



CALIFORNIA ASSOCIATION  
OF  
SCHOOL TRANSPORTATION OFFICIALS

---

2011 Edition  
CONSTITUTION and BY-LAWS

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Approved: April 17, 2011



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

**Table of Contents**

|              |   |    |
|--------------|---|----|
| ARTICLE I:   | NAME AND STATEMENT OF INCORPORATION.....                | 3  |
| ARTICLE II   | PURPOSE AND POWERS.....                                 | 3  |
| ARTICLE III  | MEMBERSHIP AND DUES .....                               | 3  |
| ARTICLE IV   | STATE AND LOCAL ORGANIZATION .....                      | 5  |
| ARTICLE V    | EXECUTIVE SECRETARY.....                                | 8  |
| ARTICLE VI   | MEETING AND CONFERENCES.....                            | 8  |
| ARTICLE VII  | ASSOCIATION PUBLICATION.....                            | 8  |
| ARTICLE VIII | PROFESSIONAL AND ASSOCIATE MEMBERS' REPRESENTATIVE..... | 8  |
| ARTICLE IX   | SPECIAL REPRESENTATIVES AND ADVISORS.....               | 8  |
| ARTICLE X    | FISCAL PROCEDURES .....                                 | 9  |
| ARTICLE XI   | PARLIAMENTARY AUTHORITY .....                           | 10 |
| ARTICLE XII  | RECORDS AND REPORTS .....                               | 10 |
| ARTICLE XIII | AMENDMENTS TO CONSTITUTION.....                         | 10 |
| ARTICLE XIV  | SUFRAGE .....   | 10 |
| ARTICLE XV   | INTERPRETATION .....                                    | 10 |
| ARTICLE XVI  | BY-LAWS .....   | 11 |
| ARTICLE XVII | ADOPTION.....   | 11 |
| BY-LAWS      | .....   | ii |
| ARTICLE I    | RULES OF CONDUCT.....                                   | 1  |
| ARTICLE II   | NOMINATION AND ELECTION OF STATE OFFICERS.....          | 1  |
| ARTICLE III  | DUTIES OF STATE OFFICERS .....                          | 2  |
| ARTICLE IV   | CHAPTER ORGANIZATION .....                              | 3  |
| ARTICLE V    | FISCAL YEAR .....                                       | 4  |
| ARTICLE VI   | STATE BOARD OF DIRECTORS.....                           | 4  |
| ARTICLE VII  | STATE EXECUTIVE COMMITTEE.....                          | 5  |
| ARTICLE VIII | COMMITTEES.....   | 5  |
| ARTICLE IX   | POLICIES AND PROCEDURES.....                            | 5  |



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

## ARTICLE I: NAME AND STATEMENT OF INCORPORATION

- Section 1. This Corporation shall be known as the California Association of School Transportation Officials. The Association's short name shall be CASTO.
- Section 2. The Corporation is organized pursuant to the general non-profit law of the State of California.
- Section 3. This Corporation is not organized nor shall it be operated for pecuniary gain or profit, and will not contemplate the distribution of gains, profits, or dividends to any private shareholder, or to any member.
- Section 4. Upon dissolution of the Corporation, the assets remaining after payment of or provision for debts or liabilities of this Corporation shall be distributed as determined by the State Board of Directors.

## ARTICLE II PURPOSE AND POWERS

- Section 1. The primary purpose for which this Association is formed is to promote traffic safety through education and training in the pupil transportation field.
- Section 2. To carry out this purpose the Association is empowered:
- 2.1 To receive, discuss, and recommend action on transportation problems that confront the passenger transportation industry.
  - 2.2 To present ideas and trends in transportation to the members.
  - 2.3 To function in the development and exchange of materials, information, techniques, and evaluations.
  - 2.4 To coordinate with business and industry, civic organizations, and governmental and educational agencies in furthering the program of transportation.
  - 2.5 To encourage and conduct research on special problems related to passenger transportation.
  - 2.6 To aid in the solution of transportation problems when requested to do so.

