

BY-LAWS

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Adopted July 2024

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M.A.P.T. Regions Sorted by COUNTY

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COUNTY	HIGHWAY PATROL TROOP	M.A.P.T. REGION
Adair	B	II (2)
Andrew	H	II (2)
Atchison	H	II (2)
Audrain	F	IV (4)
Barry	D	V (5)
Barton	D	V (5)
Bates	A	I (1)
Benton	A	I (1)
Bollinger	E	VI (6)
Boone	F	IV (4)
Buchanan	H	II (2)
Butler	E	VI (6)
Caldwell	H	II (2)
Callaway	F	IV (4)
Camden	F	IV (4)
Cape Girardeau	E	VI (6)
Carroll	A	I (1)
Carter	G	VI (6)
Cass	A	I (1)
Cedar	D	V (5)
Chariton	B	II (2)
Christian	D	V (5)
Clark	B	II (2)
Clay	A	I (1)
Clinton	H	II (2)
Cole	F	IV (4)
Cooper	F	IV (4)
Crawford	I	IV (4)
Dade	D	V (5)

COUNTY	HIGHWAY PATROL TROOP	M.A.P.T. REGION
Dallas	D	V (5)
Daviess	H	II (2)
DeKalb	H	II (2)
Dent	I	IV (4)
Douglas	G	VI (6)
Dunklin	E	VI (6)
Franklin	C	III (3)
Gasconade	F	IV (4)
Gentry	H	II (2)
Greene	D	V (5)
Grundy	H	II (2)
Harrison	H	II (2)
Henry	A	I (1)
Hickory	D	V (5)
Holt	H	II (2)
Howard	F	IV (4)
Howell	G	VI (6)
Iron	E	VI (6)
Jackson	A	I (1)
Jasper	D	V (5)
Jefferson	C	III (3)
Johnson	A	I (1)
Knox	B	II (2)
Laclede	I	IV (4)
Lafayette	A	I (1)
Lawrence	D	V (5)
Lewis	B	II (2)
Lincoln	C	III (3)
Linn	B	II (2)

COUNTY	HIGHWAY PATROL TROOP	M.A.P.T. REGION
Livingston	H	II (2)
Macon	B	II (2)
Madison	E	VI (6)
Maries	I	IV (4)
Marion	B	II (2)
McDonald	D	V (5)
Mercer	H	II (2)
Miller	F	IV (4)
Mississippi	E	VI (6)
Moniteau	F	IV (4)
Monroe	B	II (2)
Montgomery	F	IV (4)
Morgan	F	IV (4)
New Madrid	E	VI (6)
Newton	D	V (5)
Nodaway	H	II (2)
Oregon	G	VI (6)
Osage	F	IV (4)
Ozark	G	VI (6)
Pemiscot	E	VI (6)
Perry	C	III (3)
Pettis	A	I (1)
Phelps	I	IV (4)
Pike	C	III (3)
Platte	A	I (1)
Polk	D	V (5)
Pulaski	I	IV (4)
Putnam	B	II (2)
Ralls	B	II (2)

COUNTY	HIGHWAY PATROL TROOP	M.A.P.T. REGION
Randolph	B	II (2)
Ray	A	I (1)
Reynolds	G	VI (6)
Ripley	E	VI (6)
Saline	A	I (1)
Schuyler	B	II (2)
Scotland	B	II (2)
Scott	E	VI (6)
Shannon	G	VI (6)
Shelby	B	II (2)
St. Charles	C	III (3)
St. Clair	D	V (5)
St. Francois	C	III (3)
St. Louis City	C	III (3)
St. Louis County	C	III (3)
Ste. Genevieve	C	III (3)
Stodard	E	VI (6)
Stone	D	V (5)
Sullivan	B	II (2)
Taney	D	V (5)
Texas	G	VI (6)
Vernon	D	V (5)
Warren	C	III (3)
Washington	C	III (3)
Wayne	E	VI (6)
Webster	D	V (5)
Worth	H	II (2)
Wright	G	VI (6)

By-Laws of the Missouri Association for Pupil Transportation

(Revised and approved, 2022)

Article 1 – NAME AND OBJECTIVE

Section 1.1

The name of the association shall be the **Missouri Association for Pupil Transportation** (abbreviated as MOAPT).

