operates under the leadership of an Executive Committee consisting of twelve members: President, President-Elect, Secretary, Treasurer, Historian, Parliamentarian, five Area Directors, and the Ex-Officio (non-voting member). The Association employs an Executive Secretary (non-voting) headquartered in Kemah, Texas. TAPT is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

In addition to disseminating data, ideas, and information to its members, TAPT works closely with other professional, governmental, and school bus vendor groups to initiate and assist with programs that enhance the knowledge and competence of school transportation employees. As a professional association, TAPT also develops and presents education workshops and training sessions to ensure the highest standards of school transportation practices, ethics, and professional growth.

# Vision

Making a Difference

# Mission

The Texas Association for Pupil Transportation

- Promotes safe and efficient pupil transportation for Texas public school districts
- Encourages the exchange of ideas and cooperation between transportation departments across the Lone Star State
- Works to improve pupil transportation policies, standards, and equipment at the local, state, and national levels

# Values

Children First

Safety is Job One

Shared ideas benefit all

# Attaining Affiliate Chapter Status

TAPT is a registered 501(c)(3) tax exempt organization under Internal Revenue Service rules. Such organizations benefit in several ways from this status including exemption from paying federal tax, accepting tax deductible donations, and exemptions from certain employment taxes. In order to maintain this status, TAPT must comply with all requirements set forth by the IRS for organizations so recognized.

Becoming an affiliate chapter of TAPT is completely voluntary; however, the below requirements must be met in order to attain and maintain affiliate Chapter status. In order to be officially recognized as an affiliate TAPT Chapter each chapter must:

- Make application for an EIN (employer identification number) from the IRS; and make sure the document is received.
- Have a Chapter Constitution and By-Laws document approved by the chapter membership. This document must not be in conflict with the TAPT Constitution and By-Laws or the goals and objectives of TAPT. A copy will be submitted electronically to the TAPT Executive Secretary; copies of changes and updates will be submitted when approved by the membership. Chapters are encouraged to make the Constitution and By-Laws available on their web site if one is maintained.
- Provide a resolution adopted by the chapter membership assembled which certifies that a majority of the members desire and request the affiliation. This is a one-time requirement submitted with the original request for affiliation.
- Encourage membership in the state TAPT organization among chapter members.
- Ensure that geographic boundaries of any two chapters do not overlap. Changes to chapter boundaries may be made mutually between two chapters with approval of the TAPT Executive Committee. Boundary change disputes between two chapters will be decided by the TAPT Executive Committee. The chapter requesting an increase to the geographic area will submit the request. The chapter that stands to lose members from the boundary change may submit a rebuttal.
- Ensure Chapter dues are paid to the TAPT Executive Secretary by October 1 of each year. Chapter dues are \$1.00 per member (\$25 minimum) and are due October 1<sup>st</sup>.
- Adopt the same fiscal year as TAPT – September 1 through August 31.

- Submit an annual chapter report to the TAPT Executive Secretary by October 15<sup>th</sup> of each year. This report shall be submitted electronically and include the following items:
  - A current list of all affiliate Chapter officers with contact phone numbers and email addresses (form available on TAPT Download page)
  - The current mailing address and email address to be used for official correspondence between TAPT and the affiliate Chapter
  - Signed copy of the Chapter Conflict of Interest Form from each Chapter officer (available on TAPT Download page)
  - A list of proposed meeting dates and locations for the current year; updates will be submitted if dates or locations change.
  - A financial report and Audit (sample audit format on TAPT Download page); the employer identification number will be annotated on the Audit Report.
  - An updated copy of the Chapter's Constitution and By-Laws will be provided if there have been changes since the previous submission. If no changes have been made, a statement to that effect will be included.
- Chapter officers should plan to attend the chapter officers' meeting at the annual TAPT Conference.
- Chapters may not conduct mini-conferences or other chapter activities which conflict with the TAPT Conference. These events may not be conducted during the two weeks preceding or following the TAPT Annual Conference.

## **TAPT Approval for Affiliate Chapters**

The TAPT Executive Committee will review chapter documents and reports and may request additional information if needed. If no additional information is needed, each request will be acted upon by the Executive Committee and the chapter will be notified when affiliate status has been approved. Each year the Executive Committee will review the annual report submitted by the chapter and continue affiliate status if all requirements have been met.

Area Directors are responsible for making sure that chapters file their reports in a timely manner. Area Directors will notify chapters when there is evidence of noncompliance and will assist chapters as needed, however the ultimate responsibility for compliance will remain with the leadership at each affiliate chapter. There will be a 60-day grace period during which chapters may file missing reports, pay delinquent dues, or make other corrections to restore the chapter to a fully compliant status.



