

Pennsylvania Association of Professional Driving Schools

Advocacy, Connection, Education since 1959



Introductory

These Bylaws (adopted August 1, 2005 by the paid membership of 2005) provide for the government or Pennsylvania Association of Professional Driving Schools. These Bylaws, which are effective as of August 1, 2005, provide the rules for the administration, regulation, and management of the Association, subject to revisions of amendments hereof, made as provided hereby from time to time, and supersede in the entirety any prior Bylaws.

1. Membership

- a. **Section 1.** Membership is open to any licensed/approved Pennsylvania Private Driving Training School by Penna. Dept of Education. Membership in PAPDS shall be individual, honorary, sustaining, and complimentary. Membership in PAPDS shall include a dual membership with American Driver and Traffic Safety Education Association (ADTSEA). Individuals and/or organizations eligible for membership as active, associate, or sustaining members may become members upon payment of dues.
- b. **Section 2.** Individual members shall be any individual engaged in driver and/or traffic safety education/training or related activities.
- c. **Section 3.** Honorary membership may be granted to individuals who have made outstanding contributions to driver and traffic safety education upon action of the President with the approval of the Executive Board or upon three-fourths (3/4) majority vote by active members present at any Association meeting. Past presidents shall automatically be granted honorary memberships. The ADTSEA portion of the dual membership shall be paid by the individual, not PAPDS.
- d. **Section 4.** Sustaining members shall be any organization or provider that contributes to PAPDS. It may also include individuals that wish to support PAPDS but are not directly involved in driver education or traffic safety.
- e. **Section 5.** A one-year Complimentary membership is issued to newly approved driver education instructors, provided by the current Instructor Preparation Program providers. The ADTSEA portion of the dual membership shall be paid by the individual, not PAPDS.

2. Election of officers (President, Vice-President, Secretary/Treasurer)

- a. Server 2 years terms
- b. Secretary/Treasurer serve 3-year term
- c. Officers can serve additional terms at the vote of existing membership at the time of election.
- d. Election by Mail – End of October – of voting year (Odd Year)

- e. Special Election in the event of any termination of an officer, except the President. The Vice-President fills the position.
 - f. All members are eligible to be elected to office
- 3. Voting
 - a. Voting is restricted to member schools only
 - b. One (1) eligible vote for licensed school
 - c. Voting on issues will be by Membership Body at General Meetings
- 4. Duties of Officers
 - a. President
 - i. Chair General Meetings and Officers Meetings
 - ii. Write "President Message" for Newsletter
 - iii. Prepare Agenda for all meetings
 - iv. Liaison for Association dealing with Dept of Education
 - v. Attend to other association business as appropriate
 - vi. President shall appoint committees as needed
 - b. Vice-President
 - i. Assist all duties of President
 - ii. Chair in absence of President
 - iii. Help with special events and programs
 - iv. Write articles for newsletter

- v. Fill remainder of President's term if terminated for any reason
 - vi. Vice-President will assume Secretary/Treasurer duties, if such is terminated, until special election
- c. Secretary/Treasurer
- i. Editor for newsletter
 - ii. Do all mailings
 - iii. Responsible for all funds and checking account
 - 1. Two names are required on checking account
 - a. The 2 persons required will be the current President and Secretary/Treasurer
 - iv. Record minutes of all General and Officer meetings
 - v. Present Treasurer's Report and Minutes at all General and Officers Meetings
 - vi. Keep record of existing membership
 - vii. Assist President and Vice-President with other association business as appropriate
 - viii. Issue Membership Certificates
5. Meetings
- a. All meetings will be governed by Roberts Rules of Order
 - b. There shall be minimum of 1 General Meeting each calendar year
 - c. All meetings are open to all Pennsylvania Private Driving Schools and guest
 - d. Officers will meet a minimum of 3 times per calendar year
 - e. Special Meetings of the membership may be called at any time by the President, and must be called by the President upon written request of a least five (5) members in good standing
 - f. Guest speakers for General Meetings will be selected by Officers with due consideration of suggestion by the Membership Body. All speakers will be for the sole purpose of enhancing, educating and information the Membership as stated in 6(d) of said draft
6. Standards of PAPDS
- a. All Members will comply to the Rules of Regulations of PA. Dept. of Education
 - b. The Association's (PAPDS) goal is to enhance the quality of Driver Education
 - c. Each member of the Association should be committed to the teaching and instruction of Safe Driving
 - d. The Association is committed to providing programs and information to all Private Driving Schools to enhance professionalism, both in education and as a business
 - e. The Association does not contemplate pecuniary gain or profit, incidental or otherwise
7. Dues and Finances
- a. Dues will be established by vote of membership
 - b. Dues will be payable prior to end of calendar year for following year membership, non-refundable for any reason
 - c. Non-payment will terminate membership
 - d. General Meeting luncheons are provided to all paid members
 - e. Officers Meeting luncheons are provided to all elected officers
 - f. Guest Speakers for General Meetings
 - i. Association will cover cost of lunch

ii. Association will pay travel cost as needed if approved by membership

8. Amendments and Additions to By-Laws

- a. These By-Laws may be amended or repealed by affirmative vote of 75% of membership to be taken by Mail-in Ballot
- b. A printed copy of such must be mailed to members 30 days prior of a vote
- c. Items to be reviewed by committee appointed by President
- d. In the event the Association is dissolved, the balance of funds in the Association's Treasury will be donated to some charitable organization. The receipt will be with the consent of membership.