



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE I – Name, Purpose, and Mission Statement of CSPTA

Section 1

The name of this organization shall be the **Colorado State Pupil Transportation Association or C S P T A.**

Section 2

The purpose of this CSPTA shall be to improve, promote and maintain the highest level of safe and efficient transportation for the pupils of the public and private schools in the State of Colorado. To promote common pupil transportation business interests of its members. The CSPTA shall provide an opportunity for its members to develop skills and habits respecting the life and well being of students transported and supporting high expectations of safety excellence and encouraging and recognizing individual accomplishments.

Section 3

The mission of the CSPTA is to meet the goal for the safe transportation of school children by providing a forum for open communication with all participants in Colorado pupil transportation environment.

Section 4

The CSPTA may support research into areas identified through real life experience and strive to acquire knowledge which may be used by all participants in school transportation.

Section 5

The CSPTA may receive, discuss and recommend action on pupil/passenger transportation issues that impact the pupil and passenger transportation industry. The CSPTA shall address major issues affecting pupil and passenger transportation.

Section 6

Upon dissolution of CSPTA, the assets remaining after payment of or provisions for debts or liabilities of CSPTA shall be distributed for one or more exempt purposes within the meaning of section 401(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization or organizations as said Court shall determine; which are organized and operated exclusively for such purposes as determined by the Trustees of CSPTA and the Executive Board.



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ARTICLE II – Membership

Section 1

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

- a. **Active** – An individual member, who is interested in, engaged in or associated with any phase of pupil transportation. (Voting Member)
- b. **Retired** – Any person who has paid annual dues for at least 5 consecutive years and is no longer principally engaged in the administration or supervision of pupil transportation. (Voting member)
- c. **Associate Member** – Any person who is actively interested in engaged in or associated with any phase of pupil transportation may become an Associate Member of CSPTA. Firms and corporations engaged in the business of manufacturing or the production of school buses, school bus bodies, or school bus chassis, firms engaged in performing services or sales of supplies necessary to the operation of school buses may also become an Associate Member. If the Associate Member is a Corporation or Business they shall be limited to 3 votes. (Voting member)
- d. **Honorary** - Any person who has contributed meritorious service to pupil transportation. Eligibility or Honorary Member Status shall be based upon nomination by majority vote of the appropriate standing committee and confirmation by majority vote of the Executive Board present at any regular or special meeting of CSPTA. (Non-voting member)
- e. **Affiliate Member** – Any organization shall be eligible for Affiliate Membership in one of the following Categories:
- f. **Business** – Any for profit organization engaged in a commercial aspect of pupil transportation, including contracted pupil transportation services. (Voting member)
- g. **Non-Profit** – Any not for profit business, association or organization interested in the improvement of pupil transportation. (Non-voting member)

Section 2

Any person, firm or corporation that is engaged in the manufacture or distribution of equipment, materials or supplies to Active Members, or any person, firm or corporation that supplies services not otherwise classified to Active Members, shall be eligible for Associate Membership.



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ARTICLE II – Membership Continued

Section 3

Any State and National Associations involved in promoting school transportation safety and efficiency wishing to support the aims and purposes of CSPTA may become an active member.

Section 4

Any current member, upon reaching their 20th year of paid membership, will be granted a dues-free lifetime membership. (Voting Member)

Section 5

Member of CSPTA shall be entitled to rights and privileges as determined by the Executive Board. Membership in CSPTA is not transferable or assignable. Members shall obtain the hereinbefore-referenced rights and privileges only upon payment of the prescribed dues

Section 6

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

ARTICLE III - Voting Members

Section 1

Robert's Rules of Order Revised Edition shall govern CSPTA in all cases to which they are applicable and in which they are not in conflict with the adopted bylaws.

Section 2

Voting shall be limited to paid and Lifetime members only.

Section 3

All active members are entitled to vote during a regular meeting. Active Members not present shall lose the opportunity to vote on items that may be presented at a regular meeting unless it is voted by the members present that a ballot on the subject be blanketed to the entire membership.



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ARTICLE IV – Membership Dues

Section 1

Members in the arrears for dues and any assessments shall have their voting rights and all other privileges of CSPTA suspended until such member becomes current again.

Each Active Member shall pay annual membership dues, as determined by the members in good standing of the CSPTA each year at regular meeting. Any increase in dues must be voted on by members present at the spring meeting.

Section 2

Each member shall be notified in writing they are delinquent in dues.

