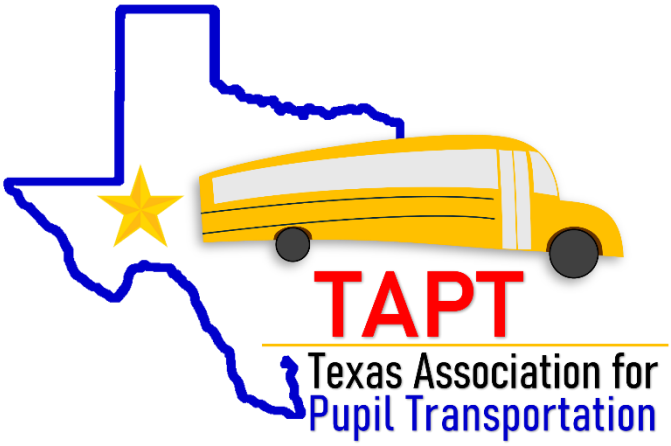


Texas Association for Pupil Transportation

TAPT Affiliated Chapter Administrative Rules & Procedures

2026

www.tapt.com

PREPARED BY THE TEXAS ASSOCIATION FOR PUPIL TRANSPORTATION Devised 2016
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About TAPT

The Texas Association for Pupil Transportation (TAPT) is an independent, 501(C)3 not-for-profit professional association that promotes safe and efficient pupil transportation for Texas public school districts and charter schools.

TAPT is dedicated to improving the knowledge and skills of its members and school transportation best 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 levels. TAPT is a State Association affiliate member of the National Association for Pupil Transportation (NAPT) which serves members from the United States, Canada, and several international locations and the National Association of State Directors of Pupil Transportation Services (NASDPTS), an organization representing the state directors of pupil transportation services.

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 a logo was adopted and used for 50 years until 2024 when the current round logo was updated. The annual conference 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.

TAPT proudly celebrated its 50th Anniversary in June of 2023 in The Woodlands, Texas.

The success of the organization and conference is a combined effort of the organization's leadership, membership, and industry suppliers who are committed to promoting safe school bus transportation for the school children of Texas.

TAPT operates under the leadership of elected Executive Officers and the Executive Director as assigned and outlined in the TAPT bylaws. Elected Area Directors represent members around the state and disseminate TAPT information and updates. Various volunteer committee chairs assist with coordination of TAPT events.

In addition to disseminating data, ideas, and information to its members, TAPT works closely with other professional, governmental, and school bus industry groups to initiate and assist with programs that enhance the knowledge and competence of school transportation employees.

As a professional association, TAPT offers Professional Development and has a comprehensive Professional Certification Program lead by the PDC Committee. We also present educational workshops, keynote speakers, a trade expo and webinars 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 and public charters.
- Encourages the exchange of ideas and cooperation between transportation departments across Texas.
- Works to improve pupil transportation policies, standards, equipment and efficiencies at the local, state, and national levels.

Values –

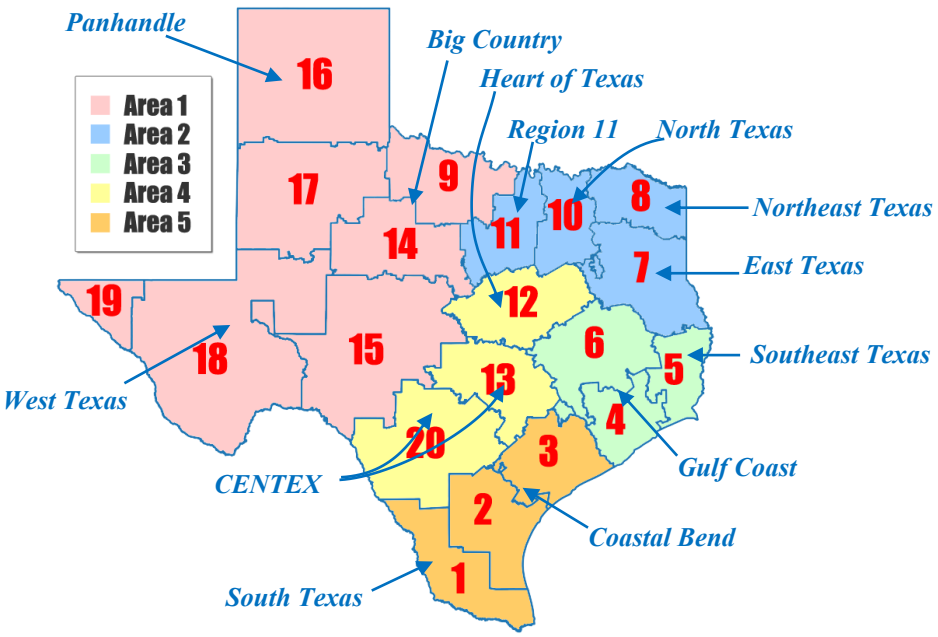
Children first
Safety at all times
Safe, efficient, and effective school bus transportation operations.

Purpose -

To disseminate information, provide educational and networking opportunities, give support where needed and create unity.

Active TAPT Affiliated Chapters

Affiliated Chapter	Area
Big Country Panhandle West Texas	One
East Texas Northeast Texas North Texas Region 11	Two
Gulf Coast Southeast Texas	Three
CENTEX Heart of Texas	Four
Coastal Bend South Texas	Five
TASBT	Statewide



What is an Affiliated Chapter?

An affiliated chapter of TAPT is made up of a group of transportation industry professionals who came together and were approved by the TAPT Executive Committee under the charter rules for new affiliated chapters. ***(Article III, Section 5. Affiliate Chapters)*** Chapters are generally organized within a specific regional area of the state. The purpose is to meet together to disseminate information, promote safe school transportation practices, and foster community among its members through support and networking. The affiliated chapters are aligned with the mission, purpose, and values of TAPT and reflect those to their membership at the local level.
Affiliated chapters typically meet on a monthly basis throughout the school year and may offer members and member districts opportunities to participate in educational and charitable events such as workshops, mini-conferences, scholarship opportunities, School Bus Safety Speech and Poster contests for students, and School Bus Driver Safety Competitions.

