



American Driver & Traffic Safety Education Association

---

*The American Driver and Traffic Safety Education Association (ADTSEA) is a professional association which represents traffic safety educators throughout the United States and abroad.*

## **CONSTITUTION**

### **ARTICLE I. NAME**

#### Section 1

The name of this organization shall be American Driver and Traffic Safety Education Association. The Association shall be incorporated as a nonprofit organization under the provisions of Title 29 of Chapter 6 of the District of Columbia code (1951).

### **ARTICLE II. PURPOSE**

#### Section 1

The purpose of the American Driver and Traffic Safety Education Association shall be to promote traffic safety and its concomitant benefits by improving and extending driver education/training activities in schools, colleges, universities, the private sector, industry and other institutions. The purpose of driver and traffic safety education shall be in harmony with those of general education.

#### Section 2

The Association shall work toward accomplishing its purpose through conferences, development and dissemination of materials, consulting, technical assistance and through other activities appropriate carry out Section 1. Through these efforts, it is the intent of the Association to improve the quality of teaching and training in schools, colleges, universities, the private Sector, and industry.

#### Section 3

Said organization is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### Section 4

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the provisions set forth in the purpose clause hereof. No substantial part of the activities of organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions

to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III. MEMBERSHIP**

#### Section 1

Membership in this Association shall be Active, Youth, Institutional, Corporate, Honorary, Retired, and State Association affiliation. These members may affiliate with one or more Divisions as defined in Article IV, but divisional affiliation shall not be required.

#### Section 2

Active members shall be any persons engaged in driver and/or traffic safety education/training or related activities.

2.1 Active membership shall be defined as Professional, Presidential, Diamond, or Platinum members.

#### Section 3

Youth members shall include elementary and secondary school students.

#### Section 4

Institutional members shall be any institutions, agencies or local businesses interested in supporting driver and/or traffic safety education/training activities.

#### Section 5

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

#### Section 6

Honorary members shall be persons recognized by the Association for their outstanding contributions to driver and/or traffic safety education/training.

#### Section 7

Retired members shall be Active members who, upon retirement, may select retired status on the next dues renewal date.

#### Section 8

State affiliates shall be those State Associations who support the purposes of the Association by paying affiliation dues.

**ARTICLE IV. COMMITTEE STRUCTURE**

Section 1

The Board of Directors shall establish and maintain a committee structure that supports the needs of the Association, as established in the Association’s policies and procedures.

Section 2

Committee chairpersons and vice-chairpersons shall be appointed by the President, as specified in the Association’s policies and procedures. Vacancies of chairpersons and vice-chairpersons shall be filled by the President.

Section 3

The duties and responsibilities of the committee chairperson and vice-chairperson shall be established in the Association’s policies and procedures.

**ARTICLE V. REGIONAL ORGANIZATION**

Section 1

The Association shall be divided into four regions: Northeast, Southeast, Central, and West.

These Regions will be composed as follows:

<b>Northeast</b>	<b>Southeast</b>	<b>Central</b>	<b>West</b>
Connecticut	Alabama	Arkansas	Alaska
Delaware	Florida	Illinois	America Samoa
District of Columbia	Georgia	Indiana	Arizona
Maine	Mississippi	Iowa	Alberta
Maryland	North Carolina	Kansas	British Columbia
Massachusetts	Puerto Rico	Kentucky	California
New Brunswick	South Carolina	Louisiana	Colorado
Newfoundland/Labrador	Tennessee	Manitoba	Guam
New Hampshire	Virginia	Michigan	Hawaii
New Jersey	U.S. Virgin Islands	Minnesota	Idaho
New York		Missouri	Montana
Nova Scotia		Nebraska	New Mexico
Ontario		North Dakota	Nevada
Pennsylvania		Nunavut	Northwest
Prince Edward Island		Ohio	Territory
Quebec		Oklahoma	Northern Marianas
Rhode Island		South Dakota	Oregon
Vermont		Texas	Saskatchewan
West Virginia		Wisconsin	Utah
			Washington
			Wyoming
			Yukon Territory



## Section 2

The elected ADTSEA Board of Directors (Director) from each Region shall be responsible for providing guidance to the Executive Committee and representing their respective Region on the Board of Directors.

## Section 3

The most Senior Director in each Region shall preside during regional meetings of the Association.

## **ARTICLE VI. ELECTIVE OFFICERS**

### Section 1

The elective officers shall be:

- (a) President
- (b) President-Elect
- (c) Immediate Past President
- (d) Secretary

### Section 2

Only persons who have been Active members of the Association for a minimum of one full year immediately prior to official nomination shall be eligible to serve as officers. Candidates for President-Elect shall be from the Board of Directors or shall have served on the Board of Directors. Candidates for President-Elect must be from a Region which is eligible for an elective office under Section 3, this Article.

