

**CONSTITUTION AND BYLAWS OF THE MINNESOTA DRIVER AND TRAFFIC  
SAFETY EDUCATION ASSOCIATION**  
(RATIFIED AT THE MDTSEA SPRING CONFERENCE 2018)

**ARTICLE I: NAME**

The name of the organization shall be: Minnesota Driver and Traffic Safety Education Association. The Association shall be incorporated as a non-profit organization under the provisions of the State of Minnesota

**ARTICLE II: MEMBERSHIP**

**Section 1:** Membership in this Association shall be Professional, Life, Honorary, Sustaining, and Affiliate.

**Section 2:** Professional members shall be persons licensed by the Minnesota State Board of Teaching to teach or supervise Driver and Traffic Safety Education Programs; persons responsible for the supervision of Traffic Safety Education programs endorsed by the Minnesota Department of of Public Safety; persons employed in College Driver and Traffic Safety Education Programs; and persons employed by the Minnesota Department of of Public Safety to work in the Driver and Traffic Safety Education Field.

**Section 3:** Life membership will be granted to all professional members when they retire from teaching driver education and request life membership. Life members will enjoy all the benefits accorded to professional members, but they will not be required to pay annual dues.

**Section 4:** Honorary members shall be nominated by professional members and must be approved by the Board of Directors. Honorary members are subject to annual approval of the Board of Directors, and they will enjoy all the benefits of professional members except that of voting; but they will not be required to pay annual dues.

**Section 5:** Corporate members shall be those organizations, which wish to support the purpose of the Association. Acceptance of a Corporate membership shall in no way bind the Association to support the philosophies or policies of any Corporate member, nor to support or participate in projects or undertakings off said Corporate member, nor imply that the Association's name or logo can be used in promoting corporate business activity without approval from the Executive Committee.

**Section 6:** Sustaining members shall be other persons or organizations who wish to support the aims and objectives of the Association. Granting of Sustaining membership shall in no way bind this Association to support philosophies or policies of any Sustaining member, nor to support or participate in projects or undertakings of said Sustaining member. Sustaining members are subject to annual approval of the Board of Directors, and they will enjoy all the benefits of professional members except that of voting.

**Section 7:** Affiliate members shall be undergraduate or graduate college students working toward certification in Driver and Traffic Safety Education.

**Section 8:** Dues shall be set by the Board and approved by a simple majority of MDTSEA members present at the annual business meeting.

**Section 9:** Every member shall continue on the membership roster so long as he or she remains a member in good standing. Annual membership shall run from January 1 to December 31.

**Section 10:** The membership roster will be kept current by the Chairperson of the Membership Committee and shall be made available to the Board of Directors at each regular board meeting.

### **ARTICLE III: AIMS AND OBJECTIVES**

**Section 1:** The aims and objectives of the Minnesota Driver and Traffic Safety Education Association shall be in harmony with the objectives of general education.

**Section 2:** The general objectives of this organization are to:

- (a) Provide opportunities for professional growth
- (b) Promote desirable public relations
- (c) Act as informational resource on Driver and Traffic Safety Education
- (d) Cooperate with public officials in promotion of desirable safety legislation
- (e) Encourage improvement in Driver Education and Traffic Safety activities within the state
- (f) Support the improvement and upgrading of standards in teaching preparation and certification
- (g) Sponsor, promote and publish needed research related to Driver and Traffic Safety Education
- (h) Maintain professional ethics and standards

### **ARTICLE IV: DIVISIONAL ORGANIZATION**

The Association shall be divided into divisions which correspond geographically to the Minnesota Congressional Districts; and these divisions shall be identified as First, Second, Third, etc. If a school district's boundaries extend to more than one Congressional District, the Congressional District in which the majority of the students reside will be the determining factor.

### **ARTICLE V: OFFICERS AND DIRECTORS**

**Section 1:** There shall be a Board of Directors whose membership shall consist of the following MDTSEA members:

- (a) President
- (b) President-Elect
- (c) Secretary
- (d) Treasurer
- (e) The immediate Past-President of the Association

(f) A representative from the Minnesota Department of Public Safety to be approved by the Executive Committee

(g) A representative from the Minnesota colleges offering a Driver and Traffic Safety Education of preparation to be approved by the Executive Committee

(h) One member from each of the divisions

(i) Four members at large by the Executive Committee

(j) A representative of ADTSEA approved by the Executive Committee

**Section 2:** The President-Elect, Secretary, Treasurer, and Directors-at-Large shall be elected at the State Conference held in odd-numbered years. Divisional directors shall be elected in even-numbered years by the professional and life members of the respective divisions present at the State Conference. All terms of office are for two years and begin at the conclusion of the State Conference.