## ARTICLE III MEMBERSHIP AND DUES

- Section 1. Membership in the Association shall be classified and defined as follows:
- 1.1 **OFFICIAL MEMBERSHIP** - Persons performing administrative, supervisory, and/or regulatory duties in school bus transportation shall be classified as Official Members, upon approval for membership by the State Board of Directors.
  - 1.2 **PROFESSIONAL MEMBERSHIP** - Persons employed as bus drivers and mechanics in school bus transportation shall be classified as Professional Members, upon approval for membership by the State Board of Directors.



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

- 1.3 **ASSOCIATE MEMBERSHIP** - Persons, including students of any age, interested in the support of traffic safety and school bus transportation in California shall be classified as Associate Members, upon approval for membership by the State Board of Directors.
- 1.4 **RETIRED MEMBERSHIP** - All persons who were active Members of CASTO upon reaching retirement, shall qualify for this status. Retires Members may hold office at the Chapter level only.
- 1.5 **CHARTER MEMBERSHIP** - All persons who were active members of record as of the state of adoption of the original constitution of the Association shall be considered Charter Members without respect to subsequent classification as Official, Professional or Associate Members.
- 1.6 **SUSTAINING MEMBERSHIP** - Any agency, joint powers authority (JPA), school district, school, company, organization, or individual not designated as a motor carrier engaged in school transportation wishing to support the aims and purposes of CASTO shall be classified as Sustaining Members. Granting of Sustaining Membership shall in no way bind CASTO to support the philosophies of any Sustaining Member nor to support or participate in the projects or undertaking of any Sustaining Member.
- 1.7 **AGENCY CARRIER MEMBERSHIP** - Any agency, joint powers authority (JPA), school districts, school, company or organization designated as a motor carrier engaged in home to school, or school related activity trip transportation wishing to support the aims and purpose of this Association shall be classified as Agency/Carrier Memberships. Granting of Agency/Carrier Membership shall in no way bind the Association to support the philosophies of any Agency/Carrier Member nor support or participate in the projects or undertaking of any Agency/Carrier Member.
- 1.8 **LIFE MEMBERSHIP** - Life Membership may be granted in Official, Professional, and Associate classifications upon approval by the State Board of Directors.
- 1.9 **HONORARY LIFE MEMBERSHIP** - Persons that has distinguished themselves as one dedicated to the cause of CASTO, and the advancement of school transportation education and safety for all. Such recognition may be granted Honorary Membership upon approval by the State Board of Directors.
- 1.10 **HONORARY MEMBERSHIP** - Persons representative of educational, business, industrial, religious, civic, or governmental institutions whose activities related to the purpose of the Association merit such recognition may be granted Honorary Membership upon approval by the State Board of Directors.

Section 2. Members shall be classified in the following manner:

- 2.1 Member classification shall be recommended by the local chapter level for final approval by the State Board of Directors. Members shall be affiliated with a local chapter in accordance with the Bylaws. Appeal of



## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

this classification shall be presented in writing to the State Board of Directors for final determination.

- 2.2 Evidence of Membership issued by the Association shall clearly state the classification of membership held.

### Section 3. Membership dues:

- 3.1 Annual dues shall be paid by Official, Professional, Associate, Student, Retired, Sustaining, and Agency Carrier Members in accordance with the CASTO Administrative Dues Policy.
- 3.2 Dues for Honorary and Life Member Membership shall be established in the CASTO Administrative Dues Policy.

### Section 4. Membership in the Association:

- 4.1 Membership in the association as an Agency Carrier or Sustaining member entitles the member to rights and privileges as an organizational unit and does not confer membership to individual employees of the member.
- 4.2 Individual employees are entitled to reduced registration and fees for conferences and workshops only when certified as paid individual members of the State Association regardless of the membership status of their employer.

## **ARTICLE IV STATE AND LOCAL ORGANIZATION**

Section 1. The Association shall be composed of local chapters, each of which shall have an elected representative on the State Board of Directors. State Officers of the Association shall be elected by the general membership of the Association.

