



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 CSPTA.**

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 wellbeing 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 the 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 501(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



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Article I – Name, Purpose, and Mission Statement of CSPTA, Continued

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.

ARTICLE II – TYPES OF MEMBERSHIP

Section 1 – Individual Membership

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

- a. **Active** – An individual member, who is employed by a school district, service provider, or CDE 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. **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 Executive Board present at any regular or special meeting of CSPTA. (Non-voting member)
- d. **Lifetime** – Any current Individual Member, upon reaching their 20th year of paid membership, will be granted a dues-free Lifetime Membership. (Voting Member)

Section 2 - Affiliate Membership

Any organization shall be eligible for Affiliate Membership in one of the following Categories:

- a. **Business** – Any for-profit organization engaged in a commercial aspect of pupil transportation, including contracted pupil transportation services. (Voting member – limited to three votes)
- b. **Non-Profit** – Any not-for-profit business, association or organization interested in the improvement of pupil transportation. (Non-voting member)



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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 Affiliate Member.

Section 4

Members 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 5

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

Eligible Voting Members are those identified as “Voting Members” under Article II and who are also not in arrears on any dues or assessments at the time of the vote.

Section 2

All Eligible Voting Members are entitled to vote during a regular meeting. Members not present at a meeting shall lose the opportunity to vote on items presented during that meeting unless the members present vote that a ballot on the subject be blanketed to the entire membership.

ARTICLE IV – MEMBERSHIP DUES

Section 1

A Voting Member who is in arrears for dues or any assessments shall have their voting rights and all other privileges of CSPTA suspended until such member becomes current again.

Each member shall pay annual membership dues, as determined by the members in



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good standing of the CSPTA each year at a regular meeting. Any increase in dues must be voted on by the members present at a regular meeting.

Section 2

Each member shall be notified in writing if 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. The Trustees shall be the Immediate Past-President and two (2) additional former Presidents, except as specified [below](#). All officers of CSPTA must maintain continuous employment in the school transportation industry within the State of Colorado, except as provided [below](#).

Section 2

There shall be three (3) Trustees of CSPTA, preferably the Immediate Past-President and the previous two Immediate Past-Presidents. The Immediate Past-President will normally serve as the Chairperson of the Board of Trustees. If the Immediate Past-President is not available for the Chairperson position, it may be filled by any former President. In the event that a former President will not be available to serve as one of the Trustees in the coming year, any paid member may be nominated to run for the office by the Nominations Committee for the election being held at the next Annual Meeting.

Section 3

Seven directors who are active members 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.

Section 4

CSPTA shall have an Executive Board composed of all elected Officers, Seven (7) Congressional District Regional Directors, a Vendor Representative, a Colorado Department of Education Representative, a Colorado State Patrol Representative, and a Business Manager (if utilized).

Section 5

One Vendor Representative shall be elected each odd-numbered year.



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Article V – Officers, Continued

Section 6

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. Three (3) Trustees
 6. Seven (7) Congressional Regional Directors
 7. Vendor Representative

- b. Non-voting members on the Executive Board shall consist of the following:
 1. Colorado Department of Education Representative
 2. Colorado State Patrol/Motor Carrier Division Representative
 3. Business Manager (if utilized – refer to [Article XI](#)).

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 chairperson of the committee. Appointed officers may include, but are 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 Chairperson, so as to be convenient for



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Article V – Officers, Continued

consultation in a low voice.

The Parliamentarian has the same duty as the presiding officers to maintain a position of impartiality, and shall 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 and duly elected.

Section 2

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

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 four (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 the paid membership. The replacement officer shall assume office immediately after election and would serve only the remainder of the scheduled term. The Chairperson 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 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, a Treasurer, a Secretary, seven (7) Congressional Regional Directors, a Two (2) Year Trustee, a One (1) Year Trustee, and a 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 take place at the Annual 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 Annual Meeting. Only Colorado school district employees and/or service providers, including private school bus contractors serving school districts, may be nominated.

ARTICLE VII – Nomination of Officers, Continued

Section 3

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

Section 4

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

ARTICLE VIII – ELECTION OF OFFICERS

Officers shall be elected at the Annual Meeting by a majority vote of Eligible Voting Members present including mail-in ballots. Members who use a mail-in ballot will not be allowed a second vote or to participate in voting at the Annual Meeting on issues raised at the meeting, i.e., issues not on the mail-in ballots.

ARTICLE IX – MEETINGS

Section 1

CSPTA shall hold a general membership meeting at least once annually, and may meet more frequently as deemed necessary by the Executive Board.

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 date, time, and location of the Annual Meeting or other meetings of the Colorado State Pupil Transportation Association shall be determined by the Executive Board.

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 Colorado Pupil Transportation Association may decide to have its Annual Meeting or other meetings in conjunction with other organizations when necessary.



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Article IX – Meetings, Continued

A Vendors Show may be held in conjunction with any CSPTA sponsored event.

The President may call a meeting when he or she deems it necessary.

The Chairperson of the Board of Trustees may call a special meeting of the general membership of CSPTA when he or she deems it necessary.

