
UDTSEA BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: Utah Driver Training and Safety Education Association (UDTSEA) shall be the official organization name.

Section 2 – Purpose: Utah Driver Training and Safety Education Association shall advance, stimulate, extend, improve and coordinate classroom instruction and behind the wheel training for the driver education community. UDTSEA may seek to collaborate with other educational and community service organizations including the Utah State Board of Education to provide professional learning opportunities with the sole purpose to enhance driver education in Utah.

ARTICLE II – MEMBERSHIP

Section 1 – Membership: Membership is available to those actively engaged in the instruction of driver education and those interested in the safety and education of novice drivers.

Section 2 – Membership Dues: Dues for membership shall be established by the Board of Directors with approval of the majority vote. Annual dues will cover membership for the fiscal year in which they are paid. The Board of Directors will conduct an annual membership drive between July 1 and October 31 of each year.

Section 3 – Fiscal Year: The fiscal year of this organization shall be from July 1 to June 30.

ARTICLE III – GOVERNING BODY

Section 1 – Officers: The Utah Driver Training and Safety Education Association shall elect executive officers. The executive officers shall consist of one Charter School Representative, one Driver License Division Representative, two Local Educational Agency (LEA) Administrator Representatives, two Representatives from not-for-profit partners and one Representative from each of the four different regions in Utah; northern, southern, Wasatch front, and rural. There shall be five additional Representatives elected from the active members of the Association.

Section 2 – Board of Directors: The fifteen elected officers named in Article III-Section 1 shall constitute the Board of Directors.

Section 3 – Executive Committee: The Board of Directors shall elect an executive committee consisting of a President, a Vice-President, and an Executive Secretary.

Section 4 – Utah State Board of Education: The Utah State Board of Education shall be represented by the Specialist(s) in Driver Education. The specialist shall be an advisor to and non-voting member of the Executive Committee and the Board of Directors.

ARTICLE IV – NOMINATIONS AND ELECTIONS

Section 1 – Nominations: The Board of Directors shall prepare and present a slate of two or more nominees, for each office in which the term expires during the forthcoming year, to all members of the Association at least two weeks prior to the elections. The slate of proposed officers shall be published in the Driver Education Newsletter that is distributed the month prior to the annual UDTSEA conference where voting will occur.

Section 2 – Voting: Voting will take place during the annual UDTSEA conference. All current members of the association in good standing may vote for officers. Voting for the officers on the Board of Directors will take place in groups. Group one will consist of the five Representatives from the active members. Group two will consist of the four Representatives from the different regions and the one Charter School Representative. Group three will consist of the two LEA Administrators, the two not-for-profit Representatives, and the one Driver License Division Representative. Each year there shall be a group of newly elected Representatives according to the expired terms in office.

Section 3 – Elected Officer: The newly elected officers shall take office immediately at the close of the annual UDTSEA conference.

Section 4 – Vacancies: Any vacancy occurring between elections in any office shall be filled by appointment by the President or Vice-President with approval of the Board of Directors, with the following exception: the office of the President shall be filled by the acting Vice-President.

ARTICLE V – TERMS OF OFFICE

Section 1 – Officers: The term of each Representative shall be three years.

Section 2 – Executive Committee: The term for each office on the Executive Committee shall be maximum of three years. If the Representative's three-year term as a member on the board expires and is not re-elected while serving on the executive committee, the Board of Directors shall elect a new Representative to fill the vacated seat on the executive committee.

Section 3 – Consecutive Terms: No elected officer shall hold the same office for more than two consecutive terms. An interval of two years shall elapse before a member is again eligible for re-election to any executive office.

Section 4 – Impeachment: Executive Officers and Representatives may be impeached for misfeasance, for malfeasance, or for nonfeasance in office. Impeachment proceedings may be initiated by a written petition submitted to the Executive Secretary of the Association by a

majority of Board of Directors or by at least twenty percent (20%) of the members of the Association in good standing. If after a due process hearing, a two-thirds vote of the Board of Directors shall sustain the charge, the office shall become vacant.

ARTICLE VI – DUTIES

Section 1 – Officers: The Board of Directors shall transact the business, plan the overall program for the year, make recommendations regarding proposed amendments to the Bylaws, and devise and carry out measures for the growth and welfare of the organization. The Board may approve conferences including formats, registration, content, services provided and conference fees. The Board may advise on recommended changes in licensing pre-service standards, printed educational materials, approval of textbooks, and identifying core standard revisions. All Board of Directors decisions may be managed under the direction of the Utah State Board of Education and all current legislated laws and policies.