Section 2. Organization of new Chapters shall be governed by the following procedures:

- 2.1 A group of twenty-five (25) or more persons qualified for existing chapter, who accepts the CASTO Constitution and By-Laws as the basis for their organization; subscribe to the purpose and beliefs of CASTO and desire to carry out activities and functions as outlined in the Constitution and By-laws may apply for probationary chapter status to the State Board of Directors.
- 2.2 The State Board of Directors shall grant full chapter status upon evidence of successful operation until the second term of office takes place with any exceptions to be made by the State Board of Directors.

Section 3. Existing Chapters desiring to divide into two or more chapters shall be governed by the following procedures:

- 3.1 In order for a chapter to split, it must have a minimum of fifty (50) members. Each resulting chapter or chapters must have a minimum of twenty-five (25) paid up members in good standing before it is allowed to vote on the State Board of Directors.



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

- 3.2 Whenever a newly organized chapter, resulting from a split, decreases in membership to twenty-four (24) or less, it shall lose its official vote on the State Board of Directors until such time as they reach the required amount of twenty-five (25), The amount necessary for recognition after a split.

Section 4. Voting on the State Board of Directors:

- 4.1 Each full-status chapter shall receive one vote on the State Board of Directors when it reaches a minimum of twenty-five (25) Official, Professional, and/or Associate members.
- 4.2 Voting privilege at each State Board of Directors meeting shall depend upon certification of voting status by the Membership Chairperson.

Section 5. The following are the qualifications for members desiring to hold a State Officer Position.

- 5.1 Members shall have held one of the following positions for at least one year to be eligible for state office:

|                        |  |
|------------------------|--|
| Chapter President      | Chapter Treasurer                        |
| Chapter Vice.President | Chapter Committee Chairperson            |
| Chapter Secretary      | Committee Chairperson at the State level |

- 5.2 The following are the qualifications for the voting State officers:

- 6.4.1 Must be an Official Member.
- 6.4.2 May not hold more than one elective office in the Association simultaneously.
- 6.4.3 Must meet such requirements as established in the Constitution and By-laws.
- 6.4.4 The Professional/Associate Representative.
- 6.4.5 For the office of the State President, a member must have completed the term of First Vice-President at the state level, except that when he/she was advanced to the Office of State President in accordance with the Constitution and By-Laws.

Section 6. Members of the State Board of Directors:

- 6.1 Voting members on the State Board of Directors shall consist of the following:
- 6.4.1 State President
- 6.4.2 State First Vice-President
- 6.4.3 State Second Vice-President



## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

- 6.4.4 State Secretary
- 6.4.5 State Treasurer
- 6.4.6 State Immediate Past-President
- 6.2 A Chapter representative from each full status Chapter of the State Association or his/her designated alternate as provided in this Constitution and By-Laws.
- 6.3 Voting privileges on the State Board of Directors shall be limited to Official Members and the Professional/Associate Representative.
- 6.4 Non-voting members on the State Board of Directors shall consist of the following:
  - 6.4.1 CASTO Executive Secretary
  - 6.4.2 CASTO's Special Representatives and Advisors
  - 6.4.3 CASTO's Parliamentarian
  - 6.4.4 CASTO's Historian
- 6.5 For the purpose of conducting a State Board of Directors meeting, a quorum shall exist when a simple majority of the State Board of Directors is present.
- 6.6 The duties of the State Elected Officers shall be provided in this Constitution and By-Laws.
- 6.7 The term of office of all State Elected Officers shall be one year or until their successors are qualified. They shall be elected as provided in the By-Laws, which shall make specific provisions to allow all qualified members to cast a ballot in all elections of State Officers. The provisions of this section shall not be interpreted as prohibiting the re-election of any qualified officer for succeeding terms of office.
- 6.8 In the event that the President cannot serve his/her full term due to resignation, expulsion, or inability to perform his/her duties, the First Vice-President shall succeed the President as the Executive Officer of the Association and shall assume all duties and responsibilities of the office of State President. In the event that both President and Vice-President are unable to serve, the State Board of Directors shall elect a President within sixty (60) days to serve the un-expired term. The Second Vice-President, or the next State Officer in succession, shall act as President until such time as the State Board of Directors has elected the new President.
- 6.9 The State Board of Directors shall fill any vacancy within sixty (60) days on the State Board of Directors occurring during the year in all offices other than the Chapter Representatives.



