

**California Association for Safety Education**

**Constitution & By-Laws**

A Public Benefit Non-profit California Corporation

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California Association for Safety Education  
 Constitution and By-Laws  
 Scheme  
 Constitution

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# CALIFORNIA ASSOCIATION FOR SAFETY EDUCATION

## CONSTITUTION

### ARTICLE I

#### Name, Purpose, and Organization

SECTION 1. Name. The name of the Association is the California Association for Safety Education, hereinafter referred to as the “Association.” The acronym for the Association shall be “CASE.”

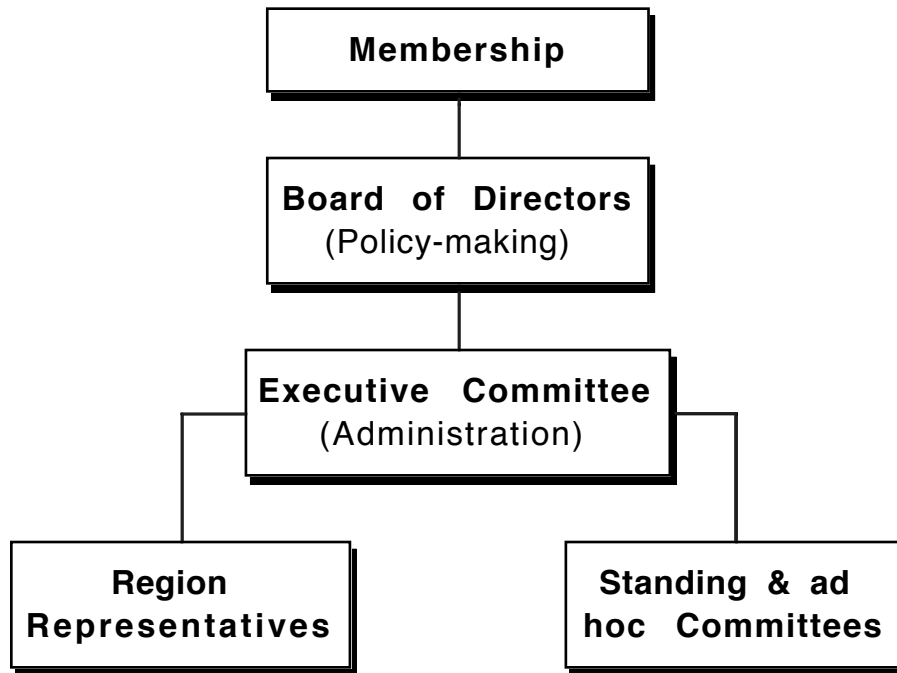
SECTION 2. Statement of Incorporation. This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California. The association shall be one which does not contemplate pecuniary gain or profit to the members thereof, and no part of the net earnings of the Association shall inure to the benefit of any of its members or any other private individual.

SECTION 3. Distribution of Assets. In the event of the dissolution of the Association, after paying or adequately providing for debts and obligations, the Board of Directors shall distribute the remaining assets of the Association exclusively for educational purposes to the American Driver and Traffic Safety Education Association, a national non-profit education organization.

SECTION 4. Purpose. The primary purpose for which the Association is formed is to improve the teaching of safety in California by aiding members to improve teaching competency. To carry out this purpose, the Association is empowered to:

- a. Receive, discuss, and recommend action on instructional and administrative problems confronting various programs or Association members.
- b. Present innovative ideas and trends in safety education to members.
- c. Function in the exchange of teaching materials, information, techniques, visual and audio aids for instruction in safety education.
- d. Coordinate with business and industry, civic and fraternal organizations, and governmental and education agencies in furthering the program in safety education in California.
- e. Promote and conduct research on special problems related to safety education.
- f. Encourage the initiation, development, and improvement of curricular offerings in safety education.
- g. Represent safety education personnel when requested to do so.
- h. Inform Association members of proposals and actions which may affect the conduct of safety education programs in the schools of California.

SECTION 5. Organization. The Association structure includes the following:



SECTION 6. Intent. It is the intent of this Association that the regions, sections, and special interest sections provided in this organization shall be identified on all their official documents as, and shall operate as, designated subdivisions of this Association, and not as independent or autonomous organizations.

SECTION 7. Voice of the Association. The official voice of the Association resides in the President, as chief executive officer, and in the Board of Directors as the policy-making and the Executive Committee as the administrative bodies of the Association.

## ARTICLE II

### Membership

SECTION 1. Classification. Membership in the Association shall be classified and as follows:

a. Professional Members. Any of the following may become a professional member upon payment of dues and acceptance by the Board of Directors:

(1) Any person holding a valid California teaching credential authorizing instruction in safety education programs and employed and assigned instructional, supervisory, or administrative duties pursuant to such teaching credential.

(2) Any certificated person actively employed and assigned instructional, supervisory, or administrative duties in the safety education program of any institution or agency in California.

(3) Any faculty member employed and assigned instructional, supervisory, or administrative duties in the safety education program of an accredited institution of higher learning in California.

(4) Any professional member who retires may continue his professional membership upon payment of professional dues, or such member may elect to become a retired member (pursuant to Constitution subsection 1, f, Article II. )

b. Associate Members. Any of the following may become an associate member upon payment of membership dues and acceptance by the Board of Directors: Any person not eligible for professional membership but who is employed by or represents any educational, business, industrial, religious, civic, fraternal, governmental agency or organization, or any other entity whose activities are directly related to the purpose of the Association.

c. Life Members. The Board of Directors shall limit life memberships to those issued and commenced prior to May 15, 1973. Life members shall not be required to pay annual membership dues, but may if they so desire.

d. Student Members. Any person not eligible for professional membership and who is enrolled in traffic or safety education programs in an accredited teacher preparation institution may become a student member upon payment of membership dues and verification of student status by the signature of a faculty member of the particular institution, who is an Association member, and acceptance by the Board of Directors. Student membership may be renewed only once.