ARTICLE V - Officers

Section 1

The officers of CSPTA shall consist of a President, President-Elect, Secretary, Treasurer, and three (3) Trustees normally past presidents. The Trustees shall be the Immediate Past-President and two (2) additional past presidents.

In the event that a past president is not available to serve as a Trustee of CSPTA any paid member may be nominated to run for the office by the Nominations Committee. This election will be at the Spring Meeting.

Section 2

There shall be three (3) Trustees of CSPTA, with the Immediate Past President as Chair Person of the Board of Trustees. Seven directors shall be elected, one from each Colorado Congressional District. Directors from the three even-numbered districts will be elected in even-numbered years; odd-numbered districts will be elected in odd-numbered years. If the immediate Past President is not available for the Trustee position it may be filled by any Past President.

Section 3

CSPTA shall have an Executive Board composed of all elected Officers, Seven Congressional Regional Directors, Chair Person of Board of Trustee member and the Vendor Representative.

Section 4

One vendor representative shall be elected each odd-numbered year.



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ARTICLE V - Officers Continued

Section 5

One representative of the Colorado Department of Education will be considered a non-voting member of the Executive Board. One representative of the Colorado State Patrol Motor Carrier Division will be considered a non-voting member of the Executive Board.

Section 7

a. Voting members on the Executive Board shall consist of the following:

1. President
2. President-Elect
3. Secretary
4. Treasurer
5. Chairperson Board of Trustees
6. Seven Congressional Regional Directors
7. Vendor

b. Non-voting members on the Executive Board shall consist of the following:

1. Colorado Department of Education
2. Colorado State Patrol/Motor Carrier Division

Section 8

The President may at his/her discretion appoint additional officers and committees to assist with the duties of CSPTA. Normally the first appointed committee member shall be the chair person of the committee. Appointed Officers are as follows, but not limited to Parliamentarians, Sergeant at Arms, etc.

Section 9

Duties of the Parliamentarian

The Parliamentarian may meet with the President and other officers prior to opening and during recesses of any meeting in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meeting.

The Parliamentarian shall as inconspicuously as possible call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

The Parliamentarian may be seated next to the Chair Person, so as to be convenient for consultation in a low voice.



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Duties of the Parliamentarian Continued

Section 9 Continued

The Parliamentarian has the same duty as the presiding officers to maintain a position of impartiality, and should refrain from making motions, taking part in debate or vote on any question except in the case of a ballot vote.

ARTICLE VI – Terms of Office

Section 1

The term of office for the President shall not exceed two consecutive years or until a successor is qualified, elected or appointed.

Section 2

The President-Elect shall be elected for a two-year term or until a successor is elected or appointed.

Note: The position of President-Elect is the first of a possible six-year commitment in which the individual fulfills the office of President-Elect for two years and automatically ascends to the office of President for two years, and then becomes Immediate Past-President and trustee for an additional 2 years.

Section 3

The term of office for Secretary shall be two (2) years. The term of office for the Treasurer shall be 4 years. The Secretary and Treasurer positions may be elected to consecutive terms without limit.

Section 4

In the event that the President cannot serve his/her full term due to resignation, expulsion, or inability to perform his/her duties, the President-Elect shall succeed the President as the Executive Officer of the CSPTA and shall assume all duties and responsibilities of the Office of President. In the event that both President and President-Elect are unable to serve, the Executive Board shall elect a President within ninety (90) days to serve the unexpired term, or a replacement may be elected at any scheduled meeting by a simple majority of paid membership. The replacement officer shall assume office immediately after election and would serve only the remainder of the scheduled term. Resignation of officers shall be in letter form addressed to the Secretary, Colorado State Pupil Transportation Association. Letters of resignation shall be retained in the Secretary's files.

The Chair Person of the Board of Trustees shall act as President until such time as the new President has been elected by the Executive Board.



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ARTICLE VI – Terms of Office Continued Section 7

Section 5

The Executive Board shall, within ninety (90) days, fill any vacancy on the Board occurring during the year.

Section 6

Resignation of an Executive Board Member shall be in letter form addressed to the Secretary, Colorado State Pupil Transportation Association. Letters of resignation shall be retained in the Secretary's files.

In the event an officer of the CSPTA suffers loss of employment within the Colorado school transportation industry, the officer shall be allowed to continue in the position for which she/he was elected until either 6 calendar months have passed or the term of office expires. If, within a maximum of 6 calendar months from separation of employment, this criterion is not met, the officer shall be replaced as outlined in this Article.