## **Loss of Affiliate Status**

If an affiliate chapter's affiliation with TAPT lapses or is revoked, neighboring chapters may request that boundaries be changed to incorporate all or part of the area without a chapter. There will be a 60-day waiting period before the changes may be approved to allow any remaining chapter members a chance to reorganize and regain affiliate status.

Chapters which lose or elect not to maintain affiliate status will not be allowed to register participants for the state School Bus Road-e-o.

# Duties of Affiliate Chapter Leaders

Presidents of TAPT affiliate Chapters are expected to be innovative leaders, role models, expert presiding officers, proficient administrators of a membership program, and skilled communicators.

## Qualifications for President

- Must be a member of TAPT (all Chapter officers)
- Follow the TAPT Code of Ethics and Standards of Conduct (all Chapter officers)
- Complete a Conflict of Interest Form (all Chapter officers)

## Major Responsibilities and Duties

- Take initiative in presiding over the Chapter.
- Understand and use parliamentary procedures effectively.
- Build affiliate membership and promote membership in TAPT and TASBT.
- Carry primary responsibility for planning Chapter activities.
- Set organizational objectives that are realistic and measurable and develop short and long-term goals to reflect member needs. Evaluate programs based on the degree to which they achieved objectives.
- Establish a meeting calendar for the year and coordinate events with TAPT through the Area Director.
- Assume fiscal responsibility for Chapter funds.
- Work with Chapter officers to generate ideas and program strategies.
- Act as the primary contact with TAPT.
- Distribute information received from TAPT to Chapter members.
- Attend the annual TAPT Conference.
- Maintain Chapter records (By-Laws, minutes, financial documents, audits, SOPs, etc.) and pass to incoming officers.
- Maintain current job descriptions for each Chapter officer and a planning timeline for all officers to follow.
- Be generous with recognition to members for jobs well done.
- Provide information to TAPT annually to assist with filing IRS 990 Report of Activities.
- Bear in mind that membership is the lifeblood of an association, and the president must get chapter work done through the efforts of others. The larger the number of members, the greater the potential for getting things done.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that TAPT may expect of affiliate Chapter leaders.

# Best Practices for Successful Operations

**The President's responsibilities** as presiding officer at a meeting will be similar, with appropriate adaptations, regardless of the size of the affiliate chapter. These management techniques and tips may be useful for Chapter Presidents as they undertake the duties of office:

- Prepare an agenda and be thoroughly familiar with every item on it. Digress from the agenda only to cover emergency or unforeseen situations.
- Begin and adjourn each meeting on time.
- Conduct each meeting in a firm, friendly, and orderly procedure and style, using a gavel only when necessary.
- Maintain a sense of humor.
- Give each member adequate time to speak, but tactfully intervene when necessary without losing the member's support of the meeting.
- Keep abreast of and inform members regarding current issues and scheduled events at all TAPT levels.
- Be familiar with the By-Laws of your Chapter.
- Be well-versed in parliamentary procedure (Appointing the Immediate Past President as official Parliamentarian often works well.) There are several on-line Robert's Rules of Order sites that are helpful.
- Devote sufficient time, thought, and study to proposed actions.
- Recognize that one of the first danger signals to an elected officer is hearing yourself talking during discussion — to the point of dominance — thus destroying the enthusiasm and initiative of fellow members.
- Chapter leaders may want to require a membership fee and/or implement at least one fundraising activity each year to support chapter activities.
- Call on your TAPT Area Director for assistance.

## Suggested Guidelines for Meetings

- Consider holding a meeting during every calendar month except perhaps the month of TAPT's Annual Conference. Hold meetings on the same day of each month and at the same time when possible.
- Plan for and provide a program that is informative and provides a professional growth experience for each meeting. Programs should be transportation related. Possible sources for programs are vendors, DPS, local emergency responders, round-table discussions, topics from conferences, etc. A "Safety Minute" might also be included monthly.
- Note that a vendor presentation should be allowed in addition to the educational program.
- Consider inviting a TAPT Executive Committee member.

## **Sample Meeting Agenda**

- Call to Order
- Opening Ceremonies
  - Pledges
  - Introductions of attendees
- Reading and approval of Minutes and Treasurer's Report
- Reports
  - Officer and Committee reports
  - TAPT Area Director report
  - NAPT / TASBT / TAPT Executive Committee member
- Unfinished Business
- New Business
- Good of the Order
  - Member announcements
  - Program presentation
  - Vendor presentation(s)
  - Thanks to Sponsor(s) / Vendors / Host location
- Adjournment

## **Best Practices for Handling Cash**

- Cash collected for contributions, door prize drawings, or other fundraiser events should be recorded on a tally sheet and separated by date and receipt type.
- When cash is received from a contributor, that individual should be issued a sequentially numbered receipt immediately.
- Before any cash is removed from a venue, it should be counted by the Treasurer and at least one other member of the Chapter--all counters should sign the tally sheet.
- All cash should be kept in a secure location under lock and key whenever possible.
- Cash receipts should be deposited into the Chapter bank account as soon as possible.
- All Chapter expenses paid should be supported by appropriate receipts.

