



**Nebraska School Transportation Association**

**Constitution  
&  
By-Laws**

Revised 5-5-13

***Nebraska School  
Transportation Association  
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# **Nebraska School Transportation Association Constitution and By-Laws**

## *Introduction*

School Transportation operations historically have made an important contribution toward attaining educational efficiency in local school districts throughout the country. Presently, in the State of Nebraska, school transportation vehicles provide a safe and healthful means of transportation. This responsibility for human lives and the efficient expenditure of public monies requires competent and well-informed transportation personnel.

It is the response to the above purpose that the school transportation leaders in the State of Nebraska have combined their efforts and have pledged their support. School transportation programs have become an integral part of the educational process, thereby creating a specialized area of learning needs. Furthermore, a segment of those individuals involved with transportation operations need to be specifically prepared to meet the future challenges of education. In order to obtain the optimum benefit from the respective abilities of these individuals, they must be able to work together for a common philosophy to achieve a common objective; the safest and most efficient transportation possible for all students, including those with special needs. If through the integration of the common interest this objective can be realized it will allow the children, youth, and future adults of this State to enjoy the benefits of modern progress, and, in turn, to contribute to this progress by utilizing all the skills and abilities with which they have been endowed.

To provide adequate opportunity for school transportation personnel, educational administrators, classroom teachers, and safety leaders throughout the State to work together in fulfilling these goals, the Nebraska School Transportation Association is hereby formed and the following Constitution and By-Laws adopted.

# Constitution

## ARTICLE I - NAME

**Section 1** The name of this organization shall be:  
Nebraska School Transportation Association

## ARTICLE II - PURPOSE

**Section 1** The purpose of the Nebraska School Transportation Association is in harmony with the objective of quality education transportation and safety. The general purposes of the association are:

- A. To assist individuals, agencies and organizations in providing the safest means of school transportation possible for the students in the State of Nebraska.
- B. To provide efficient school transportation as an integral part of the education process. (Amended 10/10/09)
- C. To prepare individuals involved in school transportation programs in developing a more complete understanding and utilization of human resources.

**Section 2** The specific purposes of the Association are:

- A. To encourage interested personnel to join this Association in the enlistment and adequate training of people in the field of school transportation.
- B. To maintain an interest in leadership, growth, and development of school transportation programs.
- C. To become a source of information for those interested in operating and improving school transportation programs.
- D. To cooperate with similar organizations in other states and on the national level in furthering the effectiveness of school transportation operations and to encourage its members to actively participate in activities of other educational organizations.
- E. To conduct meetings of the Association.
- F. To work toward educationally sound minimum standards in personnel qualifications, vehicle design and other related matters.

- G. To promote professional growth of school transportation personnel.
- H. To encourage and assist sound research in needed areas of school transportation.
- I. To interpret the purpose and programs of school transportation operations for the public.
- J. To incorporate other specific purposes, which may, from time to time, be necessary and proper.

### **ARTICLE III - MEMBERSHIP**

- Section 1** Membership in this Association shall be Professional, Honorary and Sustaining. (Amended 10/11/03)
- Section 2** Professional membership shall be open to any person who is employed as a transportation supervisor, level I/II instructor or coordination of the school transportation system (public or private), drivers and mechanics. (Amended 10/11/03)
- Section 3** Honorary membership may be presented to any person who has made substantial contributions to school transportation in the State of Nebraska. Recipients need not be members of the Association. Nomination may be made by any member, must be made in writing and shall be submitted to the president in advance of the regularly scheduled meeting. Honorary memberships shall then be selected by secret ballot by a majority vote of those attending the statewide meeting. (Amended 10/11/03)
- Section 4** Sustaining membership shall be open to those individuals, organizations, vendors, or private transportations operators that wish to support the purpose of the Association by purchasing sustaining memberships. Granting of a sustaining membership shall in no way bind this Association to support philosophies or policies of any sustaining member or to support or participate in projects or undertaking of said sustaining member. (Amended 10/11/03)
- Section 5** Membership in the Association shall begin on September 1 and end on August 31.