Section 1.2

The objective of MO.A.P.T is to improve standards, promote efficiency, and increase safety in pupil transportation services to endeavor to increase unity with the total education process.

SECTION 2 - MEMBERSHIP, DUES and FEES

SECTION 2.1

Membership in MOAPT shall consist of:

- Category 1: Individual Active - Any person principally engaged in pupil transportation employed by a school district, contractor, or other government entity (voting member)
- Category 2: Individual Affiliate - Any person not principally engaged in pupil transportation employed by a school district, contractor, or other government entity. (non-voting member)
- Category 3: Association or Institutional Membership - Any association, institution, or non-profit corporation interested in improving pupil transportation. (non-voting member)
- Category 4: Retired - 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, contractor, vendor, or other government entity. (non-voting member)
- Category 5: Honorary - Any person who has

contributed meritorious service to pupil transportation. Eligibility for Honorary Member Status shall be based upon nomination by majority vote of the appropriate standing committee and confirmation by majority vote of the Board of Directors present at any regular or special meeting of the Association. (non-voting)

- Category 6: Business Member - Any organization shall be eligible for Business Membership in one of the following categories (non-voting member)
 - For-profit Business - any for-profit organization engaged in a commercial aspect of pupil transportation.
 - Nonprofit - any not-for-profit business, association, or organization interested in improving pupil transportation.

SECTION 2.2

Members shall be entitled to all the rights and privileges of the Association, including the right to vote and hold office as outlined in section one (1). All other classifications of membership shall be entitled to the rights and privileges of the association, except the right to vote and hold office.

SECTION 2.3

Membership dues shall be set by the 2nd quarterly meeting for the next year, excluding honorary membership. Dues are payable at the annual conference^{*1}. Any member not paying their dues by the conclusion of the annual conference will automatically be deleted from the active membership list. The membership year extends from annual conference to annual conference.

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

Notes:

Dues Increased to \$70 - 2018

^{*1}Dues set at 2nd Quartey meeting - 2022

SECTION 2.4

Fees may be charged as determined by the MOAPT Board.

SECTION 3 – BOARD OF DIRECTORS

SECTION 3.1

General Powers - The Board of Directors shall be the Association's policy-making body. They shall have general and special powers as conferred by these By-laws or other relevant laws.

Section 3.2

Any person who wishes to be a candidate for President, President-elect, director-at-large, or regional director must be an individual Category 1 member as defined in Article II Section 2.1 and have completed two years as a member in good standing before he/she becomes eligible to run for the Board of Directors. Categories 2, 3, 4, 5 & 6 are not eligible to be President, President-Elect, Director and Director-at- Large

SECTION 3.3

Elected MOAPT Board members of this organization shall be the President, President-Elect, and nine (9) Directors - six (6) Regional Directors and three (3) Directors-at-Large.

The MOAPT Board shall appoint a non-voting Delegate-at-Large to represent the Department of Elementary and Secondary Education.

The MOPAT Executive Board shall be the president, president-elect, and treasurer.

SECTION 3.4

MOAPT Board members shall be elected at the Business Meeting during the Annual Conference. The Nominating Committee shall present a slate of nominees, one for each

office. The slate of nominees may be supplemented. By nominations from the floor, with no more than two additional nominations per office. Election shall be by written ballot counted by the Nominating Committee and by a majority of qualified members present. If there is no majority, the two candidates with the most votes will have a run-off.

SECTION 3.5

The term of office for the President and President-Elect shall be up to two (2) years*¹. Regional Directors and Directors-at-Large shall serve a three (3) year term. At the Annual Conference, two Regional Directors and one Director-at-Large shall be elected annually. The Regional Directors and directors-at-large shall be selected in the following sequence:

- Region I and Region III plus one Director-at-Large
- Region V and Region VI plus one Director-at-Large
- Region II and Region IV plus one Director-at-Large

The six regions will be comprised of one or more of the nine Highway Patrol Troop areas, divided in the following manner:

- Region I - Troop A (Lee's Summit} area
- Region II - Troop B (Macon} and Troop H (St. Joseph} areas
- Region III - Troop C (Weldon Springs} area
- Region IV - Troop F (Jeff. City} and Troop I (Rolla} areas
- Region V - Troop D (Springfield} area
- Region VI - Troop E (Poplar Bluff} and Troop G (Willow Springs} areas

The Directors-at-Large should represent the state's East, Central, and West areas.

