



OHIO ASSOCIATION FOR
PUPIL TRANSPORTATION®

BYLAWS

OHIO ASSOCIATION FOR PUPIL TRANSPORTATION

98 COMMERCE PARK DRIVE
WESTERVILLE, OHIO 43082

Adopted January 29, 2023

Article I - Name

The name of the Chapter shall be the Ohio Association for Pupil Transportation (hereinafter referred to as "OAPT") which is the Pupil Transportation Affiliate of the Ohio Association of School Business Officials.

The OAPT Board (hereafter referred to as Board) is made up of Officers and Directors.

ARTICLE II - MISSION

The mission of OAPT is to promote and advance safety and efficiency in pupil transportation through leadership, mentoring and professional development.

ARTICLE III - PURPOSE

The primary function of OAPT is the support of education in the State of Ohio through the provision of safe and effective pupil transportation services, specifically

- A. to improve, to promote, and to develop the professional status of pupil transportation administrators as an integral part of a school business management team.
- B. to promote professional growth and to encourage cooperation among school business officials to support the activities of OASBO.
- C. to promote membership and to support the activities of the National Association for Pupil Transportation (hereinafter referred to as "NAPT").
- D. to work for the promulgation and maintenance of high standards of ethical practice in the conduct of the business affairs of school districts.
- F. to support and promote those legislative acts of the federal and state governments which further the vision of OAPT.

ARTICLE IV - AFFILIATION

OAPT is an affiliate of the Ohio Association of School Business Officials (OASBO).

OAPT is the official (Ohio) state affiliate of the National Association for Pupil Transportation (NAPT), and shall maintain its affiliation through payment of fees as established by NAPT.

OAPT may become an affiliate of other organizations as deemed necessary by The Board.

ARTICLE V - MEMBERSHIP

Section 1. Member

- A. Membership shall be open to persons who are actively employed as an Ohio Pupil Transportation Administrator for:
 - 1. Educational programs acknowledged by the Ohio Department of education
 - 2. Board of Developmental Disabilities;
 - 3. Head Start; or
 - 4. Contractor providing pupil transportation services
- B. Each active member shall have one (1) vote provided he/she has paid the annual dues for the current membership year which is defined as August 1 through July 31.
- C. The Board shall determine qualification for membership when there is a uncertainty regarding membership eligibility.
- D. A membership is not considered active until the membership dues have been paid, received, and processed by the Treasurer.

Section 2. Associate Member

- A. Associate membership is open to other Ohio school officials who are interested in, or concerned with, pupil transportation in the State of Ohio.
- B. Retired OAPT members are eligible for associate membership.
- C. Associate members shall be entitled to publications and the privilege of registering for conferences, workshops and meetings, all mailings, and other services as determined by The Board.
- D. Associate members shall not be eligible to vote or hold elected office.

Section 3. Honorary Lifetime Member

- A. The Board may award an Honorary Lifetime Membership to former members of OAPT who are no longer employed in school transportation administration.
- B. Honorary Lifetime Members shall not be eligible to vote or hold elected office, and shall be exempt from paying annual dues.

Section 4. Business Partner Member

- A. Business Partner Membership is open to businesses and/or companies who are interested in, or concerned with, pupil transportation in the State of Ohio.

- B. Business Partner Members shall be afforded various opportunities as outlined in the established Board Policy

Section 5. Code of Conduct

Members of the Ohio Association for Pupil Transportation, regardless of membership category, are committed to conducting themselves within the highest standards of professional and personal ethics, to continued professional development and growth, and to developing these beliefs in others with whom they work.

Members assume the responsibility for providing professional leadership in their schools, communities, organizations and companies. This responsibility requires members to maintain standards of exemplary personal and professional conduct.

Section 6. Suspension and/or Termination

Membership may be terminated by death, resignation, or by action taken by the Board. The Board, by a two-thirds (2/3) vote of those present at a duly constituted Board meeting, shall have the authority to discipline, suspend, and/or terminate the membership of any member, regardless of membership category when the conduct of such member is considered detrimental to the best interests of OAPT.