Affiliate Chapter Requirements

As an affiliate chapter of TAPT certain requirements must be met in order to attain and maintain Affiliate Chapter status. In order to be officially recognized as an affiliated TAPT Chapter each chapter must:

- Make application for an EIN (employer identification number) from the IRS; and make sure the document is received. Send the EIN number to TAPT for documentation and future information. IRS.gov (no fee) Form SS-4. You will be asked for a responsible party – Name, address and SSN. Updates must be submitted when the responsible party changes. Use form 8822-B for changes. This will provide you with a W9 for when sponsors or districts request one.
- ***Affiliated Chapters shall not operate under the EIN of TAPT and do not fall under the 501 (c)(3) status of TAPT.***
- Approve (by membership) and update annually a Chapter Constitution and By-Laws document. This document must be aligned with the TAPT Constitution and By-Laws and the vision, mission, values, and purpose of TAPT. A copy shall be submitted electronically to the TAPT Executive Director upon adoption of the bylaws as well as each time revisions to the bylaws are approved by the membership. Chapters are encouraged to make the Constitution and By-Laws available on their web site if one is maintained. The TAPT Constitution and By-Laws (found on the Member's Section of the TAPT website) may be used as a model to develop Chapter Constitution and By-Laws.
- Ensure that the geographic/regional 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.

- Immediately following the May meeting or the month of electing new officers for the following year, the Chapter information form should be submitted to the Executive Director.
- Submit annual required documentation, in digital format, to TAPT by November 1 each year. (Annual documentation is delinquent after December 1.) Annual required documentation includes:
    - Final membership roster as of the previous May chapter meeting
    - Copy of current chapter bylaws
    - Annual Affiliated Chapter dues ($1.00 per member as of May of the previous year – minimum of $25 if less than 25 members.)
    - Current W-9 form for the Chapter. (And Texas Sales and Use Tax Exemption Certificate if applicable.)
    - The current mailing address and email address for official correspondence between TAPT and the Affiliated Chapter
- Adopt the same fiscal and membership year as TAPT – September 1 through August 31.
- Form an Internal audit committee (made up of active members plus board members) to conduct a financial review of the chapter assets at least every two years and submit a report to the TAPT Executive Director upon completion. The chapter should consider conducting an outside financial report and audit. The employer identification number will be annotated on the Audit Report.

How to Maintain Affiliated Chapter Status

In order to maintain continued status as a designated Affiliated Chapter of TAPT, the following requirements must be met:

- Submit annual required documentation, in digital format, to TAPT by November 1 each year. (Annual documentation is delinquent after December 1.) Annual required documentation includes:
    - Final membership roster as of the previous May chapter meeting
    - Copy of current chapter bylaws
    - Annual Affiliated Chapter dues ($1.00 per member as of May of the previous year – minimum of $25 if less than 25 members.)
    - Current W-9 form for the Chapter. (And Texas Sales and Use Tax Exemption Certificate if applicable.)
    - The current mailing address and email address for official correspondence between TAPT and the Affiliated Chapter
- Demonstrate continued alignment with vision, mission, values, and purpose of TAPT promoting membership in TAPT at the state level.
- Demonstrate sound fiduciary responsibility in matters concerning the chapter activities.
- Submit the following monthly:
    - attendance sign-in roster each month that a meeting is held
    - meeting agenda and
    - minutes for the meeting.

- Upon completion of the required financial review of the chapter assets (at least every two years), submit a report to the TAPT Executive Director by January 31.

The Executive Director will notify the Affiliated Chapter President if additional information is needed.

Area Directors are responsible for assisting chapters with dispensing information to their members, ensuring that attendance and chapter information is submitted, promoting School Bus Safety related events such as the Roadeo, Poster Contest or Speech Contests and encouraging nominations for elections and annual employee awards.

How to Form a New Affiliated Chapter

When interested individuals wish to form a new Affiliated Chapter (or reinstate a former chapter) in a geographic area where no active chapter exists, a request shall be made to the TAPT Executive Director indicating their intent. The Executive Director will then supply the requestor with the TAPT Chapter Affiliation Application which will be completed and submitted including the following documentation:

- A petition to receive a Charter of Affiliation that is signed by the Transportation administrator of each school district wishing to participate in the newly formed (or reinstated) affiliated chapter.
- A geographic description of the boundaries for the proposed chapter. Proposed boundaries should follow along the boundaries for TEA Regional Education Service Centers (ESC) and may encompass one or more adjacent ESC Regions.
- A list of all school districts within the geographic boundaries for the proposed chapter.
- A list of designated officers for the newly formed (or reinstated) chapter.
- A list of charter members for the newly formed (or reinstated) chapter.
- Payment of the Chapter Affiliation Fee in the amount of $1.00 per charter member (with a minimum of $25 if fewer than 25 charter members.)

The TAPT Executive Committee shall review and consider all petitions for Charters of Affiliation, and the Executive Director will notify the requestor of approval or a need for additional information.

Deactivating an Affiliated Chapter

In the rare circumstance that chapter members no longer gather or attend monthly meetings and closure of the chapter is necessary due to failed participation, the chapter may request dissolution. TAPT must be notified; a resolution must be prepared and the majority of the districts belonging to the chapter must sign the resolution declaring they have been informed and agree with the dissolution. Any funds that the chapter may have accrued must be forwarded to TAPT after all bills have been paid.

Chapters who fail to pay the annual affiliated chapter dues or fail to maintain affiliated status will not be allowed to register participants for the state School Bus Safety Competition Roadeo.

Chapter dues not paid by December 1 will be considered delinquent and a late fee may be assessed. Chapters in a delinquent status may be subject to loss of privileges and participation in TAPT events.

Affiliated Chapter Leadership

Officers of TAPT Affiliate Chapters are expected to be innovative leaders, role models, expert meeting presiders, proficient administrators of membership programs, and possess communication skills required at the local level.

Affiliated Chapter leadership is responsible for providing relevant and beneficial meeting content that encourages effective and efficient pupil transportation operations with a central focus on student safety.

Affiliated Chapter Officer Qualifications

Chapter officers must:

- be a current member of the chapter
- hold a current Active or Associate level of TAPT membership
- review and sign the TAPT Member Code of Ethics and Standards of Conduct
- review and sign the TAPT Conflict of Interest Form
- attend annual Chapter Officer Workshop as conducted by TAPT
- demonstrate accountability and fiduciary responsibility
- support TAPT and its mission and goals
- not use TAPT or the Affiliated Chapter for personal gain

Responsibilities and Duties

- Prepare and maintain a current Membership Roster
- Consider renting a post office box for the Chapter that is centrally located within the chapter boundaries to establish a consistent address for the membership.
- Make notification (at least one week in advance) of each month's meeting date, time, hosting district, meeting location and sponsor/s so that an official announcement may be made to the TAPT membership.
- The President should review chapter committee chairs annually and make recommendations to the chapter Executive Committee for approval.
- Understand and use parliamentary procedures effectively as outlined by Roberts Rules of Order when conducting meetings and business of the chapter.

