

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**MISSOURI DRIVER SAFETY EDUCATION ASSOCIATION**

Revised and approved: February 24, 2016

The Constitution dated March 18, 1995 is hereby outdated and voided.

**ARTICLE I (Name)**

- Section 1. This organization shall be known as the **“MISSOURI DRIVER AND SAFETY EDUCATION ASSOCIATION”**, also referred to as the Association. The official logo for the Association shall be adapted from the Newsletter dated May 1974 and revised for digital use in 2010.

**ARTICLE II (Purpose)**

- Section 1. The purpose of the Missouri Driver and Safety Education Association shall be to work toward the prevention of loss and injury by means of improving and extending driver education and specifically related activities in safety education in schools and colleges. The purpose of driver education shall be in harmony with those of general education.
- Section 2. The Association shall work toward accomplishing its purposes through conferences for the improvement of teaching, through programs of teacher education in colleges and universities, through dissemination of materials designed to improve teaching in this field, and through other activities appropriate to carry out the purpose of Section 1.

**ARTICLE III (Membership)**

- Section 1. Membership in this Association shall be Active, Sustaining, Student, Retired, and Honorary.
- Section 2. Active members shall be persons teaching or supervising driver and/or safety education in the schools or colleges of Missouri, or any persons associated with traffic related safety, industrial safety or general safety.
- Section 3. Sustaining members shall be those individuals or organizations which wish to support the purpose of the Association by purchasing sustaining memberships. Granting of sustaining memberships shall in no way bind this Association to support or participate in projects or undertakings of said sustaining members.

- Section 4. Student members shall be a full-time college or high school student (not employed on a full-time basis in the teaching profession) recommended by an Active Member.
- Section 5. Retired members shall be those who have retired from teaching or supervising driver or safety education.
- Section 6. Honorary members shall be persons who are recognized by the Association through the Executive Committee in accordance with the by-laws for their outstanding contribution to the discipline of driver and/or safety education.

#### **ARTICLE IV (Officers)**

- Section 1. The officers of the Association shall be President, a Vice-President, a Secretary, a Treasurer, and an Executive Director.
- Section 2. At the annual spring meeting in odd-numbered years, a new Treasurer shall be selected to serve for a two year term. Upon his/her election, he/she shall immediately take office, and the previous Treasurer shall immediately and automatically become the Secretary; the previous Secretary shall become the Vice President; and the previous Vice President shall immediately and automatically become President.
- Section 3. No more than one officer named in Section 2 may be from the same district during any given two year election period, except where no eligible candidate can be found to accept the appointment.
- Section 4. When a vacancy occurs in any office during the two year term, the Executive Committee, within the limits prescribed by Section 3, shall appoint an “acting” officer to serve until the next bi-annual election. “Acting” officers shall not be automatically advanced to the next higher office as provided for regularly elected officers in Section 2. At the next regular election, in addition to the selection of a Treasurer, there will be an election of a Secretary (if there is one vacant office, etc.)
- Section 5. The Executive director shall be appointed by the Executive Committee. He/She is not in the line of succession of the Presidency. This term shall be for three (3) years, renewable at the discretion of the Executive Committee.

- Section 6. The Executive Committee shall consist of the officers of the association, the Executive Director, the Region Representatives, and the Immediate Past President.
- Section 7. The Executive Committee shall meet three (3) times during the membership year as follows:
- a. During the month of October or November at the site selected by the Executive Committee.
  - b. During the month of January at the location selected by the Executive Committee.
  - c. At the site of the Annual Spring Conference preceding the Annual Business Meeting.
- Section 8. Special meetings may be called by the President as deemed necessary.

#### **ARTICLE V (Duties of Officers)**

- Section 1. The President shall preside at all meetings of the Association and of the Executive Committee.
- Additional duties shall include:
- a. Represent this Association in all official matters.
  - b. Appoint seven (7) region representatives each membership year, if possible.
  - c. Make recommendations to the Executive Committee for appointments to the Advisory Board.
  - d. Appoint appropriate committees.
  - e. Act as chairperson for planning and organizing all regularly scheduled and special meetings (excluding the Annual Spring Conference).
  - f. The President shall appoint a parliamentarian to serve a two (2) year term. The parliamentarian will keep all meetings in accordance to Robert's Rules of Order.
  - g. Attend the national ADTSEA conference, when possible, and to share information with the Executive Committee and the membership.

Section 2. The Vice President shall assume all duties of the President in the absence of the President.

