

KENTUCKY DRIVER TRAINER ASSOCIATION BY-LAWS

ARTICLE I NAME AND MISSION STATEMENT

Section 1.10 Name

KENTUCKY DRIVER TRAINER ASSOCIATION HEREBY REFERRED TO AS THE KY. D/T ASSOCIATION

Section 1.20 Mission

The mission of the organization is information sharing, providing professional development and assisting the Kentucky Department of Education, for the sole purpose of enhancing the overall quality and effectiveness of training provided to Driver Training Instructors and school bus drivers.”

Section 1.30 Office

“The principal office will be located initially at 6670 Thoreau Village Utica, Kentucky 42376-9515 and may thereafter be located within the state of Kentucky at an address to be determined at the annual director’s meeting.”

ARTICLE II MEMBERSHIP & DUES

Section 2.10 Types of Membership

ACTIVE: Certified Kentucky Driver Trainers in good standing shall be the voting members to elect the officers and other proposals brought before the membership. Dues are five (\$5.00) dollars per year.

ASSOCIATE: Retired Driver Trainers who wish to assist or stay active in the Association. Dues are five (\$5.00) dollars per year.

HONORARY: As approved by the Board of Directors. Non-voting members. No dues.

Section 2.20 Rights of Members

Members of the Association shall be entitled to rights and privileges as determined by the Board of Directors.

Section 2.30 Application of Membership

No individual may be denied membership based on race, national origin, religion or sex.

ARTICLE III MEETINGS OF MEMBERS

Section 3.10 Regular Meetings

The Association shall hold at least one meeting each year at such time and place as determined by the Board of Directors. The meeting shall be designated the Annual Meeting and shall be held, among other things to elect officers of the KY D/T Association.

Section 3.20 Special Meetings

The President may call special meetings of members at any time. The meeting shall be called by a majority vote of the Board of Directors, or not less than one-fourth of members having voting rights. The Business to be transacted at any Special Meeting shall be stated in the notice thereof and no other business may be considered at that time.

Section 3.30 Notice of Meeting

Written notice of regular meetings shall be sent to members at least thirty days prior to the date of the meeting. At least a 24 hour notice shall be given to members for special meetings. Notice may be given by telephone, e-mail or fax.

Section 3.40 Conduct of Business

The Roberts Rules of Order shall govern all questions of parliamentary authority except where otherwise provided in these By-laws or other policies of the KY D/T Association.

ARTICLE IV BOARD OF DIRECTORS

Section 4.10 General Powers

The Board of Directors shall be the policy maker of the KY D/T Association.

Section 4.20 Composition

The Board of Directors shall have eighteen members including a President, President-elect, Secretary, Treasurer and one director from each following regions.

Region 1 Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, McCracken, Livingston

Region 2 Caldwell, Trigg, Lyon, Crittenden, Webster, Hopkins, Muhlenberg, Christian, Todd

Region 3 Daviess, Union, Henderson, McLean, Ohio, Hancock

Region 4 Warren, Logan, Butler, Simpson, Allen, Barren, Monroe, Hart, Edmonson

Region 5 Breckinridge, Meade, Grayson, Hardin, Nelson, Washington, Larue, Marion, Boyle, Garrard, Lincoln

Region 6 Oldham, Bullitt, Spencer, Shelby, Henry, Carroll, Jefferson, Trimble

Region 7 Campbell, Boone, Gallatin, Pendleton, Bracken, Kenton, Grant

Region 8 Adair, Metcalfe, Russell, Cumberland, Clinton, Casey, Wayne, McCreary, Taylor, Pulaski, Greene

Region 9 Montgomery, Bourbon, Nicholas, Robertson, Fleming, Rowan, Menifee, Bath, Clark, Fayette, Mason

Region 10 Wolfe, Estill, Powell, Lee, Morgan, Magoffin, Johnson, Elliott, Martin.

Region 11 Bell, Whitley, Harlan, Laurel, Rockcastle, Jackson, Clay, Knox.

Region 12 Greenup, Lewis, Boyd, Lawrence, Carter.