- Prepare an agenda and maintain the minutes of each meeting. The agenda and minutes must be submitted to the Executive Director monthly along with the attendance sign-in roster for the meeting.
- Oversee chapter election proceedings to ensure transparency and access for membership to participate in elections.
- Immediately following the chapter officer election, submit electronically the chapter officer information form to the Executive Director. The form may be found in the appendix of this handbook.
- Prepare and present a financial report of the chapter's funds and other assets to the membership monthly
- Encourage chapter membership by providing strong educational content at chapter meetings.
- Conduct outreach to non-member districts to promote participation and membership in the chapter.
- Promote membership in TAPT and participation in Professional Development events, Professional Certification, and the annual TAPT Conference and Trade Show.
- Coordinate with the TAPT Executive Director and your Area Director when planning events or activities to prevent conflicts with other planned events.
- Appropriately recognize vendor sponsors for their support and contribution to the chapter.
- Schedule a meeting before September to assess organizational needs and develop reasonable action steps for meeting those needs.
- Establish a chapter meeting calendar for the year and communicate the schedule to members prior to the first meeting of the year. In the event of a change in date or location for a meeting, ensure that all key stakeholders of the event agree and that the change is communicated in a timely manner to the membership.
- Demonstrate sound fiduciary responsibility in matters concerning the chapter activities.
- Disseminate relevant and timely information to Chapter members regarding state and federal updates as well as TAPT events. Contact your TAPT Area Director or the Executive Director at least two days prior to your Chapter meeting to obtain any updates.
- Attend the annual TAPT Conference. Consider visiting other chapters.
- Maintain Chapter records (By-Laws, Federal EIN, Non-profit status (if applicable), minutes, financial documents, audits, SOPs, etc.) and pass to incoming officers. RECOMMENDED: Each chapter should file Meeting Agendas, Minutes, Membership Rosters, Membership contact lists, Tax information and annual officer lists on a flash drive or laptop to be passed onto the incoming President and Secretary or Treasurer as appropriate.

- Ensure that Affiliated Chapter Dues are submitted to TAPT by November 1 annually. Dues are delinquent if not paid by December 1.
- Report chapter activities to Area Director.
- Consider establishing and awarding scholarships to students of chapter members.
- Encourage participation in the Regional School Bus Safety Poster and Speech Contests.
- Consider conducting an annual School Bus Safety Competition ("Roadeo") or collaborate with other chapters.

TAPT Code of Ethics and Standards of Conduct

The TAPT member is a transportation professional dedicated to public service in and for the schools of this state. As a transportation professional one's 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 must 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 members the reasonable ability of taxpayers and members to pay the cost 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 district, company, TAPT, the Chapter, and the administrative regulations of same.
- 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

Accountability for **Standards of Conduct** is non-negotiable. The professional conduct and activities of school officials and TAPT leadership is paramount to avoid scrutiny and criticism. 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, governmental entity, TAPT and position to which the Member was elected.
- Interpret the policies and practices of their district or company, and TAPT fairly and objectively.
- Implement, to the best of his/her ability, the policies, and administrative regulations of the district, company, and TAPT.
- Assist fellow administrators, officers and directors as appropriate in fulfilling their obligations.
- Build the best possible image of each organization represented.
- Refrain from publicly criticizing board members, administrators and TAPT.
- Assist members 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 or fellow member 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 the roles of others or any association.
    - Refrain from using TAPT or position of leadership for personal gain.

OFFICER CONFIDENTIALITY and CONFLICT OF INTEREST

The signable version of this form may be found in the Appendix.

An elected officer of the Texas Association for Pupil Transportation or elected officer of an affiliate chapter understands and agrees to the following as a condition of service to the organization and affiliate chapter:

1. Any and all knowledge or information that may be obtained, other than that which is made public to the members of the organization at large, shall be treated as confidential and is not subject to disclosure to others outside of the Chapter Executive Committee.

2. Any and all knowledge or information that may be obtained other than that which is made public to the members of the organization at large, shall not be used as the basis for decision-making to the extent that such decision places disfavor, disadvantage, or undue burden upon any member, vendor, affiliate, or other individual or entity with whom TAPT has a relationship.

3. Any and all knowledge or information that may be obtained, other than that which is made public to the members of the organization at large, shall not be used for personal or financial gain.

4. Upon completion of the term of the elected officer of an affiliated chapter of TAPT, the member shall continue to treat any and all knowledge or information that may be obtained, other than that which is made public to the members of the organization at-large, as confidential and subject to non-disclosure.

The Affiliate Chapter Executive Committee shall resolve that no member of the Committee shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed.

When such a situation presents itself, the member must announce his or her potential conflict, disqualify him or herself, and be excused from the meeting until discussion is over on the matter at hand. The person presiding over the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

Fiduciary Responsibility

By accepting a leadership role in an Affiliated Chapter of TAPT, you have created for yourselves what is called a fiduciary duty. A fiduciary is defined as an individual in whom another has placed the utmost trust and confidence to manage and protect property or money. In the case of a nonprofit organization, that would include a duty to further the organization's mission. It gives you the power and obligation to act on behalf of others under circumstances which require total trust, good faith, and honesty.

A fiduciary is held to a standard of conduct and trust above that of a stranger or of a casual businessperson. You must avoid self-dealing or conflicts of interest in which the potential benefit to you, as the fiduciary, conflicts with what is best for the person or organization who trusts you. The best interest of the organization must take priority over those of the individual. This also includes understanding and fulfilling your role within the organization. Every position is an important part of the organization.

A vital part of the fiduciary responsibility of officers is to have a continuity plan in place for passing vital chapter information on to the next newly elected officers.
This prevents loss of information and the smooth operation of the chapter.

Employer Identification Number (EIN) Get an employer identification number | Internal Revenue Service

Each Affiliated Chapter must apply make application for an EIN (employer identification number) from the IRS; and make sure the document is received. **Send the EIN number to TAPT for documentation and future information.** ***Affiliated Chapters shall not operate under the EIN of TAPT and do not fall under the 501 (c)(3) status of TAPT. IRS.gov.***

501 (c)(3) Non-Profit 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 an 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.

An Affiliated Chapter may choose to apply for 501 (c)(3) non-profit organization status under the Internal Revenue Code to realize exemptions from sales and use taxes and federal income taxes.(File form 1023 or 1023EZ) In addition, individuals and vendors are able to make tax-deductible contributions to a 501 (c)(3) non-profit organization. It is not required that an Affiliated Chapter seek designation as a non-profit organization, however ***Affiliated Chapters shall not operate under the EIN of TAPT and do not fall under the 501 (c)(3) status of TAPT.***

Key Steps to Form a Texas Non-Profit

To register as a non-profit organization in Texas, you must file a Certificate of Formation with the Texas Secretary of State, appoint at least three directors, obtain an EIN from the IRS, and apply separately for federal 501(c)(3) tax exemption.