Additional duties shall include:

- a. Serving as chairperson for planning and organization of the Annual Spring Conference.
- b. Assist the region representatives in coordinating their Regional meetings.

Section 3. The Secretary shall keep an accurate record of all minutes of all meetings of the Association and the Executive Committee. Correspondence for the Association shall be handled by the Executive Director.

Section 4. The Treasurer shall assist the Executive Director with financial matters and assume the financial duties of the Executive Director when that office is vacant and until the vacancy is filled.

Section 5. The Executive Director shall have charge of all monies of the Association and shall pay all MODSEA debts.

Additional duties shall include:

- a. Act as Public Relations Specialist.
- b. Actively encourage membership
- c. Coordinate the Association mailings
- d. Keep accurate records of membership/finance and report to the Executive Committee.

Section 6. The Immediate Past president shall:

- a. Serve as chairperson for soliciting Sustaining Memberships.
- b. Organize exhibitors at the Spring Conference.
- c. Be responsible for contacting past presidents and encourage their attendance at the Annual Spring Conference.

Section 7. To fulfill the duties of an elected officer, the following are required:

- a. Regular attendance at scheduled meetings.
- b. Make written and verbal current status reports to the Executive Committee related to their responsibilities t each regular meeting.
- c. Pass all Association records to their successor at the end of their term in office.

## **ARTICLE VI (Advisory Board)**

- Section 1. The Advisory Board shall consist of any and/or all of the following:
- a. The Immediate Past President (or most recent Past President able to serve).
  - b. Two (2) college or university driver or safety educators from different educational institutions.
  - c. Four (4) past region chairpersons.
  - d. One (1) State Highway Patrol representative.
  - e. One (1) State Department of Education representative.
  - f. One (1) American Automobile Association representative.
  - g. One (1) Missouri Department of Public Safety, Division of Highway Safety representative.
  - h. One (1) Missouri Safety Council representative.
  - i. Four (4) representatives of industry/corporations involved with safety and/or driving.

- Section 2. The MODSEA President may appoint any person to serve on the Board of Advisors that he/she chooses for a one (1) year period.

## **ARTICLE VII (Duties of the Advisory Board)**

- Section 1. It shall be the duty of the Advisory Board to develop, plan, and report priority Association goals and objectives. The report of this Board shall be made to the Executive Committee.
- Section 2. The Advisory board shall meet two (2) times during the membership year:
- a. With the Executive Committee at the October or November meeting.
  - b. With the Executive Committee at the Annual Spring Conference.
  - c. Other meetings may be called by the President or chairperson of the Advisory Board as deemed necessary.
- Section 3. Appointed members of the Advisory Board who fail to attend at least one (1) meeting per membership year shall be dropped from the roll and not be invited to further participate.

**ARTICLE VIII (Regional Representatives)**

Section 1. The Regional Representatives shall consist of one (1) representative from each of the seven (7) MODOT Coalition Regions and serve as chairperson of their region. The Executive Committee will appoint the Regional Representatives who will serve a two-year (2) term.

Section 2. The Regional geographical areas should coincide with the Missouri Department of Transportation Coalition Regions and shall be designated as follows:

MODOT Coalition Regions (7):

- a. Northwest
- b. Kansas City
- c. Southwest
- d. Northeast
- e. Central
- f. St. Louis
- g. Southeast

**ARTIVLE IX (Duties of Regional Representatives)**

Section 1. The Region Representatives shall be responsible for organizing and developing guidelines for operation of their district. The Region Representatives shall assume the responsibility of membership chairperson for their district.

Section 2. The Region Representatives shall plan and chair one district meeting per MODSEA membership year within their district.

**ARTICLE X (Committees)**

Section 1. The Executive Committee shall appoint any temporary committee that is deemed necessary to carry on the work of the organization.

**ARTICLE XI (Meetings)**

Section 1. There shall be at least one business meeting each MODSEA membership Year with the time and place to be at the discretion of the Executive Committee.

Section 2. The members of the Association shall be notified of the regular business meeting at least 30 days prior to the meeting.

#### **ARTICLE XII (Amendments)**

Section 1. An amendment to the Constitution may be introduced at any regular meeting of the Association.

Section 2. An amendment may be voted on and ratified by a two-thirds (2/3) majority vote of the Active members in attendance, provided the amendment has been submitted in writing to the Secretary, read at an Executive Committee meeting, and a copy of the proposed amendment circulated among the membership at least 30 days prior to the time the vote is taken, or by absentee ballot.

Section 3. The vote on amendments shall be by ballot.

