ORANGE COUNTY
CHAPTER 2

CALIFORNIA ASSOCIATION
OF
SCHOOL TRANSPORTATION OFFICIALS

CONSTITUTION

AND

BY-LAWS
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CHAPTER CONSTITUTION

ARTICLE I

NAME AND OBJECTIVES

Section 1
Name: Orange County Chapter 2, California Association of School Transportation Officials.

Section 2
Objective: To promote the interchange of ideas pertaining to the progressive development of pupil transportation.

Section 3
This organization shall not be operated for pecuniary gain or profit, and shall not contemplate the distribution of gains, profits, or dividends to any private shareholder, or to any member.

ARTICLE II

PURPOSE AND POWERS

Section 1
The organization's primary purpose is to promote pupil transportation safety through education and training.

Section 2
To carry out this purpose, the organization is empowered:

2.1 To discuss and recommend action on pupil transportation problems confronting schools.
2.2 To present ideas and trends in pupil transportation.
2.3 To develop and exchange materials, information, techniques, and evaluations.
2.4 To coordinate with business and industry, civic organizations, and governmental and educational agencies to further the program of pupil transportation education.
2.5 To encourage and conduct research on special problems related to pupil transportation.
2.6 To aid in the solution of pupil transportation problems.

ARTICLE III

MEMBERSHIP AND DUES

Section 1
Membership and dues in this chapter shall be governed by the state association constitution and by-laws. To be a member in good standing, one must be current in annual dues.
ARTICLE IV
EXECUTIVE BOARD

Section 1
EXECUTIVE BOARD
The following officers shall constitute the executive board of the chapter: President, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President.

Section 2
ELIGIBILITY TO HOLD OFFICE
Chapter Officers shall be members of the chapter in good standing. An officer shall automatically forfeit his/her office should they cease to be a member in good standing.

Section 3
TERMS OF OFFICE
The President, First Vice President, Second Vice President, Secretary, and Treasurer shall serve a term of one year. The Immediate Past President shall serve until replaced by the President upon his/her leaving the office. Executive Board Members shall take office and assume their duties on the first day of the new Fiscal Year (July 1).

ARTICLE V
ELECTION PROCEDURES

Section 1
A Nominating Committee, chaired by the Immediate Past President shall make nominations for the offices of President, First Vice President, Second Vice President, Secretary, and Treasurer- at the March chapter meeting.

Section 2
Nominations for all offices shall be accepted from the floor by members in good standing at the March/April chapter meeting.

Section 3
If there is only one nomination for an office, a motion from the floor may be made to declare that individual to be elected, or re-elected, at the close of nominations at the March/April chapter meeting. If that motion passes, the person shall be declared elected.

In the event that there is more than one nominee for an office, an election shall be held at the April/May chapter meeting. All members in good standing present at the meeting may vote by silent vote at the April/May chapter meeting or by mail-in-ballot submitted on the chapters form for election of officers and received before the April/May chapter meeting.
ARTICLE VI

DUTIES OF OFFICERS

Section 1
PRESIDENT
The President shall:

a) Preside at all chapter meetings at which he/she is present.
b) Assure that a Vice President is able to perform all duties of the President in his/her absence.
c) Prepare a proposed budget for vote in the June/July meeting.
d) Appoint the various committees, standing or special, required by the Constitution or established by the Executive Committee, except as herein otherwise provided, or ordered by a vote of the chapter.
e) Perform such other duties that normally pertain to the office of President.
f) Preside over Executive Board meetings.
g) Attend all State Board meetings and report back to the membership at the next chapter meeting. When unavailable to attend, a Delegate may be appointed.
h) Provide informational programs for scheduled chapter meetings.

Section 2
FIRST VICE-PRESIDENT
The First Vice-President shall:

a) In the absence or disability of the President, possess all of the powers, perform all of the duties in his/her stead, and shall at all times assist the President in the performance of his/her duties.
b) Assure that the Second Vice President can perform the duties of the First Vice President.
c) Act as a coordinator of all standing committees.
d) Be coordinator of standing Workshop Committee.
e) Assist in providing informational programs for scheduled chapter meetings

Section 3
SECOND VICE-PRESIDENT
The Second Vice-President shall:

a) In the absence or disability of the President and the First Vice President, possess all of the powers, perform all of the duties in his/her stead, and shall at all times assist the President and First Vice President.
b) Coordinate the Bosses Luncheon.
c) Oversee Membership.
   • Keep records of all members of the chapter.
   • Report to treasurer any funds collected for membership dues.
   • Recruit new members for the chapter.
d) Be responsible for Marketing/Fund Raise.
e) Act as coordinator, as needed, on any/all committees appointed by the President.
f) Perform duties of the Treasurer at chapter meetings in the absence of the Treasurer.
Section 4
SECRETARY
The Secretary shall:

a) Keep records of all Executive Board members and their years of service.
b) Keep records of all proceedings of the chapter and issue minutes of the meetings to all
members in good standing of the Chapter.
c) Notify members of all committees of the appointment.
d) Have custody of the books for previous fiscal years, papers, and all property of the
chapter, which shall be open at all times for inspection of the Executive Board of the
Chapter.
e) Perform such duties as may be required by the President.
f) Issue notices of chapter meetings