e. Instructional Aide Members. Any classified person who is actively employed as an instructional aide in a safety education program may become an instructional aide member upon payment of membership dues and the acceptance by the Board of Directors.

f. Retired Members. Any member who has retired may become a retired member upon payment of membership dues and acceptance by the Board of Directors.

g. Corporate Members. Any educational, business, industrial, religious, civic, fraternal, or governmental agency or organization, or any other entity whose activities are directly related to the purposes of the Association may become a corporate member upon payment of membership dues and acceptance by the Board of Directors. The granting of such membership shall in no way obligate the Association to endorse the products, services, or positions of such members, nor to support or participate in the projects or undertakings of such corporate members.

h. Affiliate Unit Members. A unit or section of a non-profit or voluntary organization which has an interest in traffic safety education may become an affiliate unit member by payment of dues and acceptance by the Board of Directors (i.e., PTAs, Police Departments, Community Advisory Groups, Church Organizations, etc.)

i. Honorary Life Members. The Association may award an honorary life membership to any person who has rendered conspicuous contribution to the purposes of the Association. Professional members shall not be eligible until their retirement. Honorary life members shall not pay membership dues. The award of honorary life membership status shall be subject to ballot of two-thirds of eligible voting members of the Association voting.

j. Charter Members. All persons who were active members of record of the California Driver Education Association (CALDEA) as of the date of the adoption of original constitution of that Association (1953) and were thus classified shall be considered charter members of CASE without regard to subsequent classification as professional, associate, life, honorary, or retired member.

k. Supportive Members. Any business or industrial organization which is local in nature, rather than state-wide or nation-wide, and any individual, may become a supportive member upon application and payment of dues. Such membership shall in no way obligate the Association to endorse the products or services of such members nor to support or participate in the projects or undertakings of such supportive members.

1. Institutional Members. Any school district, educational institution, or entity with a bona fide interest in traffic safety may become an institutional member of CASE. Dues shall be determined by the Board of Directors without Constitutional revision. Services to Institutional members may include up to seven copies of official publications of the Association, consultant service, and discounts on Conference registration fees. Expenses for consultant service and discounts shall be established by the Board of Directors.

SECTION 2. Membership Dues. Professional, associate, student, corporate, supportive, retired, institution, and instructional aide members shall pay annual dues determined by the Board of Directors. The Board of Directors may waive the requirement of payment of annual dues in accordance with the provisions of the By-Laws.

SECTION 3. Membership Certificates. Each member of the Association shall be issued a membership certificate in a form prescribed in the By-Laws.

SECTION 4. Privileges of Members.

(1) Professional, associate, retired, and life members in good standing shall be entitled to the following Association privileges:

- a. The right to vote on matters submitted to the membership.
- b. Eligibility for elective and appointive office in the Association.
- c. Eligibility for appointment to committees of the Association.
- d. Admission to and participation in Association meetings and activities.
- e. Receipt of official publications and communications of the Association
- f. All other Association services which may become available to the membership.

(2) Student members, instructional aide members, affiliate unit members, corporate members, and supportive members shall have all of the privileges set forth above, with the exception of the privileges listed under subdivisions a. and b. (voting and holding of elective office.)

SECTION 5. Obligations of Membership. Members of the Association shall be subject to the following obligations:

- a. Active support and promotion of the purposes of the Association and official positions taken and promulgated by the Association on all matters relating to educational programs in safety education.
- b. Cooperation with Association officers, representatives and committees through personal service in furthering the activities of the Association.
- c. Conformity with the code of professional ethics adopted by the Association.
- d. Support of and conformity with the provisions of the Association Constitution and By-Laws.

SECTION 6. Termination of Membership. Membership in the Association shall terminate upon:

- a. The death or resignation of the member.
- b. Failure to pay annual dues prior to the established delinquent date as prescribed in the By-Laws.
- c. A decision by the Board of Directors after due and proper investigation by the Executive Committee and by a two-thirds vote of the Quorum present. Such termination may be for any of the following reasons:

(1) Flagrant or continued violation of recognized professional standards, including the provisions of the adopted code of professional ethics of the Association, or the stated obligations of membership.

(2) Representation as an official spokesman of the Association without authorization of the Board of Directors, Executive Committee, or as prescribed in this Constitution or By-Laws.

### ARTICLE III

#### Board of Directors

SECTION 1. Functions. The Board of Directors shall be the state-wide governing body of the Association, and shall have the following functions and powers:

- a. To serve as the legislative and policy-forming body on behalf of the membership in carrying out the purposes of the organization.
- b. To consider and act upon proposals affecting the welfare and conduct of safety education programs in the schools of California.
- c. To elect members of the Executive Committee as prescribed in this Constitution or By-Laws.
- d. To determine the amount of membership dues, provided that notice of any proposed change in the amount of said dues is given to members of the Association at least sixty (60) days in advance of the meeting of the Board of Directors at which such change is voted upon and is published in an official publication of the Association prior to said meeting.
- e. To determine region boundaries, the consolidation of sections, the dissolution of sections, or the creation of new sections.
- f. To approve major projects of the Association which might involve substantial indebtedness, providing that the approval of such projects shall require a two-thirds vote of the Board of Directors.
- g. To determine policies governing the administrative services and publications of the Association.
- h. To approve the annual budget of the Association.
- i. To amend this Constitution and By-Laws as hereinafter provided.
- j. To exercise such other powers and perform such other duties as may be prescribed elsewhere in this Constitution or By-Laws.

