

# Transportation Administrators of Arizona

## By-Laws



### ARTICLE 1 – NAME

The official name of this Association shall be “Transportation Administrators of Arizona, Inc.”

### ARTICLE II – VISION STATEMENT

The vision of the Transportation Administrators of Arizona (TAA) focuses on the commitment to be the leader in Arizona in supporting and developing programs and industry professionals who will provide the safest form of school transportation for our children.

### ARTICLE III - PURPOSE

**Section 1:** The objective of this Association shall be:

1. To provide opportunities for members to exchange ideas, techniques, and share in solutions to common challenges and concerns.
2. To encourage development of current and future student transportation professionals.
3. To provide information about the latest products and services.
4. To provide assistance and consultation among members through the organization’s membership list.

### ARTICLE IV – MEMBERSHIP

**Section 1:** Membership in the Association shall consist of:

1. An active member shall be a person actively engaged in student transportation in the state of Arizona, determined by their transportation department. An active member, upon filing an application and full payment of dues, shall have voting privileges.
2. A vendor member shall consist of any one entity who deals with student transportation departments. The vendor will designate a primary contact. Vendor membership is subject to approval by the Board. Vendor members are not entitled to vote or hold office.

3. A lifetime member is any member who meets one of the following criteria:
  - a. has served as President of the Association
  - b. was an active member for 15 years and retired from the field of student transportation
  - c. was an active member for 10 years and served at least one term as a Board member of the Association

The Board shall review lifetime member applications annually.

**Section 2:** The dues and fees of this organization shall be set by the Board from year to year according to the program desired by the Association. Dues and fees are payable at the time of application of membership and are for the period of the fiscal year. The fiscal year runs from July 1 through June 30.

**Section 3:** The dues collected will be placed in a checking account under the name “Transportation Administrators of Arizona, Inc.” The names of the President, President Elect, and Treasurer will be on the bank’s signature card.

## **ARTICLE V – BOARD OF DIRECTORS**

**Section 1:** The Executive Board consists of the President, President Elect, Vice President, Immediate Past President, Secretary, and Treasurer.

**Section 2:** The Region Representatives consist of one (1) delegate from each of the six (6) regions of the state. In addition, there shall be one (1) vendor representative chosen on a revolving fiscal year basis between the Platinum Level Arizona School Bus Dealers.

**Section 3:** There shall be a State Transportation Educational Partner that supports Arizona Student Transportation and the TAA organization.

~~Section 3~~ **Section 4:** The Appointees that serve as Board members consist of up to three (3) Vendor Liaisons, ~~Website Editor~~ **Communications Specialist**, ~~Historian~~, ~~Program Coordinator~~, ~~Social Network Specialist~~, and ~~Legislative Liaison~~. The Board reserves the right to add, modify, or delete appointed positions based on the needs of the Association.

~~Section 4~~ **Section 5:** The Executive Board and Region Reps shall serve a term of two (2) years. **The State Transportation Educational Partner will serve a term of two (2) years.** Appointees shall remain as long as they are fulfilling their duties to the Board and the Association. Any Board member may resign their position at their discretion.

## **ARTICLE VI – OFFICE RESPONSIBILITIES**

**Section 1:** The President shall act as Chairman of the Board. The President shall be an exofficio member of all standing and special committees. The President shall select the Secretary and Treasurer. The President shall recommend the appointees to fill the empty positions on the Board. Appointment to the recommended position(s) shall be by majority vote of the Board members. The President shall perform all other customary duties pertaining to the office of the President and will maintain the right to vote.

**Section 2:** The President Elect shall preside over all meetings of the Association and the Board in the President's absence. The President Elect shall assist the President when necessary and will perform other duties that pertain to the office or as assigned by the President. The President Elect shall act as an advisor to the President.

**Section 3:** The Immediate Past President and Vice President shall act as an advisor to the President. The Immediate Past President and Vice President may also serve in other appointed position(s) on the Board.

**Section 4:** The Secretary shall keep a record of the order of business at all regular and special meetings of the Association and perform all other duties normally completed by the office of secretary or assigned by the President. All records shall be kept for a minimum of seven (7) years. **The Secretary is also responsible for coordinating the lifetime membership applications and awards.**

**Section 5:** The Treasurer shall have charge and custody of all monies of the Association, deposit monies in the name of the Association at such banks or other depositories as selected by the Board. The Treasurer also reviews and approves warrants and orders for the payment of expenditures in accordance with Board policy. The Treasurer also prepares and presents financial reports when called upon to do so at all regular and special meetings of the Association.

**Section 6:** The six (6) elected Region Representatives shall attend regular Board meetings and take part in conference and other committees as necessary. All representatives shall host a minimum of one (1) regional meeting during each fiscal year.