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

- 6.10 The powers and duties of the State Board of Directors shall be as provided in this Constitution and By-Laws. The State Board of Directors exists to aid the President in conducting the affairs of the Association and to advise him/her in carrying out his/her Executive functions.

## **ARTICLE V EXECUTIVE SECRETARY**

- Section 1. Subsequent to the adoption of this article, the President may, with the concurrence of the State Board of Directors, establish the position of Executive Secretary. In that event, he/she shall, with the concurrence of the State Board of Directors, appoint the Executive Secretary who shall serve without term. The State Board of Directors may terminate the tenure of the Executive Secretary.
- Section 2. The position of Executive Secretary is established to provide continuity of administration in Association affairs. The position of Executive Secretary is a service position. The Executive Secretary exists only to serve the president and the State Board of Directors of the Association, performing those duties prescribed by these parties and the Constitution and By-Laws of the Association. The voice of the Association resides in the person of the President and the State Board of Directors.
- Section 3. The Executive Secretary shall not hold another elective or appointive office in the Association or any of its Chapters, nor shall he/she exercise any voting privileges during his/her tenure. He/she shall not exercise any policy making function.

## **ARTICLE VI MEETING AND CONFERENCES**

- Section 1. Association meetings, workshops and conference:
- 1.1 There shall be an Annual Conference of the Association.
- 1.2 The time and place of the Annual Conference shall be selected by the State Board of Directors.
- Section 2. The State Association shall encourage and may co-sponsor meetings at any level for the purpose of acquainting members and others with materials of importance in the field of traffic, safety, education, etc.

## **ARTICLE VII ASSOCIATION PUBLICATION**

- Section 1. There shall be an Association publication.

## **ARTICLE VIII PROFESSIONAL AND ASSOCIATE MEMBERS' REPRESENTATIVE**

- Section 1. There shall be a Professional and Associate Members' Representative to the State Board of Directors.

## **ARTICLE IX SPECIAL REPRESENTATIVES AND ADVISORS**

- Section 1. The State President upon approval by the State Board of Directors may appoint





## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

special Representatives and Advisors to the State Board of Directors.

Section 2. Special Representatives and Advisors may include but not be limited to the following:

- 2.1 Sustaining Members Representative
- 2.2 Agency/Carrier Member Representative
- 2.3 California Highway Patrol Technical Representative
- 2.4 California Department of Education Representative
- 2.5 California Department of Motor Vehicles Representative
- 2.6 CASBO Representative

### **ARTICLE X FISCAL PROCEDURES**

Section 1. Financial Accounts:

- 1.1 All dues and other monies received for the Association, shall be transmitted to the Treasurer who shall deposit funds in a general Association account and maintain records and accounts of income and expense and shall be subject to annual financial review and/or audit as required by the Federal Government, State of California, or the CASTO State Board of Directors.
- 1.2 Membership deposits will be made by the Executive Secretary into the general association account, if applicable.

Section 2. Budget, Revenue, and Financial Reports:

- 2.1 An annual budget for income and expenditures of Association funds shall be prepared by the State Executive Committee and adopted by the State Board of Directors at the first scheduled State Board of Directors meeting following the end of the fiscal year.
  - 2.1.1 Emergency amendments may be made in the budget after a two-thirds affirmative vote of the State Board of Directors.
- 2.2 It shall be the Treasurer's responsibility to establish and maintain records and accounts. Expenditures shall be made only in accordance with the budget or with approval of the State Board of Directors.
- 2.3 The Treasurer shall disburse funds, or shall authorize their disbursements by the disbursing agent and shall require suitable receipts, statements, or vouchers to be submitted verifying the amount and propose of expenditures.
- 2.4 The State Board of Directors shall provide for an annual financial review and/or audit of all Association accounts and all chapter accounts at the close of each fiscal year. A statement of the



## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

financial review and/or audit of each account shall be submitted to the Treasurer no later than thirty (30) days following the close of the fiscal year.

- 2.5 The fiscal year of the Association shall be as provided in the By-Laws. Provisions shall be made for the crediting of dues and other funds received to the proper fiscal year.