SECTION 2. Composition. The Board of Directors shall be composed of the following elective and appointive directors: Executive Committee, plus the following positions which shall be appointed by the Executive Committee following solicitation of representatives from parent organizations:

- a. President
- b. President-Elect
- c. Immediate Past-President
- d. First Vice-President
- e. Second Vice-President
- f. Treasurer
- g. Associate Member Representative
- h. North and South Region Representatives
- i. Senior California Southwestern Region ADTSEA Representative (ex officio)

- j. Publications Editor
- k. State Membership Director
- l. Office of Traffic Safety Representative (ex officio)
- m. Governmental Relations Representative
- n. CASE Representative to CTA
- o. CTA Representative to CASE
- p. NHTSA Regional Representative (ex officio)
- q. California State PTA Representative (ex officio)

SECTION 3. Nomination and Elections. Members of the Board of Directors, with the exception of the Immediate Past-President, the the State Membership Director, the Associate Member Representative, the Office of Traffic Safety Representative, the Senior California Southwestern Region ADTSEA Representative, the State Membership Director, the Associate Member Representative, the Publications Editor shall be elected by the Board of Directors, while the Office of Traffic Safety, NHTSA, CTA, and California State PTA shall designate their representatives to the Board of Directors. Nominations for the elected directors shall be made by the standing Nominations and Elections Committee of the Board of Directors.

SECTION 4. Term of Office. Each elected director, shall serve for a term of two year(s). The Treasurer, the Membership Director, the Associate Member Representative, the Governmental Affairs Representative, and the Publications Editor shall serve without term, subject to annual nomination and election by the Board of Directors. The Representatives of the Office of Traffic Safety, NHTSA, PTA, CTA and ADTSEA shall serve until replaced by the parent organization.

SECTION 5. Vacancies. A vacancy on the Board of Directors shall be deemed to exist in the case of death, resignation, recall, or inability to serve as a director, or if a director ceases to be a member of the Association; or if a director is absent from a meeting of the Board of Directors without proper excuse more than one time during any one term of office. The Board of Directors shall determine whether or not a particular absence is with proper excuse. In the event such vacancy occurs in the office of President, the First Vice-President shall become President for the remainder of the unexpired term. Vacancies in the offices of President-Elect, First and Second Vice-Presidents, Northern and Southern Regional Representatives, Immediate past-President, Treasurer, Membership Director, Associate Member Representative, and Publications Editor shall be filled by the Board of Directors for the unexpired term, or until a special election is held, in the case of elective officers. Vacancies in the offices of the Office of Traffic Safety Representative and the Senior Southwestern Region ADTSEA Representative, NHTSA Representative, CTA Representative, and PTA Representative, shall be filled by the parent group.

SECTION 6. Meeting of the Board. The Board of Directors shall meet twice each year in regular session in alternate geographical sections of the state during the fall and spring. The regular meeting in spring, which shall be designated the annual meeting of the Board of Directors, shall be held in conjunction with the annual state conference of the Association. The regular meeting in the fall shall be held at such time and place as may be designated by the Executive Committee. Special meetings of the Board of Directors may be called at any time by a majority of the Board of Directors or by the Executive Committee. The Executive Committee shall designate the place where each meeting shall be held, except that in the case of a special call issued by the President, the place of the meeting shall

be designated in the request for the call.

SECTION 7. Alternates. Any member of the Board of Directors who is unable to attend a meeting of the Board of Directors shall notify the President of the Association prior to the opening of the meeting, designating in writing an alternate. Alternates shall have the same rights and privileges as the representatives whom they replace. Whenever any member of the Board of Directors is absent from any meeting, whether special or regular, there shall be an appropriate entry in the minutes.

SECTION 8. Quorum. The presence at any meeting of a majority of the members of the Board of directors entitled to vote shall constitute a quorum for the transaction of business. All decisions made by a majority of the members of the Board of Directors present at a meeting duly held at which a quorum is present shall be regarded as the decision of the Board of Directors, unless a greater number be required by this Constitution or By-Laws.

SECTION 9. Voting Rights. Each member of the Board of Directors, except those who are ex-officio, shall be entitled to one vote. *A member who holds more than one position on the Board is entitled to only one vote and shall be counted as one vote for purposes of determining the presence of a quorum.*

SECTION 10. Rules of Procedure. The rules governing proceedings and order of the business at meetings of the Board of Directors shall be set forth in the By-Laws.

SECTION 11. Expenses. The expenses of the meetings of the Board of Directors shall be paid from Association funds in accordance with rules and regulations set forth in the By-Laws. Such expenses shall be included in the annual budget of the Association.

SECTION 12. Duties of Directors. Each director shall perform the following duties:

- a. Regularly attend all meetings of the Board of Directors.
- b. Participate actively in the work on the Board and committees to which assigned.
- c. Become informed on professional and educational matters submitted by local sections or individual Association members, and be prepared to make adequate presentation of proposals or recommendations.
- d. In the case of representatives of other authorized groups, to report regularly to the group on the deliberations and actions of the Board of Directors.
- e. Perform such other duties as may be assigned by action of the Board of Directors.

SECTION 13. Committees. The President of the Association, with the approval of the Executive Committee, shall have the power to appoint such standing and special committees as desirable or as required by provisions of this Constitution or By-Laws.

## ARTICLE IV

### Officers

SECTION 1. General. The officers of the Association shall be a President, a President-Elect, a First Vice-President, a Second Vice-President, and Immediate Past-President.

SECTION 2. Election and Term of Office. The officers of the Association shall be elected for a two-year term by voting members of the Association prior to the annual meeting of the Board of Directors.

SECTION 3. Nomination. The standing Nominations and Elections Committee of the Board of Directors shall nominate the officers of the Association in accordance with the provision of the By-Laws. Candidates for offices of President-Elect and First Vice-President shall be nominated from alternate geographical regions of the Association, in accordance with provisions of the By-Laws.

SECTION 4. Resignations. The resignation of any member of the Board of Directors, any member of the Executive Committee, or any elected or appointed officer, upon written notice to the President and Board of Directors, shall take effect on the date of receipt of such notice or at any later time specified therein.

SECTION 5. Vacancies. A vacancy in any office shall be deemed to exist in case of death, resignation, recall, or inability of an officer to serve.

