

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION
SUFFOLK COUNTY CHAPTER
BY-LAWS

ARTICLE I
Name and Purpose

1.10 NAME:

The name of this organization shall be the New York Association for Pupil Transportation (N.Y.A.P.T.) - Suffolk County Chapter.

1.20 PURPOSE:

The purpose of this organization is to promote and provide leadership for the improvement and advancement of pupil transportation, to work for the improvement of the safety, economy and efficiency of pupil transportation, to serve as an agency for the collection and dissemination of information pertaining to pupil transportation, to promote a spirit of fellowship and maintain a high standard of professional ethics among its members, to cooperate with the various state agencies involved in pupil transportation by keeping abreast of current and proposed legislation concerning all aspects of pupil transportation.

1.21 CONFLICTS OF INTEREST:

(a) Duty of Care, Loyalty and Obedience

All members shall exercise that same care that a reasonable person, with similar abilities, acumen and sensibilities, would under similar circumstances at all times. A director, an officer or member will undertake all, and substantially all, of the consequences of their actions or the omissions of their actions.

No member shall engage in, or condone, any conduct that is disloyal, disruptive, damaging or competes with the association. No officer, director or member shall take any action, or establish and interest, that compromises his/her ability to represent the association's best interest.

No officer, director or member shall disobey a majority decision of the members.

All members of the association are hereby bound to fiduciary duty for and on behalf of the association, such that the interests of the association shall remain paramount to any and all of their personal interests whatsoever. All members of the Board, all officers of the association and all employees shall exercise their fiduciary duty at all times, especially when making a decision on behalf of the association.

(b) Conflict of Interest

A conflict of interest exists when a matter to be acted upon by the Board confers a direct, substantial benefit to any Board member, or business or agency from which such a member derives an income or has authority in governance.

(c) Abstention

A member of the Association shall abstain from voting or attempting to influence the vote on any matter before the membership that places him or her in a conflict of interest. Said member shall

disclose the conflict or potential conflict as soon as he/she recognizes the conflict. If self-disclosure is not revealed, the Chapter President or any member of the Executive Board can, prior to voting on a specific matter in which a potential conflict of interest exists, inquire whether any member desires to abstain from voting because of a conflict of interest. If no conflict of interest is disclosed but the President or any other member states the opinion that such a conflict exists and the challenged member refuses to abstain from the deliberations or voting as requested, the President shall immediately call for a vote of the membership to determine whether the challenged member is in a conflict of interest. If a majority of the members present vote to require the abstention of the challenged member, that member shall not be permitted to vote.

1.24 HARASSMENT: SEXUAL, RACIAL, RELIGIOUS AND AGE

Harassment of any kind is not productive and will not be tolerated by the Association. Any individual bound by these By-Laws who is subject to verbally abusive language relating to gender, race, religion or age, or who experiences sexually oriented physical touching or suggestive language is encouraged to report it immediately to the President. In the event that the allegations concern the Association President, the report is to go to the Vice-President. Any individual bound by these By-Laws who is aware of such verbally or physically abusive conditions should report such activity immediately.

ARTICLE II Membership

2.10 MEMBERS AND RIGHTS:

Please refer to Chart 1 below. Membership in the New York Association for Pupil – Suffolk County Chapter shall consist of:

(1) Active Member:

Any person shall be eligible for active membership who is principally engaged in the administration or supervision of pupil transportation within the boundary of Suffolk County. Active members of the association shall be entitled to all rights and privileges of the Association including the right to vote and hold office.

(2) Associate Member:

Any person not eligible as an active member, who is interested in, engaged in or associated with any phase of pupil transportation within the boundary of Suffolk County. Associate members shall be entitled to all the rights of active members except the right to hold office on the Executive Board.

(3) Life Member:

Life members shall be entitled to all benefits allowed to active members including dues paid for life, association news mailings for life and continued voting rights for life. The Executive Board shall have the right to confer Life Membership in the Association upon retirement.

(4) Honorary Member:

Honorary members shall be entitled to all benefits allowed associate members including dues paid for life and association news mailings for life. The Executive Board shall have the right to confer Honorary Membership upon retirement.

(5) Team Member –

Any person who is engaged in the delivery of school transportation services within the boundary of Suffolk County and has no supervisory or management responsibilities.

