

BYLAWS OF THE MINNESOTA ASSOCIATION FOR PUPIL TRANSPORTATION

Revised 7/23/2025

Bylaws

Article I – NAME

The name of the Association shall be the Minnesota Association for Pupil Transportation, a nonprofit corporation under the laws of the State of Minnesota.

Article II – PURPOSE

The Purpose of the Association shall be:

- **To develop a working relationship** with the total school system to foster progress and improvement of the educational program.
 - **To provide an organization** which shall further encourage, develop, and promote methods, materials, and procedures leading to increased safety, efficiency, and economy in pupil transportation service in the State of Minnesota.
 - **To promote, develop, and enhance professional growth** among its membership in the areas of pupil transportation service through an exchange of ideas by participation in conferences, workshops, meetings, and newsletters.
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Article III – MEMBERSHIP

Section 3.1 – Types of Membership

The Association shall have two (2) types of members.

Section 3.2 – Individual Members

Any person shall be eligible for Individual Membership in one of the following categories:

- **Individual Active** – Any person principally engaged in pupil transportation employed by a school district or other government entity. (voting member)
 - a. Individuals who are principally engaged in pupil transportation but are **not employed** by a school district or other government entity, or are self-employed, may be either an Individual Affiliate member or a Business Member.
This includes any individual that works independently or has formed a legal entity (e.g., C Corp, S Corp, LLC, or DBA) to provide services to school systems and/or private sector school transportation service providers as an independent contractor and is not also employed by a school district or other government entity to be principally engaged in the administration or supervision of pupil transportation.
- **Individual Affiliate** – Any person that is not principally engaged in the administration or supervision of pupil transportation employed by a school district or other government entity. (voting member)
- **Retired** – Lifetime member. Any person who has paid annual dues for at least five consecutive years and is no longer principally engaged in pupil transportation and employed by a school district or other government entity. (non-voting member)

Section 3.3 – Business Members

Any organization shall be eligible for Business Membership in one of the following categories:

- **For-Profit Business** – Any for-profit organization engaged in a commercial aspect of pupil transportation. (voting member)
- **Nonprofit** – Any not-for-profit business, association, or organization interested in the improvement of pupil transportation. (voting member)

Section 3.4 – Application of Members

No individual or business may be denied membership on the basis of race, national origin, religion, or sex.

Dues: Annual dues for all classes of membership shall be established by the Board of Directors. Members will be notified of renewal.

A member failing to pay dues as herein provided shall forfeit the privilege of membership, and after being in arrears for one year shall be dropped from the list of members.

Members will be notified via electronic means for renewal of membership. The individual membership year will renew on July 1st of each year.

Article IV – OFFICERS

Section 4.1 – Officers

The officers of this Association shall be a President, President-Elect, Secretary, Treasurer, and Past President.

Section 4.2 – Terms of Office

All officers shall be elected for a two (2) year term except the Treasurer, who shall serve a three (3) year term. Officers shall assume duties at the conclusion of the Annual Meeting.

Section 4.3 – Duties

- **President** – The President shall preside at all meetings of the Association and the Board of Directors and perform all duties pertaining to the office.
 - **President-Elect** – The President-Elect shall, in the absence or incapacity of the President, perform all duties of the President. The President-Elect shall automatically succeed to the office of President.
 - **Secretary** – The Secretary shall keep accurate minutes of the meetings of the Association and the Board of Directors and shall be custodian of all official records.
 - **Treasurer** – The Treasurer shall keep accurate records of all financial transactions of the Association, present financial statements at meetings, and oversee the preparation of an annual financial report.
 - **Past President** – The Past President shall serve as an advisor to the President and the Board of Directors.
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Article V – BOARD OF DIRECTORS

Section 5.1 – Membership

The Board of Directors shall consist of the elected officers and at least six (6) members-at-large.

Section 5.2 – Powers and Duties

The Board of Directors shall:

- Conduct the business of the Association between annual meetings.
- Fill vacancies occurring in any office until the next election.
- Establish committees as necessary to carry out the objectives of the Association.

Article VI – ELECTIONS

Section 6.1 – Nominations

A Nominating Committee appointed by the President shall present a slate of candidates for office.

Section 6.2 – Voting

Election of officers shall be conducted by ballot at the Annual Meeting. A majority of votes cast shall be necessary to elect.

Article VII – MEETINGS

Section 7.1 – Annual Meeting

The Annual Meeting of the Association shall be held at a time and place determined by the Board of Directors.

Section 7.2 – Special Meetings

Special meetings may be called by the President or the Board of Directors as deemed necessary.

Section 7.3 – Notice

Notice of meetings shall be given to the membership at least thirty (30) days in advance.

Article VIII – COMMITTEES

Section 8.1 – Standing Committees

Standing Committees shall include but not be limited to:

- Membership

- Legislative
- Conference Planning
- Safety

Section 8.2 – Special Committees

Special Committees may be appointed by the President or the Board of Directors as needed.

Article IX – FINANCES

Section 9.1 – Fiscal Year

The fiscal year of the Association shall begin January 1 and end December 31.

Section 9.2 – Budget

The Board of Directors shall adopt an annual budget.

Section 9.3 – Audit

The financial records of the Association shall be audited or reviewed annually by an independent party appointed by the Board.

Article X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases where applicable and not inconsistent with these Bylaws.

Article XI – AMENDMENTS

These Bylaws may be amended at any Annual Meeting by a two-thirds (2/3) vote of the members present and voting, provided that notice of such proposed amendment has been given to the membership at least thirty (30) days prior to the meeting.

Article XII – DISSOLUTION

In the event of dissolution, the assets of the Association shall be distributed to one or more nonprofit organizations with similar purposes, as determined by the Board of Directors.

Article XIII – DEFINITIONS

Section 1 – Fiscal Year

The fiscal year of this Association shall begin on the first day of January and end on the last day of December in each year.

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