SECTION 6. President. The President shall have the following functions and duties:

- a. To preside at all meetings of the Board of Directors and Executive Committee.
- b. To call special meetings of the Executive Committee as necessary or upon written request of a majority of the members of the Executive Committee, or of the governing bodies of the Sections.
- c. To direct the planning of the meetings of the Board of Directors, Executive Committee, and such other conferences and meetings as may be sponsored by the Association, subject to the advice of the Board of Directors and Executive Committee, and with the cooperation and assistance of the State Executive Director.
- d. To sign contracts and other instruments connected with the business affairs and professional activities of the Association, for and on behalf of the Association and its corporate name.
- e. To make an annual report of Association activities to the Board of Directors and to the membership.
- f. To be an ex-officio member of all standing and special ad hoc committees of the Association.
- g. To appoint qualified members to standing and special ad hoc committees of the Board of Directors and Executive Committee, subject to the approval of the Executive Committee.
- h. To serve as the official representative of the Association at such conferences and meetings of educational bodies and other groups as may be designated by the Board of Directors.
- i. To perform such other duties as may properly appertain to the office of President and as provided elsewhere in this Constitution and By-Laws.
- j. To call special meetings of the Board of Directors, upon the advice and approval of the Executive Committee.

k. To provide for official representation to the State Council of Education, California Curriculum Coordinating Council, the Motor Vehicle Conference, California Highway Users Conference, California Higher Education Council for Safety Studies, California Council of Children and Youth, and such other organizations as The Board of Directors shall deem necessary.

SECTION 7. President-Elect. The President-Elect shall have the following functions and duties:

- a. To represent the President, when requested, at meetings and conferences.
- b. To assist the President in the planning and administration of the activities of the Association, and to assume primary responsibility for the efficient operation of region activities including leadership training.
- c. To perform such other duties as may properly pertain to the office of President-Elect and as provided elsewhere in this Constitution and By-Laws.

SECTION 8. First Vice-President. In the absence or disability of the President, the First Vice-President shall perform all the duties of the President, and when so acting shall have all of the powers of, and be subject to all of the restrictions upon, the President, and shall also have the following functions and duties:

- a. To represent the President, when requested, at meetings and conferences.
- b. To assist the President in the planning and administration of the activities of the Association, and to assume primary responsibility for the planning and conduct of the annual State Conference of the Association.
- c. To perform such other duties as may properly pertain to the office of First Vice-President and as provided elsewhere in this Constitution and By-Laws.

SECTION 9. Second Vice-President. In the absence or disability of the President and First Vice-President, the Second Vice-President shall perform all of the duties of the President, and when so acting shall have all of the powers of, and be subject to all of the restrictions upon, the President, and shall also have the following duties and functions:

- a. To represent the President, when requested, at meetings and conferences.
- b. To assist the President in the planning and administration of the activities of the Association, and to assume primary responsibility for the development and conduct of in-service education workshops, research seminars, and other similar activities of the Association.
- c. To perform such other duties as may properly pertain to the office of Second Vice-President and as provided elsewhere in this Constitution and By-Laws.

## ARTICLE V

### State Membership Director and Treasurer

SECTION 1. The Position of State Membership Director. The State Membership Director shall have the following functions and duties subject to the control and direction of the Board of Directors:

- a. To assume primary responsibility for the systematic development and conduct of the Association's state-wide membership recruitment program.
- b. To notify members when their memberships are due for renewal.

c. To establish and maintain systematic communications with Association officers and members, and to establish and maintain liaison with national state safety support agencies and organizations.

d. To establish contact with Section membership chairpersons and provide them with current section membership rosters, and keep them up-to-date on changes in the status of members.

e. To assist the Publications Editor in the distribution of official publications and communications with the membership.

f. To perform such other duties as may properly appertain to the office of State Membership Director as directed by the Board of Directors and Executive Committee.

SECTION 2. Treasurer. The Treasurer shall have the following functions and duties:

a. To exercise general supervision over the receipt and disbursement of all funds of the Association.

b. To have the official custody of all funds of the Association.

c. To supervise the preparation of the annual budget of the Association.

d. To perform such other duties as may properly pertain to the office of Treasurer and as provided elsewhere in this Constitution and By-Laws.

SECTION 3. Governmental Affairs Representative. The position of Governmental Affairs Representative shall have the following functions and duties subject to the control and direction of the Board of Directors:

a. To report directly to the Governmental Affairs Committee Chairperson, and when necessary to the CASE State President.

b. To communicate at least weekly (when the Legislature is in session) with the Governmental Affairs Committee Chairperson.

c. To serve as a voting member of the CASE Board of Directors and the Governmental Affairs Committee.

d. To serve as a liaison between CASE and members of the Legislature.

e. To monitor state legislation as it relates to traffic safety education.

f. To provide legislative information for print in the *CASE Newsletter*.

g. To review publications, reports, legislative bills, position papers, memorandums, and bulletins relating to the interests of CASE.

h. To perform such other duties as may properly pertain to the position of Governmental Affairs Representative as provided elsewhere in this Constitution and By-Laws.

## ARTICLE VI

### Executive Committee

SECTION 1. Functions and Duties. The Executive Committee shall have the following functions and duties:

a. To exercise all of the corporate powers of the Association and to supervise and control its business and affairs, subject only to the limitations and restrictions provided by law and this Constitution and By-Laws and the adopted policies of the Board of Directors of the Association.

- b. To authorize the execution of contracts and other agreements necessary to the efficient conduct of the business of the Association.
- c. To recommend to the Board of Directors the annual budget of the Association, supervise receipts and expenditures, and set up proper procedures for the safekeeping and accounting of all funds of the Association.
- d. To recommend the amount of the membership dues to the Board of Directors.
- e. To determine the time and place of meetings of the Board of Directors, and such other professional meetings as may be sponsored by the Association, and to call special meetings of the Board of Directors.
- f. To approve expenditures not provided for in the regular budget of the Association and to authorize the transfer of budgetary allocation in the best interests of the Association.
- g. To recommend appointment of chairpersons and other members of standing and special ad hoc committees of the Board of Directors, and to prescribe their organization, functions, and duties subject to the provisions of the By-Laws.
- h. To provide for the maintenance of a complete record of the meetings of the Executive Committee, for the maintenance of membership records, and for the preparation of annual reports of finances and activities of the Association.
- i. To exercise such other powers and perform such duties as may be prescribed elsewhere in this Constitution and By-Laws.

