

**VIRGINIA ASSOCIATION
FOR DRIVER EDUCATION AND TRAFFIC SAFETY
CONSTITUTION**

Article I – NAME

Section 1: The organization shall be called the Virginia Association for Driver Education and Traffic Safety.

Article II – PURPOSE

Section 1: The purposes of the association are as follows:

- To awaken and promote a wide and intelligent interest in driver education and traffic safety.
- To acquire and disseminate accurate professional information.
- To aid in the development and promotion of excellent programs in driver education and traffic safety.
- To promote excellence in the professional preparation certification standards for driver education and traffic safety.
- To coordinate the professional interests and efforts in transportation and highway safety.

Article III – ORGANIZATION

Section 1: The association shall include professional groups organized within the state and divisions and sections as hereinafter provided.

Section 2: The districts of the association shall be those in current use by the Department of Motor Vehicles.

Article IV - MEMBERSHIP

Section 1: The association shall consist of members as hereinafter provided.

Article V – OFFICERS

Section 1: The officers of the association shall be

- Elected officers (3) - Executive Committee
 - President
 - President Elect
 - Past President
- Directors
 - Appointed members (12)
 - Directors (8)
 - Recording Secretary-Treasurer
 - Newsletter Editor
 - Parliamentarian (non-voting)
 - Executive Director (non-voting)

- Representatives (5)
 - VA Department of Education: Driver Education
 - VA Department of Motor Vehicles
 - Higher Education
 - Corporate
 - Commercial Driving Schools

Section 2: A person must be a member of VADETS for 3 years to hold an office in the association.

Article VI – GOVERNMENT

Section 1: The business of the association shall be conducted by the VADETS Board and as hereinafter provided, by officers and committees, each constituted with voting privileges as hereinafter provided.

Article VII – MEETINGS

Section 1: The association shall conduct meetings as hereinafter provided, by officers and committees, each constituted with voting privileges as hereinafter provided.

Article VIII – HONOR AWARDS

Section 1: Honor awards may be given for meritorious service as provided in the By-laws.

Article IX – PUBLICATION

Section 1: The official publication of the association shall be the VADETS Newsletter.

Article X – AMENDMENTS

Section 1: An active member of the association may propose amendments to the constitution at any time. All proposed amendments must be presented in writing to the Executive Director.

The Executive Director

1. Submits the proposed amendments to the Constitution Committee for their deliberation and recommendations.
2. Submits the proposed amendments with the Constitution Committee's recommendations to the VADETS Board a month in advance of the time of the meeting of the Executive Committee at which a vote is taken. The VADETS Board must approve all proposed amendments by an affirmative vote equal to two-thirds of the votes cast at an official meeting.

Proposed amendments which have been approved by the VADETS Board shall be referred to the general membership.

1. A two-thirds vote of qualified members present at the annual business meeting of the association shall be necessary for final adoption of amendments.
2. Amendments must be published in the VADETS Newsletter.

BY-LAWS

By-laws Article I - MEMBERSHIP

Section 1: Membership in the association shall be designated as Active, Associate, Honorary, Life, Emeritus, Corporate, and Student.

- a) Active Membership shall consist of persons professionally prepared in the field of driver education and/or traffic safety or professionally engaged in some aspects of the program.
- b) Associate Membership may be extended to persons not professionally prepared in the field of driver education and/or traffic safety education, but who are interested in the support of the aspects of the program cited above.
- c) Honorary Membership may be extended to persons outside VADETS deemed worthy of this distinction upon recommendation of the VADETS Board.
- d) Life Membership, with full privileges, shall be available to qualified persons by payment of dues specified in the By-Laws, Article VII.
- e) Emeritus Membership with voting privileges shall be available to retired active members.
- f) Corporate Membership for a corporation or company may be granted upon payment of corporate dues specified in the By-laws, Article VII. The Corporate member will be entitled to free advertisement in the VADETS Newsletter.
- g) Student Membership shall consist of those undergraduate students becoming certified in Driver Education who have paid annual dues specified in Article VII.

By-laws Article II – DUTIES OF OFFICERS

Section 1: The President shall act as chairman of the VADETS Board and preside at all general meetings of the association. The President shall have the authority of official action, with Executive Committee approval, to conduct necessary association business arising between regularly scheduled meetings of VADETS. The President shall be responsible for the appointment of all standing and special committee chairpersons. The President, upon taking office, shall select a member of the association to serve as Recording Secretary-Treasurer. The President shall be responsible for association representation at regional, state, and national driver education and related safety association meetings. The President will have the responsibility for the coordination of the annual VADETS conference.

