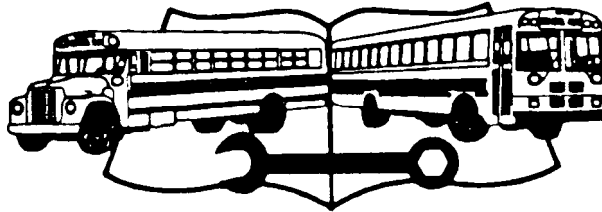


The Ohio School Bus Mechanics Association



BY-LAWS AND CONSTITUTION

Adopted October, 1990

at the 2nd Annual
School Bus Mechanics Workshop

Effective July 1, 1991

Revised 10/93, 10/94, 10/96, 10/97, 10/98, 10/07, 10/09, 10/11

Article I Name

The name of the association shall be the OHIO SCHOOL BUS MECHANICS ASSOCIATION.

Article II Purpose

The general aim of the association is the advancement of pupil transportation as a part of a school districts public education program. The specific aims shall be as follows:

- A. To improve, promote and develop the professional status of school bus mechanics throughout the State of Ohio.
- B. To promote safe, efficient pupil transportation services through continual upgrading of school bus construction standards, school bus mechanics training requirements, as well as safer, more efficient school bus routing, and better communication among all those concerned with pupil transportation.
- C. To provide the professional growth and training for school bus mechanics in the schools of Ohio.
- D. To work toward upgrading preventative school bus maintenance, to promote efficient methods and high standards in pursuing the goal of providing and maintaining the safest vehicles possible for pupil transportation.
- E. To work closely with other school officials as well as other professional school associations of the state and nation, in advancement of common laws that promote safe pupil transportation.
- F. To support and promote activities which will further the aims of the Association.

Article III Membership

Section 1. Active Membership

- A. Active membership shall be open to any qualified mechanic who has responsibility in maintaining the operation of a safe and efficient pupil transportation system.
- B. Each active member shall have one vote upon paying the annual fees for the current fiscal year. The fiscal year shall be July 1 through June 30.
- C. Other qualifications for membership shall be determined by the OSBMA Executive Committee.

Section 2. Associate Membership

- A. Associate membership is open to other Ohio school officials who are interested in promoting safe pupil transportation in Ohio.
- B. Retired OSBMA members are eligible for associate membership.
- C. Vendors are eligible for associate membership.
- D. Associate members shall be entitled to publications and the privilege of registering for conferences or meetings, all mailings, and other services as determined by the Executive Committee.
- E. Associate members shall not have the right to vote or hold office.

Article IV Officers and Their Duties

Section 1.

The officers of the association shall consist of a President, Vice-President, Secretary and Treasurer to be elected by the bonafide members at the time of the designated annual meeting.

Section 2.

The term of the officers shall be for two years beginning the first day of July, or until their successors are elected or appointed. **EXCEPTIONS:** The Vice-President shall automatically become President after completing their year as Vice-President.

Section 3. President

The President shall preside at all meetings of the association and of the Executive Committee, and shall be an ex-officio member of all committees which they may appoint for special service. The President, following approval by the Executive Committee, shall approve all expenses incurred by the association before such obligations are paid and shall have general supervision of the affairs of the association and perform the usual duties pertaining to the office. The President may call meetings of the Executive Committee as they deem necessary and shall call meetings of said committee upon written request of three or more Executive Committee members.

Section 4. Vice-President

In the absence of the President, or in case of their inability to serve, the Vice-President shall assume the duties of the President. The Vice-President shall automatically succeed to the office of President upon the two year completion of their term of office as Vice-President.

- A. In the absence of the President, or in case of their inability to serve, the Vice- President shall assume the duties of the President.
- B. The Vice-President shall be responsible for presenting a full slate of candidates for office at the Annual Meeting. This shall include organizing a nominating committee for the state-wide offices as well as assisting Regional Directors in forming nominating committees for each region.
- C. The Vice-President shall serve as chairman of the committee to plan the annual workshop.
- D. The Vice-President shall meet as is necessary with the President to become fully aware of the responsibilities of the office of President, and will handle any other assignments requested by the President.

Section 5. Secretary

- A. The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings of the association and of the Executive Committee, and shall officially sign same, certifying one copy to the President.
- B. The Secretary shall have their record present at all meetings of the association and of the Executive Committee. A list of members shall be kept properly classified as active and associate.
- C. The Secretary shall be custodian of all property belonging to the association not in charge of the Treasurer or other officers.
- D. The Secretary shall keep a record of all official correspondence of the association; serve all necessary notices after the same have been approved by the President, and make a full report in writing of the transactions of the association at its regular meetings.
- E. The Secretary shall, at the expiration of their term of office transfer to his/her successor in

office, all books, papers, records and other property in his/her possession belonging to the association.

- F. The Secretary shall perform any other duties not herein specified which may be outlined by the President.
- G. The Secretary shall attend each and every session of the association's meetings, and of the Executive Committee unless excused by the President.

Section 6. Treasurer

- A. The Treasurer shall keep a correct account between the association and its members and receive or collect all monies due the association giving receipt for the same, and shall hold in safekeeping all association funds.
- B. The Treasurer shall, at each Annual Meeting, furnish the President with a certified statement showing the actual financial condition of the association.
- C. The Treasurer shall pay all claims certified and approved by the President. All checks shall be signed by the President, Treasurer, Central Regional Director and/or Executive Secretary. Two authorized signatures are required to endorse checks and orders for the payment of money and withdrawal of funds on deposit.
- D. 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.
- E. The Treasurer shall render a written statement at each regular meeting showing the receipts and disbursements of the association since its last meeting.
- F. The Treasurer shall at the expiration of their term of office, transfer to their successor in office all monies, books, papers, and other records and property in his/her possession belonging to the association.
- G. The Treasurer shall submit the Association's financial records to the President for an independent financial review prior to June 1 each year. Financial review must be submitted by June 30 each year.