ARTICLE VII - Nomination of Officers

Section 1

The chairperson of the Nominating Committee shall report to the Executive Board, recommending candidates for the following elective offices. A President-Elect, Treasurer, Secretary, Congressional Regional Directors, a Two (2) Year Trustees a One (1) Year Trustee, and Vendor Representative.

The chairperson of the Nominating Committee also, shall report to the Executive Board, recommending candidates for the following elective offices for the Jim Dale Committee two (2) Candidates and one (1) Vendor Representative. This election will be at the Spring Meeting.

Section 2

Nominations of officers shall be presented to the membership in the CSPTA Newsletter prior to the time for election. Nominations may also be made from the floor at the time of election at the Spring Meeting. Only Colorado school district employees and/or service providers including private school bus contractors serving school districts may be nominated.

Section 3

The Nominating Committee shall be responsible for ensuring that all candidates for the office meet requirements for holding said office.



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ARTICLE VII - Nomination of Officers Continued

Section 4

The Nominating Committee shall be composed of the following non-candidates: The Immediate Past-President, or any other Past President if the Immediate Past-President is unavailable plus two (2) active members' not seeking office.

ARTICLE VIII – ELECTION OF OFFICERS

Officers shall be elected at the Spring Meeting by a majority vote of paid members' present including mail in ballots. Members who use a mail in ballot will not be allowed a second vote or to participate in the voting at the Spring Meeting.

ARTICLE IX – MEETINGS

Section 1

CSPTA shall have a minimum of three (3) meetings annually, such meetings to be scheduled on a trimester basis whenever possible.

Section 2

For the purpose of conducting an Executive Board meeting, a quorum shall exist when a simple majority of the voting members are present. The Executive Board shall determine policies and activities, approve budgets, and perform other duties as necessary for CSPTA.

Section 3

The quarterly meetings of the Colorado State Pupil Transportation Association date, time, and location shall be determined by the Executive Board. Meetings shall normally begin on Thursday and shall continue no later than 4:00 P.M. on Friday.

The Summer Meeting may be held in conjunction with the Colorado Department of Education Workshop.

The Fall Meeting may be held in the month of October. An effort may be made to hold this meeting at an Eastern Slope rotating the site.

The Legislative Session may be a yearly meeting held in conjunction with the start of the legislative session of the Colorado House and Senate for the purpose of discussing pending legislative issues related to School Transportation.

The Spring Meeting may be held in April. An effort may be made to hold this meeting at a Western Slope rotating site.



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ARTICLE IX – MEETINGS

Section 3 Continued

The Colorado Pupil Transportation Association may decide to have any annual meeting in conjunction with the Colorado Association of School Business Officials (CASBO) when necessary.

The Vendors Show may be held in conjunction with any annual Colorado Pupil Transportation Association meeting.

The President may call a meeting when deemed necessary.

The Chair Person of the Board of Trustees may call a special meeting of its members when deemed necessary.

All Chair Persons of Appointed and Elected Committees may call a meeting when necessary to conduct or finish the business of the committee.

Proper notice of all regular and called meetings shall be shared with all members in the Newsletter and/or posted on the web site of CSPTA.

ARTICLE X - DUTIES OF OFFICERS

Section 1 - Officers

The officers of the CSPTA shall consist of a President, President-Elect, Treasurer, Secretary, Immediate Past President, Vendor, Seven (7) Congressional Regional Directors, two (2) Trustees, one Vendor and Nominating Committee.

Section 2 – President

The President shall preside at all meetings of the CSPTA and of the Executive Board, and shall be ex-officio of all committees which he/she may appoint for special service. The President shall perform other duties as directed by the Executive Board.

Section 3 – President-Elect

In the absence of the President, or in case of his/her inability to serve the President-Elect shall assume the duties and responsibilities of the President. The President-Elect shall chair the Constitution and By-Laws Committee.

The President-Elect shall be the liaison member between the organization and the State Department of Education, the National Highway Traffic Safety Association, National Safety Council, Colorado Department of Transportation, the Colorado State Patrol Motor Carrier Division and CASBO.



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ARTICLE X - DUTIES OF OFFICERS continued

Section 4 - Secretary

The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings of CSPTA and of the Executive Board, and shall officially sign same, certifying one copy to the President. The Secretary shall keep the minutes of all meetings and read such minutes and conduct correspondence on behalf of the organization.

To facilitate planning for the membership, an effort will be made to have the meeting calendar prepared, including dates and sites, at the Spring Meeting.