- a) Directors selection shall consist of eight (8) appointees by the President.

b) Committee selection shall include the following area and any other deemed necessary by the President and the VADETS Board. These chairpersons shall report back to the President and VADETS Board as needed during selected meeting of said Board.

- 1) Membership
- 2) Constitution and By-Laws
- 3) Ways and Means
- 4) Conference
 - a. Site Selection –Executive Committee
 - b. Registration
 - c. Program
 - d. Exhibits
- 5) Awards
 - a. Teacher of the Year Award – past three award winners and any two (2) members appointed by the association president.
 - b. George E. “Dick” Tyson Spark Plug Award
This award is given at the discretion of the association president.
 - c. Poster, License Plate, and Bumper Sticker Contest
 - d. Professional Development
 - e. Honors Awards
- 6) Safe Driving Contest
- 7) Nominations
- 8) Publicity
- 9) Resolutions
- 10) Finance and Audit – Executive Committee

Section 2: The President-elect shall preside at all meetings if the President is absent. The President-elect shall automatically succeed to the respective office of President at the conclusion of the annual fall meeting. The President-elect shall succeed the President for the unexpired term if the President is unable, for any reason, to fulfill the obligation.

Section 3: The Past-President serves the VADETS Board in an advisory capacity to provide assistance and continuity. The Past-President assists the president in planning and implementation of the annual conference.

Section 4: The Recording Secretary-Treasurer shall keep a record of all minutes and transactions of the VADETS Board and meetings of the association. The Recording Secretary-Treasurer shall assist the Executive Director in maintaining a record of all monies received and expended for the association. The Recording Secretary-Treasurer shall act as Registration Chairperson.

Section 5: All members of the VADETS Board shall serve and assist in whatever manner possible with business of the association.

Section 6: The Executive Director, appointed annually by the Executive Committee, shall serve as the chief financial officer of the association and shall perform all duties pertaining to and required of that office, including the

maintenance of a detailed account of all receipts and disbursements. Annual budget and disbursements of association funds shall be made by the Executive Director under the authority of the Executive Committee. The Executive Director shall give a written financial report to the members present at the annual association business meeting. The Executive Director shall serve as an ad hoc member of all standing and appointed committees. The Executive Director shall serve as a non-voting member of the Executive Committee. The Executive Director will be responsible for daily association business transactions with approval from the President. It shall be the duty of the Executive Director to investigate and recommend to the Executive Committee the place and date of the association's annual conference.

By-laws Article III – ELECTION OF OFFICERS

- Section 1:** There shall be an association Nominating Committee of five (5) members appointed by the President. The committee appointments shall be made not later than May 31, and their names published.
- Section 2:** The Nominating Committee shall give due consideration to all persons suggested for nominations. They shall prepare slates of nominees for each office. Additional candidates, with the approval of the nominee, may be nominated from the floor.
- Section 3:** Voting for president-elect shall be by ballot. The directors (8), recording-secretary-treasurer, newsletter editor, parliamentarian, and representatives (5): Department of Education: Driver Education, Department of Motor Vehicles, Higher Education, Corporate, and Commercial Driving Schools) and committee chairpersons shall be appointed by the President and approved by the Executive Committee.
- Section 4:** The term of office for elected officers shall be for one year. Directors will be appointed by the President and serve a two-year term. Each year, four board members will be appointed and four board members terms will expire on a rotating basis.
- Section 5:** The President, with the approval of the Executive Committee, shall appoint the recording-secretary-treasurer, newsletter editor, parliamentarian, and representatives (5) and committee chairpersons for a one-year term. The aforementioned appointees may be re-appointed by the President-elect when he or she takes office with the approval of the Executive Committee.

By-laws Article IV – BOARD

- Section 1:** The VADETS association board is comprised of 20 VADETS members who are in good standing as association members.

1. Elected Positions

The following positions are elected by a vote of the membership at the annual business meeting:

- President
- President Elect
- Past President

Each elected officer serves a one-year term in each position. The president's term in office begins with the transfer of the gavel at the conclusion of the annual VADETS business meeting.

