

**VERMONT DRIVER AND TRAFFIC SAFETY EDUCATION
ASSOCIATION, INC.**

BYLAWS

ARTICLE I

Name of organization.

Section one: The name of this organization shall be:
“Vermont Driver & Traffic Safety Education Association, Inc.”

ARTICLE II

Purpose

Section one: The purpose of the Association shall be to provide an organization whereby the ideals of good citizenship, driver education, and traffic safety consciousness may be developed.

Section two: It shall serve as a channel through which the members may act collectively.

Section three: It shall strive to reduce injuries and fatalities of young motor vehicle operators, passengers, and other highway users.

Section four: It shall participate in the promotion of safety activities in local schools, community projects and state, regional and nationally directed programs.

ARTICLE III

Meetings

Section one: The Association shall hold two or more meetings each year at the following times. Special meetings will be called as needed. They may use the various electronic communication systems available to accomplish the Association's work.

- 1) The Board of Directors will hold summer and winter meetings, and others as needed
- 2) The annual meeting of the membership will be held in the fall

Section three: The secretary or executive director shall notify all members concerned, regarding the time, place, and agenda of any regular or special meeting. Notices of regular meetings will be emailed at least two weeks prior to the meeting.

ARTICLE IV

Membership

Section one: Membership in this association shall consist of individuals associated with driver and traffic safety education. It shall consist of VDTSEA/ADTSEA membership, regular membership, retired membership, and invited membership.

Section two: Membership dues will be reviewed annually by the Board of Directors and set by the membership at the annual or a special meeting. Dues will be published with the annual membership form.

ARTICLE V

Officers and Duties

Section one: The officers of the Association shall be president, president-elect, secretary, treasurer, assistant treasurer, and historian. All officers shall be elected by the Association members at the annual meeting or other meetings of the general membership. The president and president-elect will serve a two-year term.

Section two: The president shall preside at all meetings of the Association, the Board of Directors and the Executive Committee. The president shall appoint and be an ex-officio member of special committees. Auditors may be appointed by the president. The president, or his/her designee, shall represent the Association on any and all driver education and traffic safety issues.

Section three: The president-elect shall perform the president's duties in the absence of the president and shall perform other duties as directed by the president or the membership.

Section four: The secretary shall keep an accurate record of all meetings, manage correspondence including maintaining records of correspondence received and sent that includes, but not limited to, meeting notices, members information, traffic safety partners, speakers, exhibitors, thank you notes and invitations to events.

Section five: The treasurer shall be custodian of the Association's general operating funds and disperse funds in accordance with procedures established by the Board of Directors. The treasurer will provide a written report of the association's general operating funds at the annual meeting and other meetings as requested by the president or the executive director. The treasurer's books may be audited annually.

Section six: The assistant treasurer will assist the treasurer in performing his/her duties in accordance with procedures established by the Board of Directors

Section seven: The historian shall update and be the custodian of the Association's historical records.

ARTICLE VI **Board of Directors**

Section one: The Board of Directors shall oversee the work of the executive director and assist him or her in managing the day-to-day affairs of the Association.

Section two: The Board of Directors shall consist of: the officers, the immediate past president, who will serve a two-year term, and ten persons elected from the five regions. Each region's membership will elect two representatives from that region. Members' place of employment will determine their region. Members living outside of Vermont will affiliate with the region closest to their place of employment. Persons elected from the regions will serve two-year terms with terms expiring in alternate years. For the year 2011-2012, one person will be elected for a one-year term, and the other for a two-year term. A person may serve two consecutive two-year terms. Persons elected to serve a one-year term may serve two additional two-year terms. The executive director and the Vermont Department of Motor Vehicles driver training coordinator will serve as ex officio members of the Board of Directors. Directors elected by the regional membership will assist the officers and the executive director with the work of the Association in their respective districts

Section three: The Board of Directors shall have the power to determine the committee needs of the Association.

Section four: The Board of Directors shall have the power to fill any unexpired terms.

Section five: The Board of Directors shall have the power to act on matters of interest to the Association and its members.

Section six: The Board of Directors may appoint an executive director to manage the day-to-day affairs of the Association.

ARTICLE VII **Executive Committee**

Section one: The Executive Committee shall consist of the president, president-elect, secretary, treasurer, assistant treasurer, immediate past president, who will serve a two-year term and historian. The executive director and the Vermont Department of Motor Vehicles driver training coordinator will serve as ex-officio members of the Executive Committee

Section two: The Executive Committee shall be empowered to act on behalf of the Association in extenuating situations.

ARTICLE VIII **Rules of Order**

Section one: Robert's Rules of Order, Revised, shall be the authority on all procedural matters not covered in these Bylaws.

ARTICLE IX **Amendments**

Section one: An affirmative vote of the majority of the active membership present at any regular or specially called association meeting shall be required for an amendment to the bylaws.

Based on BYLAWS adopted 11/13/98

Article IV revised and adopted 10/23/99

Draft suggested revisions – 4/10/00 & 5/16/ 00

Adopted 5/16/00

Edited for grammar, spelling, and punctuation 4/20/05
(by Lindsay Townsend)

Revised for consideration by the membership 11/4/11

Minor changes made at the 11/4/11 meeting

Adopted 11/4/11

Edited 1/15/12 by Lindsay Townsend

Edited 12/1/14 by Lindsay Townsend (accountant corrected to assistant treasurer in Article V Section six)

Edited for grammar, spelling, and punctuation 8/24/17
(by Lindsay Townsend)

Proposed 8/24/17 amendments by Lindsay Townsend

Adopted 11/2/17

Proposed 10/23/19 Amendments by Lindsay Townsend

Adopted 10/25/19

Adopted 10/25/19 changes entered into the bylaws document. on 10/30/19