# Planning Timeline

<b>Date Due</b>	<b>Event</b>
APR 15	Submit employee award recommendations and scholarship applications to TAPT
Between MAY and AUG	Elect Chapter Officers and set meeting dates for next fiscal year
Between MAY and AUG	Conduct annual financial Audit
MAY 15	Submit Safety Posters to TAPT Poster Chairperson
MAY 31	Submit Road-e-o Contestant registrations to TAPT (Area Director must verify registrations)
JUN of each year	Plan to attend TAPT Annual Conference – Incoming / Outgoing Chapter Officers’ Session
SEP 1	Begin new fiscal year
OCT 1	Pay Chapter dues to TAPT
OCT 15	Submit Annual Chapter Report to TAPT
TBD	Submit 990-N information to TAPT

# Continuing Education Credit

All TAPT affiliate Chapters in good standing (dues paid) are approved providers of continuing education credit. In addition to any workshops or seminars the Chapter may offer, chapter meetings also qualify for continuing education hours, *providing an educational program is presented*. The chapter secretary will maintain attendance sheets and submit them monthly (electronically) to the TAPT Executive Secretary (see sample below; form available on TAPT Download page). It is an individual's responsibility to submit continuing education forms to the TAPT Executive Secretary every three years to maintain certification status (form available in the TAPT Certification Course Catalog).

## Affiliate Chapters

<b>TAPT Area</b>	<b>Chapters</b>
1	Big Country Concho Valley Panhandle Sun Country West Texas
2	East Texas North East Texas North Texas Region XI
3	Gulf Coast South East Texas
4	Central Texas Heart of Texas
5	Coastal Bend South Texas
State-Wide	Texas Association of School Bus Technicians (TASBT)

# Requirements for Continuing Education

Continuing education hours are required for all certification categories. Of the continuing education hours currently required to maintain certification, at least 6 hours must be obtained from a TAPT Certification Course. The below continuing education credits must be achieved every three years to maintain a current certification. For more in-depth information and for all forms related to the certification process please refer to the Certification Course Catalog.

Trainer	30 Hours	All levels must maintain current TAPT membership to maintain a current certification
Specialist	30 Hours	
Special Needs Specialist	30 Hours	
Special Needs Supervisor	45 Hours	
Supervisor	45 Hours	
Official	60 Hours	
Master Official	60 Hours	

## Sources of Continuing Education Credit

Activity	Hours Granted
TAPT State Conference	10 hours - Attendance 12 hours – Moderator 14 hours – Officer / Presenter
TAPT / TEEX Workshop (per day)	4 hours - Attendance
NAPT Conference	5 hours - Attendance 2 hours - Committee
TEEX Train-the-Trainer	10 hours - Attendance
Region IV Trainer Academy	10 hours - Attendance
Chapter Meetings	2 hours - Attendance

### Miscellaneous Activities

- TASBO State Meeting (transportation program)
  - Workshops held by approved Organizations (transportation related / mechanical)
  - Texas Department of Public Safety
  - Meetings held by government official (State Specifications / TEA / Service Center)
  - Course work after certification that is transportation related
  - Any Committee approved transportation meeting
- 50 minutes for each hour of continuing education credit

### **Individual Continuing Education Attendance Report**

This form is available online for printing and is the only form accepted for reporting individual, creditable continuing education hours.

### **Chapter Continuing Education Attendance Report**

This form is available online for printing and will be used by the Chapter Secretary to report meeting attendance for certified TAPT members. Please use the current form to submit attendance.





