

BY-LAWS OF

THE SCHOOL TRANSPORTATION SUPERVISORS OF NEW JERSEY, INC.

MISSION STATEMENT

(a) To promulgate and establish the highest standards of ethics in transportation methods and practices for schools.

(b) To increase and diffuse knowledge and aspects of the school transportation field and to make these freely available to its members and the interested public. To engage in a program of professional development and improvement of persons carrying on activities in the field of school transportation for the benefit of all pupils, schools, and school systems.

(c) To cooperate with educational associations and with governmental organizations, including federal or state, in developing and improving school transportation management and administration.

(d) To promote the physical, economic, and social welfare of the members.

The name of this association shall be School Transportation Supervisors of New Jersey, Inc. (STS)

ARTICLE I – Organization and Officers

The Affairs of the Association shall be managed by the Board of Directors consisting of the Executive Officers, Nine (9) Area Directors (3 from each area), the Mechanics Chair, and the immediate Past President.

Section 1. Executive Officers

The President, Vice President, Secretary, and Treasurer shall be elected for a term of two (2) years, and the officeholders may serve up to two consecutive terms. Executive Board officers will be on the following term schedule:

President and Treasurer

Vice President and Secretary

In the event of unforeseen circumstances, and all officers expire on the same term, the Board will take action to extend the term of President and Treasurer for one additional year.

Section 2. Area Directors

The President shall select, and the Board of Directors confirm one (1) Director from each area to serve as Area Chairperson. The term of office for Area Chairpersons is one (1) year effective July 1. The Chairperson may not be removed during their term of office without sufficient cause and approval of the Board of Directors. The Area Directors shall hold office for a term of three (3) years. The Directors' terms of office shall be staggered so that each year there is an election for a Director's term in each area. Area Directors shall be permitted to hold 2 consecutive terms. Directors may be considered for multiple non-consecutive terms after observing a 2-year break between terms.

ARTICLE II – Meetings

Section 1. General Membership Meetings

General Membership Meetings shall be held during December and June. During the June meeting, the election and installation of Officers will take place. Officers elected shall serve terms as elsewhere defined beginning on the first day of July following such elections. Twenty full members shall constitute a quorum for regular or special meetings of the general membership.

Section 2. Area Meetings

(a) Area Directors shall hold meetings during the Fall and Spring. Additional meetings may be held at the call of the Area Directors if they do not conflict with the general membership meetings.

(b) Any decisions by the Area Directors, other than Membership approval, shall not bind or supersede that of the Board of Directors and shall be brought to a Board of Directors meeting.

(c) The President, Vice President, Secretary, and Treasurer may and are encouraged to attend any area meetings

Section 3. Board of Directors meetings

(a) Board of Directors Meetings shall be held a minimum of four (4) times a year. Special meetings shall be called by the Secretary on a 24-hour email, or written notice from the President. If necessary, special meetings can be held at a call of five members of the Board of Directors.

(b) A quorum for a duly constituted Board of Directors meeting shall be 51% of the Board members currently serving in office, rounded up to the nearest whole number.

ARTICLE III – Duties of Officers

PRESIDENT: The President shall preside at all meetings of the Association and of the Board of Directors; shall have general supervision of the affairs of the Association; shall see that all orders and resolutions of the Board are carried into effect. The President shall prepare the program for general meetings of the Association and shall chair the meeting. The President may modify the program if they deem it necessary. The President shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees, except the Nominating Committee. The President will meet with Committee Chairs one week before the Board of Directors Meetings. The President chairs the By-Laws Committee. The President shall provide the deciding vote in cases where it will matter. The President shall approve all expenses incurred by the Association before invoices for such obligations are paid. The President will plan the annual calendar and present it to the Board at the July reorganization Board meeting.

VICE PRESIDENT: The Vice President shall act in all cases for and as the President in the latter's absence or incapacity, and shall perform such other duties as he may be required to do from time to time. The Vice President shall oversee the Financial Committee, the budget, the annual audit, and the NJASBO workshop. The Vice President will also be responsible for taking meeting minutes in the absence of the Secretary.

SECRETARY: The Secretary shall keep a full and accurate record of the proceedings of all General Meetings of the Association and of the Board of Directors and shall sign the same. The Secretary will produce a dated Sign In Sheet for all Board Meetings and General Meetings. The Secretary shall keep a record and proof all official correspondence of the Association. The Secretary is the keeper of the by-laws and a member of the committee. The Secretary shall at the expiration of their term of office transfer all records belonging to the Association to their successor. A written Records Request can be made by any member to the Secretary who will bring the request to the Board of Directors.

TREASURER: The Treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts and receipts and disbursements in books (may be electronic) belonging to the organization, and shall keep the monies of the organization in a separate account to the credit of the organization. The treasurer shall work in conjunction with the appointed bonded accounting firm. He/she shall disburse the funds of the organization as may be ordered by the Board, taking proper vouchers for such disbursements,

and shall render to the President and Trustees, at the regular meetings of the Board, or whenever they may require it, and account of all transactions as Treasurer and of the financial condition of the organization. The Treasurer will file, or cause to be filed, all financial reports required of the Association. This includes but is not limited to, all State and Federal forms and reports, especially IRS form 990 and necessary 1099 forms.