### **ARTICLE XI PARLIAMENTARY AUTHORITY**

Section 1. In all matters not covered by its Constitution and By-Laws, the provisions of ROBERTS RULES OF ORDER, NEWLY REVISED, shall govern this Association and its agencies.

### **ARTICLE XII RECORDS AND REPORTS**

Section 1. Each officer, elected or appointed, shall maintain appropriate records of his/her activities during his/her tenure and shall pass these records on to the President by the first State Board of Directors meeting of the fiscal year following the Annual Conference.

### **ARTICLE XIII AMENDMENTS TO CONSTITUTION**

Section 1. Amendments to the constitution may be presented to the State Board of Directors by an Official, Professional and/or Associate Member, or may be initiated by the State Board of Directors. Upon approval by the State Board of Directors they shall be circulated to the Official, Professional, Associate, Retired, and Student membership and must be ratified by a two-thirds majority of the ballots tabulated at the Annual Conference.

### **ARTICLE XIV SUFRAGE**

Section 1. Voting in elections of officers and amendments of/or additions to the Constitution and By-Laws, shall be restricted to Official, Professional, Associate, Retired, and Life Members whose status is verified by the Association Elections Committee as of the date any such ballot is initiated.

### **ARTICLE XV INTERPRETATION**

Section 1. In interpreting the provisions of this Constitution and By-Laws, the word "shall" means mandatory and word "may" means permissive.

Section 2. In the course of conducting the affairs of this Association, should it appear that any provisions of this Constitution and By-Laws are contradictory, or should they fail provide specific direction, the President may, with the approval of the State Board of Directors, make such reasonable interpretation as to permit the carrying forward of the Association's affairs. He/she shall be guided by recognized practice, by the intent of the State Board of Directors and/or by the provisions of the law where applicable.

Section 3. The President shall report in writing at the following meeting of the State Board



## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

of Directors any such interpretation. The State Board of Directors shall rule upon interpretation but shall not make retroactive rulings.

### **ARTICLE XVI BY-LAWS**

- Section 1. By-Laws may be formulated to implement the provisions of this Constitution and to regulate the activities of the Association and its chapters and shall be in conformity with the Constitution.
- Section 2. Amendments or additions to the By-Laws may be proposed by an Official, Professional, or Associate Member to the State Board of Directors or may be initiated by the State Board of Directors. Upon approval by the State Board of Directors, they shall be circulated to the Official, Professional, and Associate Membership and must be ratified by the majority of the ballots tabulated at the Annual Conference.
- Section 3. The State Board of Directors shall not act upon an amendment or addition which has not been placed on its agenda as required for a major item of business unless the State Board of Directors shall, by a two-thirds vote, decide to place such item items on its agenda.

### **ARTICLE XVII ADOPTION**

- Section 1. SECTION 1. This Constitution and By-Laws shall become effective upon adoption by the Association at its Annual Conference, and shall supersede any previous Constitution and By-Laws. The Constitution and By-Laws shall be provided to any member upon request by that member.



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

**BY-LAWS**

**Table of Contents**

|              |  |   |
|--------------|--|---|
| ARTICLE I    | RULES OF CONDUCT .....                         | 1 |
| ARTICLE II   | NOMINATION AND ELECTION OF STATE OFFICERS..... | 1 |
| ARTICLE III  | DUTIES OF STATE OFFICERS .....                 | 2 |
| ARTICLE IV   | CHAPTER ORGANIZATION .....                     | 3 |
| ARTICLE V    | FISCAL YEAR .....                              | 4 |
| ARTICLE VI   | STATE BOARD OF DIRECTORS.....                  | 4 |
| ARTICLE VII  | STATE EXECUTIVE COMMITTEE.....                 | 5 |
| ARTICLE VIII | COMMITTEES.....                                | 5 |
| ARTICLE IX   | POLICIES AND PROCEDURES.....                   | 5 |



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

## **ARTICLE I      RULES OF CONDUCT**

Section 1. The rules of conduct shall be as follows:

- 1.1 Members may represent CASTO in an official capacity only when authorized by the State President or State Board of Directors of the Association.
- 1.2 No member of the State Board of Directors or appointed representative may represent CASTO in a manner or opinion inconsistent with CASTO's Constitution, By-laws and policies.
- 1.3 Representing CASTO without official authorization may result in censorship or expulsion from membership by the State Board of Directors.
- 1.4 The State Board of Directors shall, by a two-thirds (2/3) secret ballot vote of its total membership, remove any member of the State Board of Directors during their term of office if, in its sole judgment, said member of the State Board of Directors is physically or mentally unable to fulfill the responsibilities of the office or has breached the trust or otherwise acted to the detriment of the welfare of the Association. In the event of any such removal, the member so relieved shall immediately cease to function in their position and the office shall be deemed vacant.

## **ARTICLE II      NOMINATION AND ELECTION OF STATE OFFICERS**

Section 1. Nominating procedures:

- 1.1 The Nominating Committee Chairperson shall appoint a nominating committee by the November State Board of Directors meeting. The chairperson of the nominating committee shall report to the State Board of Directors, recommendations of candidates for the following elective offices: President, First Vice-President, Second Vice-President, Secretary and Treasurer. This report shall be made to the State Board of Directors at the January State Board of Directors meeting.

The nominating committee shall be responsible for ensuring that all candidates for the office meet requirements for holding said office.

- 1.2 The nominating committee shall be composed of the following non-candidates: the immediate Past President, or any other Past President if the immediate Past President is unavailable plus two (2) other official members.

A sub-committee comprised of at least two (2) Professional and/or Associate members shall be appointed by the chairperson of the nominating committee in order to recommend candidate(s) for the position of Professional/Associate Representative, who shall be elected at the regular election of State Officers.

- 1.3 The State Board of Directors shall receive nominations from the floor for all State Offices at the January State Board of Directors meeting, after



## California Association of School Transportation Officials CONSTITUTION & BY-LAWS

which the President shall declare the nominations closed. Upon approval of the State Board of Directors, the Secretary or Executive Secretary shall prepare appropriate ballots for the membership, bearing the names of candidates and a write-in space for each elective office.

- 1.4 A nominee must receive a plurality of the popular votes to be elected.
- 1.5 If, at the close of nominations from the floor at the January meeting of the State Board of Directors, there is not more than one nominee for each state officer and there are no proposed changes to the Constitution and By-laws. All nominees shall be declared elected by acclamation.

Section 2. Installation of the newly elected State Officers shall be at the Annual Conference. The newly elected State Officers shall take office on the first day of the fiscal year following the Annual Conference.

### **ARTICLE III DUTIES OF STATE OFFICERS**

Section 1. President

- 1.1 All meetings of the Association shall be called to order and presided over by the President or, in his/her absence, by the First Vice-President, or in the absence of both the President and the First Vice-President, by the Second Vice-President, or in the absence of all previously named, by the Secretary of the Association.
- 1.2 The President shall as soon as possible after his/her election, and with the advice and assistance of all state elected officers, appoint the chairpersons of the standing committees required. He/She shall be chairperson of the State Board of Directors and a member ex-officio of all committees except the Nomination Committee. He/She shall have the power and it shall be his/her duty to appoint such additional committees as may be necessary.
- 1.3 The President shall arrange the order of business for the Annual Conference.
- 1.4 The President shall have power to appoint an assistant to any office whenever in his/her opinion such assistance has become necessary.

Section 2. First Vice-President

- 2.1 The First Vice-President shall, during the absence or disability of the President, possess all the powers and perform the duties of the President in his/her stead. He/She shall, by direction of the President, assist in the promotion of any or all phases of the Association Business.

Section 3. Second Vice-President

- 3.1 The Second Vice-President shall, during the absence or disability of the President and the First Vice-President, possess all the power and perform the duties of the President in his/her stead. He/She shall by direction of the President, assist in the promotion of any or all phases of the



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

Association Business.

- 3.2 The Second Vice-President shall act as Membership Chairperson. The State President may designate individual(s) to administer the membership duties and policies authorized by the State Board of Directors.
- 3.3 The State Board of Directors shall adopt membership policies and procedures for the Association.