**Section 7:** All Appointees shall support the Association in their designated position assignment. ~~The Historian is also responsible for coordinating the lifetime membership applications and awards. The Legislative Liaison shall act on behalf of the Association upon consultation with the Executive Board regarding state level and legislative matters.~~

**Section 8:** The State Transportation Educational Partner requires a two (2) year commitment. An application must be submitted to the Board with company name, educational commitment to student transportation in Arizona and financial contribution to the annual summer conference/organization content. The educational partner shall be responsible for working collaboratively with the Board, providing up-to-date state industry information and learning material, sharing updates of local and national legal requirements, changes or revisions and any other related information to student transportation in Arizona. The partner will contribute engaging coursework and tools for the annual conference and ongoing through the year to Arizona School Districts. The educational partner will be a resource for TAA project funding specific to relevant Keynote Topics and breakout sessions when applicable and available. The educational partner is committed to distributing information on statewide platforms and TAA website for all membership to access. There may be multiple State Transportation Educational Partners during a two (2) year term if multiple parties submit an application during the year.

## **ARTICLE VII – BOARD DUTIES**

**Section 1:** Seven (7) members of the Board shall constitute a quorum for conducting official business. In addition to physical participation, virtual participation and voting are acceptable.

**Section 2:** All members of the Board shall have the right to vote.

**Section 3:** The Board shall be vested with the power to call regular and special meetings of the Association and to designate the date, time, and place of any such meetings, together with the reason for calling such meetings as deemed necessary.

**Section 4:** The Board shall meet at least twice a year at the call of the President. For any other meetings, three (3) of the Board may request the convening of the Board.

**Section 5:** The Board may act as intermediary between members and any local or state organization concerning any matters of school transportation.

**Section 6:** Attendance at Board meetings is mandatory. Members missing more than two (2) Board meetings within the same fiscal year without prior approval through the President may be disqualified from holding their Board seat.

## **ARTICLE VIII – STANDING COMMITTEES**

**Section 1:** The following standing committees shall be appointed by the President or designee. The committee shall report to the Association annually. The following committees shall be appointed: Audit and Election. Each of these committees shall function as follows:

1. The Audit Committee shall examine the accounts and papers of the Treasurer and shall report its findings to the Board.
2. The Election Committee oversees the integrity of the nomination and election process.

## **ARTICLE IX – MEETINGS**

**Section 1:** A Board meeting shall be held a minimum of two (2) times per year.

**Section 2:** There shall be an annual conference for the general membership. The Board shall determine the time and place of the annual conference.

**Section 3:** The right to vote, hold office, or to have a voice in the discussion on the floor of the conference shall be limited to members whose dues are paid. The privilege of the floor may be extended to any other person who is not an official member at the discretion of the President.

**Section 4:** Meetings shall be conducted formally using Robert’s Rules of Order.

## **ARTICLE X – NOMINATIONS, ELECTIONS, AND VACANCIES**

**Section 1:** The executive officers and Regional Representatives shall be elected at the annual conference of the Association.

**Section 2:** The Elections Committee shall receive the names of the nominees from the President. Nominations are submitted from the floor and must be seconded. Nominations can be made by any active member for any Board position .Elections are by secret ballot and conducted according to designated rules. The eligible candidates are elected by a simple majority vote by the active members present in order to be declared the winner. Regional representatives may only be elected by members from their own region.

**Section 3:** In case of a vacancy in the office of President, the President Elect will automatically assume the office of the President of the Association. In case of vacancy in

the other offices, the un-expired term shall be filled by recommendation of the President and a majority vote by the Board with the exception of the Secretary and Treasurer. The Secretary and Treasurer shall be appointed by the President.

**Section 4:** All members of the Board, including the officers, must be active members of the Association.

**Section 5:** A Board member must have been an active member of the Association for at least two (2) years, consecutive or non-consecutive, before election to the Board.

## **ARTICLE XI – AMENDING BY-LAWS**

**Section 1:** The by-laws may be amended in the following manner:

1. An amendment to the by-laws must be submitted to the Board for approval.
2. Upon approval by the Board, the amendment is to be presented to voting members.
3. The voting members shall be notified fourteen (14) days in advance of the Association approval meeting through one or more of the following: Association newsletter, Association website, special mailing, or email.
4. The notification shall include the time, date and location of the meeting. The notification shall also include a copy of the proposed amendments of the by-laws.
5. The by-laws shall be ratified by the voting active members by a simple majority of the votes cast.
6. Voting is conducted by secret ballot and processed by the Election Committee according to designated rules.

## **ARTICLE XI – DISASSOCIATION OF MEMBERSHIP**

**Section 1:** Any member may resign from the Association provided that all indebtedness has been paid. The resignation shall be submitted in writing to the Board. There shall be no refund of dues.

**Section 2:** The Board may cancel membership for non-payment of dues or other just cause.