

**Gulf Coast Chapter
Texas Association for Pupil Transportation
Constitution & Bylaws**

Bylaws of the Gulf Coast Chapter of the Texas Association for Pupil Transportation located in the Region IV & VI Education Service Center areas.

ARTICLE I. NAME

- 1.01** Name. The name of this organization shall be the Gulf Coast Association for Pupil Transportation (GCAPT), henceforth referred to as "association."

ARTICLE II PURPOSE

- 2.01** Purpose. The purpose or purposes for which the Gulf Coast Association for Pupil Transportation is organized are:
- a. To promote safe and efficient pupil transportation operations for the public school districts within the Region IV & VI Education Service Center areas.
 - b. To exchange ideas and methods of the operation of public school transportation organizations.
 - c. To provide leadership for the improvement and the advancement of pupil transportation policies, standards, and equipment on the local, state and national levels.
 - d. To advise and recommend to local, state and national governing bodies changes in policy, equipment and methods pertaining to improvement of the safety and efficiency of pupil transportation.
 - e. To inform members of the profession and the lay public of the needs of public school transportation.
 - f. To serve as an association for the collection and dissemination of information and for providing service such as publications, conferences, research, training and other services which may promote pupil transportation.
 - g. To assist its members and the industry of pupil transportation in dealing with mutual business problems in one or more of the following areas: accounting practices, business ethics, commercial and industrial research, standardization, statistics, trade promoting, and relations with government employees and the general public.

ARTICLE III OFFICE

- 3.01** **Principal Office.** The principal office of the organization in the State of Texas shall be located in the city of Houston Texas, County of Harris. The organization may have as such other offices, within or without the State of Texas, as the Executive Committee may determine or as the affairs of the organization may require from time to time.

- 3.02** **Location of Office.** The location of the office shall be the office of the current Chapter Secretary of the association unless otherwise determined by the Executive Committee.

(Amended April 2008)

ARTICLE IV MEMBERS

4.01 Membership. Membership in the organization shall be open to all public school district personnel related to pupil transportation in a supervisory or advisory position in Texas. Membership shall also be open to individuals connected with pupil transportation in a supply or technical advisory capacity.

The organization shall have three (3) classes of members; Active, Associate and Honorary. The qualifications of such classes shall be as follow:

- a. **Active Member.** Any person shall be eligible for Active Membership if the person is an active employee interested in, engaged in, or associated with any phase of public transportation in a school transportation program in the areas of the Region IV & VI Education Service Centers. Active members in good standing shall be entitled to attend all organization meetings and participate in discussions of the organization. They are entitled to hold office and to vote.
- b. **Associate Member.** Any person connected with pupil transportation in a supply, technical advisory capacity, or school district personnel other than those designated as active members. Associate members in good standing shall be entitled to attend all organization meetings and participate in discussion of the organization. They are not entitled to hold office or vote.
- c. **Honorary Member.** Retired active members with a minimum of five (5) consecutive years of membership in good standing in the GCAPT shall automatically become honorary members. Honorary members shall be entitled to all privileges of active members with the exception of voting and holding office, but shall be exempt from paying dues. The Executive Committee shall have the right to confer Honorary Membership in the organization.

(Amended February 2000)

4.02 Rights of Members. Active members of the organization shall be entitled to all of the rights and privileges of the organization including the right to vote, hold office, and to receive any benefits offered by the organization.

Officers shall be elected by a majority vote by members in good standing and in attendance at the April meeting of the organization.

All other classifications of membership shall not be entitled to the rights and privileges of the association except the right to vote, hold office or to receive specific benefits which may be available to the Active Members of the association.

4.03 Election of Members. The Executive Committee shall have the power to approve all applications for membership except that no individual may be denied on the basis of race, national origin, religion, or sex.

4.04 Transfer of Membership. Membership in the Gulf Coast Association for Pupil Transportation is not transferable or assignable.

4.05 Termination of Membership. Membership in the Gulf Coast Association for Pupil Transportation shall/may be terminated by non-payment of dues, by resignation, by failure to comply with requirements for membership, or other causes to determine by the organization.

4.06 Charter Members. All classes of members in good standing on or before 1975/91 shall be recorded as charter members of the organization.

Article V Dues

- 5.01 **Dues.** The annual dues for each active and associate member shall be twenty dollars (\$20.00) per school year. All dues are payable by September 1, and shall be considered delinquent on January 1.
(Amended April, 1998)

ARTICLE VI MEETING OF MEMBERS

- 6.01 **Monthly Meetings.** The Gulf Coast Association for Pupil Transportation shall meet on the second Tuesday of every month from September through May unless determined otherwise by the membership.
- 6.02 **Special Meetings.** Special meetings of the members may be called by the president, executive committee, or not less than one tenth of the members that have voting rights.
- 6.03 **Place of Meeting.** The membership shall be informed of the place of the monthly meeting and program for the meeting by the secretary. The executive committee shall approve the meeting sites in advance.
- 6.04 **Order of Business.** The order of business shall be as follows: Call to order, reading and adoption of minutes and treasurer's report, unfinished business, new business program, round table discussion, raffle, adjournment.