# TAPT Programs & Services

TAPT provides members with great learning experiences by providing an arena for school transportation personnel to meet and exchange ideas. These include:

- **TAPT Website** - In addition to detailed information on the TAPT services listed below, the following features can be found at [www.tapt.com](http://www.tapt.com)
  - Conference Registration - Register online for the TAPT Conference, certification classes, and supporting events.
  - Membership Directory - Search the online membership directory for co-workers and addresses. Chapter presidents can use this resource to invite prospective members to meetings.
  - Certification Classes - The most-up-to-date listing of TAPT Certification classes.
  - Employment Openings - If you are seeking employment or want to post an opening, this service is available for school transportation positions.
  - Master Calendar – List your Chapter meetings here and monitor upcoming training and other events.
  - Listings of TAPT leadership with contact info, committee chairs, and Chapter web-sites.
- **Education Program** - The TAPT voluntary certification program offers year-round training at locations within the state, providing professional development for members as well as nonmembers. The Certification Program provides school transportation personnel with a level of respect and recognition among their peers and also enhances job skills. The Certification Course Catalog is available on the TAPT web site and is updated annually.
- **eGroups** - All members have the opportunity to join the eGroups email forum which is a valuable source of up-to-date information on current topics and events as well as a place to ask questions and receive timely responses from other transportation professionals.
- **Emergency Call-Out Directory** - All members have access to the invaluable call-out directory. If you have ever had a bus or vehicle break down away from the district, you know how valuable this resource can be.
- **TAPT Annual Conference and Exhibits** - The conference includes numerous professional development opportunities, including certification courses, educational sessions, exhibit hall viewing, and networking events.

- **Mini-Conferences and Exhibits** - Some affiliate Chapters elect to host annual mini-conferences, maximizing training opportunities for attendees. These conferences include professional development opportunities, certification courses, vendor exhibits, and networking opportunities.
- **Legislative Updates** - The TAPT Legislative Committee stays abreast of all legislative actions that may impact our industry. Updates are provided periodically and appropriate actions are taken with governmental bodies to ensure that the TAPT position is professionally presented.
- **Insurance** - American Income Life offers a (at no cost to members) a \$2,000 AD&D benefit coverage for all TAPT members as well as additional coverage. Be sure to designate a beneficiary! American Income Life also offers Child Safe Kits at no cost.
- **Student Contests** - TAPT sponsors both the state-level School Bus Safety Poster contest and a Speech Contest. State winners in the poster contest are entered in the national poster competition hosted by NAPT. The annual TAPT Speech Contest provides over \$9,000 in scholarship awards to Texas high school students, with the overall 1<sup>st</sup> place winner receiving \$1,000.
- **Scholarships** - Scholarship opportunities are available for both students and adults through TAPT. These opportunities are available for graduating seniors seeking post-secondary degrees and vocational training programs, and to adult members seeking higher education or professional certification. Information and applications are available on-line at the TAPT web site. Due date for applications is April 15.
  - Student Scholarship Opportunities
    - Billingsley Memorial Scholarship
    - TAPT Student Scholarship in Honor of Jolene Hawkins
    - Diane Sherwood Scholarship
    - Pat Raney Memorial Scholarship for Students with Disabilities
    - TAPT and Chalk's Bus Parts Vocational / Technical Scholarship
  - Adult Scholarship Opportunities
    - TAPT Adult Continuing Education Scholarship in Honor of Ray Westmoreland
    - Fred Oppermann Memorial Scholarship
    - Brandon Billingsley - School Bus Driver Trainer Memorial Scholarship
- **Awards and Recognition** - TAPT and TASBT recognize employees of the year from the below categories during the annual conference. Specifics for each award listed below are available on the TAPT web site and the due date for recommendations is April 15.

- Regular Education Driver of the Year
- Special Needs Driver of the Year
- Special Needs Attendant of the Year
- Sure-Lok® Above and Beyond Award
- Operations Specialist of the Year
- Supervisor of the Year
- TAPT Honoree
- Vendor Honoree
- TASBT Shop Technician of the Year
- TASBT Shop Supervisor of the Year

## **TAPT Assistance for Affiliate Chapters**

- Recognize affiliate chapters which meet the requirements in this document.
- Publicize the activities and programs of affiliate chapters.
- Allow continuing education credit for attendance at chapter meetings and activities.
- Provide an Area Director to represent affiliate chapters and their members on the TAPT Executive Committee.
- Provide a course of study that leads toward professional certification of chapter members as transportation professionals.
- Provide course materials, instructors, and administrative support necessary for certification classes.
- Allow affiliate chapters to use the name and official seal and logo of TAPT for chapter purposes provided that the seal / logo is not used in any manner contrary to the provisions of the TAPT 501(c)(3) designation. The logo must be accompanied by “An affiliate of” when used. An electronic copy of the logo is available upon request.
- Provide other such programs and assistance as deemed mutually agreeable and desirable.

## **Membership in Multiple Chapters**

Membership in multiple chapters is permissible; however a member's primary chapter membership must be in the geographic area in which he or she is employed as a transportation official. Membership in another affiliate chapter will be as an associate member only without the right to vote or hold office.