SECTION 2. Composition. The Executive Committee shall consist of nine members: the President, Immediate Past-President, President-Elect, First Vice-President, Second Vice-President, Membership Director, Treasurer, and North and South Region Representatives. The State Membership Director, and the Treasurer, shall be ex-officio members appointed by the Board of Directors.

SECTION 3. Vacancies. A vacancy on the Executive Committee shall be deemed to exist in case of death, resignation, recall, or inability to serve of any member, or if any member ceases to be a member of the Association, or is absent from a meeting of the Executive Committee without proper excuse more than two times during any one term of office. The Executive Committee shall determine whether or not a particular absence is with proper excuse.

SECTION 4. Meetings of the Executive Committee. The Executive Committee shall hold not less than four regularly scheduled meetings each year, one of which shall be held immediately following adjournment of the annual meeting of the Board of Directors or in conjunction with the annual State Conference of the Association, and others at such times as may be designated by the Executive Committee. Special meetings may be called at any time by the President and a call shall be issued by the upon written request of a majority of the Board of Directors.

SECTION 5. Quorum and Prohibition of Use of Proxies. Five of the voting members of the Executive Committee shall be necessary to constitute a quorum for the transaction of business. Every decision made by a majority of the Executive Committee members present at a meeting duly held at which a quorum is present shall be regarded as the decision of the Executive Committee, unless a greater number be

required by this Constitution or By-Laws. Members of the Executive Committee shall not be permitted to exercise the right to vote or any other right pertaining to their office through a proxy or alternate.

## ARTICLE VII

### Region Representatives

SECTION 1. General. A Northern and Southern Region Representative shall be elected for a two year term. Region Representatives may be elected for successive terms.

SECTION 2. Duties. The Region Representatives shall maintain liaison between the Executive Committee and the members in their respective Regions, and represent the Region on the Executive Committee and Board of Directors. They shall perform such other duties in coordination and facilitation of Region and Association affairs as the Executive Committee and the Board of Directors shall determine.

## ARTICLE VIII

### By-Laws

SECTION 1. General. Rules and regulations may be formulated to implement the provisions of this Constitution and to regulate the activities of the Association. Such rules and regulations shall be known as the By-Laws of the Association.

## ARTICLE IX

### Amendments

SECTION 1. Proposal. The Board of Directors of the Association, acting by the vote of two-thirds or more of its members present and entitled to vote at the meeting at which a proposal is submitted for action, shall have power to adopt, and from time to time amend this Constitution and By-Laws pertaining to the purpose, activities, and affairs of the Association, provided that such adoptions and amendments do not conflict with any provision of law, or of the Articles of Incorporation.

SECTION 2. Notice and Publicity. After an amendment to the Constitution or By-Laws has been proposed, a copy thereof shall be delivered or mailed to each member of the Board of Directors. A copy of the proposed amendment shall be published in an official publication of the Association or mailed to each member. Unless otherwise provided in this Constitution, such delivery or mailing of publication shall be completed at least 30 days prior to the meeting of the Board of Directors at which action on that amendment is to be taken.

SECTION 3. Effective Date. An amendment to this Constitution or By-Laws shall become effective immediately upon its adoption, unless otherwise provided in the amendment.

SECTION 4. Referendum. Upon presentation to the President of a petition signed by 10 percent or more of the voting members of the Association requesting that any action or proposed action of the Board of Directors or of the Executive Committee shall be referred to the membership, the Executive Committee shall refer such action or proposed action to a vote of the Association membership within 90 days after the presentation of the petition. The Board of Directors and the Executive Committee shall abide by the decision of the majority of the members voting in such referendum.

## ARTICLE X Parliamentary Procedure

SECTION 1. General. On all matters of procedure not otherwise covered by the provisions of this Constitution and By-Laws, Robert's Rules of Order, latest revised edition, shall be the official guide.

SECTION 2. Interpretation. In interpreting the provisions of this Constitution and By-Laws, the word "shall" means mandatory and the word "may" means permissive. In the course of conducting the affairs of the Association, should it appear that any provisions of this Constitution or By-Laws are contradictory, or should they fail to provide specific direction, the President may, with the approval of the Executive Committee, make such reasonable interpretation as to permit the carrying forward of Association affairs. The President shall report in writing at the following meeting of the Board of Directors any such interpretation and the Board of Directors shall affirm or deny the interpretation.

SECTION 3. Parliamentarian. Subject to the approval of the Executive Committee, the President may appoint a parliamentarian to serve in an advisory capacity without vote at all meetings of the Board of Directors, Executive Committee, or other legally constituted bodies or groups.

SECTION 4. Suffrage. Voting privileges on all matters pertaining to the purpose, activities, and affairs of the Association shall be restricted to those professional, associate, retired and life members in good standing as certified by the State Membership Director at the time any voting activity is initiated. Such voting activity shall be interpreted to mean a formal vote solicited in any Association meeting, election of officers, or referendum.

## ARTICLE XI

### Official Publications

SECTION 1. General. There shall be official publications of the Association as determined and approved by the Board of Directors of the Association.

SECTION 2. Purposes. The official Association publications shall have as their primary objective the dissemination of professional information for the improvement and advancement of safety education in the schools of California.

SECTION 3. Notices and Publicity. Any notice required by law or by this Constitution or By-Laws may be given to Association members by publishing such notice in an official publication of the Association.

SECTION 4. Publications Editor. The Publications Editor shall be appointed by the Board of Directors, shall serve on the Board of Directors of the Association during the term of appointment, and shall be guided in the development and distribution of official publications of the Association by the Board of Directors and Executive Committee.

