

**MAINE ASSOCIATION FOR PUPIL TRANSPORTATION
(MAPT)**

BYLAWS

Article I - Name

The name of this Association shall be the “Maine Association for Pupil Transportation.”

Article II - Purpose

This Association shall be a non-profit, non-political, non-commercial, educational organization. The Association shall not take action or participate in any activities to endorse any political candidate or platform at the local, state or national level.

The purpose of the Association shall be to improve pupil transportation safety and services by continually working to upgrade vehicle standards, improve communication, and provide meaningful training for all people involved in pupil transportation in Maine.

Article III – Membership, Voting and Dues

Section 1. Membership in the Association shall consist of the following groups:

A. Associate I - To consist of pupil transportation supervisors and administrators, private pupil transportation services contractors who operate within the State of Maine, representative(s) from Maine state and local Law Enforcement Agencies, and, representatives from State Agencies that have pupil transportation responsibilities (including preschool and Head Start). Only Associate I members and members of the Board of Directors may vote at the general association meetings and hold general office at the statewide level.

B. Associate 2 - To consist of State of Maine certified driver trainers, school bus drivers, and mechanics. Also includes other Pupil Transportation support and administrative personnel (i.e. safety directors, dispatchers, aides/monitors/educational technicians, special education directors, and etc.). Associate 2 members may vote at any chapter meeting of the chapter where they hold membership. Associate 2 members may hold office in the chapter where they hold membership and may be elected as the Chapter Representative on the Association Board of Directors.

C. Associate 3 - Representatives of the school transportation industry, and other persons interested in pupil safety. Associate 3 members may vote at any chapter meeting of the chapter where they hold membership. Associate 3 members may hold office in the chapter where they hold membership and may be elected as the Chapter Representative on the Association Board of Directors.

D. Honorary - The class of Honorary members shall consist of those active association members who are retired and have completed at least ten (10) years of service in school bus transportation. Nominees for honorary membership shall be voted in by a majority vote of the Board of Directors.

Section 2. Dues – Annual membership dues shall be recommended by the Board of Directors to the membership and approved at the annual meeting by a majority vote of the Associate 1

members in attendance. If the recommendation fails, the dues approved for the previous year will be continued unchanged until the next annual meeting. No dues shall be required of Honorary Members.

Article IV – Association General Meetings

Section 1. The Association shall meet at least once annually after July 1 and before October 31 at such time and place as shall be determined by the Board of Directors.

Section 2. The transaction of business shall require a majority vote of those Associate I members attending any given meeting.

Section 3. Robert’s Rules of Order shall govern all Association meetings.

Section 4. Only Associate 1 members and members of the Board of Directors may vote at full Association meetings.

Article V – Association Elections

Section 1. Nominating Committee - A Nominating Committee shall make nominations to all offices (with the exception of Chapter Representatives to the Board of Directors). Membership of the committee shall include the immediate Past President of the Association and a member appointed by each chapter. The Nominating Committee shall present a slate of candidates for the office of President, Vice-President, Secretary, Treasurer, and Member(s)-at-large of the Board of Directors. Said slate of candidates shall be placed on the ballot for the annual election as determined by the expiration of the existing term of office for the incumbent officer. The election of officers’ shall be conducted at the annual meeting of the Association.

Section 2. Nomination - In addition to the nominations made by the Nominating Committee, any Associate I member may run for the office of President, Vice-President, Secretary, Treasurer or member of the Board of Directors. In order for a candidate’s name to be placed on the ballot he /she shall be nominated by any Associate I member at the annual meeting.

Section 3. Election Committee - The certification of petitions, preparation of ballots, counting of ballots, certification of voting results, and the conduct of run-off elections, when necessary, shall be under the direction and supervision of the Board of Directors.

Section 4. Conduct of Elections - The Secretary shall prepare a written ballot listing the names of all candidates nominated by the Nominating Committee with additional space available to write in those nominations presented from the floor at the annual meeting. The Secretary shall hand out a ballot to each Associate I member and board member present at the annual meeting. Completed ballots shall be returned to the Board of Directors for counting and the certification of the voting results. Elections will be determined by majority votes of those Associate 1 and Board of Directors members present.

In the event that no candidate receives a majority vote, a run-off election will be held between the two candidates receiving the greatest number of votes. Said ballots returned to the Board of Directors for counting and the certification of the voting results.