# TAPT Code of Ethics

The TAPT member is a transportation professional dedicated to public service in the schools of this state. As a transportation professional one's professional behavior must conform to a code of ethics. The code must be both idealistic and practical as applied to members of our profession. School transportation officials acknowledge that schools belong to the public and are created for the purpose of offering equal educational opportunity to all students of this state. School transportation officials shall assume the responsibility of providing leadership and expertise to maintain exemplary standards of conduct both professionally and morally. It is understood that the transportation official's actions are observed and appraised by students, fellow professionals, and members of the community.

Therefore, and to these ends, members of TAPT subscribe to the following statements of standards.

The TAPT member:

- Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
- Fulfills all professional responsibilities with honesty and integrity.
- Obeys all local, state, and federal laws which govern activities and does not knowingly belong to any organization which advocates the overthrow of our form of democratic government.
- Implements to the best of his/her ability the policies of the Board of Trustees and the administrative regulations of his/her superiors.
- Avoids the use of his/her position for personal gain through influence politically, socially, or economically.
- Maintains the highest degree of professional training possible through continuing educational programs and personal research.
- Accepts academic degrees or professional certification only from accredited and legally constituted organizations.
- Honors all contracts until fulfillment or legally released.

## Standards of Conduct

Now, especially, in this age of accountability, when the activities and conduct of school officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

The TAPT member will:

- Support the goals and objectives of the employing school system, charter school, or governmental entity.
- Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
- Implement, to the best of his/her ability, the policies and administrative regulations of the district.
- Assist fellow administrators as appropriate in fulfilling their obligations.
- Build the best possible image of the employing organization.
- Refrain from publicly criticizing board members, administrators, or other employees.
- Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the TAPT member will:

- Conduct business honestly, openly, and with integrity.
- Avoid conflict of interest situations by not conducting business with a company or firm which the individual or any member of the individual's family has a vested interest.
- Avoid preferential treatment of one outside interest group, company, or individual over another.
- Uphold the dignity and decorum of the office in every way.
- Avoid using the position for personal gain.
- Never accept or offer illegal payment for services rendered.
- Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.
- Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts, charter schools, governmental entities, and professional associations, it is expected that the TAPT member will:

- Support the actions of a colleague whenever possible, never publicly criticizing or censuring the individual.
- Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
- Actively support appropriate professional associations aimed at improving school transportation management and encourage colleagues to do likewise.
  - Accept leadership roles and responsibilities when appropriate, but refrain from taking over any association.
  - Refrain from using any organization or position of leadership in it for personal gain.





# Sample Chapter By-Laws

Below is a typical example of by-laws for a chapter. These sample by-laws are provided to assist chapters in developing a set of by-laws to support the chapter's unique needs; therefore the final version of a chapter's by-laws may differ from this example. Items in **RED** may be specific to each chapter. Each Article shown below should be addressed in the chapter's final by-laws. Those items underlined are required to be in a chapter's by-laws if affiliation with TAPT is desired. A sample by-laws format is available in the *Chapter Documents* download section of the TAPT web site.

**(Chapter Name) Chapter  
of the  
Texas Association for Pupil Transportation  
Constitution & By-Laws**

## ARTICLE I: NAME

**1.01 Name.** The name of this organization shall be the **(name of chapter)**, 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 **(name of chapter)** is organized are:

- a. To promote safe and efficient pupil transportation operations for the public school districts within the Education Service Center Region(s) **(enter Region number(s))** areas.
- 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 involved in pupil transportation operations in Education Service Centers Region(s) (enter Region number(s)). Membership shall also be open to individuals connected with pupil transportation in a supply or technical advisory capacity.

The association shall have three (3) classes of members: Active, Associate, and Honorary. The qualifications of such classes shall be as follow:

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. Active members in good standing shall be entitled to attend all association meetings and participate in discussions of the association. These 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 association meetings and participate in discussion of the association. These members are not entitled to hold office or vote.

c. Honorary Member. Retired active member with a minimum of five (5) consecutive years of membership in good standing in the association shall automatically become an honorary member. Honorary members shall be entitled to all privileges of active members with the exception of 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.

**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. 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 except that no individual may be denied on the basis of race, national origin, religion, or gender.

**4.04 Membership Year.** The membership year shall the same as the fiscal year.

**4.05 Transfer of Membership.** Membership in the (name of chapter) 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 association shall meet every month from September through May unless determined otherwise by the membership. (NOTE: Meeting frequency to be determined by the Chapter)

**6.02 Special Meetings.** Special meetings of the members may be called by the president, Executive Committee, or not fewer than (enter %) 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 for distribution to Chapter members.