Section 7. Regional Directors

Each of the eight regions of the association shall elect a Regional Director at the designated Annual Meeting, who will serve for a term of two (2) years. NORTHWEST, NORTH, SOUTH and WEST REGIONS shall elect new Regional Directors on the odd years and EAST, CENTRAL, NORTHEAST, and SOUTHWEST REGIONS on the even years.

The Regional Directors shall appoint up to three assistants (Associate Regional Directors) per region who are deemed active by the executive committee in order to receive executive committee benefits and privileges. The Associate Regional Director duties shall be to assist the Regional Directors in planning and implementing regional programs, and to serve on the Executive Committee in the absence of the elected Director. The Regional Director shall appoint a nominating committee by January 31 of each year. The nominating committee shall be comprised of three association members who shall seek at least two candidates for the position of Regional Director.

The names of the candidates shall be presented to the Regional Director by March 1 of the current year. The members of the region shall elect a new Regional Director by secret ballot at the Annual Meeting of the association.

Section 8. Executive Committee

There shall be an Executive Committee composed of all elected officers and Regional Directors. The immediate Past President of the association, the Political Liaison, and the Newsletter Editor shall be ex-

officio, non-voting members. The Director or his/her designee of the Ohio Department of Education shall be automatically on the Executive Committee as a non-voting ex-officio member. The Captain, or his/her designee, of the Ohio State Highway Patrol's Office of Licensing and Commercial Standards shall be a non-voting ex-officio member of the Executive Committee. The Executive Committee members who are actively supporting the association by holding at least one regional workshop and attending at least two executive committee meetings per year shall receive a 100% reduction in workshop fees.

A quorum shall consist of not less than a majority of the total voting members of the Executive Committee.

The Executive Committee shall arrange for an annual meeting of the association and for any meetings for the entire membership as shall be deemed necessary. Between meetings of the association the Executive Committee shall act for the association in all business matters.

The Executive Committee shall meet during the month of June in order to transfer all records to the appropriate new officers.

Article V Regional Areas

The State of Ohio should be divided into eight regions. The counties comprising these regions are as follows:

CENTRAL REGION

DELAWARE, FAIRFIELD, FRANKLIN, HOCKING, KNOX, LICKING, MARION, MORROW, PERRY, PICKAWAY, UNION

EAST REGION

BELMONT, CARROLL, COLUMBIANA, COSHOCTON, GUERNSEY, HARRISON, HOLMES, JEFFERSON, MONROE, MORGAN, MUSKINGUM, NOBLE, STARK, TUSCARAWAS, WAYNE

NORTH REGION

ASHLAND, CRAWFORD, CUYAHOGA, ERIE, HURON, LORAIN, MEDINA, OTTAWA, RICHLAND, SANDUSKY

NORTHEAST REGION

ASHTABULA, GEauga, LAKE, MAHONING, PORTAGE, SUMMIT, TRUMBULL

NORTHWEST REGION

ALLEN, DEFIANCE, FULTON, HANCOCK, HARDIN, HENRY, LUCAS, PAULDING, PUTNAM, SENECA, VAN WERT, WILLIAMS, WOOD, WYANDOT

SOUTH REGION

ADAMS, ATHENS, GALLIA, HIGHLAND, JACKSON, LAWRENCE, MEIGS, PIKE, ROSS, SCIOTO, VINTON, WASHINGTON

SOUTHWEST REGION

BROWN, BUTLER, CLERMONT, CLINTON, FAYETTE, HAMILTON, WARREN

WEST REGION

AUGLAIZE, CHAMPAIGN, CLARK, DARKE, GREENE, LOGAN, MADISON, MERCER, MIAMI, MONTGOMERY, PREBLE, SHELBY

Article VI Meetings

The Annual meeting shall be established by the Executive Committee. There shall be at least one Annual meeting.

Each region shall hold a minimum of one meeting annually for members of that region.

The President, in consulting with the Executive Committee, may call a special meeting anytime. The President's call for a special meeting shall specify exact time, place, and purpose for such special meeting.

Article VII Dues

The annual dues for active membership will be \$30.00 beginning on July 1, and associate membership dues

will be \$20.00 payable on or before the regularly scheduled OSBMA Annual meeting. All annual dues shall be deposited with the Treasurer's fund, from which remittances may be made as directed by the President following approval by the Executive Committee. Any balance at the end of the fiscal year shall be retained in the treasury of OSBMA. An independent financial review of the accounts shall be made annually as directed by the Executive Committee.

Article VIII Financing

The Executive Committee may solicit, accept or reject any offers for funding of activities of the association and shall exercise supervision over all financial affairs, income and expenditures of the association.

Article IX Amendments

The constitution may be amended at any regular Annual meeting of the members provided twenty days notice of such proposal is sent to each member

Secretary outlining the purpose of the suggested amendment. Any proposed amendment shall be adopted only upon the favorable written ballot vote of two-thirds majority of the members present.

Article X Vacancies

When any officer of the association, for any reason, should not be able to function as their office requires, because of death, resignation or inability to fully qualify, their office shall be filled immediately for the remainder of the unexpired term by an appointment by the Executive Committee.