



SCHOOL TRANSPORTATION ASSOCIATION OF INDIANA, INC  
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## SCHOOL TRANSPORTATION ASSOCIATION OF INDIANA, INC



### Article I

#### Section I – Name

The name of the corporation shall be School Transportation Association of Indiana, Inc., hereafter referred to as the “association”.

### Article II

#### Section I – Purpose

The purpose of the association will be to promote and encourage safety, efficiency and economy in the operation of pupil transportation systems within the State of Indiana in cooperation with other related agencies by bringing together the transportation personnel in the State of Indiana to share concerns and ideas in an attempt to provide safe, healthy and efficient transportation for school children with and through uniformity of standards and operational procedures.

Mission Statement: The School Transportation Association of Indiana is dedicated to providing members education and training opportunities to enhance safe school bus transportation for Indiana children.

### Article III

#### Section I – Regulation and Management

The association shall have these bylaws which shall set forth provisions for the regulations and management of the association. These bylaws shall have priority over any other instrument of regulation in case of conflicting provisions, excepting the Articles of Incorporation.

### Article IV

#### Section I – Classes of Membership

The membership of this association shall consist of General, Sustaining, Honorary and Life.

Class “A” – “General” - any transportation personnel involved in pupil transportation programs in the state of Indiana shall be eligible for membership in this association. Will be able to vote at the Annual Membership/Conference Meetings, and may hold an office within the Board of Directors.

Class “B” – “Sustaining” - any individual, firm, or organization interested in supporting and encouraging the purposes of this association. This member may not vote or hold an office.

Class “C” – “Honorary” - any person who has performed outstanding services for pupil transportation, or upon whom the association may desire to confer special distinction. This member may not vote or hold an office.

Class “D” – “Life” - any person who has performed outstanding services for pupil transportation, or upon whom the association may desire to confer special distinction. A life member must be sanctioned by the board of directors and usually includes past presidents and retirees. Will be able to vote at the Annual Membership/Conference Meetings, and may hold an office within the Board of Directors.

NOTE: No member may vote by proxy .

## Section II – Membership List

The secretary shall maintain a current listing of all members.

## Section III – Dues

All membership shall be based upon the fiscal year July 1 to June 30. The maximum amount of annual dues will be determined by a majority vote of the membership present at the association annual business meeting.

## Section IV – Certificate of Membership

Every member of the association will be issued one nontransferable certificate of membership.

# Article V

## Section I – Officers of the Association

The officers of the Association shall consist of a president, vice president, secretary and treasurer. The officers of the association with the exception of the secretary will be elected upon and approved by the membership at the Annual Meeting.

## Section II – President

The President shall discharge all duties as this code of bylaws provides, as the Articles of Incorporation or as the Directors may provide. The President's term of office will be at the discretion of the Board of Directors and shall not exceed a two year term.

## Section III – Vice President

The Vice President shall automatically become the President when the term of the president expires. If no other board member is willing to be Vice President, the President shall make a recommendation to the Board for approval.

## Section IV – Treasurer

The Treasurer shall work with the accounting firm to keep accurate and complete records of accounts, showing accurately at all times the financial condition of the association. The Treasurer and /or Accounting Firm shall be the legal custodian of all moneys, notes, securities and other valuables, which may from time to time come into his/her hands in some reliable bank or other depository to be designated by the directors and shall keep such bank account in the name of the Association. The Treasurer and or Accounting Firm shall furnish at meetings of the directors, or whenever requested a statement of the financial condition of the association and shall perform such duties as this code of bylaws may require or the directors may prescribe. The Treasurer shall be bonded for an amount determined by the Board of Directors. The bonding certificate shall be reviewed by the Board of Directors at the beginning of each treasurer's term of office. The Treasurer shall be elected by the board of directors for a two (2) year term of office. The bonding certificate shall be reviewed by the Board of Directors at the beginning of each treasurer's term of office. The association provided laptop, computer software, and any records are to be turned over to the President or designee with in two weeks of the officers being notified of end of term.

## Section V – Secretary

The Secretary shall be appointed by the President and approved by the majority of members of the Board of Directors. The Secretary shall be chosen from the active membership of the Board of

Directors and carry out all clerical responsibilities of the Association. If no member of the Board wishes to be Secretary the President shall make a recommendation from the general membership to the Board for approval.

#### Section VI – Executive Board

The Executive Board shall consist of the President, Vice President, Treasurer, immediate Past President, Secretary, and Directors at Large.

The Executive Board shall be prepared to convene for emergency meetings determined necessary by the President and shall also determine the auditing system for the Treasurer.