### Section 3

The President-Elect shall not be from the same region as the President.

### Section 4

The Executive Committee, as described in Article IX, shall constitute a Nominating Committee for the elective officers of the Association. By March 1 preceding the annual conference, an official

ballot shall be prepared and mailed listing not less than two nominees for President-Elect with provisions for write-in candidates. The ballot shall include instructions for return not later than March 30. No one shall be nominated who has not consented, in writing, to stand for election and to serve if elected. It shall be the responsibility of the Nominating Committee to:

4.1 obtain the consent of the nominee to stand for election and to serve if elected,

4.2 conduct a run-off election by mail ballot to determine the officer from among those who share the tie, and

4.3 notify successful candidates of their election by May 1.

The person receiving the greatest number of votes for the particular office shall be declared elected.

Regions eligible for an elective office may submit for consideration by the Executive Committee the names of approved and eligible candidates, not in excess of two, before January 1 preceding the election. These names shall be determined by Region elections or in such other appropriate manner as the Region shall approve. The submitted list will stand as submitted unless it is determined that minimum qualifications are not satisfied, the person nominated indicates a desire not to run, and/or specific information is available to indicate the person's nomination would not be in the best interest of the Association.

#### Section 5

The terms of office of President, President-Elect, Immediate Past-President and Secretary shall be for one year or until their respective successors have been elected. The term shall begin on September 1 and end on August 31.

#### Section 6

At the conclusion of the President's term of office, the President-Elect shall become President.

#### Section 7

In the event of a vacancy in the office of President, the President-elect shall complete the vacated term at the conclusion of which he/she shall commence and complete the term for which he/she was elected.

#### Section 8

In the event of a vacancy in the office of President-Elect, the Executive Committee, with the approval of the Board of Directors, may conduct a special election or appoint a person to carry out the duties of that office until the office can be filled at the annual election.

#### Section 9

The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee and shall perform all duties, as are by custom and parliamentary practice, required of that office.

#### Section 10

The President-Elect shall assist the President in the performance of the duties of that office and shall assume the duties of that office in the event of the absence or disability of the President. In addition, the President-Elect shall serve as Assistant Conference Chairperson.

## Section 11

The Immediate Past President shall serve as Conference Program Chairperson.

## Section 12

The Secretary shall prepare, distribute and maintain a permanent record of all business conducted at official Association meetings and perform other duties as are by custom and parliamentary practice or direction from the Board or Executive Committee required of that office.

## **ARTICLE VII. BOARD OF DIRECTORS**

### Section 1

The Board of Directors shall consist of the following:

(a) The Executive Committee (defined in Article IX);

(b) Three Directors from each Region, not to exceed one (1) from any state/province/territory (henceforth jurisdiction) of residence, unless no candidate is nominated from other jurisdictions in that Region.

### Section 2

The Board of Directors shall be persons who have been members of the Association for a minimum of one full year immediately prior to official nomination or appointment.

### Section 3

A Director's term of office shall begin when sworn in. A Director shall not serve for more than two consecutive terms on the Board of Directors. A period of at least one year must elapse before a member can be elected to a third term on the Board of Directors. All Directors shall have the same voting rights and privileges and are expected to attend all meetings of the Board of Directors.

### Section 4

The Regional Directors shall be nominated and elected by the voting members of their respective Regions for a 3-year term beginning in the 2022-2023 association year. Candidates may be nominated at any business meeting of the Region, or in such other appropriate manner as the Region shall approve. The election of Directors shall be conducted by the Executive Committee as outlined for elective officers in Section 4, Article VI.

To facilitate the transition to four Regions, in July 2021, each region shall caucus to determine the Senior, Junior and Freshman members of the region for the 2021-2022 association year. The region shall nominate Freshman candidates for the 2022 election.

### Section 5

When Regions do not provide Directors through appropriate election procedures, the Board of Directors shall, during the annual conference following the defaulted election, fill said vacancy.

### Section 6

Persons elected to complete a term as Director, a portion of which term has been filled through appointment by the Board of Directors, shall hold office until the expiration of the 3-year term.

## Section 7

In the event a member of the Board of Directors is elected to the office of President-Elect, the Board of Directors shall appoint a Director from that Region until the office can be filled at the next annual election.

## Section 8

When a member of the Board of Directors becomes disqualified by no longer meeting the qualifications for holding the office or fails to attend a major portion of any regularly scheduled Board meeting without absence approved by the Board, the Board shall appoint an appropriate Director from that Region until the office can be filled at the next annual election.