**Section 3:** The elective officers of this Association shall be:

(a) President

(b) President-Elect

(c) Secretary

(d) Treasurer

**Section 4:** The Executive Committee shall be composed of the following:

(a) President

(b) President-Elect

(c) Secretary

(d) Treasurer

(e) The immediate Past-President

**Section 5:** Only professional or life members of this Association shall be eligible to be officers or directors.

**Section 6:** A ballot must be prepared and be available to all professional and life members at the State Conference where the balloting will take place. No one shall be nominated who has not consented to stand for election and to serve if elected. It shall be the responsibility of the Board of Directors to make available to members unable to attend the State Conference a ballot upon request. The persons receiving the largest number of votes for the respective offices shall be declared elected. In the case of a tie, the Executive Committee shall provide for a special election of the contested offices.

**Section 7:** At the conclusion of the President's term of office, the President-Elect shall become President.

**Section 8:** The Board of Directors shall:

(a) Formulate and approve the suggested policies for the Association. Any decision of the Board of Directors may be brought before the membership for discussion. The majority vote of the membership shall be binding on the Board of Directors.

(b) A director may appoint an alternate to attend meetings if the director is unable to attend. An alternate must be a member in good standing.

**Section 9:** The function of the Executive Committee shall be to execute policies approved by the Board of Directors, and to assume responsibility for the general administration of the affairs of the Association. The Executive Committee shall have the authority to act in matters requiring immediate action. It is the responsibility of the Executive Committee to inform the Board of Directors of any such action as soon as reasonably possible. The Executive Committee may meet prior to the five board meetings.

**Section 10:** The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee, and shall perform all duties as are by custom and parliamentary practice required by that office. A Parliamentarian, chosen by the President, must be present at the State Conference.

**Section 11:** The President-Elect shall assist the President in the performance of the duties of that office and shall assume the duties of that office in the event of absence or disability of the President. The President-Elect shall also serve as Chair of the State Conference Committee.

**Section 12:** The Treasurer shall maintain clear and accurate financial records of this Association, shall make a financial report to the Board of Directors at each regular Board meeting, shall make a financial report to the membership at the annual State Conference, and shall insure that the financial records are audited on a regular basis.

**Section 13:** The Secretary shall maintain clear and accurate minutes of this Association.

**Section 14:** Vacancies in any office may be filled by the Board of Directors pending the next regular election.

## **ARTICLE VI: APPOINTIVE COMMITTEES**

**Section 1:** The President shall appoint standing committees.

**Section 2:** In addition to the standing committees, the President may appoint other committees that are deemed necessary by the Executive Committee to carry on the work of the organization.

**Section 3:** Each committee shall consist of at least two members. More than two members may be appointed at the discretion of the President. All committees shall expire with the term of office of the President.

## **ARTICLE VII: MEETINGS**

**Section 1:** The Association shall hold a State Conference every year, the time and location of which shall be at the discretion of a majority vote of the Board of Directors.

**Section 2:** The President, President-Elect, Secretary or Treasurer will represent the MDTSEA at the national ADTSEA meeting. All reasonable expenses incurred will be paid by the Association for travel, room, meals, and registration. A report submitted by the officer receiving association support for attendance at the conference shall be published in the MilePost.

**Section 3:** The Board of Directors may meet as follows:

(a) At the State Conference, in September, December, February, and Summer. The dates for the September, December, February, and Summer meetings will be set by the President and will be announced to the Board at the State Conference.

(b) A meeting agenda shall be mailed or e-mailed to Board members prior to each meeting.

(c) For the purpose of regular meetings of the Board, the quorum shall consist of those members present.

(d) Special meetings of the Board shall be upon the call of the President. A majority of the existing directors shall constitute a quorum, but less than a majority may adjourn the meeting.

(e) Only Board directors who have been elected to the Board shall be voting members.

**Section 4:** All minutes of MDTSEA board meetings will be published in the MilePost as soon as possible. The minutes should be sent to each board member within two weeks following the meeting date.

## **ARTICLE VIII: AMENDMENTS**

**Section 1:** An amendment to this constitution may be introduced at any regular meeting of the Association, or in written form sent by U.S. mail to all voting members.

**Section 2:** An amendment may be ratified by a two-thirds majority of the voting members present at a regular meeting, or by mail ballot, provided the amendment has been submitted to the Board of Directors in writing, and provided that all voting members have been notified of the proposed amendment either by a special mailing or by the MilePost at least 30 days prior to the time at which the vote is taken.

## **ARTICLE IX: PUBLICATIONS**

The Association shall prepare and disseminate information concerning Driver and Traffic Safety Education through its official publication, the MilePost .

## **ARTICLE X: RATIFICATION**

An amended Constitution shall become effective upon ratification by two-thirds of the existing Board of Directors and by a simple majority of those voting on the amended Constitution. Any by-law adopted by the Board of Directors is subject to repeal or amendment by a simple majority of those voting.