- **Name your Organization:** Check the availability of your organization's name with the Texas Secretary of State office (SOS) Texas SOSDirect Business Search.
- **Appoint Incorporators and Directors:** Name at least one incorporator who is authorized to sign paperwork and a board of at least three directors. You must designate a President and a Secretary (these roles cannot be held by the same person.)
- **Designate a Registered Agent:** Maintain a physical street address (not a PO Box) where legal notices can be served during regular business hours.
- **File the Certificate of Formation:** Submit **Form 202** through the Texas SOSPortal or by mail with a $25 fee.
- **Adopt Bylaws and Policies:** Hold an initial board meeting to adopt corporate bylaws and a conflict of interest policy.
- **Obtain an EIN:** Apply for federal Employer Identification Number (EIN) for free through the IRS SS4 Online Application.
- **Apply for Tax Exemptions:** File form 1023 or form 1023-EZ with the IRS to apply for federal 501(c)(3) status. Apply for state of Texas franchise and sales tax exemptions through the Texas Comptroller of Public Accounts.

IRS Form 990 Tax Return About Form 990, Return of Organization Exempt from Income Tax | Internal Revenue Service

Affiliate Chapters designated as a 501 (c)(3) non-profit organization are required to file an annual Form 990 informational tax return with the Internal Revenue Service to ensure compliance with non-profit requirements. Failing to file may result in loss of tax exempt status. (Gross receipts of 50,000 or less, file 990-N; more than 50,000 – Form 990-EZ.)

Bank Accounts

Each Affiliated Chapter should establish, maintain and reconcile an operating bank account in which to deposit funds received and to disburse payments on behalf of the organization. This bank account should be established under the official name of the Affiliated Chapter and should have at least two officers listed as authorized agents for the account.

Chapter funds shall not be deposited into an account that is tied to a member school district, an individual member of the organization, or a for-profit entity.
As leadership changes in the chapter, care must be taken to ensure that appropriate changes are made to the list of authorized agents for the bank account.
Care must be taken to reconcile the bank account monthly.

Budget Preparation

It is recommended that the Affiliated Chapter leadership prepare a budget annually which reflects the purpose and activities of the chapter. Expenses should be classified into major categories (such as chapter meeting expenses, Roadeo expenses, poster contest expenses, scholarship awards, office supplies, etc.). Income should also be classified into major income categories (such as membership dues, sponsorship income, fundraising income, registration fees for Roadeo, registration fees for mini conferences, etc.). Care should be taken to plan a budget in which income is equal to or greater than anticipated expenditure.
The budget should be presented annually to the membership and should be the basis upon which decisions regarding expenditure are made.

Financial Review

Each Affiliated Chapter shall form an audit committee to conduct a financial review of the chapter's assets at least every two years and submit a report to the TAPT Executive Director upon completion. It is not necessary for a chapter to engage the professional services of an accountant or auditor to perform the financial review. This review may be completed by a designated audit committee comprised of chapter officers and members. In line with Roberts Rules or Order, the President should not chair this committee.

The financial review report should contain the following details:

- Gross income received by the chapter (Membership dues, donations toward meals or events)
- Gross expenditures disbursed by the chapter (Breakdown of funds received and expenses for each event.)
- Fund balance in the savings account (if one is established)
- Funds available in the checking account
- Net annual surplus or deficit comparison to budget
- List of assets maintained by the chapter (computer hardware, trailers, etc.)
- Any substantial findings realized through the financial review that serve as a liability to the organization such as significant financial loss, missing assets, procedural shortcomings, etc.

Sponsorships

We appreciate the support that our Business Associate Partners provide and we welcome their attendance at our monthly Affiliated Chapter meetings.

As a way of promoting their companies, Vendor Companies may choose to sponsor or co-sponsor the chapter meeting lunch or other events. Business Associate chapter members should feel welcome to hand out business cards or place fliers on tables however, only sponsoring vendor representatives should have the opportunity to give a brief presentation.

It is recommended that the chapter officers discuss the budget for the event with the vendor and allow the vendor to pay for the meal or other expenses to the caterer or restaurant directly.

Chapters accepting large donations above what is required for the event or in excess of scholarship awards may wish to speak to an accountant regarding reporting requirements and implications to tax exempt status.

Officers should ensure that proper documentation processes are in place for receiving cash or non-cash donations, event contributions or other donations. Proper tracking, communication and acknowledgement are essential for both donors and the organization.

- Contributions of $250 or more require written acknowledgement. This could be a written receipt.
- A detailed description of any non-cash contributions
- If a donor receives something in return (tickets, meals, booths) only the portion above the value of whatever was received in return is deductible. For example, if a donation of $1000 is received and 4 golf fees are given in return that are 75.00 each, then only 700 would be recognized as a donation. Acknowledgement of this must state the value.
- State in the documentation that the donation was received by a 501(c)3 and include the EIN for IRS verification.

Appropriate recognition should be given to supporting vendors for their generous donation. It is appropriate that vendors who sponsor a monthly chapter meeting lunch are provided with an opportunity to present to the membership during that meeting. ***The sponsoring vendor's presentation should not be the sole content of the educational content of the meeting program.***

Chapter officers should show diligence in not endorsing any one company or service. Caution should be taken in accepting gifts that may show preference over one company or service.

Door Prize Donations

In an effort to raise funds for the chapter's scholarships or other events, chapters may conduct fundraiser drawings for a donated gift. When collecting cash proceeds in conjunction with a fundraiser drawing, strict cash-handling procedures (as outlined below) must be followed to ensure transparency and accountability.
The total amount of cash collected should be announced to the membership prior to the drawing, deposited into the chapter's bank account, and documented appropriately for inclusion in the Treasurer's report to the membership.

Cash-Handling

When funds are received by an Affiliated Chapter, the income must be documented and a receipt issued to the payee.
When cash is received, the Treasurer and one other chapter officer should each count the amount and ensure agreement in the total amount of money received. Both officers should sign documentation of the cash received and then it should be deposited into chapter's bank account.
When cash is received in conjunction with a fundraiser drawing or raffle, **the amount of cash received should be announced to the membership** prior to the drawing and included in the Treasurer's monthly report to the membership.

Recommended Best Practices for Chapter Operations

Guidelines for Conducting Chapter Meetings

All meetings of TAPT and the affiliated chapters should be held in accordance with ***Robert's Rules of Order***. (A comprehensive manual of parliamentary procedure for conducting effective, orderly meetings with fairness to all members.)

