BY-LAWS
OF
THE LOUISIANA SCHOOL BUS OPERATORS ASSOCIATION

1.NAME

The name of this Association shall be the Louisiana School Bus Operators Association.

2. DOMICILE

The official domicile of the Association shall be located in Vernon Parish, Louisiana.

3. PURPOSES

The purpose of this Association is to work for the interests of school bus operators, bus aides, custodians, janitors, maintenance, and substitute bus operators employees of the public schools excluding Independent Public Schools of the State of Louisiana. To promote within the Association a better understanding of the duties and responsibilities of all members toward school children, school officials, and the public. This Association will promote standards designed to safeguard all school children and to perform any and all acts that are important and essential to the welfare of its members.

4. AUTHORITY

The State Association shall have full power and authority to engage in any activity allowed under the laws of the State of Louisiana.

5. DUES

The Executive Board shall assess annual dues in the amount of $ 45.00 per year beginning with the 2025 dues. This was voted on at the November 18th, 2023 Annual State Convention. A membership card shall be issued upon request from a member. If a member's dues have not been POSTMARKED ON OR BEFORE JUNE 30th of a calendar year, that member shall not be allowed to be named a voting delegate at the following November Convention. The dues collected shall constitute income for the current year of the Association.

6. MEMBERSHIP

Any person employed as a Louisiana School Bus Operator, Bus Aide, Janitor, Maintenance Personnel or Substitute Bus Operator may be a member of the Association upon payment of dues.

A retired school bus operator may join the Association for full payment of dues and is entitled to legal representation and gets full voting rights. They will be entitled to hold office or nominate individuals for State Office. If they pay ½ of the dues, they will not be entitled to hold office, nominate candidates, vote or be entitled to legal representation.

Membership shall be on a calendar year basis. If a member has paid dues for any year but retires at any time of the year, full membership benefits shall continue through December 31.

The Executive Board has the sole authority and discretion on deciding who shall be a member of the Association.

7. EXPENSES

The Association shall bear the necessary expenses of all meetings of the Executive Board for the administration of the affairs of the Association.

The Association may pay other expenses that the Executive Board deems vital to the welfare of the Association. Expenses may not exceed the budget approved at the annual Association convention.

8. FISCAL YEAR

The fiscal year of the Louisiana School Bus Operators Association shall be from January 1, to December 31.

9. BUDGET

The Executive Board shall prepare and adopt a budget showing receipts for the fiscal year and proposed expenses. This budget shall be presented to the membership for approval at the annual convention.

The Association C. P. A. shall, at each meeting of the Executive Board, present a report of current and year-to-date expenditures of the association and report on the amounts remaining in each item of the budget.

In order to disburse any funds, approval of the Executive Board shall be required.

10. DISTRICTS

The State of Louisiana shall be divided into seven (7) representative districts, as follows:

DISTRICT 1: Orleans, Plaquemines, St. Bernard, Jefferson, St. Charles, St. James and St. John

DISTRICT 2: Assumption, Iberia, Lafayette, Lafourche, St. Martin, St. Mary, Terrebonne, and Vermillion

DISTRICT 3: Bienville, Bossier, Caddo, Claiborne, Desoto, Red River and Webster

DISTRICT 4: Caldwell, Catahoula, Concordia, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, and City of Monroe

DISTRICT 5: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. Tammany, Tangipahoa, Washington, West Baton Rouge, West Feliciana, and City of Bogalusa

DISTRICT 6: Acadia, Allen, Beauregard, Calcasieu, Cameron, Evangeline, Jefferson Davis, St. Landry

DISTRICT 7: Avoyelles, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon and Winn

11. DISTRICT REPRESENTATIVES

The membership in each of the seven (7) districts shall elect one representative to serve on the Executive Board of the Association. The district representative shall serve for a 5-year term of office. Regular elections shall be held at a time and place designated by the current Board Member unless a vacancy occurs and special elections shall be set by the Executive Board within 90 days of a vacancy.