Section 4. Secretary

- 4.1 Act as custodian of such records, documents, and property of the Association as the President shall direct.
- 4.2 Establish a permanent mailing address for the Association.
- 4.3 Act as disbursing agent for the Association, if so directed by the State Board of Directors, in which event shall be suitably bonded by the Association. His/Her activities in this capacity shall be under the supervision of the Treasurer.

Section 5. Treasurer

- 5.1 It shall be the Treasurer's responsibility to establish and maintain the records and accounts.
- 5.2 The Treasurer shall disburse funds or shall authorize their disbursement by the disbursing agent and shall require suitable receipts, statements, or vouchers to be submitted verifying the amount and purpose of expenditures.
- 5.3 Expenditures shall be made only in accordance with the budget or with approval of the State Board of Directors.

Section 6. Immediate Past-President

- 6.1 It shall be the responsibility of the Immediate Past-President to assist the State Board of Directors as directed by the State President.

**ARTICLE IV CHAPTER ORGANIZATION**

Section 1. The State Association shall be divided into local Chapters for the purpose of establishing a basis of representation on the State Board of Directors.

Section 2. These local Chapters shall be as follows:

- 2.1 The presently organized county or local Chapters shall serve as the basic pattern of information.

Section 3. Each member of CASTO shall have the privilege of designating his/her chapter affiliation at the time of application or renewal of membership. In the absence of specific choice by the member, he/she shall become a member at large.



California Association of School Transportation Officials  
CONSTITUTION & BY-LAWS

Section 4. Chapter Officers elected by members of the local Chapter in a manner prescribed in these By-Laws shall consist of the following:

4.1 Chapter President.

4.1.1 The Chapter President or his/her appointed delegate shall serve as the representative on the State Board of Directors.

4.2 Chapter Vice-President.

4.3 Chapter Secretary.

4.4 Chapter Treasurer.

4.5 Additional Officers as the Chapter deems necessary.

Section 5. Chapter Officers shall serve for one year, or until their successors are qualified. Installation of new officers shall be the first order of business at the last regularly scheduled chapter meeting of the school year. Newly elected chapter officers shall take office on the first day of the fiscal year following the last scheduled meeting of the school year. The provisions of this section shall not be interpreted as prohibiting re-election of any officer for succeeding term of office.

Section 6. The Chapter Executive Committee shall fill any vacancy in the office of the Chapter Representative to the State Board of Directors within sixty (60) days.

## **ARTICLE V FISCAL YEAR**

Section 1. The membership year of the Association shall run from July 1st to June 30th of each fiscal year.

1.1 All membership dues shall be considered delinquent if not paid by the end of the fiscal year.

Section 2. Funds received during any fiscal year shall be available to meet budgeted expenses during the fiscal year unless they shall by their nature be applicable to the succeeding fiscal year.

## **ARTICLE VI STATE BOARD OF DIRECTORS**

Section 1. The State Board of Directors shall meet at the call of the President, and shall hold no less than three previously scheduled meetings per year.

Section 2. The President shall call a meeting of the State Board of Directors upon the petition of a majority of its members for the purposes stated in the petition.





## **ARTICLE VII STATE EXECUTIVE COMMITTEE**

Section 1. The State Executive Committee shall consist of the following:

- 1.1 State President
- 1.2 State First Vice-President
- 1.3 State Second Vice-President
- 1.4 State Secretary
- 1.5 State Treasurer
- 1.6 State Immediate Past-President
- 1.7 Professional/Associate Representative

Section 2. The State Executive Committee shall meet at the call of the State President.

## **ARTICLE VIII COMMITTEES**

Section 1. Standing committees shall include, but not be limited to the following:

- 1.1 Budget and Finance
- 1.2 Educational and Technical
- 1.3 Chapter Promotion
- 1.4 Legislative
- 1.5 Annual Conference
- 1.6 Constitution and By-Laws
- 1.7 Nominating
- 1.8 School Bus Rodeo
- 1.9 Public Relations
- 1.10 Awards
- 1.11 Contracts Development and Review

## **ARTICLE IX POLICIES AND PROCEDURES**

Section 1. The State Board of Directors shall promulgate and implement policies and procedures to ensure the prudent and efficient operation of all aspects of the Association's affairs.