	MEMBERSHIP	DEFINITION	JOB TITLE EXAMPLES	SUPER-VISORY POSITION	VOTING RIGHTS	ABILITY TO HOLD OFFICE	DUES PAID FOR LIFE	HOW MEMBERSHIP ENLISTED
1	Active Member	Administration or supervision of pupil transportation	Supervisor, Coordinator, Dispatcher, Head Bus Driver	Yes	Yes	Yes	No	Annual Membership Application
2	Associate Member	Associated with any phase of pupil transportation	Vendor HR Admin	No	Yes	No	No	Annual Membership Application
3	Life Member	Retired Active	Retired Active	Was	Yes	Yes	Yes	Conferred by Board
4	Honorary Member	Retired Associate	Retired Associate	Was not	Yes	No	Yes	Conferred by Board
5	Team Member	Anyone in transportation services w/o supervisory requirements	Driver, Monitor Attendant, Mechanic	No	Yes	No	No	Annual Membership Application

Chart 1

Section 2.20 APPLICATION FOR MEMBERSHIP:

All applications for new membership shall be submitted on an application form adopted by the Board of Directors. Each application submitted shall be reviewed by the Executive Committee to determine overall eligibility as well as to ascertain which membership category is appropriate to said applicant. No individual may be denied membership on the basis of race, age, national origin, gender, religion or sexual orientation.

Section 2.30 DUES:

The annual dues for active, associate and team members of the Association shall be established by the current voting members. The fiscal year begins September 1 to August 31. Payment is due August 31, with a grace period until October 31. Any member who has not paid dues by October 31 is considered to not be in good standing and will not be permitted to vote until the next fiscal year.

**ARTICLE III
Meetings**

Section 3.10 REGULAR MEETINGS:

The association shall hold at least one regular meeting each year at such place and time determined by the Executive Board along with committee chairs. The meetings shall be held to take up those matters properly presented by and to the overall membership and among other things, to elect officers to the Executive Committee. Notice of such meeting shall be provided to the membership through official publications and other communications vehicles of the association. The results of said vote shall be binding to the association.

Section 3.20 NOTICE OF MEETINGS:

A notice of every meeting, except an emergency meeting, shall be sent to the members at least one week prior to the date of the meeting. Notice by telephone, fax, e-mail or written notification sent via U.S. Postal Service shall be acceptable. If a majority of the members meet at any time and place unanimously consent to the holding of a meeting, such meeting shall be valid without notice and at such meeting any association action may be taken and shall be binding to the association.

Section 3.30 EMERGENCY MEETINGS:

If it should be determined by the President of the association that a matter of utmost importance be decided by the Executive Committee and the membership, an Emergency Meeting and vote can be held. Said vote can be conducted by telephone, fax, e-mail or conference call. The results of said vote shall be binding to the association.

Section 3.40 QUORUM:

A quorum for all meetings of this Association shall consist of the members present. A quorum of any Committee meeting shall consist of at least three (3) members of said Committee. A quorum of the Executive Board shall consist of those members present.

Section 3.50 CONDUCT OF BUSINESS:

The latest edition of Robert's Rules of Order shall determine procedures to be followed at each meeting of the association, except where otherwise determined by the By-Laws or by resolution of the Board of Directors. The President may appoint a parliamentarian for these purposes.

**ARTICLE IV
Governance**

Section 4.10 GENERAL POWERS:

The Executive Board shall be the policy making body of the Association. The method of election to the Executive Board shall be prescribed in the By-Laws.

**ARTICLE V
Officers**

Section 5.10 OFFICERS:

The officers of the Association shall be the President, Vice President, Secretary and Treasurer. Together with the past President, these officers shall make up the Executive Board of the Association.

Section 5.12 PRESIDENT:

The President, subject to the direction and control of the Executive Board, shall have the general responsibility of the supervision of the activities of the other officers of the association. The President shall preside over all Executive Board meetings and all general membership meetings. The President shall have the responsibility to appoint all committee chairpersons and shall be considered an ex-officio, non-voting member of all standing and special committees. The President will serve as or select a Director and Alternate Director to represent the chapter at State Board of Director meetings.

In accordance with the State Association By-Laws, only active individual members are eligible to serve as a principal director on the State Board.

Section 5.13 VICE PRESIDENT:

The Vice President shall assume all the duties of the President in case of absence or the resignation of the President and shall act a chairperson of the Program Committee for all regular meetings if so directed by the President and shall also assist the President with such duties as may be requested from time to time.

Section 5.14 TREASURER:

The Treasurer shall receive all monies due the Association and keep a record of each member's dues. It shall be his/her duty to deposit such money in a bank designated by the Association. He/she shall pay all bills of the association after proper approval and keep a file of receipts for same. He/she shall make a report of the financial status of the Association at each regular meeting.