**7.04 Fiscal Policy.** The Executive Committee shall adopt and from time to time review the Chapter’s fiscal policy. This fiscal policy will set out 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 according 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, vice-president, secretary, treasurer, historian, and past-president. (NOTE: These officer positions and job descriptions will be determined by each Chapter. The duties listed below are to serve as examples in the preparation of chapter by-laws.)

**9.02 Election.** Election of officers shall be conducted each year between May and August to assure that the officers will be able to assume responsibilities at the beginning of September. Officers will be determined by (NOTE: Specifics determined by each Chapter). In the event of a tie vote, the winner will be determined by (determined by Chapter). The Chapter president and all Chapter officers will be members of TAPT.

**9.03 Term.** Officers shall serve until the installation of officers at the (month) meeting. (NOTE: Specify any term limits or automatic advancements here).

**9.04 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.

**9.05 Removal.** Chapter officers may be subject to removal from office by a two thirds (2/3) vote of the active membership present (or as determined by the Chapter) 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.

**9.06 President.** The president shall hold office for the period of (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 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.

**9.07 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, in conjunction with the president, prepare the program for the monthly meetings. The president-elect shall advance to the office of president if the office of president is vacated.

**9.08 Vice-President.** The vice-president shall hold office for a period of one (1) year and shall become the president-elect of the association at the end of the current president-elect's term. The vice-president shall also serve as the historian for the association by maintaining a narrative account of the events of the current year as well as a photographic history.

**9.09 Secretary.** The secretary shall hold office for a period of one (1) year and shall keep the minutes of the meetings of the members, give notice of meetings or other events in accordance with the provisions of these 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.

**9.10 Treasurer.** The treasurer shall hold office for a period of two (2) consecutive years. 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.

**9.12 Past-President.** The past-president shall hold office for a period of one (1) year at which time the office shall be filled by the previous president of the association. 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.

## **ARTICLE X: COMMITTEES**

**10.01 Standing Committees.** The standing committees of the (name of chapter) shall consist of an Executive Committee, a Membership Committee, and an Audit Committee. (NOTE: Specifics determined by each Chapter.)

**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 be 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 president-elect and the past-president and (insert number if required) active members from different geographic areas throughout the Chapter area. 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 are appointed by the President (if used).**

**10.04 Audit Committee.** Audit Committee shall consist of the president-elect, (insert number if required) active members appointed by the president from the association, and the treasurer. The appointed member(s) 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 (September) 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 Other Committees.** Other committees may be appointed by the president or by majority of the Executive Committee.

## **Article XI: QUORUM**

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

## **Article XII: BOOKS AND RECORDS**

**12.01 Records.** The association shall keep records, complete books, and accounts and shall also keep minutes of the proceedings of its meetings 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 shall serve as the custodian of records for the association.

## **Article XIII: CHAPTER DISSOLUTION (specifics as determined by the Chapter)**

**13.01 Dissolution.** Upon dissolution of the association, all assets (including 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 made in full compliance with whatever laws are applicable at the time.

## **Article XIV AMENDMENTS**

**14.01 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.

### **APPROVED AMENDMENTS**

(List approved amendments and the date approved here. Maintain copies of previous By-Laws as permanent records.)



# Helpful Links

The following are agency and organization websites that provide valuable resources for the school transportation professional. Links to these websites are available on the TAPT web site ([www.TAPT.com](http://www.TAPT.com)) in the RESOURCES Section.

TAPT is not responsible for the information contained on any of the following websites and does not specifically endorse or recommend any product or service that is offered by any of the agencies or organizations below.

National Association for Pupil Transportation	NAPT
National Association of State Directors of Pupil Transportation Services	NASDPTS
Southeastern States Pupil Transportation Conference	SESPTC
American School Bus Council	ASBC
National Congress on School Transportation	NCST
National Safety Council	
Pupil Transportation Safety Institute	PTSI
School Bus Fleet Magazine	
School Transportation News Magazine	STN
Texas Education Agency	TEA
Texas Department of Public Safety	TxDPS
Texas Legislature Online	
Texas Association of School Boards	TASB
Texas Association of School Business Officials	TASBO
Texas Engineering Extension Service	TEEX
Texas Department of Transportation	TxDOT
Texas Commission on Environmental Quality	TCEQ
U. S. Department of Transportation	DOT
National Highway Traffic Safety Administration	NHTSA
Federal Motor Carrier Safety Administration	FMCSA
Weather Channel	
Weather Underground	

## Other Websites

### Roberts Rules of Order Websites

<http://www.rulesonline.com/>

<http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>

[http://diphi.web.unc.edu/files/2012/02/MSGROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSGROBERTS_RULES_CHEAT_SHEET.pdf)