TAPT has provided each chapter with a copy of Rober's Rules of Order. Additional copies may be purchased if needed through Amazon or local bookstores.

As presiding officer, the Chapter President is responsible for ensuring proper meeting procedures and an appropriate agenda should be prepared for each meeting and followed closely.
These management techniques and tips may be useful for Chapter Officers 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 new, emergency or unforeseen situations. (See sample agenda)
- Call meeting to order and adjourn on time.
- Conduct each meeting in accordance with Robert's Rules of Order and in a firm, friendly, and orderly procedure, and style, using a gavel only when necessary. Be well-versed in parliamentary procedure (Appointing the Immediate Past President as official Parliamentarian often works well.) There are several online Robert's Rules of Order sites that are helpful. See Appendix.
- Give each member adequate time to speak but tactfully intervene when necessary to stay on track.
- Keep abreast of and inform members of current issues and scheduled events at all TAPT levels. Call on your TAPT Area Director for assistance and announcements.

- Be familiar with the Chapter Bylaws and review annually for updates needed. Work with the chapter officers for amendments and then present to the membership for approval.
- Devote sufficient time, thought, and study to proposed actions.
- Accept motions for discussion only by eligible to vote current members

Suggested Guidelines for Meetings

- Consider holding a meeting during every calendar month except perhaps the month of TAPT's Annual Conference or if the chapter holds a mini conference.
- Plan a strong program for each meeting that is informative and provides a professional growth experience. **The hosting district should not be required to provide the speaker or program.**
- Consider inviting a TAPT Executive Committee member to give a presentation.
- Meetings should be held on the same day of each month and at the same time when possible, with the exception of months with holidays.
- Sufficient notice should be given to members of the upcoming meeting and agenda in order to encourage and promote attendance. It is recommended that notification is emailed out to the chapter distribution list (current members, sponsoring vendors, etc.) at least one week in advance of the meeting. The notice should include:
    - Meeting date and time
    - Meeting location with directions
    - Agenda including program content and presenters
    - Acknowledgement of hosting district and sponsoring vendors
    - Any relevant information for members to review and consider for action on the meeting agenda
    - Minutes from the previous meeting for review prior to approval at the meeting
- Sponsoring vendors should be provided an opportunity to give a brief welcome and presentation during the meeting in addition to the planned educational program for the meeting.
- Other vendors in attendance should be allowed to introduce themselves along with all other attendees during the appropriate time in the agenda but should not be permitted to give a presentation.
- Vendors should be permitted to bring door prizes and distribute business cards and literature about their company by placing them on the tables prior to the start of the meeting.

Chapters may want to require a membership fee or develop at least one fundraising activity each year to support chapter activities.

Basic Rules from Robert's Rules of Order:

[Robert's Rules of Order | (robertsrules.com)]

- Meetings must follow a general format.
- Every meeting should have a set agenda.
- A member rises or raises a hand to signal the chairperson the need for a discussion
- The chairperson will ask for a motion.
- Another member seconds the motion.
- The chairperson restates the motion and asks if there is any discussion.
- The members discuss or debate the motion.
- The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
- The chairperson announces the result of the vote and any instructions.
- No one should speak out of order during meetings.

A Simplified Guide to Robert's Rules of Order may be found in the Appendix of this handbook.

Sample Meeting Agenda

- Call to Order by President

- Opening Ceremonies
  - US and Texas Pledges/Invocation
  - Introductions of attendees and officers
  - Recognition of sponsors

- Reading and approval by motion and discussion, of the Minutes from the previous meeting.

- Reading and approval by motion and discussion of the Treasurer's Report

- Other Reports and Announcements
  - Officer and Committee reports
  - TAPT Area Director report

- Old/Unfinished Business

- New Business

- Good of the Order
  - Member announcements
  - Program presentation

- Sponsoring Vendor presentation(s)

- Adjournment

Attendance Rosters

Monthly meeting attendance rosters must be submitted to the Executive Director monthly along with the agenda and meeting minutes. (Attendance Roster may be found in the Appendix)

Chapter Membership

Chapter officers should take care to promote and encourage membership in their chapter by reaching out to districts within the geographic boundaries of the chapter. Providing a strong educational program at monthly chapters meetings will place value and importance in being a member of the chapter.

It is encouraged that chapters require a nominal annual membership fee to help support the operational costs of the chapter. Memberships should be established to designate a member as a school transportation employee or as a Business Associate (vendor). The chapter by-laws should clearly outline membership types, rights and privileges of each type, and eligibility for each type of membership.

Accurate membership rosters must be maintained to ensure that membership benefits (such as voting rights) are properly applied.

Membership in Multiple Chapters

Individuals may join multiple chapters as members. However, a member's primary chapter membership must be in the geographic area in which they are employed as a transportation official. Membership in chapters other than their primary chapter must be at an associate level of membership without the right to vote or hold office. Participation in special events such as the School Bus Safety Competition (Roadeo) or School Bus Safety Poster Contest must be with their primary chapter.

Election Procedures

Chapter elections must be conducted in accordance with the chapter bylaws.
A nominations process and timeline should be established and clearly communicated to the chapter members to ensure all eligible members have the opportunity to run for office and serve if they choose.

- Individuals interested in running for office should be required to submit a letter of intent along with a letter of support from their employing district for them to run and serve as a chapter officer.

- Nominations should close on a date and time that provides sufficient time for the chapter executive committee to prepare a slate of candidates and distribute that information to the membership for review in advance of the meeting at which the election is to take place.
- A process should be provided to allow for members of the chapter to nominate others “from the floor” either during the meeting at which the election is to take place or during a designated time period between distributing the slate of candidates to the membership and the meeting at which the election is to take place.
- Chapters are encouraged to use an online process such as Google Forms, Microsoft Forms, Cognito Forms, etc. through which to allow members to submit their nominations and related information. Doing so will provide a uniform method for submission and the ability to ensure compliance with deadlines for submission.

Elections may be conducted in an online format or in person by written ballot. An online format allows members not in attendance at the meeting to still participate in the election.

- During the meeting at which the election is to take place, candidates should be provided an opportunity to introduce themselves and state the office for which they are running. This should not be a campaign speech or a time to share their personal biography or resume. Bios and letters of intent should be provided prior to the meeting.
- Membership must be verified before an individual is permitted to vote in the election. Only those members in a category with voting rights should be permitted to vote. Each chapter should designate an appropriate membership deadline to establish voter eligibility.
- If voting is conducted via written ballot, the votes should be counted by at least two members of the executive committee to ensure an accurate vote count.
- Members of the executive committee who are running for an office or re-election should not be allowed to conduct the counting of votes.
- If voting is conducted via an electronic method, care should be taken to ensure that only votes cast during the appropriate voting window are counted and that only those members of the executive committee with responsibility for the election have access to the online system.