ARTICLE IV – Parliamentary Authority

The rules contained in Robert’s Rules of Order Revised shall govern the Association in all cases to which they are applicable and in which they are not consistent with the by-laws or the special rules of order of the Association.

ARTICLE V- Amendments

These by-laws may be altered or amended upon a two-thirds vote of all full members present at General meetings if the proposed amendment shall have been offered in writing not later than thirty days prior to its introduction.

Amendments become effective on the day they are passed by said two-thirds vote.

ARTICLE VI – Dissolution

Dissolution of the Association may take place at any meeting called for that purpose. Notice of a vote on dissolution must be sent to all active members at least 30 days prior to the meeting. The quorum for a vote on dissolution shall be 51% of the full membership. Upon dissolution of the Association or the winding up of its affairs, the remaining assets of the Association, after the payment of all debts, shall be distributed to like non-profit organizations such as the National Association for Pupil Transportation.

BOD approved 4/11/24

POLICY MANUAL FOR SCHOOL TRANSPORTATION SUPERVISORS OF NEW JERSEY, INC.

MISSION STATEMENT

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 - (c) To cooperate with educational associations and with governmental organizations, including federal or state, in developing and improving school transportation management and administration.
 - (d) To promote the physical, economic, and social welfare of the members.
- The name of this association shall be School Transportation Supervisors of New Jersey, Inc. (STS)

ARTICLE I – Membership and Vote

Section 1. Membership

- **(A) Full Membership:** This membership shall be restricted to persons employed by a public school district or CTSA on a full-time basis who perform in transportation in an administrative or supervisory capacity as part of their regular duty. This membership shall have the privilege of voting or holding office. All districts must have a minimum of one full membership before any other membership category can be requested.
- **(B) Associate Membership:** This membership shall be restricted to the transportation support staff employees of Boards of Education or CTSA transportation services. Associate members shall not have the privilege of voting or holding office.
- **(C) Mechanics Membership:** This membership shall be restricted to the school bus transportation mechanical personnel. Mechanic members shall not have the privilege of voting or holding office other than the Mechanics Chair. Mechanic membership fees will be at the current associate rate.

- **(D) Contractor Membership:** This membership shall be restricted to an owner or designated employee of a company which provides school transportation services under contract to a public school. Contractor members shall not have the privilege of voting or holding office. Contractor members will be at the current associate rate.
- **(E) Vendor Membership:** This membership shall be restricted to recognized vendors. A vendor is anyone selling products to the school bus industry. Vendor members shall not have the privilege of voting or holding office. Vendor members will be at the current associate rate.
- **(F) Honorary Membership:** This membership shall be restricted to a full member upon retirement. Honorary members shall not have the privilege of voting or holding office, but may serve on a Committee. These members are able to attend two General Meetings and area meetings at no cost. All other participation will be at expense and decision of the honorary members including conference and any other training, educational or social event STS of NJ offers to membership.
- **(G) Affiliated Membership:** This membership shall be restricted to Township, Recreation, Summer Camps, Day Care Centers, or other facilities that operate vehicles under the standards governing school buses. Affiliated members shall not have the privilege of voting or holding office. Affiliated members will be at the current associate rate.

Section 2. Election to Membership

A person wishing to become a member of the Organization shall submit a formal STS application and the first year's dues, if not already paid by a School District and or Entity (as defined as Contractor, Vendor or Individual), to the STS Office. Applications can be obtained from the website. Initial vote for Membership approval will take place at the STS Board meeting. Whoever pays the dues for the membership owns the membership.

Section 3. Voting for Officers

Voting from the floor of the meeting for the purpose of deciding any question requiring a roll call vote shall be on the basis of one (1) vote to each full member in good standing and in attendance.

ARTICLE II – Organization and Officers

Section 1. Areas

The Association shall be divided into three areas consisting of North (Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren counties); Central (Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, Union counties); and South (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem counties).

Section 2. Vacancies

(a) Any Officer elected or appointed by the Board may be removed by the Board with cause. The removal of an Officer without cause shall be without prejudice. Any Board member may resign by written notice to the Organization. The resignation shall be effective upon receipt thereof by the Organization or at a subsequent time as shall be specified in the notice of resignation.

(b) If a vacancy occurs in the office of President, the Vice President shall succeed to office. If a vacancy occurs in the office of Vice President, Secretary, or Treasurer the Board may appoint an Acting Vice President, Secretary, or Treasurer. If they do so, it shall be from the current Board of Directors, including the Immediate Past President.

(c) Any Board Member, Officer, Director, or Committee Chair that doesn't attend three of five consecutive Board meetings without good cause, it shall be deemed that such a person has resigned their position. Meeting defined as "Scheduled Meeting," not a specialty Meeting.