ARTICLE VI. - REGIONS

As of the adoption of these ByLaws the State of Ohio is divided into eight (8) regions as identified by the Ohio Pre-Service Program. Each region represents a group of (Ohio) counties. There shall be one (1) OAPT Region Director per region. In the event the number of regions in the state are adjusted, the Association and it's ByLaws will recognize the reorganization of regions and the Board will make necessary adjustments and/or appointments to make sure each region is represented on the Board.

ARTICLE VII - MEETINGS, NOTICES, QUORUM, VOTING AND RULES.

Section 1. Regular Board Meetings

The Board shall establish its monthly board meeting schedule for the year at its July meeting. Said schedule shall include the Annual OAPT Conference. Attendance by the Board is essential to carry out the mission of OAPT. Board members are expected to attend all meetings. If unable to attend a meeting, he/she shall notify the President and Secretary prior to the day of the meeting. Failure to attend three meetings in one calendar year may result in the removal of said member from The Board.

- A. Robert's Rules of Order will be used as a guide for the proceedings of all meetings of the Board and the Association except where same conflicts with these By-Laws.
- B. All action taken by the Board and/or Association members during called meetings shall require a motion, second, and subsequent vote as outlined by Robert's Rules of Order.

Section 2. Special Meetings

- A. The President, after consultation with the Board, may call a special meeting of the membership at any time. The President's call for a special meeting shall specify the exact time, place, and purpose for said meeting.
- B. Three (3) members of the Board may request a special meeting of the Board provided they have specified the exact time, place and purpose for said meeting.
- C. Five (5) members of the Board may request a Special General Meeting of the Association provided they have specified the exact time, place, and purpose for said meeting.
- D. Fifteen (15) members of the Association may request a Special General Meeting of the Association provided they have specified the exact time, place, and purpose for said meeting.

Section 3. Notices

Notice of each meeting shall be given to each voting members by mail or other documented form of communication not less than five (5) days prior to said meeting. E-mail notifications are considered a documented form of communication. Said notice shall include exact time, place, persons requesting and the purpose for said meeting.

Section 4. Quorum

For the purpose of duly called Association meeting, a quorum shall be the members in attendance where at least 3/4 of the Board is present along with other members.

For the purpose of a Board meeting, a quorum shall consist of not less than a majority of the total voting members of the Board being present.

Section 5. Election of Board Members

Nominations for Board members shall be held each year during the Association's Annual Business Meeting. Elections each year are to be completed by June 30.

The President shall appoint an elections committee consisting of five (5) members, one of which must be a member of the Board and who is not on the ballot. The member of the Board shall serve as Chairman of the committee.

For the purpose of defining an active member to participate in the election process, the member shall be active, in good standing, not less than thirty (30) days prior to said election.

Section 6. Participation in Business Meetings and Board Meetings

Only active members in good standing shall be permitted to vote during business meetings of OAPT.

Only members of the Board in good standing shall be permitted to vote at any Board meeting of OAPT.

From time to time, it may be necessary for the Board and/or membership to conduct business between meetings. The Board may authorize the use of any methods necessary to conduct said business between meetings. These methods may include, but are not limited to:

1. E-mail
2. Facsimile
3. Text messaging
4. Video conference
5. Any other as deemed appropriate by the President

Section 7. Establishment and Execution of Board and Association Policies

The OAPT Board may adopt policies that govern the activities of the Board and/or Association. These policies shall be voted on during scheduled Board meetings.

Polices shall not conflict with these ByLaws and/or any laws or regulations, and shall not be in conflict with Section 501-(C)-(3) of the Internal Revenue Code or any other corresponding provision thereof.

ARTICLE VIII - BOARD MEMBERS AND THEIR DUTIES

Section 1. *Definitions*

Officers - shall be President, First Vice-President, Second Vice-President, Immediate Past President, Secretary, and Treasurer.

Directors - will consist of Region Directors and the Director-at-Large.