## **ARTICLE IV - OFFICERS AND MANAGEMENT**

- Section 1** The officers of the Association shall consist of the following:
- A. Elected
    - 1. President
    - 2. Vice-President
    - 3. Secretary-Treasurer
  - B. Non-Elected
    - 1. Administrative Assistant
      - a. The Administrative Assistant shall be a representative of the State Department of Education, the State Director of Pupil Transportation and serve as a consultant to the President and to the Executive Committee.
- Section 2** The term of elected officers shall be two years, beginning with the close of the Annual Spring statewide meeting of the Association.
- Section 3** The general policy of the Association shall be to advance each officer to the next highest ranking position every other year by majority vote at the annual spring meeting. Progressive advancement of officers is intended-to promote continuity of purpose and activity in the Association. However, opportunity for nominations for any office shall be made from the floor during such meeting. (Amended 10/10/09)
- Section 4** The new Secretary-Treasurer, every other year, shall be selected by the majority vote of those attending the annual spring meeting. This selection shall be from nominees submitted by the Nominating Committee and any nominations, which come from the floor. (Amended 10/11/03)
- Section 5** The Executive Committee shall be composed of the officers and the immediate Past-President of the Association.
- Section 6** The Executive Committee shall constitute a nominating committee for the elective offices of the Association. It shall be the responsibility of the nominating committee:
- A. To submit the names of the nominees for Secretary Treasurer. (Amended 10/11/03)
  - B. To obtain the consent of the nominees to stand election and to service if elected.
- Section 7** The Executive Committee of the Association shall be charged with planning the annual program for meetings of the Association, in cooperation with the Administrative Assistant, and directing the activities

of the organization in promotion of safe school transportation through the state. Furthermore, (the executive committee) shall have the power to transact any urgent business between regular meetings of the Association including the appointment of a professional member to fill a vacated office. The appointment will be in effect until the next election at the annual spring meeting.

**Section 8** An advisory group may be selected to work with the Executive Committee when needed. Such Advisory Group shall be selected by the Executive Committee.

## **ARTILCE V - AMENDMENTS**

**Section 1** This Constitution may be amended at any spring or summer annual meeting by a two-thirds majority vote of the Professional Members attending, provided they have been notified of the proposed amendment not less than ten (10) days prior to the meeting. (Amended 3/5/11)

## **ARTICLE VI - COMMITTEES**

**Section 1** The President shall appoint such temporary or permanent committees as necessary.

## **ARTICLE VII - DUTIES OF THE OFFICERS**

**Section 1** The President shall have general supervision over the business and activities of the Association. He/She shall preside at all meetings, shall be the chairperson of the Executive Committee. He/She shall appoint all committees and the chairperson thereof, and shall serve on all committees as a member ex-officio.

He/She will insure an audit of the NSTA financial records will be conducted during the annual Spring Conference. It will be conducted by an internal audit committee comprised of the NSTA treasurer and two members appointed by the Association President or his/her designee. The committee will present an oral report of the audit at the Spring General Business Meeting. A written report will be filed with the Association Treasure and President. (Amended 10/11/03)

He/She will be an authorized signature on the NSTA bank account. (Amended 10/11/03)

**Section 2** The Vice-President shall assume the duties of the President in his or her absence, shall do other duties as befall his/her office. (Amended 10/11/03)

**Section 3** The Secretary-Treasurer shall keep in permanent form an accurate record of all meetings of the Association and of the Executive Committee. He/She shall have charge of all Association monies, and he/she shall maintain official roll of all Association members. He/She will be an authorized signature on the NSTA bank account. The Secretary-Treasurer shall submit a complete financial statement of the Association at all annual meetings. He/She shall submit a complete membership list following the business meeting in the spring, to the Administrative Assistant, to be used as a current mailing list. (Amended 10/11/03)