District elections will be called by the Executive Board and shall be held in the following manner:

1. To qualify as a candidate, a member of the Association must reside in the district from which he seeks to be elected, and must be nominated by a petition signed by at least ten (10) members of the Louisiana School Bus Operators Association who reside in that district. The petition shall be filed with the Executive Secretary/Treasurer of the Association not later than sixty (60) days prior to the election.

2. After the final date for the filing of said nomination petition, if only one candidate has qualified, the Executive Secretary/Treasurer of the Association shall notify the Executive Board, and the Board shall officially declare said candidate elected. The newly elected representative shall take office at the next Executive Board meeting.

3. If two or more candidates qualify, the election shall be held at a time and place specified by the Board in a call letter to be sent to all parish officers in the district. The call letter shall include the names of the qualified candidates for the election. The Executive Secretary/Treasurer shall be responsible for conducting the election.

4. Each parish in the district shall designate one voting delegate for each ten (10) members. Only full-time members who have paid their dues prior to June 30 may be chosen as a voting delegate. If a parish has less than ten (10) members, that parish shall be allowed one voting delegate. Delegates shall register with the Executive Secretary-Treasurer on the day and time designated for the election Delegates may not be changed after registration.

5. At the time and place fixed for the election, the voting delegates shall meet. Only voting delegates are to remain in the room at voting time. Each delegate shall cast one vote for a qualified candidate on a ballot prepared by the Executive Secretary/Treasurer. The Executive Secretary/Treasurer shall tabulate the votes. The candidate who receives a majority of all votes cast shall be announced as the elected District Representative and shall take office at the next Executive Board meeting.

12. OFFICERS

The officers of the Association shall consist of a President, Vice-President, a Secretary-Treasurer, and a President Pro-Tem. All officers shall serve a term of two years.

PRESIDENT

It shall be the duty of the President to preside at all regular and special meetings of the Association; to appoint all committees, with the approval of the Executive Board; to see that all rules and regulations of the Association are followed; to preside over and have general administration of the Executive Board; and to perform such other duties as pertain to this office. He/she shall exercise general supervision over the Association. The President will not be allowed to vote on matters presented to the Executive Board except to cast the deciding vote in the event of a tie.

VICE-PRESIDENT

The Vice-President shall serve as President in the absence of the President and shall perform such other duties as may be assigned to him/her by the Executive Board. He/she shall be in charge of membership recruitment and public relations. He/she shall organize the Convention in Alexandria along with the Convention Committee and the Executive Board Member for that District; also assist the State Secretary/Treasurer as teller at all elections verifying the credentials of each delegate against the delegate list prepared by the Executive Secretary/Treasurer from the list submitted by each parish. He/she shall attend all meetings to which the President is invited if the President is unable to attend.

SECRETARY-TREASURER

The Secretary-Treasurer shall assist the Executive Secretary-Treasurer. The Secretary-Treasurer shall perform such other duties as may be assigned to him/her by the Executive Board. The Secretary-Treasurer shall act as a teller at all elections and shall verify the credentials of each delegate against the delegate list prepared by the executive secretary-treasurer from the list submitted by each parish.

PRESIDENT PRO-TEM

The President Pro-Tem shall be elected by the Executive Board from the membership of the Board and the term of his/her office shall be the same as that of the President and Vice-President.

The President Pro-Tem shall serve as Vice-President in the absence of the Vice-President and shall perform duties as may be assigned to him/her by the Executive Board.

13. EXECUTIVE BOARD

A. Organization of the Executive Board

The Executive Board of the Association will consist of the President, Vice-president, Secretary-Treasurer, President Pro-Tem, and a representative from each of the seven districts. The immediate past president will be a non-voting member of the Executive Board.

B. Duties of the Executive Board

All members of the Executive Board shall adhere and govern themselves according to the book of **ROBERT'S RULES OF ORDERS.** Executive Board shall receive a book on ROBERT'S RULES OF ORDERS **on behalf of the Association.**

The Executive Board will handle all business of the Association at the Quarterly Board meetings and prepare and adopt a budget for each ensuing year to be presented to the Association for adoption at its annual meeting.