Section 2. *President*

The President shall preside at all meetings of OAPT and the Board, and shall be an ex-officio member of all committees, including committees which he/she may appoint for special service. The President, following approval by the Board, shall approve all expenses incurred by OAPT before such obligations are paid, shall have general supervision of the affairs of OAPT, and shall perform the usual duties pertaining to the office. The President may call meetings of the Board as necessary, and shall call meetings of said Board upon written request of five (5), or more, members of the Board as provided herein.

The President may make other appointments to the Board as deemed necessary to fulfill the mission and objectives of OAPT.

Section 3. *First Vice President*

In the absence of the President, or in the event of his/her inability to fulfill his/her term of office, the First Vice President shall perform the duties of the President.

Section 4. *Second Vice President*

The Second Vice President shall perform the duties of the First Vice President in his/her absence as well as other duties generally associated to his/her office.

Section 5. *Secretary*

The Secretary shall:

- A. Maintain a full and accurate record of the proceedings and transactions of all meetings of OAPT and of the Board and shall officially sign the same, certifying one copy to the President.
- B. Maintain a record of all official correspondence on behalf of OAPT; serve all necessary notices after the same have been approved by the President; and make a full report, in writing, of the transactions of the Association at its regular meetings.
- C. Attend all meetings of the Association and of the Board unless excused by the President.
- D. Perform any other duties not herein specified which may be determined by the President.
- E. At the expiration of his/her term of office, transfer to his/her successor all books, papers and other records and property in his/her possession that are the property of OAPT.

Section 6. *Treasurer*

The Treasurer shall:

- A. Keep a correct account between OAPT and its members and receive and/or collect all monies due OAPT, giving receipt for the same. The Treasurer shall hold in safekeeping all OAPT funds in his/her possession, as well as a list of members properly classified as active, associate, honorary lifetime members or business partner members.
- B. Furnish the Association membership with a certified statement disclosing the actual financial condition of OAPT.
- C. Pay all claims certified and approved by the President.
- D. Maintain a correct ledger account of all receipts and disbursements supported by proper vouchers, and shall close and balance his/her books at the end of each fiscal year, and shall immediately thereafter furnish the incoming President with a complete financial statement.
- E. Render an annual written statement at each regular meeting of the Board showing the receipts and disbursements of OAPT since its last meeting.
- F. At the expiration of his/her term of office, transfer to his/her successor all monies, books, papers and other records and property in his/her possession that are the property of OAPT.
- G. Maintain, on behalf of the Board, appropriate Treasurer Liability Insurance.

Section 8. *Region Director, Director-at-Large*

Each Region Director and Director-at-Large shall assess the needs of the respective region they were elected to represent and report to the Board, and conduct regional meetings to provide updates and professional development.

Section 9. *Immediate Past-President*

The Immediate Past-President shall serve as an advisor to the President and shall serve as a mentor for incoming members of the Board. The Immediate Past-President will preside at any meeting where the President, First Vice President and Second Vice President are not in attendance.

Section 10. *The Board*

Collectively, the Board shall arrange for the Annual Conference of OAPT and for any meetings of the Association as deemed necessary. The Board shall act on behalf of OAPT in all business matters when such action is required between meetings of the Association.

ARTICLE IX - TERMS OF OFFICE AND VACANCIES

- A. **Second Vice President** shall be elected each year.
This office requires a four (4) year commitment
Year 1 – Second Vice President;
Year 2 – First Vice President;
Year 3 – President;
Year 4 – Immediate Past President.
- B. **The Secretary** starting July 1, 2023 will serve a term of four (4) years.
- C. **The Treasurer** starting July 1, 2022, will serve a term of four (4) years.
- D. **Director at Large** starting July 1, 2023, will serve a term of four (4) years.
- E. **Region Directors** shall be elected and will serve, beginning with the 2022 elections, a term of three (3) years.
 - a. *Starting with 2022 and every third year thereafter –*
East Region, Central Region, Northwest Region, and Southwest Region.
 - b. *Starting with 2023, and every third year thereafter -*
Northeast Region, North Region, South Region, and West Region
- F. If a member of the OAPT Board, for any reason, is unable to fulfill his/her term, the Board shall, by appointment, fill the office within forty-five (45) days from the date the vacancy occurred. Such appointment shall only be for the remainder of the vacated term.