Region 13 Perry, Owsley, Breathitt, Knott, Letcher, Leslie, Pike, Floyd,

Region 14 Owen, Franklin, Harrison, Scott, Woodford, Jessamine, Madison, Anderson, Mercer.

Section 4.21 **Eligibility**

Any person who wishes to be a candidate for Officer or Director must be an active/associate member.

Section 4.22 **Selection**

The President, President-Elect, Secretary, and Treasurer shall be selected by vote of the active/associate members. The Regional Directors shall be appointed by the Board.

Section 4.30 **Term of Office**

President - The President shall hold office for the period of two years or until the new president takes office.

President-Elect - The President-elect shall be elected for one four-year term, two years as President-elect, and two years as President.

Secretary - The Secretary shall hold office for a (two) year term. Elected **odd** years

Treasurer - The treasurer shall hold office for a (two) year team. Elected **even** years

Regional Directors - Regional directors shall be selected for a two-year term. If a regional director moves from the region where he/she was selected or is no longer an active/associate member, he/she shall forfeit the seat and a director shall be selected from that region.

Section 4.40 Meetings

The Board of Directors shall meet four (4) times each year at such time and place as may be determined by the President

Section 4.41 Voting

At every meeting of the Board of Directors, each member shall be entitled to one vote in person. The President shall only vote to break a tie.

Section 4.42 Notice of Meeting

Written notice of every meeting shall be sent to the Board of Directors at least ten days prior to the date of the meeting.

Section 4.43 Quorum

A majority of the Board of Directors shall constitute a quorum.

Section 4.50 Vacancies

The Board of Directors shall appoint an individual to fill a regional director vacancy on the Board. The Board must appoint an individual to maintain the composition of the Board as described in Section 4.20. A vacancy in the office of President or President-elect shall be filled in accordance with the provisions of Article 5 of the By-laws.

Section 4.60 Compensation

Directors shall not receive salary for their services, but may be reimbursed for approved expenses associated with the service as a Board member pursuant to Board policy.

Section 4.70 Discipline/removal of Members of the Board of Directors

The Board of Directors shall have the authority to discipline/remove members of the Board of Directors for just cause. No member of the Board may be disciplined or removed except after notice, an opportunity to be heard at a meeting of the Board. Agreement by vote of Two-thirds of the members of the Board of Directors present is required.

Section 4.80 Special Powers

In addition to its other powers, the Board of Directors shall specifically have the authority to do the following:

1. Adopt policies for the operation of the KY D/T Association;
2. Adopt the annual budget of the KY D/T Association;
3. Establish dues for all categories of membership;
4. Approve an agenda for the annual meeting;
5. Establish dates, location and fees for the annual meeting;
6. Receive, adopt or implement resolutions from membership;
7. Vote via fax or electronic media;
8. Authorize the appointment of special commissions and committees.

ARTICLE V OFFICERS

Section 5.10 Officers

The officers of the KY D/T Association shall be President, President-elect, Secretary and Treasurer.

Section 5.11 President

The President, subject to the direction and control of the Board of Directors, shall have the general supervision of the active of other members of the Board. The President shall be the presiding officer of the Board of Directors and Chair of Executive Committee. The President shall appoint and be an ex-officio, non-voting member of all committees referenced in these By-laws and shall have the power to appoint ad hoc committees that are deemed appropriate as hereinafter provided. The President shall maintain liaison with The Pupil Transportation Branch and assist in the development of better training methods. A vacancy in the office of President shall be filled by immediate succession of President-elect until the next succeeding annual meeting of the KY D/T Association. In no case shall an individual serve as President for more than three years.

Section 5.12 President-elect

The President-elect shall act as chair of the Nominating Committee, Vice-Chair of the Executive Committee and perform such other duties as may be requested by the President. The President-elect shall serve as acting chair of the Board of Directors in the absence of the President. In case of vacancy in the office of President-elect, the Board shall appoint a regional director from the Board to serve as acting President-elect until the next succeeding annual meeting. In no case

shall an individual serve as acting president for more than one year. An individual who serves as acting President-elect is entitled to serve his/her unexpired term as regional director.