All Chairpersons of Appointed and Elected Committees may call a meeting of their respective committees 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 be as specified in [Article V, "Officers," Sect. 1.](#)

Section 2 – President

The President shall preside at all meetings of the CSPTA and of the Executive Board, and shall be an ex-officio voting member 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.

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



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Article X – Duties of Officers, Continued

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 Annual 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, Retired, Honorary, Lifetime, Affiliate Business and Affiliate Non-Profit.

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.

The Secretary shall retain all Letters of Resignation from members of the Executive Board.

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



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Article X – Duties of Officers, Continued

showing the actual financial condition of CSPTA.

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 XIII.

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.

Section 6 – Regional Directors

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

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

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 will additionally advise and assist the other officers and members in the furtherance of the purposes of CSPTA.

The Executive Board shall fill any vacancy occurring on the Board during the year within ninety (90) days of its occurrence. The powers and duties of the Executive Board shall be as provided in these by-laws. Resignation of an Executive Board Member shall be in letter form addressed to the Secretary, Colorado State Pupil Transportation Association.



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Article X – Duties of Officers, Continued

Section 8 – Immediate Past-President

The Immediate Past-President shall serve as Chairperson of the Board of Trustees unless he/she is unavailable to fill the position (re: “OFFICERS,” [above](#)).

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 meetings.

Section 9 – Trustees

In case of any irregularity or neglect of duty of any officer the Trustees shall properly prefer charges against such officer to the President and the 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 are 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 of CSPTA.

ARTICLE XI – BUSINESS MANAGER

Section 1 – Employment

The Executive Board is authorized to employ the services of a Business Manager.

The Business Manager will be employed at will for a period of one year, and may be renewed annually.

Section 2 – Compensation

The Executive Board is authorized to negotiate the amount of compensation. Such compensation shall include, but not necessarily be limited to, a reasonable amount for services rendered and actual expenses incurred during the performance of duties authorized by the Executive Board.

Section 3 – No Voting Rights

The Business Manager shall be a non-voting member of the Executive Board and all committees.



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ARTICLE XII – COMMITTEES

Section 1 - Appointed Committees

The President may appoint and dissolve committees as deemed necessary to assist the Board in fulfilling their responsibilities to the CSPTA membership. The President-Elect or Board Liaison shall be responsible for obtaining committee information and reporting to the Executive Board (E-Board).

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 former President shall be the Chairperson of the Nominating Committee.

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

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.

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

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

3. Legislative/Regulatory 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. The committee's goal is to be proactive on behalf of all districts.



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Article XII – Committees, Continued

The Legislative/Regulatory 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/Regulatory 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.

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

4. 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.

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

5. 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 proactive in developing a safe means of transportation for all special needs students.

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

6. Road-e-o and Service Committees

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



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Article XII – Committees, Continued

Competition.

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

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

7. Safety Poster Committee

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 CSPTA.

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

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

8. Budget/Finance Committee

The Budget and Finance Committee shall develop a budget guideline for the 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.

The Chairperson shall submit committee minutes to the President-Elect or the Board Liaison prior to each E-Board meeting.

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:



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Article XII – Committees, Continued

- a. Four members shall be elected: one vendor representative and three regular members in good standing. Two shall be elected during even numbered years and two shall be elected during odd numbered years.
- b. The President-Elect of the organization shall be a voting member of this committee.

ARTICLE XIII – FINANCIAL

Section 1

The financial year for the Colorado Pupil Transportation Association shall begin January 1st and end on December 31 of the 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

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

Reimbursement of monies to School Districts, Company, or Individuals shall only be



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Article XIII – Financial, Continued

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.

Section 4

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



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Article XIII – Financial, Continued

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.

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 any meeting.

Section 10

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

All checks written against any CSPTA-owned account must be signed jointly by the President and the Treasurer; the President-Elect may sign in place of either the President or the Treasurer (but not both) if they are not available.

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 XIV – PARLIAMENTARY AUTHORITY

Section 1

In all matters not covered by its by-laws, CSPTA shall be governed by the provisions of *Roberts Rules of Order, Newly Revised* (RONR). Where there is a conflict between RONR and these Constitution and By-Laws, the Constitution and By-Laws shall prevail.



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Article XIII – Financial, Continued

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 XV - AMENDMENTS TO BY-LAWS

Section 1

These Constitution and By-laws 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 Eligible Voting Members present at the meeting. All resolutions to change the CSPTA Constitution and By-Laws must be presented in writing at a regularly scheduled meeting.

ARTICLE XVI – SUFFRAGE

Section 1

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

ARTICLE XVII - INTERPRETATION

Section 1

In interpreting the provisions of these 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 CSPTA, should it appear that any provisions of these Constitution and By-laws 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.



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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 XVIII – ADOPTION

Section 1

These Constitution and By-laws shall become effective upon adoption by the Eligible Voting Members as authorized in these by-laws, and shall supersede any previous by-laws. The by-laws shall be provided to any member upon request.



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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 _____