Section 2 – Executive Committee: The Executive Committee shall have the power to act for the Board of Directors and ratify all appointments.

Section 3 – President: The President shall plan, prepare, and preside at all quarterly Board of Directors meetings and all business sessions. The President shall collaborate with the specialist regarding any change that the Board of Directors should be aware of. The President shall be an ex-officio member of all committees of the Association and, under the direction of the Board of Directors, shall have general charge of the affairs of the Association.

Section 4 – Vice-President: The Vice-President shall perform the duties of the President in his/her absence or upon request from the President. The Vice-President shall assist the Executive Secretary with financial operations.

Section 5 – Executive Secretary: The Executive Secretary shall be responsible for keeping records of Board actions, taking minutes, sending out meeting announcements, distribution of the agenda to board members and assuring records are maintained. The Executive Secretary will oversee the Treasurer.

Section 6 – Treasurer: The Treasurer shall receive all monies of the Association and provide for their safekeeping. He/she shall be appointed by the Executive Committee. The Treasurer shall keep a record of the membership, pay all bills authorized by the President, and/or the Board of Directors, keep an accurate and current record of all receipts and expenditures of Association funds, and make reports as requested by the President.

Section 7 – Utah State Board of Education Specialist: The Specialist shall take direction from the President and assist in managing and facilitating duties of the Board of Directors and the Executive Committee. The Specialist shall serve as a liaison between the UDTSEA Board and the Utah State Board of Education, Driver License Division, and/or the State Legislators. The

Specialist shall present on state standards, law and policy and give any direction to the Board that would help increase compliance through-out the driver education community.

Section 8 – Quorum: For voting purposes, at least fifty percent (50%) of the Board of Directors shall be present to constitute a quorum. A quorum must be present for voting to take place. A majority vote from the quorum is required to place prior to any transaction of business moving forward.

ARTICLE VII – COMMITTEES

Section 1 – Committee Formation: The Board of Directors may create committees as needed. Committees shall be filled by board members and organized by the President.

Section 2 – Committees: Committees may include but not limited to; Membership, Nominating, Planning, Awards, Finance, and Publication.

ARTICLE VIII – MEETINGS

Section 1 – Notice: An official board meeting requires that each board member have written notice, usually communicated through email, at least two weeks in advance.

Section 2 – Frequency: The Board of Directors shall conduct quarterly meetings. Additional special meetings may be scheduled by the Board of Directors if a need should arise.

Section 3 – Annual Conference: The Utah Driver Training and Safety Education Association shall hold an annual conference for all members.

Section 4 – Safety Summit: UDTSEA will partner with the Zero Fatalities Safety Summit and attend their Safety Summit Conference held every other year starting in 2018. The UDTSEA Board of Directors will provide a driver education track during the Safety Summit Conference. This Summit will be considered the annual UDTSEA conference for that year. The state Specialist will serve as the liaison between the Zero Fatalities Executive Committee and the UDTSEA Board of Directors.

ARTICLE IX – EXPENSES AND COMPENSATION

Section 1 – National Conference: The President, Vice-President OR a Representative from the Board of Directors chosen by the President may be reimbursed expenses for registration, airfare, lodging at the conference hotel, transportation to and from the airport, and state per diem incurred to attend the annual American Driver Training and Safety Education Association Conference.

Section 2 – State Conference: Board of Directors that travel over 100 miles each way may be reimbursed for lodging at the conference hotel or at a state rate while attending the UDTSEA Conference.

Section 3 – Conference Expense: All additional expenses associated with the annual conference must be approved by the Board of Directors. Board of Directors may be reimbursed for any purchase associated with the annual UDTSEA Conference.

Section 4 – Board Meetings: Board of Directors that travel over 100 miles each way may be reimbursed for lodging the night before Board of Director meetings. The reimbursement shall be at the state rate.

Section 5 – Additional Cost: The Board of Directors shall approve any additional expenses associated with the Association.

ARTICLE X – AMENDMENTS AND PARLIAMENTARY AUTHORITY

Section 1 – Amendments: These bylaws may be amended when necessary by a majority quorum vote. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements.

Section 2 – Parliamentary Law: In all questions of Parliamentary Law not covered by the Bylaws, Robert’s Rules of Order, Revised, shall prevail.

CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a majority of the quorum vote on September 12, 2018.

Executive Secretary

Date