Section 5.13 Secretary

The Secretary shall be a member of the Board of Directors and shall be elected for a two-year term by the members at the annual meeting. The secretary shall be a member of the Executive Committee and shall keep a record of the order of business at all regular and special meetings of the KY D/T Association and, in general, perform all Duties incident to the office of secretary and such other duties as may be assigned by President from time to time. A vacancy in the office of Secretary shall be filled by a majority vote of the board of Directors for the unexpired term.

Section 5:14 Treasurer

The Treasurer shall be a member of the Board of Directors and shall be elected for a two-year term by the members at annual meeting. The Treasurer shall be a member of the Executive Committee, shall keep the Financial Records of the KY D/T Association, and shall make a budget report at the annual meeting. A vacancy in the office of Treasurer shall be filled by majority vote of the Board of Directors for the unexpired term.

ARTICLE VI COMMITTEES

Section 6.10 Composition

The KY D/T Association shall have Administrative committees and Standing committees. At least one member of the Board of Directors shall serve on each committee.

Section 6.20 Administrative Committees

The KY D/T Association may have, at least the following permanent Administrative committees:

Audit Committee – shall, among other things, conduct an annual audit of the KY D/T Association’s financial records.

Elections Committee – shall, among other things, conduct elections in accordance with policies and procedures approved by the Board of Directors.

Executive Committee - shall consist of four members, (President, President-elect, Secretary & Treasurer) and is responsible for the day-to-day operations of the KY D/T Association. The Committee shall act for the full Board between Board meetings except as otherwise provided by these By-laws or official Board policy.

Nominations Committee – shall, among other things, announce vacancies, obtain qualified candidates for the offices on the Board of Directors, and develop election ballots.

Section 6.30 Standing Committees

The KY D/T Association may have at a minimum, the following permanent Standing committees:

Pupil Transportation Conference Committee – shall, among other things, assist The Pupil Transportation Branch in putting together the Annual Pupil Transportation Conference.

Professional Growth Committee – shall, among other things, work to expand membership service and encourage professional growth through life-long learning.

School Bus Safety Committee – shall, among other things, promote and support National School Bus Safety Week, and the Buster the Bus program.

Students with Special Needs Committee - shall, among other things, address transportation issues of students with special needs.

Strategic Planning Committee - shall, among other things, make recommendations with regard to the KY D/T Association goals and direction.

Membership Committee- shall consist of the regional Directors, and shall, among other things, work to promote membership in The KY D/T Association.

Section 6.40 Reporting

All committees shall report to the Board of Directors unless otherwise directed by the Board.

Section 6.50 Ad Hoc Committees

Ad Hoc Committees may be created to consider special issues and shall exist for a specified term.

ARTICLE VII AGENTS AND REPRESENTATIVES

Section 7.10 Selection

The Board of Directors may appoint such agents and representatives of the KY D/T Association with such powers and to perform such acts or duties on behalf of the association, to be consistent with these by-laws and to extent authorized or permitted by law.

Section 7.20 Authority

The Board of Directors, except as otherwise provided in these By-laws, may authorize any duly authorized agent to enter into any contract in the name of and on behalf of the KY D/T Association and such authority may be general or confined to a specific instance. Unless so authority by the Board of Director, no officer, agent or representative shall have any power or authority to bind this KY D/T Association by any contract

ARTICLE VIII BOOKS AND RECORDS

Section 8.10 Books and records

The KY D/T Association shall have and maintain official minutes of regular and special meetings referenced in Article III of these By-laws and Board of Directors meeting referenced in article IV of these By-laws. Members who make a written request may inspect official books and records of the KY D /T Association at any reasonable time.

ARTICLE IX FISCAL YEAR

Section 9.10 Fiscal Year

The fiscal year of the KY D/T Association shall begin on the first day of July and end on the last day of June in each year.

ARTICLE X AMENDMENTS TO BY-LAWS

Section 10.10 Authority

Any active/associate individual member of the KY D/T Association may propose amendments to these By-laws.

