

ARTICLE I: NAME
ROCHESTER AREA TRANSPORTATION SUPERVISORS ASSOCIATION
Chapter of
NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

ARTICLE II: PURPOSE

The purpose of the Rochester Area Transportation Supervisors Association is to provide safe and efficient transportation services to the educational programs of the area by the following means:

1. By promoting a spirit of fellowship among transportation supervisors through the sharing of ideas.
 2. By identifying the problems in the area of pupil transportation and by exploring, discussing and solving problems.
 3. By adopting uniform polices where desirable.
 4. By attending professional workshops.
 5. By developing a cooperative exchange of aid, equipment and parts between school districts.
 6. By making full use of assistance from the New York State Education Department, various police agencies and other outside agencies.
 7. By communicating the Rochester Area Transportation Supervisors Association position on proposed legislation affecting pupil Transportation .
 8. By interpreting the Rochester Area Transportation Supervisors Association policies and actions to the various administrations, boards of education and the public.
 9. By promoting and maintaining a high standard of professional ethics for Transportation Supervisors.
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ARTICLE III: MEMBERSHIP

Membership in the Rochester Area Transportation Supervisors Association shall be:

1. **Active Membership:** Any person shall be eligible for active membership who is employed by a public or nonpublic school in administrative or supervisory areas of pupil transportation.
 2. **Associate Membership:** Any person who is actively interested in, engaged in, or associated with any phase of pupil transportation may become an associate member and shall be entitled to the rights and privileges of the association except the right to vote and hold office.
 3. **Honorary Membership:** The executive committee shall have the right to confer Honorary Memberships in the Rochester Area Transportation Supervisors Association.
 4. **Membership Approval:** All Active and Associate memberships must be recommended to the Executive Committee and voted on by the active membership. No Individual may be denied membership because of race, national origin, religion, sex or sexual preference.
 5. **Rights of Members:** The right to vote shall be limited to Active Members. The right to hold office shall be limited to Active Members who are employed by a public or non-public school, college, university, or BOCES. Members shall obtain the herein fore referenced rights and privileges only upon payment of prescribed dues.
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ARTICLE IV: MEETINGS

1. Association meetings shall be at a time and place designated by the president after consultation with the membership. There shall be a minimum of four (4) meetings each year. Membership shall be notified at least one (1) week in advance of the date of each meeting.
 2. Seven (7) school districts, represented by active members, shall constitute an association meeting quorum.
 3. Robert's rules of order shall prevail at all Rochester Area Transportation Supervisors Association meetings.
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ARTLICLE V: OFFICERS

The officers of the Rochester Area Transportation Supervisors Association shall consist of a President, a Vice President, an Alternate Director, a Secretary and a Treasurer

1. An Election for these officers shall be held at the last meeting of each school year.
2. The offices of President and Vice President shall serve a period of not more than two (2) consecutive years in

- office, provided the individual is re-nominated and re-elected for each term.
3. The offices of Alternate Director, Secretary and Treasurer shall serve at their discretion, provided the individual is re-nominated and re-elected for each term
 4. Nomination of Officers:
 - A. A nominating committee of three (3) active members, appointed by the President, shall meet and present a slate of officers to the Membership at the May meeting of each year.
 5. Duties of Officers:
 - A. President
 1. To preside at all meetings.
 2. To promote the purposes of this association using the highest professional standards.
 3. To represent the Rochester Area Transportation Supervisors Association as the chief executive of all approved association activities or business
 - B. Vice President
 1. To act in the absence of the President.
 2. To assist the President in the performance of the President's Responsibilities.
 - C. Alternate Director
 1. To act in the absence of the President at NYAPT Board of Directors meeting in Albany, NY when the President can not attend the quarterly meeting.
 - D. Secretary
 1. To record minutes of all meetings and send transcripts of minutes to each member of the Rochester Area Transportation Supervisors Association and to the President of the New York Association for Pupil Transportation or his designee.
 2. To carry out all approved business correspondence of the Rochester Area Transportation Supervisors Association.
 3. To be responsible for sending cards, flowers, or monetary contributions as set forth in Article IX.
 - E. Treasurer
 1. To handle all finances of the association
 2. Make regular financial reports to the Association and Executive Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the present officers, the Immediate Past President of the Association, plus the chairperson of the standing committees.

1. Chairperson

The chairperson of the Executive Committee shall be the elected President of the Rochester Area Transportation Supervisors Association.