## ARTICLE XII

### Adoption and Effective Date

SECTION 1. Adoption. This Constitution and By-Laws may be adopted by the affirmative vote of two-thirds vote of the ballots cast by the Association upon recommendation of two-thirds of the members of the Board of Directors entitled to vote and in attendance at the meeting in which they are submitted for action.

SECTION 2. Effective Date. This Constitution and By-Laws shall become effective upon adoption by the members of the Association as provided in Section 1 of this article.

Revised and Adopted April 28, 1978  
Amended October 2, 1982  
Amended April 22, 1983  
Amended May 15, 1984  
Amended November 4, 1995

## BY-LAWS

### ARTICLE I

#### Membership Dues and Fees

SECTION 1. Categories. The dues of each category of membership shall be determined by the Board of Directors. The dues of each retired member of the Association shall be one-half of the professional dues per year. No membership dues shall be required of honorary life or paid-up life members of the Association.

SECTION 2. Dues Delinquent. The term of membership begins on the date of initial acceptance by the Association, and is renewable by payment of dues on subsequent annual anniversaries. Membership dues shall be paid no later than 15 days after expiration. Members subject to dues payment after this grace period will be deemed ineligible for the privileges of membership until such dues are received.

SECTION 3. Collection of Dues. The collection of annual membership dues shall be a function of the State Membership Director. All of the membership dues paid by life, corporate, and supportive members shall be deposited in the central treasury of the Association and used for the purpose of providing services to those members. If a member so requests, membership dues may be waived by a two-thirds vote of the Board of Directors attending a meeting where such a request is made.

SECTION 4. Membership Certificates. A membership certificate shall be issued to each professional, associate, retired, student, and instructional aide member of the Association. The membership certificate shall be signed by the State Membership Director of the Association and shall clearly indicate the type of membership and the membership year. An appropriate certificate shall be provided to each life, corporate, and supportive member.

SECTION 5. Membership Lists. The preparation, maintenance, and distribution of official membership rosters or other rosters shall be the function of the State Membership Director. Distribution or release of membership rosters or any portion of the membership list shall not be made by any member of the Association without the written permission of the Board of Directors or Executive Committee. No list or portion of the membership roster of the Association shall be furnished for use by any candidate for office in the Association unless such list or portion of membership roster be made available to all candidates for the same office. The Board of Directors shall determine whether a fee shall be charged for release or distribution of such membership lists or rosters.

ARTICLE II

Region Boundaries

SECTION 1. Region Boundaries. The Association is divided into two regions within the State of California, having the following titles and boundaries:

a. NORTHERN REGION, composed of school districts in the following counties:

Alameda	Kings	Plumas	Sonoma
Alpine	Lake	Sacramento	Stanislaus
Amador	Lassen	San Benito	Sutter
Butte	Madera	San Francisco	Tehama
Calaveras	Marin	San Joaquin	Trinity
Colusa	Mariposa	San Luis Obispo	Tulare
Contra Costa	Mendocino	San Mateo	Tuolumne
Del Norte	Merced	Santa Clara	Yolo
El Dorado	Modoc	Santa Cruz	Yuba
Fresno	Monterey	Shasta	
Glenn	Napa	Sierra	
Humboldt	Nevada	Siskiyou	
Kern	Placer	Solano	

b. SOUTHERN REGION, composed of school districts in the following counties:

Imperial	Riverside
Inyo	San Bernardino
Los Angeles	San Diego
Mono	Santa Barbara
Orange	Ventura

ARTICLE III

Procedure for Expulsion of Members

SECTION 1. General. A member of the Association may be recommended for expulsion pursuant to Article II, Section 6, of the Constitution upon the majority vote of a quorum present of the Board of Directors or Executive Committee members attending a meeting where such action is proposed, except that before recommending the expulsion of any member, the State Membership Director shall notify the member in writing of the charges and that such charges will be heard at a time and place specified in the notice.

SECTION 2. Procedure. The time set for the hearing by the Executive Committee shall be at least 30 days after the date on which the notice is mailed. If the member or designee does not appear at the time and place fixed for the hearing of the charges, the member shall be deemed to have waived all rights of defense. If the member or designee appears at the hearing, the member shall have the right

to present evidence, to confront and cross examine the accuser and any other witnesses, and to examine and refute all evidence considered by the Executive Committee. Following action taken by the Executive Committee, a recommendation for or against expulsion shall be submitted to the Board of Directors who, by a two-thirds vote by secret ballot may affirm or deny the recommendation of the Executive Committee. A recommendation to the Board of Directors for expulsion of a member by the Executive Committee shall be accompanied by a written statement regarding procedures followed, content of the arguments presented, and actions taken at the hearing on the charges. Following due consideration of the recommendations, the Board of Directors may then act upon the report at its next regular meeting and its action thereon shall be final. In the event the Executive Committee votes for the expulsion of a member, such member's privileges of membership in good standing shall temporarily be suspended pending formal action on the recommendation by the Board of Directors. Neither the members of the Executive Committee, the Board of Directors, or the Association shall incur or be under any liability of any sort to any member who is expelled in accordance with the procedure specified in this Article.

## ARTICLE IV

### Order of Business

The regular order of business at meetings of the Association, which may be changed by vote of the majority of those present at any meeting, shall be as follows:

- a. Call to Order
- b. Flag Salute and Pledge of Allegiance
- c. Approval of Alternates and Seating of Voting Members
- d. Approval of Minutes
- e. Special Reports
- f. Reports of President
- g. Nomination and Election of Directors (at spring meeting)
- h. Adoption of Annual Budget (at spring meeting)
- i. Standing and Ad Hoc Committee Reports
- j. Region and Representatives Reports
- k. Old Business
- l. New Business
- m. Announcements
- n. Adjournment

## ARTICLE V

### Fiscal Procedures

SECTION 1. Fiscal Year. The fiscal year of the Association shall commence on July 1 and end on June 30, beginning with the year 1972.