Section 10.20 Procedure

Amendments to or a repeal of the By-laws shall be authorized by:

Two-thirds (2/3) affirmative of active/associate individual members registered at any regular or special meeting of the KY D/T Association as defined in Article III provided written notice of proposed changes has been sent to all active members thirty (30) days before such meeting.

Approved amendments to the By-laws shall take effect immediately following the annual meeting unless otherwise provided by the proposed amendment.

KENTUCKY DRIVER TRAINER ASSOCIATION

COMMITTEES

Article VI of the KY D/T Association by - laws provides that the KY D/T Association may have the following permanent committees:

<u>Administrative</u>	<u>Standing Committees</u>
Audit	Professional Growth
Elections	School Bus Safety
Executive Needs	Students with Special
Nominations	Strategic

Membership

One member of the Board of Directors shall serve on each committee. Every committee must have a Chairperson who operates pursuant to the following guidelines.

GENERAL GUIDELINES FOR ALL COMMITTEE CHAIRS

The chairperson of each committee serves as the liaison between the Board of Directors and the committee members.

Each committee chairperson works under the general supervision of the Board of Directors and is responsible for the following duties:

- Preparing and distributing a meeting schedule to committee members, the KY D/T Association Board of Directors, the general KY D/T Association membership.
- Preparing and distributing minutes of all committee meetings.
- Preparing and distributing committee reports, which should be sent two weeks in advance to the President.
- Maintain a work folder that should be given to President-elect prior to the end of the Annual Conference to be passed on to the next succeeding chairperson of the committee.

AUDIT COMMITTEE

The Audit Committee shall conduct the annual audit of the KY D/T Association's financial records. The Chairperson of the Audit Committee reports the audit results to the KY D/T Association at the Annual Meeting and is responsible for distributing and/or publishing a copy of the annual audit no later than the Annual meeting each year.

ELECTIONS COMMITTEE

The Election Committee is responsible for conducting KY D/T Association elections in accordance with the following guidelines:

VOTING ON-SITE AT THE ANNUAL MEETING

- Any KY D/T Association member in good standing and has paid the registration fee for the Annual Conference is eligible to vote on-site at the Annual Meeting.
- Voting will be held at a designated time and place at the Annual Meeting, and will start and stop promptly at the designated times.

NOMINATING COMMITTEE

Among its other duties, Nominating Committee is responsible for ensuring compliance with the following nominating procedures for elected office

Section 1 Eligibility

Section 1.01 Any individual who has been nominated for elected office must be an Active/Associate Member in good standing.

Section 1.02 Any individual who meets the eligibility requirements above may be nominated for the office of President, President elect, Secretary & Treasurer.

Section 2 Procedure

Section 2.01 Nominations for any elected office must be made in writing or appointed time announced at the Annual Pupil Transportation Conference.

Section 2.02 Upon receipt of valid nominations, the Chair or designated representative of the Nominations Committee shall contact the nominee to confirm the nomination.

PUPIL TRANSPORTATION CONFERENCE COMMITTEE

The Pupil Transportation Conference Committee is to assist the Pupil Transportation Branch in promoting and organizing the Annual Pupil Transportation Conference.

PROFESSIONAL GROWTH COMMITTEE

The Professional Growth Committee works to promote the KY D/T Association

SCHOOL BUS SAFETY COMMITTEE

The School Bus Safety Committee is responsible for cooperation with NAPT in promoting National Bus Safety Week and the Annual Poster Contest. Also, assist in promoting the Buster the Bus Program in our Schools in Kentucky by Certified Driver Trainers

SPECIAL NEEDS TRANSPORTATION COMMITTEE

The Special Needs Transportation Committee is responsible for gathering and evaluating information about special needs transportation that addresses industry concerns and making recommendations to the Board of Directors. Among its specific objectives, the committee promotes education and training for transportation professionals who work with students with special needs. The committee also encourages individuals, agencies and other industries to promote safe transportation for students with disabilities. This would include emphasis on door-to-door safety, as well as student-to- student interaction.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee works at the direction of the Board of Directors to make recommendations concerning the KY D/T Association long-terms goals and direction.

MEMBERSHIP COMMITTEE

The Membership Committee shall work to promote membership in the D/T Association.

