

# **Constitution and Bylaws** **of the** **Montana Traffic Education Association**

## **Article I. NAME**

The name of this organization shall be: The Montana Traffic Education Association, hereafter referred to as the Association.

## **Article II. PURPOSES**

Section 1. The purpose of this organization shall be:

- a. To promote and support Traffic Safety Education in the K-12 and post-secondary schools in the state of Montana.
- b. To stimulate general interest and awareness of the total problem of the conservation of human life, as related to traffic safety.
- c. To promote total traffic safety through the rational use of conferences, programs, organizations, and any other activities as may be deemed essential and appropriate.
- d. To be in accord with the purposes of Traffic Education and in harmony with those purposes of general education.

## **Article III. MEMBERSHIP**

Section 1. Membership in this Association shall be Active, Associate, Student, Sustaining and Honorary.

Section 2. Active members: Any person qualified to instruct, supervise, or administer Traffic Education in the elementary or secondary schools or colleges of Montana may be an Active member of this Association. Active members shall be encouraged to become members of the American Driver and Traffic Safety Education Association.

Section 3. Associate members: Any person interested in promoting Traffic Education.

Section 4. Student members: Any high school or college student interested in traffic safety and who is recommended by an active member.

Section 5. Sustaining members: Any individual, organization, company, business, or corporation that wishes to support the purposes of the Association by purchasing Sustaining memberships. Granting of the Sustaining membership shall in no way bind this Association to support the philosophies, policies, or products of any Sustaining member, nor to support or participate in projects or undertakings of said Sustaining member.

Section 6. Honorary membership: Any individuals or groups whom the Association wishes to recognize for their outstanding contribution to the cause of Traffic Education upon action by a simple majority vote of the executive board or a two-thirds majority vote of Active members at any Association meeting.

## **Article IV. OFFICERS AND ELECTIONS**

Section 1. There shall be a State Executive Board whose membership shall consist of the following:

- a. President
- b. President-Elect
- c. Immediate Past President
- d. Executive Secretary
- e. Public Relations Manager
- f. Legislative Liaison
- g. Higher Education Representative
- h. Member(s) At-Large

Section 2. Appointed members of the board shall be selected by the President and approved by a simple majority of the board. These members shall be the Executive Secretary, Public Relations Manager, Legislative Liaison, Higher Education Representative, and the Member(s) At-Large. The executive board shall determine an annual stipend award for the executive secretary.

Section 3. The elected offices of the Association shall be:

- a. the president
- b. the president-elect
- c. the immediate past president

Their term of office shall begin and end following election at the annual state meeting and shall be for one year. Only persons who have been active members of the Association for a minimum of one full year immediately prior to nomination shall be eligible to serve as elected officers. Officers of this Association shall be elected from the Board of Directors or shall have served on the Board of Directors either as a Member at Large or as a Classification Representative.

Section 4. The term of office for all appointed officials on the board shall be for one year to coincide with elected officials.

Section 5. The State Executive Board of the Association shall meet at least annually to take care of routine business, nominate state officers for the upcoming election, and plan the annual state meeting. The Association may reimburse each board member for the actual expenses of the meeting provided the board member is not reimbursed by his/her employer.

Section 6. The Executive Board shall constitute a nominating committee for the elective offices of the Association. They shall prepare official ballots, listing one or more nominees for the president-elect, with provisions for write-in candidates. Election of the president-elect shall take place at the annual spring conference by secret ballot. An absentee ballot shall be made available for those members unable to attend the spring conference. Candidate information shall be distributed to the membership prior to the election. It shall be the responsibility of the nominating committee to:

- a. Obtain the written consent of the nominees to stand for election and to serve if elected.
- b. Canvas all ballots.
- c. Notify all candidates and membership of the election results.

The person receiving the largest number of votes for the office shall be declared elected. In case of a tie, the Executive Board shall, by secret ballot, determine the winner from among those who share the tie.

## **Article V. DUTIES OF THE OFFICERS\***

Section 1. The president shall preside at all meetings of the Association and of the Executive Board. He/She shall be an ex-officio member of all standing and temporary committees. She/He shall have the power to appoint ad hoc committees.

Section 2. The president-Elect shall assume all the duties of the president in the absence of the president. He/She shall assist the other Association officers with committee assignments.

Section 3. The immediate past president shall serve as chairperson of the annual conference. He/she shall assist the other Association officers with committee assignments.

Section 4. The executive secretary shall keep an accurate record of all meetings of the Association and pass the records on to his/her successor at the conclusion of her/his term on the Executive Board. The executive secretary shall have charge of all monies of the Association and shall keep detailed accounts of all receipts and disbursements and shall make them available to members upon request. The executive secretary shall have an audit made and report on all monies at the Executive Board meeting once a year after which a financial statement shall be published and made available to the membership. The three most recent past presidents in attendance at the Annual State Conference shall audit the Association's books.

Section 5. The public relations manager shall be responsible for planning and coordinating all public relations and information activities for the Association. He/She shall encourage and promote membership in the MTEA.

\* For more detail see the **MTEA Officer's Handbook**.

## **Article VI. AMENDMENTS**

An amendment of this constitution may be introduced at any regular meeting of the Association. An amendment may be ratified by a two-thirds majority vote of the Active members present at a regular meeting; or by mail ballot, provided it has been submitted to the executive secretary in writing, and a copy of the proposed amendment has been mailed by United States carrier to all Active members in good standing at least thirty (30) days prior to the time at which the vote is taken.

## **Article VII. RATIFICATION**

This constitution goes into effect upon ratification by a majority vote of members present at the first regular meeting of the Association.

## **Article VIII. DISSOLUTION**

The Association shall be dissolved only upon the vote of two-thirds of the membership upon a year's written notice. In the event of dissolution, any and all assets of the Association shall be donated to any Montana state organization or institution dealing with, or involved with, safety within the discretion of the Executive Board.

## **BYLAWS**

### **Article I. RULES OF ORDER**

The Robert's Rules of Order, revised, shall be the authority on all questions not specifically stated in this constitution or its bylaws.

### **Article II. AMENDMENTS**

Section 1. These bylaws may be amended by two-thirds majority vote of the Active members present at any regular meeting.

### **Article III. MEETINGS/SUFFRAGE**

Section 1. An annual business meeting of the Association shall be held at a time and place designated by the Executive Board.

### **Article 4. MEMBERSHIP DUES**

Section 1. Membership dues shall be established by the Executive Board and approved by the membership.

Section 2. All dues shall be payable to the Montana Traffic Education Association and membership shall extend to the date of the upcoming annual MTEA Conference and business meeting.

Constitution & By-Laws Adopted December 9, 1967. Ratified by membership at spring conference, 1968.

#### **Revisions**

April, 1971	April, 1997
April, 1972	April, 1998
October, 1973	April, 2004
April, 1976	April, 2007
April, 1981	April, 2008