<http://c.ymcdn.com/sites/www.acecwi.org/resource/resmgr/imported/Roberts%20Rules%20Handout.pdf>

## Chapter Downloads

The documents listed below are available on the TAPT website:

[www.tapt.com](http://www.tapt.com) > RESOURCES > Downloads > Chapter Documents

### Chapter Documents

Administrative Rules and Procedures for Affiliate Chapters (this Handbook)

Chapter By-Laws format (editable format)

Annual Affiliate Chapter Information Form

Chapter Officer Confidentiality and Conflict of Interest Form

Affiliate Chapter Meeting Sign-In Sheet

Sample Annual Audit Report Format

Parliamentary Procedures Handouts (TBP)

# FAQs

## **When I pay my Chapter dues am I then a TAPT member?**

No, Chapter membership dues paid to affiliate Chapters are for internal Chapter operations. Individuals desiring to join TAPT must pay annual dues to TAPT in addition to any Chapter dues required. These TAPT membership dues are sent to the TAPT Executive Secretary or paid during the annual Conference registration process.

## **Are Chapter dues paid to TAPT and TAPT membership dues the same?**

No, Chapter dues are paid by affiliate Chapters to maintain affiliation with TAPT and TAPT individual membership dues are paid directly to TAPT by individuals desiring TAPT membership. Membership in a local Chapter is not the same as membership in TAPT; joining a Chapter does not make an individual a member of TAPT. Chapter dues are due to the TAPT Executive Secretary annually by October 1<sup>st</sup> and TAPT individual membership dues are typically paid annually with Conference registration.

## **What are the types of TAPT memberships? What is the difference between Active and Associate members?**

Per the TAPT Constitution and By-Laws, there are four categories of membership: Active, Associate, Business Associate, and Honorary.

Active members are Texas public school district personnel involved in pupil transportation and have the right to vote, hold office, and participate in discussions at meetings of the organization. Associate members are individuals who are public school district personnel, other than those designated as active members. Also included in the Associate category are personnel who are directly involved on a daily basis with Texas school transportation program management from the Department of Public Safety, the Texas Education Agency, and Regional Educational Service Centers. Associate members may attend all meetings of the organization and participate in discussions but are not entitled to vote or hold office.

## **Do I have to be a member to attend the TAPT Conference?**

No, but annual TAPT membership fees are usually paid at the same time as Conference registration fees. An individual who does not desire to be a member of TAPT may pay the appropriate Conference registration fee and attend the Conference, but admission to some activities may be restricted for these attendees.

# FAQs (continued)

## **What is available at the annual TAPT Conference?**

In addition to the annual TAPT business meeting there are many activities conducted during the Conference. Multiple Certification classes (additional fees apply) and break-out training sessions are conducted. Additionally there is an Industry Panel to provide information on recent and upcoming events which will impact our industry. A large Vendor Trade Show is also hosted—here an attendee can see all the latest equipment and personally discuss products and issues with the vendors. Recognition of the TAPT Road-e-o winners and School Bus Safety Posters are announced and outstanding employees and vendors are recognized.

## **How does an individual retain TAPT Certification?**

In accordance with the Certification Course Catalog (found on the TAPT web site under Certification), certified individuals must complete the required number of continuing education hours every three years. Continuing Education Attendance Reports for these hours must be submitted to the TAPT Executive Secretary every three years (prior to the expiration date of current certification) in order to maintain that certification (form available in Certification Course Catalog).

## **Who can propose an amendment to the TAPT Constitution and By-Laws and how is it done?**

Any active member of TAPT may propose an amendment to the TAPT Constitution and By-Laws. The proposal should include the rationale for the change and exactly how the proposed change should read. The packet should be submitted to the Area Director or the TAPT Parliamentarian, as Chair of the Constitution Committee. The proposal is reviewed by the TAPT Executive Committee for action.

## **Can I compete in the school bus road-e-o in an ESC Region other than my own?**

Yes, if supported by your district and if the Chapter(s) hosting the road-e-o agrees. However, only winning road-e-o participants from the respective chapter and region are eligible to advance to the state competition. This determination is made by the appropriate Area Director.

## **Who does TAPT send to the annual National road-e-o contests?**

This depends on the national rules governing each event. Currently both the 1<sup>st</sup> and 2<sup>nd</sup> place special education road-e-o winners are sent to Nationals (usually in March) and the 1<sup>st</sup> place winners for Conventional and Transit competitions are sent to Nationals (usually in July).

## **FAQs** (continued)

### **What happens if the registration and payment for a road-e-o contestant are not received in the TAPT office by the deadline date?**

Registration forms and payment must be received in the TAPT office no later than 11:59 pm of the due date, generally May 31<sup>st</sup> each year.