SECTION 2. Annual Budget. At the meeting of the Board of Directors next preceding July 1, in each year, the Board of Directors shall adopt a budget for the Association for the fiscal year to commence on July 1 of that year. The annual budget shall be prepared under the supervision of the Treasurer and submitted to the Executive Committee for its recommendation to the Board of Directors at the meeting of the Executive Committee next preceding the meeting of the Board of Directors next preceding July 1. The annual budget shall include an appropriation for each elected officer and each standing committee of the Association in addition to such other committees and activities of the Association as may be appropriate. No expenditure of Association funds in excess of amounts in the annual budget approved by the Board of Directors shall be made without the affirmative vote of the Executive Committee.

SECTION 3. Receipt and Disbursement of Funds. All membership dues and other funds received in the name of the Association shall be transmitted to the Treasurer, who shall deposit all funds in the central treasury of the Association. The Treasurer shall maintain an efficient records system and shall account for the receipt and disbursement of all Association funds at all regular Executive Committee and Board of Directors meetings. All funds disbursed by check from the central treasury of the Association shall be signed by the Treasurer. Suitable receipts, vouchers, or statements shall be required for all funds disbursed by the Treasurer.

SECTION 4. Audit. The Executive Committee may provide for an annual audit of all Association accounts and other financial records. If such audits are required, a written report shall be made at the first meeting of the Board of Directors following July 1 of each year.

SECTION 5. Travel and Other Expenses. a. An allocation to provide the following maximum per diem for attendance at regular meetings of the Board of Directors and Executive Committee or other Board approved CASE functions upon proof of attendance and where attendance is required shall be:

(1) For each member of the Executive Committee, Board of Directors, and duly appointed chairpersons of standing and ad hoc committees attending a meeting within 75 mile radius, up to \$30.00 per meeting; beyond a 75 mile radius, up to \$100.00 per meeting.

(2) No person shall be permitted additional per diem for attendance in more than one capacity.

## ARTICLE VI

### Records and Reports

SECTION 1. General. Each officer or committee chairperson of the Association shall maintain appropriate records of activities during tenure of office and shall submit such records to the State Membership Director upon the call of the President or within 30 days following the close of the fiscal year of the Association. The State Membership Director shall provide each incoming officer of the Association appropriate guidelines to enable that individual to adequately carry out the duties of the respective office or committee.

SECTION 2. Custody. All official reports so submitted shall become part of the official records of the Association and shall remain in the custody of the State Membership Director. They shall be available as needed for study or research by Association members.

## ARTICLE VII

### Standing Committees

SECTION 1. General. The standing committees of the Association shall be:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| a. Membership Committee               | g. Research Committee                 |
| b. Governmental Affairs Committee     | h. Curriculum & Instruction Committee |
| c. Publications Committee             | i. Professional Standards Committee   |
| d. Budget and Finance Committee       | j. Public Relations Committee         |
| e. State Conference Committee         | k. Awards Committee                   |
| f. Nominations and Election Committee |                                       |

SECTION 2. Composition and Functions. The composition and functions of the standing committees shall be:

a. The Membership Committee, which shall consist of a representative from each Region and a maximum of 10 others, shall have the following function: To assist the State Membership Director in the development and direction of the annual membership campaign.

b. Governmental Affairs Committee, which shall consist of a representative from each Region and a maximum of 10 others, shall have the following functions:

(1) To study and make recommendations on all state and national legislative matters affecting safety education programs in California; and

(2) To keep the members of the Association properly informed as to the effect of proposed legislation on safety education programs.

c. The Publications Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions: To assist the Publications Editor in the development, production, promotion, and distribution of the official publications of the Association.

d. The Budget and Finance Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions: To assist the Treasurer in the development of the annual budget of the Association.

e. The State Conference Committee, which shall consist of no less than 10 nor more than 25 members, shall have the following function: To assist the First Vice-President in the planning and conduct of the annual state conference of the Association.

f. The Nominations and Election Committee shall be comprised of the Executive Committee and shall have the following functions:....

(1) To develop a slate of qualified candidates for the elective offices of the Association:

(2) Nominations shall be solicited, and the slate of candidates for elective positions shall be prepared by the Executive Committee in a timely manner and elections conducted prior to July 1 of each biannual election year.

g. The Research Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions:

(1) To study research activities affecting safety education.

(2) To keep members of the Association properly informed on research studies affecting safety education.

(3) To assist the President in the conduct and development of research activities and research seminars sponsored by the Association.

h. The Curriculum and Instruction Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions;

(1) To encourage participation of members of the Association in the development of quality safety education instructional programs, and

(2) To assist the Second Vice-President in the planning and conduct of in-service education workshops.

i. The Professional Standards Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions:

(1) To work for the promotion of ethical practices and procedures among safety education teachers, and

(2) To consider and act upon all cases of infractions of such practices and procedures by Association members which may be referred by the Executive Committee, the Board of Directors, or individual Association members.

j. The Public Relations Committee, which shall consist of no less than 5 nor more than 10 members, shall have the following functions:

(1) To assist the President in organizing and maintaining the Association's public relations activities, and

(2) To study problems in public relations affecting the Association and safety education and make recommendations to the President and the Board of Directors regarding methods by which these relationships may be improved.

k. The Awards Committee, which shall consist of no less than 5 nor more than 7 active past-presidents of the Association, serving two year staggered terms, shall have the following functions: To function in the awarding of the Marland K. Strasser Memorial Award, the CASE Distinguished Service Award, and such other awards as the Board of Directors shall direct, in accordance with policies for awards established by the Board of Directors. The Committee may, from time to time, recommend to the Board of Directors such changes as may be suggested by their award functions.

SECTION 3. Qualifications. All members of standing or ad hoc committees shall be members of the Association in good standing. Subject to the approval of the Executive Committee, the President may appoint to a standing or ad hoc committee any Association member who is singularly qualified for such position.