#### Section VII - Board of Directors

The Board of Directors shall be composed of the President, Vice President, Treasurer, Secretary, immediate Past President, Director of the Division of School Traffic Safety, Indiana Department of Education, four (4) elected members at large, and ten (10) regional directors. Representative for the Special Needs Committee, Representative for the State School Bus Committee, Vendor Representative, Indiana State Police/Public Safety Representative, Contractor Representative, Indiana Bus Drivers Association Representative, Head Start Representative, Indiana School Bus Technicians Association Rep The term of office for members of the board will be two (2) years.

The members of the board of directors shall have the right to vote on any issue brought before the board.

#### Section VIII – Regional Directors

Regional Directors shall be selected from the general membership list. Regional Directors should be located within the region they represent. (See appendix A for Regions.)

When the existing Regional Director is stepping down; after notification to their membership, shall recommend to the Board a candidate to fill the soon to be open position.

In the event that more than one person is interested in an open Board Position, the interested parties shall submit a Letter of Interest to their Regional Director or the President of the Association (should the Regional Director not be available). Information on all candidates who expressed interest should be submitted.

#### Section IX– State School Bus Committee Representative

This position is filled from a pool of existing board members and voted on by the board. If there is no board member willing to be the representative the board shall vote on the recommendation from the President.

#### Section X – Special Needs Committee

The purpose of the Special Needs Committee will be to ensure all children with special needs in Indiana are provided the safest transportation through education, training and information.

The Special Needs Committee of the association shall consist of a Chairperson, Assistant Chairperson, and a Secretary to bring information and recommendations to the Board of Directors of the association as it relates to the transportation of special needs students in the State of Indiana. Membership will consist of a core group (steering committee) and any other interested parties, including Occupational Therapist, Physical Therapist, Special Educators and School nurses. Each member of the Committee shall maintain membership in the association and be willing to participate in the guides of established by-laws.

Project approval must be requested and granted before information or materials can be sent in the name of the association or of the Committee, and any and all financial considerations shall carry approval of the Board of Directors. All funds related to the operation of the Committee shall be maintained and distributed through established accounts of the association.

The Special Needs Committee shall, when possible, model the organizational structure of the association and conduct meetings in accordance with common association practices. An annual report of its membership shall be given to the association as well as monthly reports of activity.

#### Section XI – Quorum – Board of Directors

A quorum of not less than ten (10) members of the Board of Directors must be present to transact business.

#### Section XII– Meetings of the Board of Directors

The Board of Directors shall meet monthly or at scheduled intervals of the year, at a time and place called for by the president of the association. Written notification must be provided to each board of director member at least five (5) days prior to the meeting. A minimum of seven (7) meetings shall be scheduled prior to the annual membership meeting.

Whereas it is a privilege to serve as a member of the Board of Directors, it is the responsibility of members to attend all scheduled, annual or called meetings of the Board. Failure to attend three (3) consecutive meetings, unless excused by the President or Vice-President in the President's absence, may result in removal from the Board. Anticipated absences should be reported within 24 hours of the scheduled Board meeting.

### Article VI

#### Section I – Annual Meetings

The annual meeting of the members of the association for the election of officers and the Board of Directors and for the transaction of other business, shall be held at a time and location determined by the Board of Directors.

#### Section II – Special Meetings

Special meetings of the members may be called by the president, by a majority of the Board of Directors, or by written petition signed by not less than one-tenth of all class "A" members, as listed on the official membership list.

#### Section III – Notice of Meetings

A written or printed notice stating the place, day and hour of the meeting shall be mailed by the secretary of the board of directors to each member entitled to vote at the meeting at least ten (10) days before the date of such meeting.

#### Section IV – Quorum for all Meetings

A Quorum shall be assumed unless challenged from the floor. The number required for a quorum shall be forty percent (40%) of the members shown on the membership list.

#### Section V – Conduct of Meetings

The President, or in his/her absence the Vice President, or in his/her absence, any other member chosen by the members present, shall call the meeting to order and shall act as chairperson. All government of the association shall be conducted in an orderly manner, by parliamentary procedure, using Roberts Rules of Order.

## Article VII

### Section I – Amendments

These bylaws may be adopted, amended, or repealed at any time by two-thirds (2/3) vote of those present and voting at a regular called business meeting, provided all members have been mailed a copy of the proposed changes at least ten (10) days prior to the meeting.

## Article VIII

### Section I – Ex Officio Members of the Board

There shall be six (6) ex-officio members on the Board of Directors, which will include the Vendor Representative, Public Safety Official, Contractor Representative, School Bus Driver Association Representative, School bus Technicians Representative, and a representative for Head Start.

#### Section II – Vendor Representative

The Vendor Representative shall bring to the board all matters regarding regulations on manufacturing and operations of the pupil transportation industry.

#### Section III – Indiana State Police / Public Safety Representative

A member of the Indiana State Police who has a major responsibility for the school bus inspection program shall be a member of the Board of Directors.

#### Section IV – Contractor Representative

The Contractor Representative shall bring before the Board all ideas and suggestions for the betterment of pupil transportation.