Planning Chapter Events

School Bus Safety Competition “Roadeo”

Each affiliated chapter may provide an opportunity for chapter members to participate in

the Regional School Bus Safety Competition.

Joining forces with other chapters has proved successful due to the opportunity to share judges and expenses.

Each chapter conducts independent contestant registrations, accept payments and compete independently regarding scoring. Each should provide trophies for the winners and share expenses for the meals provided.

Chapters should determine how many contestants each district may send for each category.
The list of Regional winners must be submitted to TAPT immediately after the event including possible Alternates in case one of the contestants or teams are not able to compete at the state level.

Substitutions may not come from the district – only the regional alternates.
If one of the Special Transportation Team members is unable to compete, the team has to forfeit and be substituted with the alternate team.

Each chapter may decide how many contestants will be sponsored by the chapter. This generally means that the chapter will pay the registration fee for the contestant or team.

NOTE: Contestants not covered by the chapter may be sent by their districts or pay the registration fee themselves as long as they are within the top three winning spots for the Regional Competition.

For example, some chapters will only send the first or first and second place winning contestants. The other contestants up through third place may still attend even if the registration fee is not covered by the chapter.
If the chapter covers more than one Region, each Region may be represented by the top three winning contestants or teams in each category.

For example: The CENTEX Chapter and the Gulf Coast Chapter each cover two Regions. That means that they can send up to three from each Region from each category.

For competition guidelines and additional information, see the "Events" tab of the TAPT website.

School Bus Safety Poster Contest

Each year TAPT conducts a School Bus Safety Poster Contest in line with the rules and regulations set forth by NAPT. Each year NAPT will announce the theme for the contest. This is the same theme that is used for the Speech Contest each year.
TAPT posts the rules, deadlines and regulations online under the Events TAB. Deadlines are set to meet the deadlines for sending the state level posters to the National competition.

If the chapter covers more than one Region, the top three winning posters from each Region may be forwarded to TAPT for the state level contest. This affords more opportunities.

For example: The CENTEX and the Gulf Coast Chapters each cover two Regions. That means that they can send the First Place winning posters from each category to the state level contest.

Chapters should discuss ways of recognizing the winners from each Region. Possibly sending ribbons or small monetary gifts. This is great PR for School Bus Safety and encourages more participation.

School Bus Safety Speech Contest

The School Bus Safety Speech Contest is held annually at the Region 12 Education Service Center in Waco, Texas. The Speech Contest Chairperson notified each school district and Region of the theme and deadlines, and TAPT conducts the registration.

This contest for high school students affords the students the opportunity to win small monetary scholarships and is great PR for school bus safety.

The overall winning speech presenter will be invited to the TAPT annual conference to present their speech during the First General Session.

For Poster and Speech Contest guidelines and additional information, see the "Events" tab of the TAPT website.

Chapter Mini-Conferences and Workshops

Chapters may wish to consider conducting a mini-conference or workshop for members within their chapter or to extend to others around the state. These events may include educational sessions, vendor exhibits, networking opportunities, and TAPT professional development classes. TAPT is pleased to provide assistance with communicating and promoting the event through TAPT communication channels. When planning these events, chapters are encouraged to coordinate with the TAPT Executive Director regarding dates to reduce conflicts with other events across the state.

Care should be taken when seeking sponsorship and support from vendors to prevent financial strain and hardship on our Business Associate members. For chapter events, consideration should be given to seeking support from vendors within the chapter's geographic area.

When sponsorship is provided it is essential that the chapter provide appropriate and sufficient recognition of the sponsor in appreciation of their support. (For more information

regarding sponsorships, see the Fiduciary Responsibility section of this handbook.)

If a chapter wishes to offer TAPT Professional Development classes in conjunction with a chapter event, consider the following minimum requirements:

- Ensure an adequate number of classrooms available for the number of classes desired
- Each classroom must be able to accommodate a minimum of 40 participants seated at tables and chairs. (Student desks are not appropriate seating for adult learners.)

For additional facility requirements for TAPT professional development classes, coordinate with the TAPT Executive Director.

Scholarships

Chapters may wish to offer one or more scholarships to award annually. Scholarships may be for the child or grandchild of a current chapter member who is graduating from high school and seeking a two- or four-year post-secondary education or technical trade school. Scholarships may also be awarded to members for their own continuing education.

If a chapter plans to award one or more scholarships, clear eligibility guidelines and qualifications must be developed and published to the membership with sufficient time to allow for interested individuals to apply. The executive committee of the chapter should serve as the scholarship award committee to review applications and select the recipient(s) in a fair and consistent manner.

TAPT Support and Member Benefits

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
    - Conference Registration - Register online for Membership, the TAPT Conference, professional development classes, and supporting events.
    - Membership Roster – Membership rosters are updated at least monthly and are placed in the Members Only Section of the website.
    - Members receive their credentials for the Members Section upon approval and payment of membership dues.
    - Chapter presidents can use this resource to invite prospective members to meetings.
    - Professional Development course lists and professional development events around the state.

    - Employment Openings - If you are seeking employment or want to post an opening, this service is available for school transportation positions.
    - Listings of TAPT leadership with contact info, committee chairs, and Chapter officers and information.

- **TAPT Newsletter** – TAPT members will receive periodic information and updates delivered directly to their inbox to stay informed on event registration opportunities, industry updates, and more.

- **Education Program** - The TAPT Professional Development and Professional Certification Program offers year-round training at locations around the state, providing professional development for members. The Certification Program provides school transportation personnel with a level of respect and recognition among their peers and also enhances job skills.

  The Professional Development Handbook is available on the TAPT web site and is updated annually. The handbook lists all current courses, descriptions, requirements for each level of professional certification, and certification maintenance requirements.

- **TAPT PDC Portal** – TAPT members may access their personal PDC portal to review their course completion history and track progress toward professional certification with TAPT.

- **Educational Webinars** – TAPT members may participate in monthly complimentary webinars to stay abreast of topics relevant to today's pupil transportation professionals.
- **eGroup Chat Forum** - All members have the opportunity to join the eGroup email forum which is a valuable source to ask questions and receive timely responses from other transportation professionals.

- **Emergency Contacts** - When an emergency happens to one of your buses out of town, rely upon the emergency contacts found in the TAPT member directory to find timely assistance.