## Section 9

The Board of Directors shall:

9.1 ratify the action of the Executive Committee to employ a Chief Executive Officer (CEO)/Executive Director or contract with an outside agency to provide administrative support services (including a CEO/Executive Director);

9.2 formulate and/or approve policies for the Association;

9.3 interpret the provisions of the Constitution and Bylaws in case of doubt relative to its provisions;

9.4 approve an annual budget and render a report to the Association;

9.5 fill vacancies in office until the next election as provided for in Section 8, Article IV and this Article;

9.6 propose to the membership amendments to the Constitution and Bylaws;

9.7 approve honorary members;

9.8 ratify Executive Committee recommendations on membership policies; and

9.9 perform such other duties as may be necessary for the functioning of the Association, including membership categories and dues.

## Section 10

The Board of Directors shall be empowered to fill any vacancy which may occur on the Executive Committee by election of an additional Board member thereto, but the total membership of the Executive Committee shall not exceed eight persons.

## **ARTICLE VIII. CHIEF EXECUTIVE OFFICER (CEO)**

### Section 1

The Chief Executive Officer (CEO) shall perform all duties pertaining to and required of that office including the maintenance of a detailed account of all receipts and disbursements. Disbursement of Association funds shall be made by the Chief Executive Officer under authority of the Executive Committee. The Chief Executive Officer shall fulfill all job-related activities in accordance with the policies of the Association.

## Section 2

If the Executive Committee elects to contract with an outside agency to provide administrative support services, such a contract will provide for the duties outlined in Section 1 for a CEO Executive Director to conduct Association business.

### **ARTICLE IX. EXECUTIVE COMMITTEE**

#### Section 1

The Executive Committee shall consist of the following:

- (a) President, who shall serve as Chairperson;
- (b) President-Elect;
- (c) Immediate Past President;
- (d) Secretary/Treasurer;
- (e) Board Member Representative (chosen by the Board of Directors);
- (f) Two (2) Corporate member representatives appointed by the President and approved by the Executive Committee;
- (g) NSSP Liaison.

#### Section 2

The Board Member Representative of the Executive Committee shall be elected by the Board of Directors at the annual conference. Board members who will be incoming Senior Board Members in their regions for the coming year are eligible candidates for nomination as the Board Member Representative. The Board Member Representative may not be an elected officer of the Association, the Immediate Past President, or the Chairperson of the Budget Committee as stated in Section I, Article VI. The Senior Board Member's term of service on the Committee shall be for one year and shall coincide with the term of office of the elected officers of the Association as defined in Section 5, Article VI

#### Section 3

The Executive Committee shall:

- 3.1 recommend policies for the consideration of the Board of Directors;
- 3.2 assist the President in matters where decisions will affect the policy and welfare of the Association;
- 3.3 review and evaluate the work of the various committees and keep the Association informed of such reviews and evaluations;
- 3.4 assist the Budget Committee in the preparation of an annual budget;
- 3.5 review from time to time, the provisions of the Constitution and recommend changes to the Constitution and Bylaws Committee when deemed necessary;
- 3.6 perform, subject to review by the Board of Directors and approval by the Association, such other duties as may be necessary for the efficient functioning and administration of the Association; and
- 3.7 recommend, subject to board ratification, annual conference fees;
- 3.8 recommend, subject to board ratification, the establishment of contracts over \$5,000;



3.9 recommend, subject to board ratification, appropriate dues and membership categories; and

3.10 at the annual meeting, render to the Board and the membership a report on the status and activities of the organization during the preceding year.

#### Section 4

##### Declaration of Emergency

4.1 A declaration may be requested, for the Board of Directors' (BOD) consideration, through one of the following:

(a) when three or more Executive Committee (EC) Members advise the President and Management Team (CEO/Executive Director); OR

(b) the Management Team (CEO/Executive Director), President, and Past-President or President-Elect advise the EC; OR

(c) by a majority vote of the EC.

4.2 The request for a declaration of an emergency shall be considered by the BOD. If warranted, the BOD shall declare an emergency.

(a) A declaration shall give the EC the authority to respond to the emergency.

(b) The BOD shall determine the length of the declaration of emergency. The length of the declaration may be amended by the BOD based on circumstance(s).

### **ARTICLE X. STANDING COMMITTEES**

#### Section 1

The Standing Committees of the Association shall consist of the following:

- |                           |                 |
|---------------------------|-----------------|
| (a) Budget                | (g) Resolutions |
| (b) Constitution & Bylaws | (h) Standards   |
| (c) Elections             | (i) Corporate   |
| (d) Membership            | (j) NSSP        |
| (e) Publications          |                 |
| (f) Public Relations      |                 |

#### Section 2

Additional committees may be formed or dissolved as deemed necessary by the President upon authorization of the Board of Directors.

#### Section 3

The Chairperson and members of each committee shall be appointed by the President with the approval of the Executive Committee. The Chairperson of the Budget Committee shall be the Secretary.

#### Section 4

Active, Retired, Corporate, and Institutional members may serve on Standing or additional committees created under Section 2 of this article. Each committee shall have a minimum of three members, with the majority being Active members.