(d) In the case of a vacancy in the office of Director, and if such vacancy occurs more than sixty days to the General June Meeting, the Board of Directors may appoint an Acting Director.

(e) Each of the above appointments shall remain effective only until the close of the fiscal year June 30th. The election held at the end of the fiscal year will be for the remainder of the unexpired term.

(f) The member should have served at least 6 months on an STS committee within the prior year to be eligible for an Area Director position. Eligibility for the Executive Board requires the member to have served as an Area Director.

(g) The Nominating Committee shall develop and review annually the rules and guidelines to permit such absentee balloting. The rules and guidelines developed or changed by the Nominating Committee shall be approved by the Board of Directors before they take effect. No changes shall be made within 30 days of an election. The Chairperson of the Nominating Committee shall be the Immediate Past President. Should the Immediate Past President not

be available, then said person shall be someone nominated and elected by the Board of Directors. A minimum of 3 area directors (1 from each area) whose terms are not to expire during the election period will be seated on the Nominating Committee.

(h) Any member wishing to be nominated for the Board of Directors shall provide a statement of professional experience and qualifications to the Nominating Committee and a minimum of (1) letter of reference by a current member in good standing.

ARTICLE III – Duties of Officers

BOARD OF DIRECTORS: The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Area Directors, Mechanics Chair, and the immediate Past President. They shall be vested with the power to act in the name of the Association between meetings on all matters pertaining to the welfare of the organization that may be brought to its attention by the President. They shall make arrangements for all Meetings of the Association. They shall meet at the call of the President and shall aid the President in handling the work of the Association: shall have the power to fill vacancies in the body of officers; and shall make report of their several acts to the next meeting of the Association. They shall be charged with setting a goal each year which will meet the objectives and aims of this Association. Each area and general meeting shall address itself towards this goal.

AREA DIRECTORS: They shall define their meeting dates as well as their topics they intend to cover. Area Directors shall meet to converse speakers/topics and if necessary moving locations to get the best attendance possible. Area Directors shall make every effort to attend meetings held within their area. Area Directors are urged to attend meetings in other areas as well.

STANDING COMMITTEES: The rules and guidelines developed by past committees will be upheld. Any new alterations to the rules, guidelines, policy or procedure must be approved by the Board of Directors after it is presented by the standing committee chair. The President shall appoint the Chairpersons of the Standing Committees listed below, with the exception of the Nominating Committee. No changes are to be made until a vote is done by the Board of Directors, if emergency vote is needed, it can be done via email for a paper trail of the changes. The paper trail of said vote shall be placed in the secretaries' minutes at the next official board meeting. Any STS Member in good standing that voices interest in being on Committee, must attend a board meeting to be placed on a committee. The functions of the standing committees are published in the STS Standard Operating Procedures guide.

Standing Committees:

- Conference
- Driver Seminar
- Education
- Facilities
- Legislative
- LinkedIn
- Mechanics
- Membership
- Safety Poster
- Social Media
- STS/Rutgers Cooperative
- Technology
- Vendor

ARTICLE VI – Dues

All dues shall be determined by the Board of Directors. Dues shall be reviewed annually and changes shall be made and approved at the General June meeting. Dues in all membership categories shall be paid in full by October 1st of each year. The membership year shall be the same as the fiscal year of the Association, i.e., July first to June thirtieth. First-time members joining after October 1st must have dues paid 15 days prior to the next General Membership Meeting. A member failing to pay his/her dues as herein provided shall forfeit the privilege of membership and be disqualified from attending any and all STS functions.

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SCHOOL TRANSPORTATION SUPERVISORS OF NJ
VOLUNTEER CODE OF CONDUCT

PERSONAL RESPONSIBILITY

- Be dependable, recognizing the commitment and responsibility to my volunteer assignment
- Accept assignment(s) consistent with my interest, abilities, and available time
- Accept assignment(s) with an open mind and a willingness to learn
- Accept feedback from organization and officers in order to do the best job possible
- Avoid conflict of interest situations and refrain from actions that may be perceived as such.
- Volunteers should reveal any potential or actual conflicts of interest as they arise
- Not accept tips, request meals to be paid for, or otherwise accept payment for my volunteer work
- Address ethical concerns by speaking directly with the colleague/responder with whom I have the concern; and when necessary, report such to Area Directors.

RESPECT

- Treat all individuals with a sense of dignity, respect, and worth.
- Make a personal commitment to be nonjudgmental about individuals or personal circumstances within the Organization.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others

- Abstain from any and all discourteous, verbal, physical, or visual harassment of another participant, or member
- Abstain from the use of photo, audio or video recording equipment unless authorized
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client or other person
- Respect and use all equipment appropriately and as required for my assignment.

SAFETY

- Shall not use, possess, or be under the influence of illegal drugs at any time while serving as part of an active unit (in an emergency or as part of a non-emergency public health initiative).
- Abstain from all illegal activity
- Report suspicious activities to my Area Director
- Recognize that I have a responsibility to adhere to the rules and procedures of the Organization. Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal.

Member Signature

Date

Board/Committee Position