ARTICLE X - DUES

The annual dues for each membership classification (active, associate, business partner) will be established by the Board. All annual dues shall be deposited with the Treasurer's fund from which remittances may be made as directed by the President following approval by the Board. Any balance at the end of the fiscal year shall be reported annually as directed by the Board. A membership is not considered active until the membership dues have been received and processed by the Treasurer.

ARTICLE XI - FINANCES AND ACCOUNTING

Section 1. The Board may solicit, accept or reject any offers for funding of activities of OAPT, and shall exercise supervision over all financial affairs, income and expenditures of OAPT.

Section 2. The Board shall determine all matters pertaining to the finances of OAPT, and it shall place all income, including auxiliary funds, in a common treasury, and shall direct the expenditure of funds in such manner as will give no individual an advantage.

Section 3. The Board shall not permit the solicitation of funds in the name of OAPT without the prior authorization of the President and/or the Board.

Section 4. No officer or member of OAPT shall receive, directly or indirectly, any salary, compensation, or emoluments from OAPT for services rendered as officer, board member, or other member.

The provisions set forth under this Section 4 shall not pertain to any person or persons employed or contracted by OAPT.

Section 5. Each Region Director shall have an expense account in an amount determined by the Board to be utilized for the purpose of hosting constituent meetings or other related purposes.

ARTICLE XII - COMMITTEES

The purpose of an OAPT committee is to establish (committee) goals and objectives that support the mission, vision, and goals of the Association. In that spirit, the Board is committed to maintaining continuity, progress, and momentum of these committees, regardless of the composition and/or makeup of the Board.

Committees may include members, associate members, business partners, and other individuals who have common interest in the Association and its success. All committees shall be chaired by current Board members. Committee chairs shall be appointed by the President. Committee appointments shall be the responsibility of the Committee Chair.

- A. Annual Conference and Trade Show Committee**
 - a. All duly elected members of the OAPT Board shall comprise the Annual Conference and Trade Show Committee. The Board shall have the responsibility to designate an Annual Conference Coordinator and an Annual Trade Show Coordinator.

- B. OAPT Representation on the State Road-E-O Committee**
 - a. The President shall appoint representatives to the Ohio School Bus Driver Safety Road-E-O Committee.
 - i. OAPT representatives will be appointed and/or reappointed by the President each year at the July Board meeting.
 - ii. Appointments will be made according to the State Road-E-O Bylaws and/or policies.

- C. Election Committee**
 - a. See Article 6, Section 5

- D. Finance Committee**
 - a. This committee will be utilized and assembled, when needed, at the request of the Treasurer or President. Responsibilities may include, but are not limited to, providing audit support, review of financial documents, or other activities that are deemed necessary. Appointments to this committee will be the responsibility of the Treasurer and/or President.

- E. Professional Development Committee**
 - a. This committee is charged with the establishment, organization, administration, and evaluation of professional development offered to its members and other transportation professionals.
 - b. This committee shall work closely with the Annual Conference and Trade Show Committee to provide cohesive and complimentary offerings that support both endeavors and committees.

- F. Other Established Committees**

- a. The President may establish and organize other committees as deemed necessary by the Board.

ARTICLE XIII - DISTRIBUTION OF PROPERTY UPON DISSOLUTION

Upon dissolution of OAPT, and after all outstanding debts and claims have been satisfied, the Board shall distribute the property of OAPT to such other organization(s) maintaining a similar objective to that set forth herein, which are, or may be, entitled to exemption under Section 501-(C)-(3) of the Internal Revenue Code or any other corresponding provision thereof.

ARTICLE XIV - AMENDMENTS

These by-laws may be amended at any duly called meeting of the membership of OAPT provided twenty (20) days notice of such proposal is sent by mail, or other documented form of communication, to each member of the Association by the Secretary. Said notice shall outline the purpose of the proposed amendment(s). E-mail notifications are an accepted form of communication. Any proposed amendment(s) shall be adopted only upon the favorable ballot vote of a majority of the votes cast.