Section 5
TREASURER
The Treasurer shall:

a) Receive all funds to the chapter and keep and disburse the same under the direction of the
President and with the approval or ratification of the chapter.
b) Keep, or cause to be kept, regular books and full accounts, which shall be open at all times
to the inspection of the Executive Board of the Chapter and/or Auditing Committee. Work
as coordinator with the Budget Committee.
c) Submit financial records to the President and members in good standing of the chapter.
Report at each meeting of the chapter as to the financial condition of the treasury with a
detailed statement of receipts and expenditures and accounts payable.
d) Assure all funds of the Chapter are kept in the name of CASTO Chapter 2, in such
depository as shall be designated by the Executive Committee. All funds shall be disbursed
by the Treasurer by check, duly authorized and signed by the President and/or First Vice
President in the absence of the President and the Treasurer.
e) Prepare an annual report to include the last day of the fiscal year, and when audited.
f) Turn over all records, vouchers, statements to the newly elected Treasurer which shall be
no later than June 30th.
g) Submit quarterly "Annual Reports" to the State Treasurer as directed by the State
Association.
h) Perform such other duties as may be required by the President.

Section 6
IMMEDIATE PAST PRESIDENT
The Immediate Past President shall:

a) Be a member of the Executive Board and perform such duties as may be assigned by the
President and/or Executive Board.
b) Assume the Presidency upon the inability of the President, First Vice-President and Second
Vice-President.
c) Chair the Nominations Committee.
   • Shall select two (2) current members to form the committee
d) Run the election
   • No earlier than Feb/no later than March: Open Nominations
   • No earlier than March/no later than April: Close Nominations
   • No earlier than April/no later than May: Vote
   • No earlier than May/no later than June: Organize the installation of New Officers
ARTICLE VII

CONSTITUTION AMENDMENTS

Section 1
The Constitution shall, at all times, conform to all provisions of the State Association Constitution and By-laws, and where any conflict should occur, the State Constitution and By-laws shall prevail.

Section 2
A recommendation or motion to amend, adopt, or repeal any Section(s) of the Chapter Constitution may be made by any member in good standing of the chapter at any regular or special chapter meeting which shall constitute a first reading of the motion. If such recommendation or motion is approved, it shall be put over to the next regular or special meeting, which shall not be less than twenty-one (21) days from the date of notification of the proposed change(s) and the date, time, and place where the matter will be read a second time and acted upon. Two-thirds (2/3) of the eligible members present at the second reading shall be required to adopt the recommendation or motion. It may be continued for consideration at the next regular meeting or a designated future special or regular meeting upon approval of a majority of those members voting at the second reading.

ARTICLE VIII

MEETINGS, MISCELLANEOUS MATTERS, AND IMPLEMENTATION

Section 1
REGULAR MEETINGS
Regular monthly meetings for this chapter shall be held September through June. Dates and times of these meetings shall be established in September for the succeeding (10) month period, and be made known to the membership.

SPECIAL MEETINGS
Special meetings may be called by the Chapter President, by vote of two thirds (2/3) of the Executive Board or upon petition to the President with at least (20) percent of the chapter members. A meeting notice shall precede all meetings a sufficient number of days in advance, to allow all members a reasonable opportunity to attend.

Suggested Agenda: Call to order, reading of the minutes of the previous meeting, reading of the minutes of the Executive Board, reports from committees or other related education or transportation organizations, unfinished business, new business, program, and adjournment.

Section 2
PARLIAMENTARY AUTHORITY
Except as herein provided the conduct of meeting and other procedural matters shall be according to "Robert's Rules of Order," latest revision. The President may appoint a Parliamentarian to assist in this regard.
ARTICLE IX

INTERPRETATION

Section 1
In interpreting the provisions of the Constitution and By-laws, the word "shall" means mandatory and the word "may" means permissive.

Section 2
In the course of conducting the affairs of this Chapter, should it appear that any provisions of its Constitution and By-laws are contradictory, or should they fail to provide specific direction, the President may, with the approval of the Chapter Executive Board, make such reasonable interpretation as to permit the carrying forward of the Chapter's affairs. He/she shall be guided by recognized practice, by the intent of the Chapter Executive board, and/or by the provisions of law where applicable.