2. Duties:

- A. To recommend approval of membership applications.
- B. To recommend withdrawal of Membership whenever Justifiable. Such action must be passed by the active membership of the Rochester Area Transportation Supervisors Association.
- C. To serve as a consulting committee for the officers.
- D. To establish an Agenda of programs for meetings scheduled during each year.

3. Meetings

Meetings are to be held at the discretion of the Committee. Any member of the Executive Committee may call a Meeting of the Executive Committee. Four (4) members of the executive committee shall constitute a Quorum. All Business must be approved by a majority vote of those Committee members present.

ARTICLE VII: STANDING COMMITTEE

The President when elected, shall appoint the following Standing Committee Chairpersons:

1. Legislative Committee
2. By-laws Committee
3. Publicity Committee
4. Social Committee
5. Head Mechanic Committee
6. Driver Training Committee

Committee chairpersons may select other members to serve on their committee.

1. Duties of Chairpersons:

A. Legislative Committee:

To be responsible for alerting association members of all legislation necessary to foster the purposes of the Rochester Area Transportation Supervisors Association.

B. By-laws Committee:

To be responsible for changes and updating of the by-laws and make recommendations for approval of the voting membership.

C. Publicity Committee:

Interprets Rochester Area Transportation Supervisors Association actions, policies and goals to Boards of Education, Administrators and the General Public.

D. Social Committee:

Is responsible for selecting appropriate establishments for parties and/or social meetings, and to handle the reservations and menus of those events.

E. Head Mechanic Committee:

Providing meeting content pertaining to the area of maintenance and fleet management.

G. Driver Training Committee:

Responsible for providing meeting content geared to the area of driver training.

ARTICLE VIII: HOSPITALITY GIFT GIVING GUIDE

It will be each District's or associate member's responsibility to notify the president of any situation that would require the use of the hospitality fund.

The president will instruct the secretary and treasurer to send the appropriate gift or card as outlined below:

Death of a member or member's spouse:

Recommended \$35.00 (flowers or monetary contributions to requested charity or fund as soon as possible upon notification.)

Hospitalization or Illness of a member:

Recommended \$20.00 (flowers and card to be sent immediately upon notification.)

Hospitalization of member's spouse:

Card to be sent immediately upon notification.

ARTICLE IX: FINANCES

An annual budget shall be established and approved by the Executive Committee.

1. Funds shall be disbursed on authorization of the Executive Committee. All vouchers shall be signed by the Treasurer. In the absence of the Treasurer, the President or the Vice-President is authorized to sign all necessary vouchers.
2. Expenses incurred on behalf of the Rochester Area Transportation Supervisors Association that have been pre-approved by the Executive Committee will be reimbursed by the Treasurer upon submission of receipts and/or an accurate accounting of the expenses.
3. **Reimbursement of Expenses to attend NYAPT Board of Directors meetings.**

The Rochester Area Transportation Supervisors Association delegate to the New York Association of Pupil Transportation Board of Directors meeting may submit for reimbursement those expenses incurred for transportation, food, and lodging necessary for attendance at the Board of Directors meeting under the following provisions.

- A. The total amount does not exceed \$150 per meeting.
- B. Original receipts are submitted for all expenses, except mileage.
- C. Other means of reimbursement are exhausted before submission to the Rochester Area Transportation Supervisors Association.

The president of the Rochester Area Transportation Supervisors Association or Alternate Director shall be the official delegate or representative of the Rochester Area Transportation Supervisors Association.

4. The president will conduct an annual audit of the financial condition of the Rochester Area Transportation Supervisors Association.

ARTICLE X: DUES

Dues for all types of membership shall be established by the Membership annually. Proposed changes in dues structure shall be voted on at regular meetings, but only after being submitted in writing to all active members thirty (30) days prior to such regular meeting. Dues should be paid from July 1 to November 1 of each year to maintain good standing in, and benefits of, the Association.

ARTICLE XI: BY-LAWS AMENDMENT

1. Any active member of the Association may propose amendments to the By-Laws Committee. The By-Laws Committee will review the proposal and present the proposed amendment to the membership at the next scheduled meeting.
 2. Amendments of these By-Laws must be approved by a 2/3's approval of the members present.
 3. Proposed amendments to the by-laws must be mailed to all active members at least one meeting prior to voting session.
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ARTICLE XII: INSIGNIA

The following insignia shall be the official seal of the Rochester Area Transportation Supervisors Association



The Undersigned certify that the above by-laws have been approved by the Active Membership of the Rochester Area Transportation Supervisors Association at its meeting held:

5-17-06

Date

Peter M. Lawrence

President

Kitty Rhaw

Secretary

Blair J. Wynn

Chairman of By-Laws Committee