Section 5.15 SECRETARY:

It shall be the duty of the secretary to keep a record of the order of business and a record of the roll at each regular meeting and special meetings. He/she shall receive all communications and dispose of them as directed by the Executive Board, notify all members of all regular and special meetings and at the end of his/her term, turn over all minutes, correspondence and other records over to his/her successor.

Section 5.16 PAST PRESIDENT:

The past President shall act as the chairperson of the Chapter Nominating Committee and perform other duties as may be required from time to time by the President and the Executive Board.

Section 5.20 TERMS OF OFFICE:

The terms of office of elected officers of the association shall be as follows:

- (1) The Association President, the Vice President and the immediate past President shall be limited to a single two year term of office.
- (2) The Association Treasurer and the Secretary shall serve two year terms of office without time limitation.

All officers shall take office on July 1st of the year they are elected to their office.

Section 5.21 RESIGNATION:

A director or alternate director may resign at any time by giving written notice to the President. It shall be the explicit duty of that person to advise the chapter President of that resignation.

Section 5.22 TRANSFERABILITY:

Membership is determined by the Suffolk chapter as outlined in **Article 2.10**. If a director or alternate director moves from the chapter or is no longer an active NYAPT member as defined in **Section 2.11**, he/she shall forfeit the seat and the chapter shall be responsible for selecting a successor and advising the State Association President of said change.

Section 5.30 VACANCIES:

Any vacancy on the Executive Board shall be filled by the majority vote of the remaining officers on the Executive Board; for the unexpired term except that a vacancy in the office of President shall be filled by immediate succession in the following order: vice-president, treasurer, secretary, past President. The vote to fill a vacancy shall occur at the discretion of the Executive Board at any meeting held any time after the vacancy occurs.

**ARTICLE VI
Election of Officers**

Section 6.10 ELECTION PROCEDURE:

The chairperson for the Nomination Committee, the past President, shall prepare and present a slate of candidates in time for the mailing of the April meeting announcement. The slate is to be voted on at the May meeting by either written ballot if run offs are necessary or by the single vote of the secretary if run offs are not necessary, but in both cases by majority vote of the active members present. Only active members in good standing and with dues paid in full by October 31 of the current school year shall be entitled to vote and/or hold office on the Executive Board. All newly elected officers shall take office on July 1 following the election.

Section 6.13 PROCEDURE

Proposed amendments must be submitted in writing to the immediate Past President or, in absence of such an officer, to an individual designated by the President, at least 30 days prior to the **April Meeting**. The immediate Past President or, in absence of such officer, the individual designated by the President shall distribute copies of the proposed amendment(s) to the Board of Directors at least sixty days prior to the annual meeting of the Association. Members of the Board of Directors may submit comments, in writing, on the proposed amendments no later than 30 days prior to the start of the Annual Meeting. The immediate Past President or, in absence of such officer, the individual designated by the President, shall file such information with the Secretary of the Association no later than five business days before the first day of the Annual Meeting. The secretary shall distribute written copies of said filing on request to any active member.

6.14 VOTING BY-LAWS

Amendments to the By-Laws may only be adopted by affirmative vote of a majority of the active members present and voting at the May Meeting, in addition to the affirmative votes of a majority of the active members voting by mail ballot in accordance with the written policy adopted by Board of Directors of the Association.

Section 6.15 EFFECTIVE DATE

Approved amendments to these By-Laws shall take effect immediately following the May Meeting, unless otherwise provided by the proposed amendment.

ARTICLE VII
Standing Committees

7.10 NUMBER AND COMPOSITION

The Association shall have at a minimum the following permanent standing committees:

7.11 FUND RAISING COMMITTEE:

It shall be the responsibility of this committee to devise ways to raise funds to help finance the Associations various endeavors. The Association treasurer is to be considered an active member of this committee and along with the committee chairperson bears the responsibility to keep accurate records of those funds gathered and disbursed in the name of the Association. It is also their responsibility, the treasurer and the committee chairperson, to keep the Association President and Executive Board aware of the activities of this committee. The committee must prepare a tentative budget for the following year by the first regularly scheduled meeting of the year.

7.12 POSTER CONTEST COMMITTEE:

It shall be the responsibility of this committee to organize, publicize, hold and prepare a list of winners of the annual poster contest for the Association President and the chairperson of the fund raising committee for award disbursement. It shall also be the responsibility of the committee chairperson to prepare and present to the Association President a written proposed yearly budget by the first regularly scheduled meeting of the year. The committee chairperson also bears the responsibility to keep the association President and the Executive Board aware of the activities of this committee.