#### Section 5

The Budget Committee shall, in consultation with the Executive Committee, prepare an annual budget for presentation to the Board of Directors.

#### Section 6

The Constitution and Bylaws Committee shall present to the Board of Directors for its consideration, proposed amendments to the Constitution and Bylaws.

#### Section 7

The Elections Committee shall be responsible for counting the ballots for all regular and special Association elections and for certifying the election results.

#### Section 8

The Membership Committee shall annually develop and implement a campaign to increase Association membership.

#### Section 9

The Publications Committee shall be responsible for recommending and supervising the development of Association publications and serving in an advisory capacity to editors of such publications.

#### Section 10

The Public Relations Committee shall be responsible for recommending and supervising the development of Association public relations campaigns.

#### Section 11

The Resolutions Committee shall propose to the Board of Directors, resolutions deemed fitting and proper for the Association. The Committee shall maintain a current listing of all past resolutions.

#### Section 12

The Standards Committee shall propose to the Board of Directors, programs for Teacher/Instructor Training and Curriculum Standards to improve the quality of Traffic Safety Education.

#### Section 13

The Corporate Committee shall be a forum which encourages Corporate members to express individual and collective points of view, concerns, and suggestions relating to activities of the Association.

## Section 14

The National Student Safety Program (NSSP), a program operated by this Association, shall endeavor to save lives by: (1) focusing attention of student groups on the need for and benefits of co-curricular safety activities, and (2) encouraging constructive and continuing programs of school and community safety. Activities of the program are conducted under the supervision of the Chief Executive Officer (CEO) of ADTSEA and within the policies of the Association.

### **ARTICLE XI. MEETINGS**

#### Section 1

The Association shall hold an annual conference and such other meetings as are necessary, the time and place of which will be decided by a majority vote of the Board of Directors.

#### Section 2

The regular meetings of the Association shall be open to the general membership. The only exceptions shall be meeting agenda items which involve personnel matters or other matters of confidential nature.

### **ARTICLE XII. PUBLICATIONS**

#### Section 1

The Association shall prepare and disseminate information concerning driver education and specifically related activities in traffic safety education through appropriate publications authorized by the Board of Directors.

### **ARTICLE XIII. AMENDMENTS**

#### Section 1

The Constitution may be amended by a two-thirds (2/3) majority vote of the members casting a vote. When amendment(s) to the Constitution are to be voted upon at an official business meeting, members unable to attend the official business meeting may request an absentee ballot from the Executive Director.

#### Section 2

The notice of proposed amendment(s) must be circulated by the Executive Committee, in printed or electronic form, to all members at least sixty (60) days before the voting deadline or date of an official business meeting.

#### Section 3

Mailed ballots must be returned to the Executive Director and must be postmarked at least fifteen (15) days prior to the voting deadline or date of an official business meeting. Electronic ballots must be received by the voting deadline or forty-eight (48) hours prior to the start of an official business meeting.

#### Section 4

An amendment(s) may be proposed by the Board of Directors. The Executive Committee shall present the amendment(s) as provided by this Article. It is further provided that nothing in the proposed amendment(s) shall conflict with the Act of Incorporation.

## **ARTICLE XIV. RATIFICATION**

### Section 1

This Constitution shall become effective upon ratification by three-fourths (3/4) of those present at the Conference of Driver and Safety Education Officers at the meeting in Washington, DC, September 28-29, 1956.

## **ARTICLE XV. BYLAWS**

### Section 1

Details regarding organization and activities of the Association shall be regulated by the Bylaws.

### Section 2

The Bylaws may be amended by a two-thirds (2/3) majority vote of the members casting a vote. When amendment(s) to the Bylaws are to be voted upon at an official business meeting, members unable to attend the official business meeting may request an absentee ballot from the Executive Director.

### Section 3

The notice of proposed amendment(s) must be circulated by the Executive Committee, in printed or electronic form, to all members at least sixty (60) days before the voting deadline or date of an official business meeting.

### Section 4

Mailed ballots must be returned to the Executive Director and must be postmarked at least fifteen (15) days prior to the voting deadline or date of an official business meeting. Electronic ballots must be received by the voting deadline or forty-eight (48) hours prior to the start of an official business meeting.

### Section 5

An amendment(s) may be proposed by the Board of Directors. The Executive Committee shall present the amendment(s) as provided by this Article. It is further provided that nothing in the proposed amendment(s) shall conflict with the Act of Incorporation.

## **ARTICLE XVI. DISSOLUTION**

### Section 1

The Association shall be dissolved only upon the vote of two-thirds (2/3) of the membership upon one year's notice.

### Section 2

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to said organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### Section 3

None of the assets of the Association shall ever revert to the individuals of organizations comprising its membership, nor shall any donor be given preferential consideration in the disposition of assets.

Amended July 2023