- **TAPT Annual Conference and Trade Show** - The annual conference and trade show includes relevant and trending information by way of nationally recognized keynote speakers, educational breakout sessions, and one of the nation's largest industry trade shows. In addition, TAPT Professional Development classes are offered for an additional fee prior to the start of conference.

- **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. TAPT as a 601C3 organization does not lobby.

- **Student Contests** – TAPT sponsors the annual School Bus Safety Poster Contest and Speech Contest to promote school bus safety while expressing their individual creativity. Additional information and guidelines for each contest may be found under the "Events" tab on the TAPT Website.

- **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. Additional information and applications are available on-line at the TAPT web site.

- **Awards and Recognition** - TAPT recognizes employees of the year in various categories during the annual conference. Criteria and qualifications for each award are available on the TAPT web site.

TAPT Assistance for Affiliated Chapters

- TAPT will publicize the activities and programs of affiliated chapters.
- Affiliated chapters may 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.
- Assist with providing options for speakers at monthly chapter meetings
- Assist with contract review for chapter events as needed.
- Provide recommendations for online solutions for event registrations, election processes, virtual meetings, etc.

TAPT Area Director Support

The TAPT Area Director is available as a resource to TAPT Affiliate Chapters. The Area Director will make efforts to attend as many monthly chapter meetings within their area as logistically possible to provide information and updates from TAPT and to bring information back from the chapter to the TAPT Executive Committee.

In the event that an Area Director is not able to be in attendance at a chapter meeting within their area, the Area Director will reach out to the chapter President via phone and/or email to communicate necessary information updates to be provided to the chapter membership.

When a situation arises within a chapter regarding governance issues or membership matters, the Area Director can serve as a resource for advice and guidance in resolving the matter. Chapter leadership may also contact the Executive Director of TAPT for assistance.

Helpful Resources

The following are agency and organization websites that provide valuable resources for the school transportation professional.

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.

TAPT	Home - Texas Association for Pupil Transportation
TAPT Events	Events tab
Join or Renew Membership/Member Section	Membership tab
Professional Development Course Schedule	Education tab
Professional Certification Requirements/PDC Handbook	Education tab
TAPT Legacy and Chapter Information	About Tab
Miscellaneous Information	Resources tab
National Assoc. of State Directors of Pupil Trans. Services	NASDPTS
NCST Congress	NASDPTS - NCST
National School Trans. Specs & Procedures Manual	NASDPTS - NSTSP
National Association for Pupil Transportation	NAPT
National Highway Traffic Safety Administration	NHTSA | National Highway Traffic Safety Administration
National Safety Council	www.nsc.org
Federal Motor Carrier Safety Administration	Federal Motor Carrier Safety Administration
49CFR	FMCSA Regulations and Interpretations – 49 CFR Parts 300-399 | FMCSA
FMCSA ELDT	Entry-Level Driver Training (ELDT) | FMCSA
FMCSA Training Provider Registry	Training Provider Registry
Drug and Alcohol Rules/Clearinghouse	Overview of Drug and Alcohol Rules | FMCSA
Texas Education Agency	Texas Education Agency
Texas Education Code	Texas Constitution and Statutes
Texas Dept. of Public Safety/School Bus Transportation	School Bus Transportation | Department of Public Safety
Texas Administrative Code/School Bus	Home - Rules & Meetings
Texas Department of Transportation	Texas Department of Transportation
Texas Transportation Code	Texas Transportation Code Chapter 545 – Operation and Movement of Vehicles
Texas Commission on Environmental Quality	Homepage - Texas Commission on Environmental Quality - www.tceq.texas.gov

US Department of Transportation Department of Transportation

Texas Association of School Boards Texas Association of School Boards (TASB) | TASB

Texas Association of School Business Officials TASBO | Homepage

IDEA-Individuals with Disabilities Education Act
Individuals with Disabilities Education Act (IDEA) | U.S. Department of Education

McKinney-Vento Act Home - McKinney-Vento

Texas Legislature Online TLO

NSTA International School Bus Competition NSTA Safety Competition

Southeastern States Pupil Transportation Conference Home

Pupil Transportation Safety Institute
Pupil Transportation Safety Institute - Moving School Transportation from Safe to Safer!

School Transportation News School Transportation News - School Transportation News
TSD/Special Needs Roadeo
TSD Conference | Transporting Students with Disabilities and Special Needs

School Bus Fleet Magazine School Bus Fleet - Pupil Transportation Industry News

990 Filing information: About Form 990, Return of Organization Exempt from Income Tax | Internal Revenue Service

~ APPENDIX ~

A Quick Reference Guide to The Essential Elements of Robert's Rules of Order:
Navigate Meetings and Discussions Efficiently, Orderly, and Professionally

Basic Structure of a Meeting

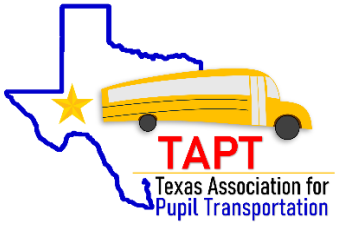
1. **Call to Order**: The chairperson opens the meeting.
2. **Roll Call**: Attendance is taken to confirm who is present.
3. **Reading and Approval of Minutes**: Review and approve the minutes from the previous meeting. (Members may make corrections as needed and should be documented.)
4. **Reports of Officers and Committees**: Officers and committees present their reports.
5. **Old Business**: Discussion of items that were tabled or postponed from previous meetings.
6. **New Business**: Introduction of new topics for discussion and decision-making.
7. **Announcements**: Any important announcements are made.
8. **Adjournment**: The meeting is officially closed.

Key Motions and Procedures

- **Making a Motion**: A member proposes an action by saying, "I move that..." Another member must second the motion for it to be considered.
- **Debate**: Members can discuss the motion. Each member has the right to speak once before anyone speaks a second time.
- **Voting**: After discussion, the chair puts the question to a vote. Members respond with "Aye" or "Nay." The chair announces the result.
- **Amending a Motion**: If changes are needed, a member can propose an amendment by saying, "I move to amend the motion by...". This requires a second and is debated before voting.
- **Tabling a Motion**: If further discussion is needed, a member can move to table the motion until a later time.

Important Points to Remember

- **Only One Motion at a Time**: Only one motion can be discussed at a time.
- **Urgent Matters**: Only urgent matters may interrupt a speaker.
- **Order of Precedence**: Some motions take precedence over others, meaning they must be addressed first.
- **Rights of Members**: Every member has the right to participate in discussions and know what is happening at all times.
- For a more detailed guide, consider checking out the full Robert's Rules of Order or specific cheat sheets available from various educational institutions.