7.13 SCHOLARSHIP AWARDS COMMITTEE:

It shall be the responsibility of this committee to organize, publicize, judge and prepare a list of winners of the annual Association Scholarship Awards contest for the Association President and the chairperson of the fund raising committee for award disbursement. It shall be the responsibility of the committee chairperson to prepare and present to the Association President a written proposed yearly budget by the first regularly scheduled meeting of the year. The committee chairperson also bears the responsibility to keep the Association President and the Executive Board aware of the committee's activities.

7.14 ROAD-EO COMMITTEE

It shall be the responsibility of this committee to organize, publicize, hold and announce the winners of the Association's Annual School Bus Safety Road-EO. The association treasurer shall be an active member of this committee and shall assist the committee chairperson with the award disbursements. The committee shall bear the responsibility to make all the necessary arrangements including application to compete, lodgings if necessary and applicable and cash disbursements of traveling funds, if applicable, to the winners, first place and second place Van, special needs team (driver & attendant), Transit Bus and Conventional Bus, to participate in the annual State Association Road-EO. It shall be the responsibility of the committee chairperson to prepare and present the Association President a written proposed yearly budget by the first regular meeting of the year. The

committee chairperson also bears the responsibility to keep the Association President and Executive Board aware of the committee activities.

7.15 AWARDS RECOGNITION COMMITTEE:

It shall be the responsibility of this committee after receiving specific instruction from the Association President and/or the Executive Board to make all the necessary arrangement to bestow any Association Award for recognition on any individual active in or associated with the pupil transportation industry in any capacity. It shall also be the responsibility of this committee to receive, evaluate and recommend to the Association Executive Board for their approval those nominations for life and honorary membership as outlined in these By-Laws (Article II: Membership). It shall be the responsibility of the committee chairperson to prepare and present to the Association President a written annual budget by the first regularly scheduled meeting of the year. It shall also be the responsibility of the committee chairperson to keep the Association President and the Executive Board aware of the committee's activities.

7.16 LEGISLATIVE COMMITTEE:

It shall be the responsibility of this committee to open lines of communication with all those governing bodies involved either directly or indirectly in pupil transportation. It shall also be the direct responsibility of the committee chairperson, under the direction of the Association President to prepare either written or oral reports, on an as needed basis, on any proposed or actual legislation affecting the pupil transportation industry. The committee chairperson also bears the responsibility to keep the Association President and the Executive Board aware of all rumored, pending and actual legislation which may impact the pupil transportation industry either directly or indirectly.

7.20 COMMITTEE COMPOSITION:

All committees shall be appointed by the Association President after review by the Executive Board. All committees shall be composed of as many members as is deemed necessary by the Association President and the committee chairperson. As outlined in Article II, only Association members in good standing, dues paid in full, can be appointed as committee chairpersons or committee members.

7.30 REPORTING:

All committees shall report, in the first instance, to the Executive Board and then under the direction of the Association President shall prepare and present, on an as needed basis, written or oral reports to the membership at large.

7.40 AD HOC COMMITTEES:

The Association President, after consultation with the Executive Board, shall have the authority to appoint such ad hoc committees as may be necessary from time to time.

**ARTICLE VIII
Finances**

8.00 AUTHORIZATION TO DISBURSE:

All funds shall be disbursed on authorization of a majority of the sitting Executive Board. All vouchers/receipts shall be signed by the treasurer with a note of explanation of expenditure on or attached to said voucher/receipt. In absence of the treasurer the Association President or the vice-President shall be authorized to sign all necessary vouchers.

8.10 PREVIOUSLY APPROVED EXPENSES:

Previously approved expenses (e.g. attendance at state board of directors meetings) incurred on behalf of the Association will be reimbursed by the treasurer upon submission of vouchers/receipts and/or reasonable accounting thereof.

8.20 PREVIOUSLY UNAPPROVED EXPENSES:

Previously unapproved expenses incurred on behalf of the Association must be submitted to and approved by a majority vote of the Executive Board to be considered for reimbursement.

**ARTICLE IX
Amendments**

9.10 PROCEDURE:

The Association By-Laws may be amended by a majority vote of only those active and life members in good standing, dues paid in full, at any regularly scheduled meeting provided that notice in writing of a proposed amendment and or change shall have been filed with the secretary so that voting members of the Association can receive same prior to the next regularly scheduled meeting in said meeting announcement. If said changes and or amendments should be so great as to prove too costly to mail, they may be given to all members present at one meeting, picked up at the Associations secretary's place of business by those not in attendance and voted on by the voting members of the Association at the next regularly scheduled meeting.

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