The Secretary shall have his/her records present at all meetings of CSPTA and the Executive Board. A list of members shall be kept properly classified as active, associate, honorary, affiliate, retired and life members.

The Secretary shall be custodian of all property belonging to CSPTA not in the charge of the Treasurer and other Officers.

The Secretary shall keep a record of all official correspondence of CSPTA, serve all necessary notices after the same have been approved by the President, and make a full report in writing of the transactions of CSPTA at its regular meetings.

The Secretary shall, at the expiration of his/her term of office transfer to his/her successor in office all books, papers, records and other property in his/her possession belonging to CSPTA.

The Secretary shall perform any other duties not herein specified which may be outlined by the President.

The Secretary shall attend each and every session of CSPTA'S meetings and of the Executive Board unless excused by the President.

Section 5 – Treasurer

The Treasurer shall supervise the administration of all funds and securities of the organization and shall keep an account of these transactions.

The Treasurer shall keep a correct account between the CSPTA and its members and receive or collect monies due CSPTA giving receipt for the same, and shall hold in safekeeping all CSPTA funds in his/her possession and deposit the same and in turn receiving a receipt for the deposited amount from the financial institution.

The Treasurer shall, at each meeting, furnish the President with a certified statement showing the actual financial condition of CSPTA.



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ARTICLE X - DUTIES OF OFFICERS

Section 5 – Treasurer Continued

The Treasurer shall pay all claims certified and approved by the President with the consent of members of CSPTA at its regular meetings except as noted in Article XI.

The Treasurer shall keep a correct ledger account of all receipts and disbursements supported by proper vouchers and shall close and balance his/her books as of the end of each fiscal year, and shall immediately thereafter furnish the incoming President with a complete financial statement.

The Treasurer shall render a written statement at each regular meeting (except the legislative meeting) showing receipts and disbursements of CSPTA. The Treasurer shall also render an annual statement at the end of the financial year.

The Treasurer shall at the expiration of his/her term of office, transfer to his/her successor in office all monies, books, papers, and other records and property in his/her possession belonging to CSPTA.

The Treasurer will provide each paid member with a membership card and receipt for payment of dues.

Section 6 – Regional Directors

Each of the seven (7) regions of CSPTA shall elect Regional Director at the designated meeting, who will serve for a term of two (2) years.

The Executive Board will advise and assist the officers and members in the furtherance of the purpose of CSPTA.

The Regional Directors shall serve as voting members of the Executive Board. Section 6 – Regional Directors

The Regional Directors shall assist the President, Trustees and members of CSPTA as problems may arise.

Section 7 – Executive Board

The Executive Board exists to aid the President in conducting the affairs of CSPTA and to advise him/her in carrying out his/her Executive functions.

The Executive Board shall, within ninety (90) days, fill any vacancy on the Board occurring during the year. The powers and duties of the Executive Board shall be as provided in these bylaws. Resignation of an Executive Board Member shall be in letter form addressed to the Secretary, Colorado State Pupil Transportation Association. Letters of resignation will be retained in the Secretary's files.



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE X - DUTIES OF OFFICERS Continued

Section 8 – Immediate Past President

The Immediate Past President shall serve as Chair Person of the Board of Trustees.

The Immediate Past President shall act as an advisor to the President and Executive Board, to insure the continuity of CSPTA activities and shall have a vote at Executive Board meeting.

Section 9 – Trustees

The Trustees shall immediately after their election, organize and elect a secretary. In case of any irregularity or neglect of duty of any officer they should properly prefer charges against the officers to the President and Executive Board.

The Trustees shall receive, examine, and file for safekeeping the bonds of the CSPTA bonded officers and if necessary endorse their name to same.

The Trustees hereby authorized to be the “Trustees” of any shares of stocks or bonds or any property, real or personal, that CSPTA shall authorize to be acquired, transferred, negotiated purchased from any company or person for and in behalf CSPTA.

ARTICLE XI – COMMITTEES

Section 1 - Appointed Committees

The President may appoint committees as deemed necessary for the operation of CSPTA as follows:

1. Nominations Committee

The Nomination Committee shall consist of not less than two (2) and no more than three (3) members appointed by the President. A Past President shall be the Chair Person of the Nominating Committee

2. Service Technicians Committee

This committee shall work with the Automotive Service Excellence Agency to update the ASE tests in the industry as needed.

This committee shall develop and continue to revise the Technicians' Manual to be used by school districts throughout the state.