TEXAS ASSOCIATION FOR PUPIL TRANSPORTATION (TAPT)

Code of Ethics

The TAPT member is a transportation professional dedicated to public service in and for the schools of this state. As a transportation professional one's 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:

The TAPT Member:

- Makes the quality of education for students and members the reasonable ability of taxpayers and members to pay the cost 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 district, company, TAPT, the Chapter, and the administrative regulations of same.
- 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

Accountability for **Standards of Conduct** is non-negotiable. The professional conduct and activities of school officials and TAPT leadership is paramount to avoid scrutiny and criticism. 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,

governmental entity, TAPT and position to which the Member was elected.

- Interpret the policies and practices of their employing district or company, and TAPT fairly and objectively.
- Implement, to the best of his/her ability, the policies, and administrative regulations of the district, company, and TAPT.
- Assist fellow administrators, officers and directors as appropriate in fulfilling their obligations.
- Build the best possible image of each organization represented.
- Refrain from publicly criticizing board members, administrators and TAPT.
- Assist members 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 or fellow member 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 other roles.
    - Refrain from using any organization or position of leadership in it for personal gain.

By signing below, I confirm that I have read and agree to the TAPT Code of Ethics.

_____ _____

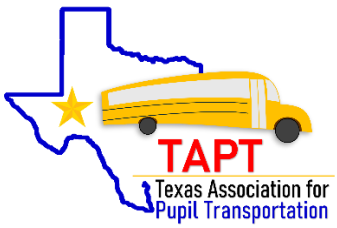
Signature *Date*

PRINT NAME:_____ AREA:_____

POSITION: _____ DISTRICT/COMPANY:_____

CHAPTER:_____

Devised 2018/President Bill Powell; Revised 7-1-25 with Signature Line



TEXAS ASSOCIATION for PUPIL TRANSPORTATION (TAPT)
AFFILIATE CHAPTER OFFICER CONFIDENTIALITY and CONFLICT OF INTEREST AGREEMENT

As an elected affiliate chapter officer of TAPT, I_____ understand and agree to the following as a condition of my service to the organization for the following Chapter: _____.

- Any and all knowledge or information that may be obtained by me, other than that which is made public to the members of the organization at-large, shall be treated as confidential and is not subject to disclosure to others outside of the Chapter Executive Committee.
- Any and all knowledge or information that may be obtained by me, other than that which is made public to the members of the organization at large, shall not be used as the basis for decision-making to the extent that such decision places disfavor, disadvantage, or undue burden upon any member, vendor, affiliate, or other individual or entity with whom TAPT has a relationship.
- Any and all knowledge or information that may be obtained by me, other than that which is made public to the members of the organization at large, shall not be used for my personal or financial gain.
- After my term as an elected officer of the affiliated chapter of TAPT, I shall continue to treat any and all knowledge or information that may be obtained by me, other than that which is made public to the members of the organization at large, as confidential and subject to non-disclosure.

As officers of an affiliated chapter of TAPT, we resolve that no member of the Committee shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict, disqualify him or herself, and be excused from the meeting until discussion is over on the matter involved. The person presiding over the meeting is expected to make inquiry whether such conflict appears to exist and the officer has not made it known.

_____ _____

Signature: Chapter Officer District

_____ _____

Elected Position Date

Approved 6-23-16

TAPT Affiliated Chapter Information

Please scan and email this form to Marisa@tapt.com

Position PLEASE TYPE	Name	District			Conflict of Interest Form?	TAPT Member?
President						
President Elect						
VP						
Secretary						
Treasurer						
Historian						
Parliamentarian						
Ex-Officio						

When announcing chapter meeting information to your members, please remember to include the sponsors for the meeting.
PLEASE INCLUDE MARISA@TAPT.COM AND YOUR TAPT AREA DIRECTOR IN THE MONTHLY MEETING NOTICES

Annual Affiliate Chapter Dues are $1.00 per member ($25.00 minimum if less than 25 members). Make payment payable to TAPT Chapter Dues.
Payment is due annually after the October Chapter Meeting. (No later than November 30.) Submit a membership roster with the payment.
Submit a digital copy of the Chapter Bylaws, and EIN Number to TAPT with each revision.

Chapter Name:_____

Mailing address for Chapter: _____

Chapter Website: _____ AREA DIRECTOR: _____

ESC Regions covered by chapter: _____ TAPT Area: _____

Which day and week of the month do you typically meet? _____ Time? _____

Please attach Meeting Dates, Times, and Locations and copies of signed Code of Ethics and Conflict of Interest Forms from each chapter officer.

Please NOTE: For Roadeo Contestants to be eligible to compete at State Competition – Chapter Dues must be paid.

Marisa Weisinger, TAPT Executive Director, Marisa@tapt.com. TAPT, PO Box 488, Kemah, Texas 77565 Call or email for questions 281.549.6573.

Thank you for all you do for our Members and the students across the State of Texas.

Texas Association for Pupil Transportation

Affiliate Chapter Meeting Attendance Roster

Affiliate Chapter Name:_____ **Year:**_____

Meeting Date:_____ **Location:**_____

Chapter President:_____ **Secretary**_____

Chapter website:_____

Please submit this Roster each month with the Meeting Agenda and Minutes. ***Insert Chapter Logo Above.***

Name	District/Company	Email	Signature

Chapter Secretary - Please scan, and email each month with Agenda and Meeting Minutes to marisa@tapt.com.

www.tapt.com

Chapter Secretary Signature:_____

Revised 1-1-26

TAPT AFFILIATED CHAPTER FINANCIAL REVIEW

Chapter: _____ Fiscal year: _____

BEGINNING BALANCE - September 1: _____

RECEIPTS

Membership Dues	
Roadeo Registration Fees	
Conference Registrations - Attendee	
Conference Registrations-Vendor	
Sponsorships	
Fund Raisers	

TOTAL RECEIPTS: _____

EXPENSES

General Operating Expenses	
Board Travel	
Awards	
Scholarships	
Board Shirts/Badges	
Conference Operating Expenses	
Board Travel	
TAPT Affiliate Chapter Dues	
Printing	
PO Box	
Technology	
Meeting Expenses	

TOTAL EXPENSES: _____

ENDING BALANCE: _____

Financial Review Committee: (Print Name/Signature)

_____

_____

_____

_____

Treasurer: _____

President Signature: _____ Date: _____

TAPT Affiliate Chapter
Administrative Rules and Procedures

Revised 2026

Texas Association for Pupil Transportation
PO Box 488
Kemah, Texas 77565
281.549.6573
www.tapt.com