ARTICLE VII PARLIAMENTARY AUTHORITY

- 7.01 **Parliamentary Procedure.** All meetings of the organization shall be conducted according to parliamentary procedure as set forth in the most recent published Roberts Rules of Order unless they are inconsistent with the constitution and bylaws or special rules of this organization.

ARTICLE VIII OFFICERS

- 8.01 **Officers.** The officers of the organization shall consist of president, president-elect, vice-president, treasurer, and past-president.
- The treasurer shall serve a term of two (2) years in office and shall not advance to any other position on the executive committee at the end of the current term. The vice-president shall advance to the office of president-elect, the president-elect shall advance to the office of president, and the president shall become the past-president upon completion of the presidents' term.
- (Amended May 2007)**
(Amended April 2008)
- 8.02 **Vacancies.** In case of a vacancy in an office it shall be filled by the executive board and that person shall serve only to the end of the unexpired term, excepting the office of president. A vacancy in the office of president shall be filled by the president-elect at such time. The president-elect shall move into the office of president to complete the term. The president-elect shall advance to president the next year and fulfill his/her duties as usual.
- 8.03 **President.** The president shall hold office for the period of (1) year or until the new president takes office. It shall be the duty of the president to preside or arrange for presiding officers at all meetings and, in conjunction with the president-elect, to prepare the program for the monthly meetings and annual Winter Conference of the association. The president shall appoint all committees not otherwise specified. The president shall be the chairperson of the executive committee and shall call meetings of the executive committee whenever the president deems it necessary, or whenever the president is requested to do so by the membership. The president shall perform all other duties normally pertaining to the office.
- 8.04 **President-Elect.** The president-elect shall hold office for a period of one (1) year, and shall become the president of the association at the end of the current president's term. The

president-elect shall serve as acting chairperson of the executive committee and presiding officer over monthly chapter meetings in the absence of the president and perform other such duties as may be assigned from time to time, by the president. The president-elect shall, in conjunction with the president, prepare the program for the monthly meetings and annual Winter Conference including the agenda and securing locations and sponsors for such meetings. The president-elect shall advance to the office of president if the office of president is vacated.

(Added May 2007)

8.05 Vice-President. The vice-president shall hold office for a period of one (1) year, and shall become the president-elect of the association at the end of the current president-elect's term. The vice-president shall chair the Regional School Bus Safety Road-e-o Committee and provide for competition site, judges, sponsorship, and registration for the competition. The vice-president shall also serve as the historian for the association by maintaining a narrative account of the events of the current year as well as photographic history.

8.06 Treasurer. The treasurer shall hold office for a period of two (2) consecutive years and shall not advance to another office at the end of term. Elections for the office of treasurer shall be held every second April and the treasurer shall be elected by a majority vote by members in attendance and in good standing at the April meeting of the association. The treasurer has charge and custody of and responsible for all funds of the association, receive and gives receipts for monies due and payable to the association from any source whatsoever, and deposit such funds in it. The treasurer is responsible for preparing an annual report of activities and their fiscal impact as well as prepare a budget to present to the executive committee in May of each year for the following calendar year.

(Amended April 2008)

8.07 Past-President. The past-president shall hold office for a period of one (1) year and the office shall be filled by the previous president of the association. The past-president shall chair the membership committee and promote membership in the association. The past-president shall serve as parliamentarian for the association and ensure proper order of the meeting proceedings in accordance with Robert's Rules of Order.

(Added May 2007)

(Amended April 2008)

8.08 Chapter Secretary. The executive committee shall employ a chapter secretary on an at-will basis to serve as a non-voting member of the executive committee. Vacancies for the position of chapter secretary shall be announced to the membership. Applications shall be accepted by and reviewed by the executive committee with the selection made upon a majority vote of the executive committee. The performance of the chapter secretary shall be reviewed at least annually by the executive committee and continuation or termination of services. The chapter secretary shall be responsible for receiving and distributing information on behalf of the executive committee including (but not limited to) registration forms, correspondence, monthly meeting announcements/agendas, etc. The chapter secretary shall be responsible for keeping minutes of all meetings of the association and distributing those minutes as required to the membership. The chapter secretary shall be responsible for maintaining all records for the association and ensuring all legal records retention stipulations are followed. The chapter secretary shall be responsible for performing clerical duties as required for the executive committee as well as other duties as assigned with respect to special events of the association.

The chapter secretary shall be compensated at a rate of one-hundred-fifty dollars (\$150.00) per month, paid on or before the last day of each month while services are performed as authorized by the executive committee. There shall be no expressed or implied contractual obligation with respect to length of employment or to other employee benefits or compensation other than that stated above.