Section 3
The President shall report at the next chapter meeting any such interpretation. The Executive Board of the Chapter and the Chapter's members in good standing shall rule upon the interpretation but shall not make retroactive rulings. If it is determined that the interpretation of the President shall change the Constitution and By-laws of the Chapter, a committee shall be appointed to make the amendments to the Constitution and By-laws to be submitted to the Chapter for the next meeting and ruled upon. All amendments to the Constitution and By-laws shall be recorded within 2 months of each change.

ARTICLE X

CHAPTER FISCAL YEAR

The Fiscal Year of the chapter shall be July 1st through June 30th.
CHAPTER BY-LAWS

ARTICLE I

AMENDMENTS TO BY-LAWS

Section 1
By-laws may be formulated to implement the Provisions of the Constitution and to regulate the activities of the Chapter, and shall be in conformity with the Constitution.

Section 2
Amendments or additions to the By-laws may be proposed by any member in good standing to the Chapter Executive Board or may be initiated by the Chapter Executive Board. Upon approval, amendments or additions to the By-laws shall be circulated to the membership and must be ratified by a majority of the voting members in good standing at the Chapter meeting to become effective. Procedures will be followed to record changes within 2 months from the approved change.

ARTICLE II

EXPENDITURES

Expenditures shall be made only in accordance with the budget. The Executive Board may vote to spend an amount not to exceed $500 as needed for items not listed in the budget.

ARTICLE III

REPRESENTATIVE TO STATE EXECUTIVE COMMITTEE

The Chapter President or designee shall serve as the representative on the State Executive Committee. It is recommended that the President have a Chapter Officer accompany him/her at one State Executive Committee meeting each year. The accompanying Officer’s travel expenditures for this one meeting shall be the responsibility of the Chapter.

ARTICLE IV

COMMITTEES AND THEIR COMPOSITION

Section 1
The President shall appoint the following committees, which appointment shall be subject to the ratification of the Executive Board. Each member of the appointed committee shall be a Chapter member in good standing. It shall be the responsibility of the appointed committee to select the chairperson for that committee.
STANDING COMMITTEES
WORKSHOPS
ROADEO BUDGET/AUDITING
MEMBERSHIP
NOMINATION
MARKETING AND FUND RAISERS
PUBLIC AWARENESS PROGRAM
“MISS PIGGY” – REGIONAL CENTER GIFTS

Section 2
Such other committees as in the judgment of the Executive Board that are necessary for the welfare of the chapter shall be appointed. The Executive Board shall determine the composition of such committees and the duration of appointment, which shall not extend beyond the close of the fiscal year.

Section 3
The President shall be a member ex-officio of all committees except the Nominating Committee.

Section 4
The Executive Board of this Chapter shall be the policy-making body of the chapter in the intervals between Chapter meetings. It shall transact necessary business of the Chapter and approve the plans of the various committees, with its actions subject to ratification of Chapter members present. Minutes of the Executive Board shall be read at the next regular Chapter meeting.

ARTICLE V
DUTIES OF COMMITTEES

Section 1
MEETINGS AND TERMS
A majority of the members of any committee must be present at any meeting of the committee to constitute a quorum. Each committee chairperson shall provide advance notice to the Chapter Executive Board, and each member of the appointed committee of the meeting time, place, and date. The Committee Chairperson shall submit a written report of the meeting to the Executive Board and Chapter members in good standing at the next monthly meeting of the Chapter following the committees meeting. All committees shall continue to function from appointment to the end of the Chapter and fiscal year unless otherwise provided herein.

Section 2
WORKSHOP COMMITTEE
It shall be the duty of this committee to work directly with the First-Vice President to provide at least one yearly informational workshop. This workshop shall be open to any/all members of Student Transportation.
Section 3
ROADEO COMMITTEE
It shall be the duty of this committee to work directly with the Driver Trainers Advisory Council (DTAC) to actively promote participation in the Roadeo. The committee chairperson or person designated by the committee shall be present at the DTAC meetings designated for Roadeo purposes.

Section 4
BUDGET/AUDITING COMMITTEE
It shall be the duty of this committee to receive and audit the books and records of the Treasurer immediately after the close of the fiscal year, and at such other times as the President may direct, and report its findings to the chapter.

Section 5
NOMINATING COMMITTEE
It shall be the duty of this committee to actively promote the election of new members to the Executive Board of this chapter. The committee shall work closely with the Past President of the chapter. The committee shall conduct all business according to Article V, Section I of the Chapters Constitution. (Election Procedures)

Section 6
MARKETING/FUND RAISERS
It shall be the duty of this committee to actively promote fund raisers for the Chapter. This committee, as needed, will work closely with the Second Vice President acting as the chairperson for this committee.