Executive Board members shall assist Parish Presidents and associations in fulfilling their responsibilities. The Executive Board shall have the power to authorize necessary expenditures by the Executive Secretary-Treasurer to defray the cost of clerical help and other legitimate expenses incurred in the performance of his/her duties.

One District Representative shall be ELECTED NOT APPOINTED by the board to assist the Secretary-Treasurer to act as a teller at an election and shall verify the credentials of each delegate.

C. Meetings of the Executive Board

The Executive Board shall conduct all business of the Association at regularly scheduled Quarterly Board meetings or Special call meetings. At the first Quarterly meeting of the Executive Board, the dates of all quarterly meetings for the year shall be set and announced to the membership. The date of the annual convention shall also be announced at the first Quarterly meeting of the Executive Board.

At all Executive Board meetings, a majority of the members of the Executive Board in attendance shall constitute a quorum for the transaction of business.

Special meetings of the Executive Board shall be called by the President. Any other Board member may request a special meeting, but a 2/3 majority of the Board must agree to hold the special meeting following the procedures outlined in the By-Laws for written votes.

Notice of special meetings shall be emailed to all Parish Officers at least 10 days prior to any special meeting.

In an emergency, any Board member may request that the Executive Board suspend the requirement that all business be conducted during regular or special call meetings and may request a written vote on an emergency matter. The Executive Board shall be polled in writing and a 2/3 majority vote shall be required to consent to a written vote. If a 2/3 majority consents to a written vote, a simple majority vote is required to obtain Board approval of the action requested.

D. Removal or Resignation of Executive Board Members and Provisions for Replacement for All Vacancies

Any member of the Executive Board who ceases to be eligible to vote at meetings of the General Assembly shall vacate his membership on the Executive Board.

Additionally, the Executive Board, by three-fourths (3/4) vote taken by secret ballot of all Board members voting, may remove from membership on the Board, any member thereof if it be found as a fact that such member has willfully neglected his/her duties as described in the By-Laws of the Association. Any person ceasing to be a member of the Executive Board as foresaid shall also thereby vacate any office which he/she may hold in the Association.

If a District Representative resigns, dies, or is removed from office, an election shall be called at a time and place to be designated by the Executive Board within 90 days.

The Vice-President shall serve as President in the event of the death or resignation of the President. The President Pro-Tem shall serve as Vice-President in the event of the death or resignation of the Vice-President. In the event of the absence or death of both the President and Vice-President, the President Pro-Tem shall serve as President of the Association until an election is held. The President Pro-Tem must call an election to be held at the next State Convention. The President and Vice-President and/or the Secretary/Treasurer elected at such special election shall serve for the unexpired term of their predecessors.

Additionally, in the event of the death or resignation of the Secretary/Treasurer, the President Pro-Tem shall serve in the vacancy until a special election can be held at the next State Convention.

Vacancies of the Executive Board shall be filled by presidential appointment with the approval of the Board until such time as an election is called to fill any vacancies.

14. EXECUTIVE SECRETARY-TREASURER

It shall be the duty of the Executive Secretary-Treasurer to keep an exact record of all proceedings of the Association.

It shall be his/her duty to receive and keep a permanent file of all records and reports of the Association.

It shall be the duty of the Executive Secretary-Treasurer to receive and collect all monies due the Association and to deposit them in a bank closest to his/her residence. The Executive Secretary-Treasurer is the custodian of all funds deposited to the account of the Association.

All checks will be issued by the Executive Secretary-Treasurer, countersigned by the Association President, Secretary Treasurer or an Executive Board Member residing nearest to the Executive Secretary-Treasurer.

The Executive Secretary-Treasurer shall be responsible for issuing membership cards upon request of a member.

The Executive Secretary-Treasurer shall:

1. Be Bonded.

2. Provide leadership and initiative for the development of the Association.

3. Coordinate committee work.

4. Guide and coordinate the activities of the parish associations.

5. Perform other duties which shall be defined by the Executive Board and the State Association.

15. ANNUAL CONVENTION

The Association membership shall meet in a General Assembly at an Annual Convention.