SECTION 4. Records and Reports. Standing and ad hoc committee chairpersons shall keep adequate records of the meetings and activities of their committees and shall make reports of their actions and activities to the Executive Committee and the Board of Directors. In all instances where Association funds are expended by the standing and ad hoc committee members in accordance with the annual budget of the Association, a written report of the committee's actions or activities shall be made to the Board of Directors.

## ARTICLE VIII

### Nominations and Elections

SECTION 1. General. Nominations for the elective offices of the Association shall be made to the standing Nominations and Election Committee of the Board of Directors.

SECTION 2. Procedures for Nominations. The following procedures shall be employed for the purpose of nominating qualified Association members for elective office:

a. Names of candidates for nomination shall be solicited in writing from each member of the Board of Directors.

b. Names of candidates for nomination shall be submitted in writing to the Executive Committee by members of the Board of Directors or an individual Association member.

c. Nominations shall be accompanied by a statement of qualifications, a resume of professional service and activity in the Association, verification of willingness and availability to serve if elected, and verification of membership in good standing in the Association.

d. The Committee shall consider the candidates and their supporting documents to determine which are to be officially endorsed, and shall forward a slate of at least two candidates for each elective office to the President for approval by the Executive Committee no later than January 15 of the nomination year.

e. All candidates nominated for elective office shall be professionals, associate, life, or retired members of the Association in good standing at the time of their nomination.

SECTION 3. Election Procedures. The following procedures shall be employed for the purpose of conducting the election of Association officers:

a. The State Membership Director shall mail to each voting member of the Association an official numbered ballot in a timely manner in each biannual election year and shall allow no less than three weeks nor more than four weeks for their return. The method of the marked ballots shall be such as to maintain the anonymity of voters but, at the same time, to insure the validity of the individual vote.

b. The Nominations and Election Committee shall determine the method of receiving the completed ballots and the method of counting all ballots received. If a majority of votes is not received for one nominee, a run-off election will be held for those with the highest votes.

c. The State Membership Director and President shall certify the validity of the results of the election and the procedures followed to the Executive Committee and the Board of Directors.

d. Within 10 days after certification of the election results by the State Membership Director and the President, each individual candidate for election and each member of the Board of Directors shall be notified in writing of the official results of the election.

SECTION 4 Term of Office. Subject to the provisions of Article IV of this constitution, the term of office of each director and officer shall commence on July 1 of the calendar year in which the officer holder is elected and shall terminate on June 30 of the appropriate succeeding year, which is hereby fixed as the date for the qualification of his/her successor.

## ARTICLE IX

### Code of Ethics

SECTION 1. General. The Code of Ethics adopted by the California Teachers Association effective on the date of adoption of these By-Laws shall serve as the Code of Ethics of the Association in the absence of a specific Code of Ethics subsequently developed and adopted by the Board of Directors upon the recommendation of the standing Professional Standards Committee.

SECTION 2. Philosophy. The goal of the Association is to encourage the initiation, development, expansion, and improvement of curricular offerings designed to improve performance of street and highway users by providing meaningful psychomotor, cognitive, and effective learning experiences which will enable individuals and groups to apply safer and more efficient performance standards within all appropriate environments and to contribute to safety and efficiency within the total highway transportation system. In striving toward achievement of its primary goal, the Association believes that:

(1) Effective safety education programs contribute to the general objectives of education as well as to the specific subject objectives which are related to the conservation of human and material resources.

(2) Schools have a responsibility for implementing those administrative, protective, and instructional experiences in safety education that contribute to life in a technology-oriented society.

(3) Since the contribution of safety education has an unlimited potential, the content of the better programs embrace all disciplines at every grade level with appropriate emphasis on classroom and laboratory experiences in high school driver education and all other safety education classes.

(4) Every youth deserves an opportunity to enroll in a comprehensive driver education course that meets or exceeds the recommended minimum standards as set forth by the National Highway Traffic Safety Administration.

(5) In order for safety education to meet societal needs, continuous attention to curriculum development and improvement is desirable. The procedural approach assures that (a) course content is based on task analysis, (b) instructional plans are based on performance objectives which are stated in measurable terms, (c) objectives are transferred into conceptual learning experience, and (d) evaluation techniques are in conformance with performance objectives.

(6) An effective state-wide safety education program depends on (a) the competency of leadership at the state, county, and district levels as well as among the concerned teacher preparation institutions; (b) the provision of an organizational structure through which the effort of leadership

can achieve maximum results; (c) the education of new teachers who are prepared to implement the newer innovations in instructional techniques; (d) the establishment of continuing in-service education experiences for teachers in the field; and (e) the provision of adequate funds from state, county, and district levels for both teacher education and program support.

(7) The state-wide safety education program cannot reach the pinnacle of success until courses are scheduled over a full semester with up to 90 class hours devoted to classroom and laboratory instruction scheduled during the regular school day and, as may be necessary, to facilitate the availability of the program to all eligible students, at other times, and all teachers in each phase of instruction are (a) certificated on the basis of minimum standards as recommended by the National Highway Traffic Safety Administration; (b) provided with ample opportunities to acquire competencies needed to make proper application of multimedia simulation equipment, and off-street, multiple-car driving ranges, as well as the classroom and on-street units; and (c) required to maintain a driving record that is free from repeated collisions and convictions for violation of traffic laws. Achievement of the Association's primary goal and implementation of beliefs are to be accomplished through the efforts directed toward (a) enabling all beginning motor vehicle operators to acquire the essential knowledge about laws, roadways, performance characteristics of various types of motor vehicles as they relate to human capabilities; (b) develop driving skills based on sound perceptual and decision-making processes to an entry level for participating in the highway transportation environment; (c) encourage the acquisition of behavioral patterns which tend to keep highway users out of difficulty; and (a) stimulate the support of productive efforts and endeavors carried on by the governmental entities charged with responsibility for highway transportation.

Revised and Adopted April 28, 1978

Amended October 2, 1982

Amended April 22, 1983

Amended May 15, 1984

Amended November 27, 1989

Amended July 1, 1994

Amended November 4, 1995