#### Section V – Indiana Bus Driver Association Representative

A member of the Bus Drivers Association shall bring before the Board actual ideas and suggestions for the betterment of pupil transportation.

#### Section VI – Indiana School Bus Technicians Association Representative

A member of the Indiana School Bus Technicians Association shall bring before the Board all ideas and suggestions for the betterment of pupil transportation.

#### Section VII – Head Start Representative

A member of Head Start shall bring before the board all ideas and suggestions for the betterment of pupil transportation.

#### Section VIII – Delegation of Authority

In the case of absence of any officer of the association, or for any reason that the directors may deem sufficient, the directors may delegate the powers or duties of such officer to any other officer or director, for the time being, by a majority of the entire Board of Directors.

#### Section IX– Execution of Documents

Unless otherwise provided by the directors, all contracts, leases, commercial paper, and other instruments, and legal documents shall be signed by the president and attested by the treasurer. Legal Documents shall be kept on record by Secretary. All checks, drafts, notes and orders for the payment of money shall be approved by the board. Signatures shall be obtained by the president or his designee and the accounting firm.

#### Section X – Duties of President

The President shall chair all Board, Executive and Annual Business Meetings. The president will also assist the Secretary with board agendas. When allowed by current school district the president may attend the National Association for Pupil Transportation’s annual conference. If the President’s local school district is unable to pay, the association may pay the expenses.

The President shall sign off with Treasurer and or Accounting Firm on all payments

#### Section XI - Duties of Vice President

The Vice President shall co-chair all meetings required by the President, and shall perform the duties of the President in the absence of the President.

The Vice President shall sign for the president on all payments in the event he/she is not available.

#### Section XII- Duties of Secretary

The secretary shall keep accurate and current records of the membership meetings and of the Board of Directors meetings. The secretary will maintain the official membership list. The secretary will perform the following duties:

- A. Coordinate the development and mailing of an association newsletter.
- B. In conjunction with the president, prepare the agenda for all business meetings.
- C. Other activities as directed by the Board and Association.
- D. Shall maintain a records book to include:
  - a. Copy of By-Laws
  - b. Copy of Treasurer’s Bonding
  - c. Certificate of Insurance
  - d. Certificate of Not-for-Profit

#### Section XIII – Duties of the Treasurer

The treasurer shall be the liaison between the bookkeeping firm and the Association, and shall assist in reporting a summary of accounts to the Board of Directors at each scheduled meeting. The treasurer shall be the legal custodian of all moneys, notes, securities and other valuables which may from time to time come into his/her hands in some reliable bank or other depository to be designated by the Board of Directors and shall keep such bank account in the name of the association. The Treasurer shall be bonded for an amount determined by the Board of Directors. Duties will include:

Duties will include:

- A. Copies of the monthly Bank/Credit Card Statements shall be submitted for board review at each Board Meeting.

- B. Work with the accounting firm to provide a yearly financial summary to the membership at its Annual Membership Meeting/conference.
- C. Shall submit all records for audits as determined by Executive Board.
- J. In the event STAI no longer has an Accounting Firm the Treasurer shall take on the duties of the Accounting Firm as described in the administrative guidelines.

Section XIV – Duties of the Board of Directors

It is the duty of the Board of Directors to manage the affairs of the association. These duties include, but are not limited to:

- A. Supervision over all financial affairs, income, and expenditures of the association.
- B. Shall determine the amount of Bonding for the Treasurer
- C. Selection, supervision and evaluation of the executive secretary of the association.
- D. Arrange program for annual membership meeting.
- E. Appoint Regional Director(s) as recommended.
- F. Other activities deemed necessary for fulfilling the purpose of the association.

Section XV - Duties for Directors at Large

It is the duty of the Directors at Large to assist with all duties as determined by the president. The At Large Directors shall:

- A. Sit on Executive Board
- B. Sit in on any regional meetings when ever possible
- C. Sit on at least one committee

Section XVI – Duties of the Regional Director

It is the duty of the Regional Director to promote the purposes of the association within the local region. The regional director should:

- A. Hold two (2) meetings of interest per year within the region among association members and others interested in pupil transportation.
- B. Provide items of interest for the association newsletter.
- C. Participate at all meetings of the Board of Directors.
- D. Other activities as may be suggested by the Board of Directors.
- E. File claims for the necessary expenses in promoting the association at the regional level with the Board of Directors.
- F. Participate in other activities as may be suggested by the Board of Directors.
- G. Shall sit on at least one committee

Section XVII – Duties of the Chairperson of Special Needs Committee Representative

It is the duty of the Chairperson of the Special Needs Committee to support the purposes of the association by providing information to the Board of Directors concerning issues related to the safe transportation of special needs students in the State of Indiana. These duties include:

- A. Conduct meetings and coordinate all projects of the Special Needs Committee.
- B. Communicate all special needs transportation issues and projects to the association Board of Directors.
- C. Promote best and safe practices for transporting special needs students by assisting in distributing information as it relates to training and education.
- D. Provide items of interest for the Association Newsletter.