SECTION 3.6

Duties of Officers:

- President: To preside over all meetings, make all necessary appointments to committees, including Recording Secretary, and with the Executive Board, plan and formulate the annual meeting. The

President has the authority to co-sign for MOAPT expenditures if necessary.

- President-Elect: To serve on the Executive Board and fulfill the office of President in the President's absence.
- Treasurer: Elected by the MOAPT Board, whose responsibilities will include:
 - A} Assemble and maintain a written record of all financial transactions.
 - B} Establish and maintain a bank account in a recognized financial institution in the name of MOAPT, with the authority to make all deposits and sign all disbursing checks.
 - C} Present a financial statement at the Annual Conference and to keep the President of MOAPT was informed of the Association's financial condition at the end of the fourth quarter of the fiscal year and as requested.
 - D} Conduct all financial affairs of MOAPT in a regularly acceptable, business-like manner.
- Regional Directors and Directors-at-Large: To promote MOAPT's interests in their respective regions and serve on appointed committees.

In the event of a vacancy in any of the above offices, the Executive Board shall appoint a replacement to fill the office until the next succeeding annual meeting.

SECTION 3.7

The Executive Board shall be authorized to appoint a non-voting Executive Director, who will be responsible for handling the Association's business affairs. Duties shall include but not be limited to:

- A} Supervision and Guidelines - Work under the general supervision of the MOAPT Board and the President. Carry out policies and instructions of the MOAPT Board.
- B} Examples of Work to be Performed - Maintain the corporate books of MOAPT business; prepare

quarterly financial reports; provide any other reports required by the MOAPT Board; keep official minute books and minutes of all meetings; mail out deadline reminders; coordinate the preparation of the annual budget and present it to the Executive Board for its consideration; update the Association's handbook and provides members of the MOAPT Board with a copy; perform other membership services; maintain a current and accurate membership roster. Originate and maintain appropriate bank account(s) in the name of the Missouri Association for Pupil Transportation (MOAPT or MAPT}.

SECTION 4 - COMMITTEES

The following Standing Committees shall be appointed to carry out this organization's purposes(s) properly.

SECTION 4.1

Standing Committees shall consist of at least three (3) members, with one from the Executive Board selected as the President's Chairperson.

Section 4.2

The Standing Committees shall consist of:

- The By-laws Committee will implement the changing and approval of the By-laws of MOAPT
- The Nominating Committee will solicit the nomination of candidates to fill offices on the MOAPT Board for those terms expiring at the association's next annual conference. Other duties shall include:
 1. Introducing the Nominating Committee and the nominees at the general session before the election.
 2. Submitting SECTIONS for the newsletters emphasizing the responsibilities of the MOAPT Board members and encouraging the membership to submit candidates.

3. Encourage candidates to campaign actively before and during the annual conference. The President will call for nominations from the floor at the business meeting during the annual conference.
 4. The Nominating Committee shall explain the voting procedures to the delegates and members at the first call to order the annual conference, conduct the annual election of Officers and Directors, count all votes, and certify the election results to the Executive Board.
- The Program Planning and Site Selection Committee shall be responsible, with the approval of the President, for organizing the Annual Conference with specific responsibilities and duties as follows:
 1. Contact and confirm speakers, presenters, and entertainment for the conference.
 2. Organize the daily conference agenda.
 3. Work closely with the Executive Director to assure adequate space is available, and necessary audio-visual equipment is in place for the trade show and work sessions.
 4. Stay within the recommended budget by the MOAPT Board each year.
 - The Awards Committee seeks nominations, procures necessary awards, and sees that awards are presented according to the guidelines set forth by the MOAPT Board. MOAPT Awards include:
 - Administrator of the Year
 - Distinguished Service
 - Driver of the Year
 - Continuing Education Grant
 - Hall of Fame

[Awards
Informational Page](#)

Awardees shall be selected annually from nominations submitted to MOAPT and adequately honored at the Annual Conference in the summer. The Awards Committee shall also be responsible for any other awards as the MOAPT Board directs.
 - The Auditing Committee shall plan and organize the annual audit of the books of MOAPT under the

direction of the President and Executive Director; shall present the audit findings and any recommendations to the Executive Board; and shall report to the Annual Conference.

