**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 AMENDENTS**

**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.)