The site of the Convention shall be held in Central Louisiana on even numbered years unless unforeseen circumstances should arise. Upon these circumstances, the location shall be determined by Executive Board decision. In odd number calendar years, the Convention shall be alternated between North Louisiana and South Louisiana unless unforeseen circumstances arise. Upon these circumstances, the location shall be determined by Executive Board decision.

All business of the General Assembly shall be transacted by official voting delegates of the Convention.

16. CONVENTION AND ELECTION DELEGATES

All business of the Annual Convention shall be conducted by delegates. Elections of District Representatives shall be conducted by delegates. **If a member's dues HAS NOT BEEN POSTMARKED on or before JUNE 30th of a calendar year, that member shall not be allowed to be named a voting delegate at the following November Convention.**

Each parish shall have one delegate for each ten members or a major portion thereof. A parish with at least one member shall be allowed one voting delegate. Association members shall register upon arrival at the Convention. The first members of each parish who register will be the official voting delegates for that Parish. No delegates shall be changed after registration except on the written request of the President of the Parish Association.

17. ELECTIONS OF OFFICERS

The election for the office of President, Vice-President and Secretary-Treasurer shall be held in even numbered years at the Association convention.
Any member of the Association shall be eligible to hold office provided he/she shall have been a member for the past two years immediately preceding his/her candidacy. Candidates for President, Vice-President, and Secretary-Treasurer shall be nominated by a petition of at least ten (10) members of the Association. The petitions shall be filed with the Executive Secretary/Treasurer of the Association not later than sixty (60) days prior to the Annual Convention. Properly nominated candidates will be certified as official candidates for election by the Executive Secretary/Treasurer who will prepare the official ballots.

Only qualified delegates to the Convention will be allowed to vote. The Executive Secretary/Treasurer shall prepare a certified list of voting delegates and shall present copies of the certified list to all members of the Executive Board by the opening session of the Convention on Saturday morning. The Secretary-Treasurer shall act as a teller to verify the credentials of each delegate against the delegate list prepared by the Executive Secretary-Treasurer from the list submitted by each parish. The election shall be conducted after the business session of the Convention, in the following manner:

1. Three tellers shall be appointed by the President.

2. The tellers shall verify the credentials of each delegate from the certified list of voting delegates prepared by the Executive Secretary/Treasurer.

3. The tellers shall check the name of each voting delegate on the certified list.

4. An official ballot shall be given to each voting delegate who shall mark his vote and deposit his ballot in the designated box.

5. After all ballots have been cast, the certified list will be signed by the tellers and deposited in the ballot box, which shall then be sealed and delivered to the Executive Secretary/Treasurer of the Association.

At the conclusion of the election, the Executive Board shall meet in open session.

The Executive Secretary-Treasurer shall deliver the ballot boxes to the Executive Board.

1. The ballot boxes shall be opened by the President Pro-Tem and the aggregate of votes validly cast shall be counted, tabulated and certified by the Executive Board.

2. The three tellers appointed by the President shall maintain control of membership as to not interfere with the Executive Board and the counting of votes.

3. The three tellers appointed by the President shall deliver the certified vote to the President to announce the results.

4. The candidate who receives a majority vote shall be declared the winner.

5. In the event no candidate receives a majority vote, the two highest candidates will have a run off immediately after the vote tabulations.

The results of the election shall be announced to the general assembly.

Newly elected officers shall take office at the first meeting of the Executive Board of the following year.

18. COMMITTEES

There shall be four standing committee of the Association; namely, an Auditing Committee, Legislative Committee, By-Laws Committee, and Employee Evaluation Committee.

All Committees will serve for a term of one year, determined at the February quarterly meetings and beginning term with May quarterly meeting through the following February meeting.

The Audit Committee will consist of one Executive Board member and two members chosen by a lottery drawing of all interested members entered at the February quarterly meeting of the Association. It shall be the duty of this committee to examine the financial transactions and records of the Association and to report at each quarterly meeting and at the annual convention.