**Section 4** The Administrative Assistant shall maintain a resource center of pertinent information regarding school transportation operations throughout the State to be utilized exclusively for research purposes. In addition he/she shall assist or promote the **activities** of the NSTA that are not in conflict with the policies of the State Department of Education, in regards to the duties of the State Director of Pupil Transportation. (Amended 3/92)

### **ARTICLE VIII - BY-LAWS**

**Section 1** Detail regarding organization and activities of the Association shall be regulated by the By-Laws. The By-Laws may be amended as follows:

- A. At any official business meeting of the Association by a 2/3 majority vote of the professional members in attendance, provided they have been notified of the proposed amendment not less than ten (10) days prior to the meeting.
- B. By a 2/3 majority of the mail vote of the Professional members voting, provided that notice of the proposed amendment has been given to all professional members at least 30 days before the taking of the mail ballot.



## *By-Laws*

### **ARTICLE I - PARLIAMENTARY AUTHORITY**

**Section 1** In all matters not covered in its Constitution and By-Laws, this Association shall be governed by provisions of Robert's Rules of Order.

### **ARTICLE II - VOTING**

**Section 1** Voting shall be limited to professional members.

**Section 2** All Honorary Members (retroactive will retain voting rights provided they were a professional member in good standing when they receive their honorary membership.

### **ARTICLE III - MEMBERSHIP DUES**

**Section 1** Membership for the current year shall be \$25.00 for Professional Members. (Amended 3/93, 3/11/03, and 5/13)

**Section 2** Sustaining Membership shall be set at \$50.00. (Amended 10/89)

**Section 3** All Honorary membership (retroactive) are granted free of any Dues.

### **ARTICLE IV - COOPERATING ORGANIZATIONS**

**Section 1** The Association shall encourage interested groups to contribute to the effectiveness and safety of school transportation programs in the State of Nebraska.

### **ARTICLE V - NATIONAL AND REGIONAL CONVENTIONS**

**Section 1** The Association shall endeavor to have representation at the National (Association of) Pupil Transportation (Annual) Conference. All professional members should attempt to attend at least one national or regional conference related to school Transportation.

## **ARTICLE VI - RESOLUTIONS**

**Section 1** The topic of resolutions is to be listed as an item of new business on all N.S.T.A. business-meeting agendas. Exact topics for resolutions may be presented during that time at the business meeting. A 2/3-majority vote of the professional members attending the business meeting is needed for a resolution to pass.

## **ARTICLE VII - NEWSLETTER & ASSOCIATION WEBSITE (Added 9/06) – (Amended 10/10/09)**

**Section 1** The newsletter and NSTA website will be produced and maintained by a person or business approved by the Association. (Amended 10/10/09)

**Section 2** The newsletter will be distributed to the membership and/or posted to the association's website prior to each regular meeting. The newsletters and website are to contain items of interest to the general membership as well as registration forms for the meetings and for membership renewal. Names, addresses and e-mail addresses for the elected officers are to be included. (Amended 10/10/09)

**Section 3** Any costs, which are incurred during the printing of or delivery of the newsletter and/or maintenance of website, are to be paid by the Association. (Amended 10/10/09)

**Section 4** The following will serve as guidelines for displaying business logos and advertisements in the newsletter and website. (Amended 2/20/13)

- A. The business must be a sustaining member of the Association.
- B. The business logo or advertisement must be school transportation related.
- C. Business logos and advertisements are limited to business card size (5" x 3 ½ "). Businesses are limited to one logo and one advertisement.
- D. Business logos must be received two weeks prior to the newsletter deadline. Business advertisements may be received at any time.
- E. Business logos and advertisements will be displayed in the immediate two newsletters following submission. Logos and advertisements submitted for display on the NSTA website will remain for one-year following initial posting.

- F. The price for displaying logos and advertisements in the NSTA newsletter and website are as follows:
  - a. Newsletter Logo: \$10.00 (two newsletters)
  - b. Newsletter Advertisement: \$25.00 (two newsletters)
  - c. Website Logo: \$50.00 (one-year)
  - d. Website Advertisement: \$100.00 (one-year)
- G. The executive Committee must approve all submittals before they are published.