This committee shall work very closely with the Colorado Department of Education in developing the Technician's Classes for the Summer Workshop.



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ARTICLE XI – COMMITTEES Continued

3. Service Technicians Committee

The committee shall develop and assist with the judging of the Technicians' Contest.

4. Rules Update Committee

This committee shall work closely with Colorado Department of Education and Colorado State Patrol Motor Carrier Division regarding DOT rules and regulations.

This committee shall work with Colorado Department of Education to develop an interpretation of new laws and define what impact they have on school districts.

Their committee's goal is to be pro-active on behalf of all districts.

5. Driver Trainer Committee

This committee consists of Driver Trainers across the state.

This committee shall work closely with Colorado Department of Education to clarify and strengthen the Driver Trainer program offered at Colorado Department of Education's summer workshop.

6. Special Education Committee

This committee shall work hand in hand with the ever changing departmental laws that concern special needs students.

This committee shall be pro-active in developing a safe means of transportation for all special needs students.

7. Road-e-o and Service Committees

The committee shall develop and assist with the judging of the Road - e - o Competition.

This committee shall coordinate the competition and determines the winners eligible go to the national competitions.

8. Safety Poster Contest

This committee shall advertise the Safety Poster Contest with school districts throughout the state.

This committee shall have the Safety Poster Contest at the Summer Meeting of



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE XI – COMMITTEES Continued

8. Safety Poster Contest

This Committee shall make sure that all first place posters get to the National Competition for Posters.

9. Budget/Finance Committee

The Budget and Finance shall develop a budget guideline for CSPTA Executive Board to follow.

This committee shall set a standard for incoming and outgoing funds of CSPTA.

The chairman of this committee must meet with the Executive Board prior to each meeting to discuss the budget and where CSPTA stands financially.

This committee shall develop a budget prior to the fall meeting for the coming year. This budget shall be submitted and voted upon at the same meeting.

10. Legislative/Regulatory Committee

The Legislative Committee shall be constantly aware of any and all Federal and State Legislation enacted or pending, pertaining to pupil transportation and/or related matters. The committee shall keep the membership informed through the newsletter.

The Legislative Committee shall determine the urgency of communicating with the membership on any enacted and/or pending Legislation and provide information to the full membership in a manner it so chooses. The Legislative Committee is hereby empowered to: advise the membership on any pending Legislation pertaining to pupil transportation and/or related matters and urge contact with area legislators for approval or disapproval; represent CSPTA before the State

Legislative bodies on issues pertaining to and /or related to pupil transportation.

Section 2

Jim Dale Memorial Grant Committee

The committee members shall be elected following the guidelines governing the nomination, election, resignation and replacement of officers. They will serve for two-year terms as follows:

- a. Four members shall be elected, one vendor representative and three regular members in good standing. Two will be elected during even numbered years and two will be elected during odd numbered years.



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

Section 2 Continued

Jim Dale Memorial Grant Committee

- b. The President-Elect of the organization shall be a voting member of this committee.

ARTICLE XII – FINANCIAL

Section 1

The financial year for the Colorado Pupil Transportation Association shall begin November 1st and end on October 31st of the following year.

Section 2

Items that the Treasury may pay within reason without a vote of the membership include, but are not limited to the following:

- a. Speakers for workshops and seminars.
- b. Materials and supplies for workshops, seminars and quarterly meetings. Meeting rooms, coffee and meals.
- c. Mailing supplies and postage
- d. Annual awards and certificates

The finance committee shall each year decide the amount of money that should be spent on shirts, trophies, and monetary prizes. Monetary prizes shall be distributed equally among 3 place winners in categories of Conventional, Transit, and Special needs (2), Technicians, Inspector and Best of Station.

Section 3

Colorado Pupil Transportation Association at the discretion of the Executive Board, after reviewing the treasury for adequate funding, the Board may reimburse a percentage of the cost to school districts, companies or individuals that have First (1st) Place Winners in Convention Bus, Transit Bus, Special Education, and Technicians of the state competition, for expenses incurred while attending the Annual National Competitions.

Reimbursement of monies to School Districts, Company, or Individuals shall only be paid once receipts for travel are presented to CSPTA.

In the event that the First (1st) Place School Districts, Company or Individual cannot attend the National Competition the monies shall be offered to the Second (2nd) Place Winners of the competition.