#### **ARTICLE XIII (Newsletter)**

Section 1. The Association should publish an official newsletter a minimum of at least two (2) times per membership year (Fall and Spring) which will be posted to the MODSEA website.

Section 2. This newsletter shall contain all official notices of the Association and other articles pertinent to the welfare of driver and safety education.

Section 3. A Newsletter Editor shall be appointed on a yearly basis by the President with the approval of the Executive Committee.

Section 4. The Newsletter Editor's duties shall include:

- a. Collect official notices and information from the President and Executive Committee.
- b. Collect appropriate articles for inclusion in newsletters.
- c. Edit materials, determine content and layout of newsletter, and arrange for its publishing.
- d. Coordinate mailing/posting of newsletter with the Executive Director of the Association.

Section 5. Costs for printing and mailing/posting of the newsletter must be in keeping with the assets of the Association.

## **BY-LAWS**

### **ARTICLE I (Rules of Order)**

- Section 1. The revised Robert's Rules of Order shall be the authority on all questions not specifically stated in this Constitution or its By-Laws.
- Section 2. The President shall appoint a Parliamentarian to serve for two (2) years. His/Her duties shall be to keep all meetings running in accordance with the Robert's Rules of Order.

### **ARTICLE II (Membership Dues, Conference Registrations, and Exhibitor Fees)**

- Section 1. Dues and fees shall be as follows:
- a. Dues for Active members shall be \$15.00 per membership year.
  - b. Dues for Sustaining members shall be a minimum of \$100.00 per membership year.
  - c. Dues for Student members shall be \$5.00 per membership year.
  - d. Dues for Retired members shall be \$10.00 per membership year.
  - e. Dues for Honorary members shall be \$0.00 per membership year.
  - f. The membership year shall run from the date of the annual Spring Conference to the next Spring Conference.
  - g. Membership dues must be paid prior to or at the Spring Conference or within thirty (30) days after the Spring Conference or members will be dropped from the rolls.
  - h. Fees for exhibitors at the Spring Conference shall be \$50.00 except that Sustaining members may exhibit at no charge.
- Section 2. A registration fee for the Spring Conference shall be determined annually by the Executive Committee at it January Board meeting.

### **ARTICLE III (Amendments)**

- Section 1. These By-Laws may be amended by the same procedure as the Article XII of the Constitution.



#### **ARTICLE IV (Affiliation)**

- Section 1. This Association shall be affiliated with the American Driver and Traffic Safety Education Association (ADTSEA). MODSEA shall be an independent organization and its Executive Committee shall determine the regular meeting dates for its meetings.

#### **ARTICLE V (Quorum)**

- Section 1. A twenty-five (25) percent attendance of the Active membership shall constitute a quorum for transacting the business of the Association and only Active members shall have voting rights.

#### **ARTICLE VI (Travel Expenses)**

- Section 1. The President, Vice President, Secretary, Treasurer, and Executive Director (in that order of preference) shall be given an allowance to attend the annual ADTSEA Conference. That allowance shall not exceed \$250.00 and is dependent on the status of the Association's treasury. In the event that none of the above listed Association representatives can attend the annual ADTSEA Conference the Executive Committee may authorize an Active member that attends the ADTSEA Conference to receive allowance if the treasury permits.
- Section 2. The President, Vice President, Secretary, Treasurer and Executive Director (or if someone is authorized by the Executive Committee due to none of the above being able to attend) must fulfill the following to qualify for this funding:
- a. Attend a minimum of two-thirds (2/3) of the meeting time offered by the annual conference.
  - b. Prepare a complete report on at least two (2) meetings attended that will be used for publication in the Association's Newsletter.
  - c. Funding will be issued by the Executive Director upon receiving written application stating the fulfillment of the conditions stated above and the attached stated reports.

## **ARTICLE VII (Non-Profit Status)**

- Section 1. This Association shall limit its purposes to charitable and educational within the meaning of section 501 (c) (3) of Draft A, Page 7, Publication 557 of the Internal Revenue Code.
- Section 2. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.
- Section 3. No substantial part of the activities of this Association shall be carrying on of propaganda. The Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office.
- Section 4. In event of dissolution of the Association, any remaining assets shall be dispatched to the American Driver and Traffic Safety Education Association.

This document is the official constitution and by-laws of the Missouri Driver and Safety Education Association, non-profit, independent organization, as voted this 24<sup>th</sup> day of February 2016 by the membership assembled.

FOR THE PRESIDENT:

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Carol Hoormann  
Executive Director  
Missouri Driver and Safety Education Association