The chapter secretary shall not hold any other elected office on the executive committee of the association while serving as the chapter secretary. The chapter secretary is permitted to run for elected office, but shall resign the position of chapter secretary if elected.

(Added April 2008)

ARTICLE IX COMMITTEES

- 9.01 Standing Committees.** The standing committees of the Gulf Coast Association for Pupil Transportation shall consist of an Executive Committee of five (5) members, a Membership Committee composed of the past-president and five (5) active members from different geographic areas throughout the region IV & VI Educational Service areas.
(Amended May 2007)
(Amended April 2008)
- 9.02 Executive Committee.** The executive committee shall consist of the president, president-elect, vice-president, treasurer and past-president. The executive committee shall present a slate of two (2) names for the office of vice-president annually, and a slate of two (2) names for the office of treasurer bi-annually to the membership at the April meeting. It shall be the duty of the executive committee to act upon matters of business which are to be presented at the regular meeting of the association and to fill vacancies which may arise between meetings. Upon the executive committee shall rest in the interim of regular meetings, the duties, responsibilities, and final authority for the conduct of the association in all matters except as stated otherwise in the constitution or as maybe referred to it by the association. Members of the executive committee shall serve for their term(s) in office. A member of the executive committee, by reason of three (3) consecutive absences from the executive meetings, shall forfeit his membership upon the majority vote of the executive committee. Additional nominations for the offices of vice-president and treasurer may be made from the floor provided the nominee's consent is secured before the nomination is made. The president shall serve as the chairperson of the executive committee

(Vote November 2004)
(Amended May 2007)
(Amended April 2008)
- 9.03 Membership Committee.** The Membership Committee shall consist of the past-president and five (5) active members from different geographic areas throughout the Region IV & VI Educational Service area. It shall be the duty of the membership committee to promote membership in the organization throughout the public school districts in the Region IV & VI Educational Service areas.
(Amended April 2007)
(Amended April 2008)
- 9.04 Other Committees.** Other committees may be appointed by the president or by majority of the executive committee.

Article X Quorum

- 10.1 Quorum.** A majority of those present shall constitute a quorum for the transaction of business at a meeting.

Article XI BOOKS AND RECORDS

- 11.01 Records.** The organization shall keep records, complete books and accounts and shall also keep minutes of the proceedings of its members and committees. All books and records of the association may be inspected by any member for any proper purpose at any reasonable time. The chapter secretary shall serve as the custodian of records for the association.

(Amended April 2008)

Article XII AMENDMENTS

- 12.01 Amendments.** This constitution and bylaws may be amended at any monthly or special meeting of the association by a majority of the members present and voting, provided that the amendment was presented at a prior monthly or special meeting. Said proposed amendment shall be declared

passed by the president if a majority of those voting in the ballot shall have voted in the affirmative.

- Amendment: 1** The School Bus Safety Roadeo shall be held on a Saturday in April each year.
(Vote November 2004)
- Amendment: 2** The School Bus Safety Roadeo shall consist of Regular, Transit and Special Needs Roadeo and the top three (3) winners from each category from each Region (IV & VI) shall advance to state level competition in June.
(Amended October 2003)
- Amendment: 3** The three (3) winning contestants from each Region (IV & VI), for each Regular, Transit and Special Needs School Bus Safety Roadeo will each receive three hundred dollars (\$300.00) as travel assistance to the winners in competing at the TAPT School Bus Safety Roadeo.
(Amended October 2003)
- Amendment: 4** The Executive Committee shall consist of a president, vice-president, secretary, treasurer and parliamentarian to be selected by the current president.
(Vote November 2004)
- Amendment: 5** RENDERS AMENDMENT 3 NULL AND VOID AND REPLACES WITH THE FOLLOWING:
The three (3) winning contestants or teams from each Region (IV & VI) for each Regular, Transit, and Special Needs School Bus Safety Road-e-o will each receive the sponsorship and endorsement of the Gulf Coast Association for Pupil Transportation in the form of \$300 per person to be paid upon arrival at the TAPT State Road-e-o competition in June provided that the contestant attains a minimum score of 50% of the total possible score in the Regular, Transit, or Special Needs categories at the GCAPT Regional Road-e-o.
(Vote April 2007)
- Amendment: 6** RENDERS AMENDMENT 4 NULL AND VOID AND REPLACES WITH THE FOLLOWING:
The Executive Committee shall consist of a president, president-elect, vice-president, secretary, treasurer, and ex-officio.
(Vote April 2007)
- Amendment: 7** Amends sections 3.02, 8.01, 8.06, 8.07, 8.08, 9.01, 9.02, 9.03, and 11.01 and adds section 8.09. Establishes the position of chapter secretary, removes the elected secretary position, renames the ex-officio position as "past-president", restructures the positions on the executive committee and resets the term of office for the position of Treasurer.
(Vote April 2008)

Updated and revised 07-11-08 (kak)