2. Appointed Positions

The following positions are appointed by the president of the association with the approval of the VADETS Board and may be reappointed by the incoming president:

- 8 Directors (2-year term, voting position)
 - There are 8 directors serving on the leadership team of the association. Directors are divided into 2 groups of 4. Each group of directors serves a 2-year term.
 - This system allows there to be 4 returning directors to maintain continuity and experience and 4 new directors with each incoming president.
 - An outgoing director may be reappointed by the incoming president.
- Recording Secretary-Treasurer (1-year term, voting position)
- Newsletter Editor (1-year term, voting position)
- Parliamentarian (1-year term, non-voting position)
- Executive Director (1-year term, non-voting position)

3. Representative Positions

The following positions are representatives from state driver and traffic safety interests with full voting rights:

- Virginia Department of Education: Driver Education (1-year term, voting position)
 - This individual may be the state supervisor for driver education or an individual appointed by the Virginia curriculum supervisor for driver education to represent that office.
- Virginia Department of Motor Vehicles (1-year term, voting position)
 - This individual may be the supervisor for the Department of Motor Vehicles: Commercial Schools or an individual from that office appointed to represent them.

It is the responsibility of the association president to confirm the individual designated to represent the Department of Education: Driver Education and the Department of Motor Vehicles and report that information to the VADETS Board.

The following representatives are appointed by the president of the association with the approval of the VADETS Board and may be reappointed by the incoming president:

- Higher Education (College) Representative (1-year term, voting position)
- Corporate Representative (1-year term, voting position)
- Commercial Driving Schools Representative (1-year term, voting position)

Section 2: It shall be the duty of the VADETS Board to review recommended amendments of the Constitution and By-laws prior to the annual business meeting and present the same with recommendations.

Section 3: It shall be the duty of the Executive Committee to conduct business of the association between meetings.

Section 4: It shall be the duty of the Executive Director to investigate and recommend the place and date of the association's conference.

Section 5: A majority of the members present shall constitute a quorum for transacting business.

Section 6: It shall be the duty of the Executive Committee to appoint the Executive Director annually.

Section 7: In an emergency, the Executive Committee (President, President-elect, Past President) and Executive Director, as a non-voting member, can conduct the association business.

By-laws Article V – DIVISIONS AND SECTIONS

Section 1: The term "Section refers to specific professional areas of interest. The association shall include six (6) sections as follows: Driver Education, Classroom Instruction, In-Car Instruction, Multiple-Car Range, Simulation, and Highway and Traffic Safety.

Section 2: New sections may be formed upon recommendations of the VADETS Board and a majority vote of the qualified members at an official meeting. Individuals and groups wishing to form new sections or to change existing sections must make written applications to the Board.

By-laws Article VI – COMMITTEES

Section 1: There may be Standing Committees and Special Committees.

Section 2: The Standing Committees may consist of Membership, Constitution and By-Laws, Ways and Means, Fund Raising, Conference, Awards, Safe Driving Contest, Nominations, Publicity, Resolutions, Finance and Audit.

Section 3: Special committees and continuing committees are appointed for relatively specific duties.

Section 4: The President of the association shall appoint all committee chairs. The VADETS Board shall approve members of standing committees and special committees.

By-laws Article VII – DUES AND FINANCE

Section 1: The VADETS Board may amend the dues structure based on the needs of the association. The VADETS Board has the right to set categories for corresponding dues for membership. The Fiscal Year shall coincide with the school year, July 1 to June 30.

Section 2: The annual dues for active and associate memberships shall be \$20.00

Section 3: The annual dues for student memberships shall be \$5.00.

Section 4: Life membership may be granted to qualified persons upon the payment of \$150.00.

Section 5: There shall be no annual dues for emeritus memberships.

Section 6: The dues for corporate membership shall be \$150.00.

By-laws Article VIII – MEETINGS

Section 1: The VADETS Board shall hold four (4) meetings each year.

- a) The annual business meeting shall be held in conjunction with the state conference for driver education teachers. The election of officers and other business of the association will be conducted at this time.
- b) A meeting shall be held at the annual VADETS safe driving contest held in April, May or June.
- c) Another meeting shall be held between January – March.
- d) Another meeting shall be held between July – September.

By-laws Article IX – HONOR AWARDS

Section 1: The association may also honor individuals for meritorious service in driver education, highway safety and transportation. The Teacher of the Year Award and the Spark Plug Award shall be presented during the meeting held in conjunction with the annual state conference for driver education teachers.

By-laws Article X – PUBLICATION

Section 1: The association shall publish a newsletter two (2) times a year and at other times when it is determined necessary by the VADETS Board. Issues of the newsletter shall be sent to members of the association and to newsletter editors of other state associations.

By-laws Article XI – RULES OF ORDER

Section 1: Questions of procedures not covered by this Constitution and By-laws shall be decided according to Robert's Rules of Order.

By-laws Article XII – AMENDMENTS

Section 1: An active member of the association may propose amendments to the by-laws at any time. All proposed amendments must be approved by a majority vote of the VADETS Board.

Amended October 1955
Amended October 1996
Amended October 2001
Revised May 2001
Amended October 2009