- The Legislative Committee shall communicate, support, prepare, advise, inform, and be a liaison for and between the MOAPT Board, the State Department of Elementary and Secondary Education, and the MOAPT membership.
- The Bus Driver Safety Competition Committee (formerly the Road-e-o Committee) shall plan and organize the annual School Bus Safety Competition.
 1. The Chairperson of the Safety Competition Committee, with the approval of the President, will appoint a minimum of three (3) persons to serve on the committee.
 2. The Chairperson shall set a date and location by December of each year for the Safety Competition for the following year and coordinate with the appropriate university or institution.
- The Safety Poster Committee shall organize, publicize, and perform all requirements as prescribed by the MOAPT Poster Committee and Chairperson of the N.A.P.T. Poster Committee.
- The Membership Committee shall recruit and sustain MOAPT MOAPT By-laws.

SECTION 4.3

The president shall appoint members of committees.

SECTION 4.4

Members of committees shall be appointed for one-year terms.

SECTION 4.5

Special Committees shall be established by the MOAPT Board as required or needed. The MOAPT Board will determine the number of members on each committee so designated.

SECTION 4.6

All Standing Committee Chairpersons shall be appointed following the annual business meeting.

SECTION 5 - METHOD OF AMENDING THESE BY-LAWS

SECTION 5.1

The By-Law Committee shall submit new and additional By-laws in published form at the annual business meeting. Adoption shall be by a 60% (sixty percent) majority vote of registered, qualified members in attendance at the annual business meeting.

SECTION 5.2

The By-Laws Committee may submit amendments to these By-laws at the annual business meeting or may be presented from the floor at the annual business meeting. Adoption shall be by a 60% (sixty percent) majority vote of registered, qualified members in attendance at the annual business meeting.

SECTION 5.3

Amendments may be made at times other than the annual business meeting by submitting the proposed amendment to the By-Laws Committee Chairperson and the Executive Director, who shall inform the Executive Committee of the proposed amendment. The Executive Committee will present the By-Law submission to the MOAPT Board for review and determination of how and when the Executive Director should send the proposed amendment to the members of MOAPT. Communication to the MOAPT membership will be via electronic mail (email) at the most current address on file. (The member shall be

responsible for updating their email address with the Executive Director.} Notification to the members must include

- A recommendation of the By-Law Committee to approve or not to approve the proposed change(s)
- The effective date that the change(s), if approved, would take place
- How may the member submit their vote?
- The date and time by which the members must respond with a "yes" (approval of the proposed change) or a "no" (disapproval of the proposed change) vote

The Executive Director shall tabulate the responses and certify the vote result to the By-Laws Committee. Adopting the proposed change(s) shall be by a 60% (sixty percent) majority vote of registered, qualified members responding to the email by the appointed time.

SECTION 6 - MEETINGS

SECTION 6.1

Regular annual conferences and business meetings shall be held at a time determined by the executive board.

SECTION 6.2

The President may call special meetings by informing the membership of the meeting's time, location, and purpose.

SECTION 6.3

The MOAPT Board shall meet a minimum of once a quarter. The President may call special meetings.

Section 6.4

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

SECTION 7 - PARLIAMENTARY AUTHORITY

Section 7.1

The rules contained in Robert's Rules of Order (Revised) shall govern this Association in all cases that are not inconsistent with the By-laws or the special rules of this organization.

Section 7.2

The MOAPT Board of Directors shall have the authority to discipline/remove members of the MOAPT Board of Directors for just cause. No member of the Board may be punished or removed except after notice, an opportunity to be heard at a meeting of the entire Board, and agreement by a vote of two-thirds (2/3) of the members of the MOAPT Board of Directors.

Section 7.3

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

1. Adopt policies for the operation of the Association.
2. Adopt the Association's annual budget.
3. Establish dues for all categories of membership.
4. Approve an agenda for the annual meeting.
5. Establish dates, locations, and fees for the annual meeting.
6. Receive, adopt, or implement resolutions from the membership.
7. Vote via electronic media.
8. Authorize the appointment of special commissions and committees.
9. Select and hire paid professional staff whom the board deems as being in the Association's best interest and determine the terms and conditions of employment of such persons.