Section XVIII – Duties of the Director of the Division of School Traffic Safety, Indiana Department of Education.

It is the duty of the Director of the Division of School Traffic Safety to communicate to the association legislation that is pertinent to school bus transportation, bringing ideas and suggestions for the betterment of pupil transportation.

Section XIX – Duties of the State School Bus Committee Representative

The State School Bus Committee Representative will communicate to the association changes that are pertinent to school bus transportation, also taking information of concern or needs of the association to the School Bus Committee.

Section XX - Duties of the Vendor Representative

It will be the duty of the vendor representative director to communicate with his membership the activities of the association. The Vendor Representative shall also share with the association regulations on manufacturing and operations of the pupil transportation industry.

The vendor representative will coordinate the display of vendor items at the Annual Conference.

Section XXI – Duties of the Indiana State Police / Public Safety Representative

It will be the duty of this director to serve as a liaison between the association and the Indiana State Police.

Section XXII – Duties of the Contractor Representative

It will be the duty of the contractor representative to communicate with his membership the activities of the association and bring before the Board all ideas and suggestions from their group for the betterment of pupil transportation.

Section XXIII – Duties of the Indiana Bus Driver Association Representative

It will be the duty of the Bus Driver representative to communicate with his membership the activities of the association, and shall bring before the board actual ideas and suggestions from their association for the betterment of pupil transportation.

Section XXIV – Duties of the Indiana School Bus Technicians Association Representative

It will be the duty of the Mechanics Association representative to communicate with his membership the activities of the association, and shall bring before the board all ideas and suggestions from their association for the betterment of pupil transportation.

Section XXV – Duties of the Head Start Representative

It will be the duty of the Head Start representative to communicate with his membership the activities of the association, and bring before the board all ideas and suggestions from their group for the betterment of pupil transportation.

Section XXVI – Voting Restrictions – Board of Directors

Members of the executive committee and the regional directors may vote on any issue before the Board of Directors. Ex-officio members may vote on all issues not involving the receipt or

expenditure of funds, the employment or supervision of an executive secretary, or the appointment of the regional directors.

If a question arises about the voting restrictions on an individual motion, the Executive Board will determine by majority vote if the votes of the ex-officio members are to be allowed.

#### Section XXVII – Vacancies

Whenever any vacancies occurs in any office of the association or Board of Directors by death, resignation, increase in the number of the association or otherwise, the Board of Directors shall fill that vacancy by appointment for the remainder of the unexpired term.

#### Section XXVIII– Term of Office

All officers and directors of the association will begin their terms of office immediately following the Annual Conference.

President – discretion of the Board not to exceed two years.

Vice President – concurrent with the President. At the end of the President’s term shall automatically become President.

Treasurer – two year term of office.

Secretary – appointed yearly by the president – approved by the Board

Committee Reps – two year term, unless otherwise stipulated in the Bylaws

All other members - two year term

#### Section XXIX – Order of Business

The president shall call the meeting to order and conduct all business before the Board of directors. In the absence of the president, the vice president shall preside. If the vice president is also absent, then any member of the board of directors committee duly elected by the board may conduct the meeting. Robert’s Rules of Order will be followed in the conduction of the meeting.

#### Section XXX– Committees

The president of the association shall be empowered to appoint all necessary committees, designate the chairpersons, and be an ex officio member of all such committees

#### Section XXXI– Professional Development Committee

The purpose of this committee is to develop and conduct opportunities for members to participate and contribute to the mission of the association. The primary objective is to foster the knowledge of members in order to promote and maintain safe and healthy transportation of Indiana’s students.

#### Section XXXII– By-laws Committee

The purpose of this committee is to maintain and make recommendations for the association’s bylaws based on the needs of the association.

#### Section XXXIII– Annual Membership Meeting/Conference Committee

The purpose of the Annual Membership Meeting/Conference Committee is to organize and plan the details of a premier annual conference.

#### Section XXXIV– Rodeo Committee

The purpose of the Rodeo Committee is to organize, and plan the details the annual state school bus rodeo.

Section XXXV– Poster Committee

The purpose of the Poster Committee is to organize, and plan the details for promoting the annual poster contest for submission to the National Poster Contest.

Section XXXVI – Nominating Committee

The nominating committee shall prepare a slate of nominees for office for the general membership consideration with further nominations permitted from the floor at the election meeting.

Section XXXVII – Contracting Services

The President with the majority approval of the board may contract services with individuals or agencies to accomplish tasks for the benefit of the Association that may not be possible within its membership. Costs or estimated expenditures must be approved by the Board of Directors before any contracted service may begin.

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