Section 5. Term of Office – The Association President, Vice President, Secretary and Treasurer
Amended – 7/23/03 Annual Meeting

will be elected for two-year terms. President and Vice President will be elected on opposite years from the Secretary and Treasurer to provide stability within the leadership of the Association. Directors at Large and Chapter Representatives to the Board will be elected for one-year terms. Terms for all positions on the Board of Directors will be July through June.

Article VI - Board of Directors

Section 1. The Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, and Directors, one from each chapter and three (3) at large. At large members are to be elected for a one-year term from the Associate I membership. As new chapters are added, the members of the new chapter shall appoint a Representative to the Board of Directors. The members of each chapter will elect a chapter representative to the Board annually. In addition, a representative from the Maine Department of Education and one from the State Police shall act as ex-officio members. These members to be appointed by their respective agencies.

Section 2. The Board of Directors shall, as vacancies occur within a term, appoint from the Board of Directors, a President, Vice-President, Secretary or Treasurer to serve for the remainder of the vacated term. The President shall appoint from the Associate I membership, Directors at large, as vacancies occur for the remainder of the vacated term. Chapters will appoint from their membership, chapter representatives to the board to fill vacancies as they occur.

Section 3. The President or Vice-President, in the absence of the President, shall preside over all meetings of the Association. The President (or Vice-President in the President's absence) shall assume the duties of other officers as necessary in the event of a temporary vacancy or until a replacement can be named as needed. The President or a designee shall represent the Association at public functions.

Section 4. The Secretary shall keep records of all meetings of the Association and shall be responsible for correspondence for the Association.

Section 5. The Treasurer shall keep accurate records of all transactions, submit an annual budget and review at the end of each fiscal year, assure completion of all annual financial reports as required by state and federal regulations and shall receive and pay out funds as approved by the Board of Directors to meet the financial needs of the association and its chapters.

Section 6. The Board of Directors shall meet quarterly and at such other times as deemed necessary by the President, to conduct the business of the Association.

Section 7. Five Officers or Directors present at any meeting or the Board of Directors shall constitute a quorum. A quorum is required before the board may take any official vote or action.

Section 8. The Board of Directors shall appoint, from the general membership, a finance committee to consist of the President and two or more members to conduct an annual financial review and to provide a written report on the financial state of the association to the Board of Directors.

Article VII – Regional Chapters

Section 1. Chapters shall be formed as necessary to enhance the Association's ability to deliver

training and communications to all people involved in the delivery of pupil transportation services in the State of Maine.

Section 2. Chapter Formation and Dissolution – The Association may charter regional chapters. The Board of Directors has the authority to establish a new chapter or approve the dissolution of a chapter. Approval or dissolution requires a 2/3 favorable vote by the members of the Board of Directors.

In the case of chapter dissolution, any and all assets held by the chapter must be turned over to the Association.

Section 3. Membership – Associate 1, 2 and 3 members shall designate their choice of chapter membership with their annual membership application. Associate 1, 2 and 3 members are eligible to vote at a chapter meeting but only members of a given chapter may vote at that chapter's meetings. Any member of the association may attend and offer comments at any chapter's meetings in accordance with Roberts Rules of Order and the MAPT Code of Member Ethics.

Section 4. Officers – Each Chapter shall elect from among its members, in accordance with such procedures as the chapter adopts for such purposes, a President, a Vice-President, a Secretary and one Representative to the Association Board of Directors. The term of office will be one year spanning July through June.

Section 5. Records – Each chapter will maintain notes and records of all meetings and activities and provide copies to the Board of Directors in a timely manner.

Article VIII – Association and Chapter Finances

Section 1. All funds raised by the Association at large or by individual chapters will be held and administered by the Board of Directors as property of the association. At the request of a chapter, the Board of Directors may designate specific fund amounts for the payment of chapter sponsored activities or events. The Association Treasurer will disperse funds in payment for approved chapter activities and events.

Section 2. Fiscal Year – The fiscal year and budget cycle for the Association and Chapters will run from July 1 through June 30.

Article IX - Dissolution

Section 1. This Association may be dissolved by a two-thirds vote of the Associate I membership at any annual meeting.

Section 2. Any remaining assets, after payment of debts, shall be donated to a charitable cause as determined by a two-thirds vote of the Associate I membership.

Article X - Amendments

Amendments to the bylaws may be adopted at any two consecutive meetings (at least one of which is a designated annual meeting) of the Association by a two-thirds vote of the Associate I members present. Any proposed changes shall be sent to all members prior to the first reading.