The Legislative, By-Laws & Employee Evaluation Committees shall consist of 3 Executive Board members with one designated as Chairperson and have at minimum one meeting per year. The Committee members shall be determined by the Executive Board; however, all Executive Board members are encouraged to participate in each committee meeting.

19. AMENDMENTS

Any active member of the Association may propose an amendment to the By-Laws. The proposed amendment must be presented in writing, to the Executive Secretary-Treasurer 75 days prior to the Convention. Sixty days prior to the Convention, the proposed amendments will be mailed to the Parish Presidents and Executive Board members.

Only official delegates may vote on amendments which must receive a 2/3 majority vote to become effective.

20. PARISH ASSOCIATIONS

All parishes are encouraged to form Parish Associations of school bus operators. The Parish Association shall be a sub-organization of the Louisiana School Bus Operators Association.

All members of parish Associations must hold membership in the State Association and all members of the State Association must hold membership in the Parish Association where he/she resides or works. If there is no organized Parish Association, this rule shall not apply. Each parish Association shall elect a President, Vice-President, and Secretary-Treasurer. The Secretary-Treasurer shall have the duty of collecting and mailing all State Association membership dues on or before June 30 of each school year to the Executive Secretary-Treasurer of the Association.

The President of the Parish Association should assist members in representation in personal committee meetings or conferences to resolve conflicts which affect driver pay or routes or which investigate driver misconduct.

Each parish Association shall make rules and regulations governing its operation provided that said rules and regulations in no way conflict with the By-Laws of the State Association.

Meetings shall be held at the discretion of the Parish Association and all Parish Associations are subject to the provisions of the By-Laws of the State Association.

An annual meeting of the Parish Association shall be held at the call of the President not less than thirty (30) days nor more than sixty (60) days prior to the date set for the Annual Convention. No Parish Association may institute legal proceedings without a 3/4 majority vote of its membership. If the Parish Association votes by a 3/4 majority vote to institute legal proceedings, the Parish President must obtain the approval of the Executive Board of the State Association at the Quarterly meeting prior to taking any action. Approval by the Executive Board shall require a simple majority vote. If an emergency arises where immediate action is necessary, the Parish President shall request the Executive Board to vote in writing following the procedures established in these By-Laws.

21. LEGAL REPRESENTATION

The Louisiana School Bus Operators Association hereby places a LIMIT of $10,250.00 (Ten Thousand Two Hundred Fifty Dollars) on legal assistance to a member in good standing arising from any one incident. This limit is inclusive of ALL court cost or fees incurred in additional to legal representation. Representation at an administrative hearing that could result in a member's suspension or termination from employment is also included under the above referenced limit.

Legal representation shall be provided for JOB RELATED ACTIONS.

Members of the Association for less than one year, excluding newly hired members, shall not be eligible for legal representation unless the Executive Board for good cause shown waives the one-year restriction.

Members desiring representation shall notify their parish president. The Parish President shall contact their District Board Member or State President who shall contact the attorney.

Legal representation includes representation in tenure hearings where employees are threatened with suspension or termination and appeals to the district court.

Members shall **not** be entitled to free legal representation or associated litigation or court costs to defend a member on a tenure charge or job-related employee disciplinary action based upon allegations of driving under the influence of alcohol, illegal drugs and other illegal substances, unless the Executive Board determines that after an investigation the allegations are not substantiated.

22. DISTRIBUTION UPON DISSOLUTION

In the event that it becomes necessary, desirable, or advantageous to dissolve the Association, all valid outstanding accounts, notes and expenses owned shall be settled. If after all debts are paid there remains any assets, cash or otherwise, such shall be

distributed to any organization exempt under Section 501, Internal Revenue Code of 1954, by decision of the Executive Board of the Association; provided however that in no event shall any assets inure to the private benefit of any member of the Association.

Updated January 1, 2026 with amendments approved through November 22, 2025 Convention