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ARTICLE XII – FINANCIAL continued

Section 4

Colorado Pupil Transportation Association after reviewing the treasury for adequate funding, the Board may reimburse a percentage of the cost to school districts, companies or individuals annually for the President or CSPTA representative to attend and participation in the annual Western States Regional Transportation Conference, National Association for Pupil

Transportation Conference and Transporting Students with Disabilities and Preschoolers Conference.

Section 5

Ad Hoc and/or Standing Committees may be established as deemed necessary and appropriate by a simple majority vote at any regularly scheduled meeting.

Section 6 – Jim Dale Memorial Grant Fund

CSPTA shall earmark \$5.00 from the dues of each paying member of CSPTA yearly, and \$100.00 from the dues for each business member to be placed in the Jim Dale Memorial Grant Fund.

These funds will be controlled and disbursed in accordance with published guidelines established by the Jim Dale Memorial Grant Committee.

Section 7

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the adopted constitution of the organization. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, organization and shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on the behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding sections of the future Federal Tax Code or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE XII – FINANCIAL continued

Section 8

All dues and other monies received by CSPTA shall be transmitted to the Treasurer who shall deposit funds in the general CSPTA account and maintain records and accounts of income and expense and shall be subject to an annual audit.

Section 9

An annual budget for income and expenditures of CSPTA funds shall be prepared by the Budget and Finance Committee and presented to the Executive Board for adoption by the membership at the Fall Conference.

Section 10

Emergency amendments may be made in the budget after a majority affirmative vote of the Executive Board and CSPTA members present.

Section 11

The Executive Board shall provide for an annual audit of all CSPTA accounts. This audit shall be presented to the general membership at a regular meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Section 1

In all matters not covered by its bylaws, CSPTA shall be governed by the provisions of ROBERTS RULES OF ORDER, NEWLY REVISED.

Section 2

Each officer, elected or appointed, shall maintain appropriate records of his/her activities during his/her tenure and shall pass these records on to the incoming officers.

ARTICLE XIV - AMENDMENTS TO BYLAWS

Section 1

These Constitution and Bylaws may be amended at any regular meeting of the membership provided ten (10) days notice of such proposal is sent to each member by the Secretary outlining the purpose of the suggested amendment. Any proposed amendment shall be adopted only upon the favorable vote of a majority of the active voting members present at the meeting.



COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE XIV - AMENDMENTS TO BYLAWS Continued

Section 2

Any articles of this Constitution and By-Laws may be amended at any regular meeting of the organization by a majority vote of the paid membership present. All resolutions to change CSPTA Constitution and By-Laws must be presented in writing at a regularly scheduled meeting.

ARTICLE XV - SUFFRAGE

Section 1

Voting in elections of officers and amendments of/or additions to the Constitution and Bylaws shall be restricted to Active paid Members whose status is certified by the CSPTA Secretary as of the date any such vote is taken.

ARTICLE XVI- INTERPRETATION

Section 1

In interpreting the provisions of these Constitution and Bylaws the word "shall" means mandatory and the word "may" means permissive.

Section 2

In the course of conducting the affairs of CSPTA, should it appear that any provisions of these Constitution and Bylaws are contradictory, or should they fail to provide specific direction, the President may, with the approval of the By-Laws Committee, make such reasonable interpretation as to permit the carrying forward of the CSPTA affairs. He/She shall be guided by recognized practice, by the intent of the Executive Board and/or by the provisions of the law where applicable.

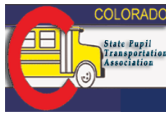
Section 3

The President shall report in writing at the following meeting of the Executive Board any such interpretation. The Executive Board shall rule upon interpretations but shall not make retroactive rulings.

ARTICLE XVII- ADOPTION

Section 1

These Constitution and Bylaws shall become effective upon adoption by the Active paid Members as authorized in these bylaws, and shall supersede any previous bylaws. The bylaws shall be provided to any member upon request.



**COLORADO STATE PUPIL TRANSPORTATION ASSOCIATION
CONSTITUTION AND BY-LAWS**

SIGNATURE SHEET

All Signatures are on file with CSPTA Secretary.

Signature of President _____ Date _____

Signature of President Elect _____ Date _____

Signature of Secretary _____ Date _____

Signature of By- Laws Committee Chairperson _____ Date _____

Signature of By- Laws Committee Member _____ Date _____

Signature of By- Laws Committee Member _____ Date _____

Signature of By- Laws Committee Member _____ Date _____

Signature of By- Laws Committee Member _____ Date _____

Signature of By- Laws Committee Member _____ Date _____