Forms may be scanned and emailed to the TAPT Executive Secretary by the Area Director after signing them, but will not be considered valid until payment is received. Payment may be made by check or credit card; sending a PO number will not qualify as payment. If mailed, the postmark must be before end of day on the due date. All payments must be made by the due date. Payments may not be made at Conference.

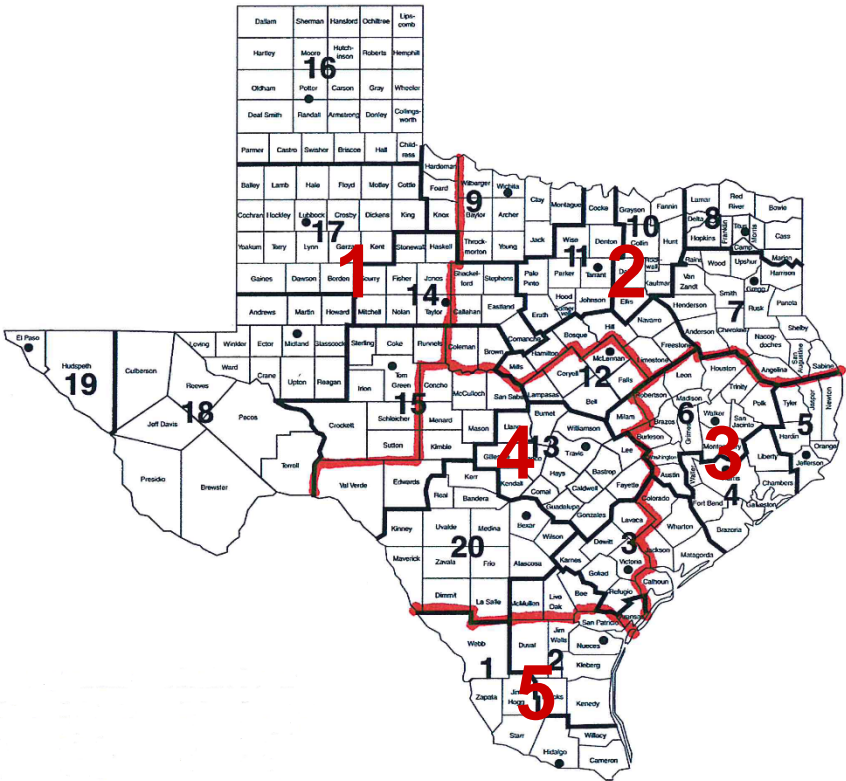
All registration forms must be reviewed and signed by the appropriate Area Director before submission to TAPT. Remember that each Chapter may have varying procedures for who will be sent, who will be paid for, etc. The TAPT office does not pursue forms and payments. While every attempt will be made to notify all parties regarding missing paperwork or payment, the responsibility for proper submission forms and payment in a timely manner resides with the Chapter and/or school district. It is recommended that Chapters and school districts follow up with the TAPT Executive Secretary to make sure all road-e-o paperwork is in order to eliminate disappointment on road-e-o day.

### **Should registration forms for Alternate road-e-o participants also be sent to TAPT?**

Yes. In order for an Alternate participant to be moved into the place of a contestant who will not be able to compete, the registration forms must be submitted to the TAPT office where it will be annotated on the list of possible Alternate participants. These alternate registration forms must be received by the TAPT Executive Secretary before the deadline date and the forms should be clearly marked as "ALTERNATE."

# FAQs (continued)

# Map of TAPT Area Boundaries



**RED** indicates TAPT Areas 1 through 5

**BLACK** indicates ESC Regions 1 through 20

# Notes



# Notes (continued)

# Notes (continued)

**DISTRIBUTION:**

- 5** - Each TAPT Affiliate Chapter
- 1** - Each TAPT Executive Committee Member
- 5** - TASBT
- 5** - TAPT Executive Secretary
- 1** - TAPT Accountant
- 1** - TAPT Webmaster (in electronic format)

**This Handbook is also available online at [www.tapt.com](http://www.tapt.com) in the *Chapter Documents* section on the **DOWNLOAD** page.**

**For suggestions regarding improvements  
to this handbook, please email comments  
to the TAPT Executive Secretary:  
[Marisa@tapt.com](mailto:Marisa@tapt.com).**



# **Administrative Rules and Procedures For Affiliate Chapters**

**Texas Association for Pupil Transportation**

PO Box 488

Kemah, Texas 77565

(866) 561-2121

[www.tapt.com](http://www.tapt.com)