

By-Laws

Article I. Parliamentary Authority

In all matters not covered by the Constitution and By-Laws, this Association shall be governed by the provisions of Robert's Rules of Order, Revised.

Article II. Relationship with State Associations

The Association will work for the development of effective state organizations which will serve the profession in the region, and at the same time, make possible a stronger and more representative regional organization.

Article III. Duties and Responsibilities of the Directors of ADTSEA

Section 1. As provided in Article V of the Constitution of the American Driver and Traffic Safety Education Association, the Southeast Region will have three representatives on the Board of Directors of ADTSEA.

Section 2. The Directors shall be nominated and elected by the voting members of the Association for a three year term of office. The nominating may be done at any business meeting of the Association or in such other appropriate manner the Association shall approve. The election of Directors shall be by mail ballot prepared and conducted by the Executive Committee of the American Driver and Traffic Safety Education Association.

Section 3. The Director's term of office shall begin September 1, and end on August 31. A member 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. In each region the Senior Board Member shall serve as Membership Chairman for the Region.

Section 4. 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 three-year term in which the non-election or vacancy occurred.

Article IV. Suffrage

Suffrage shall be limited to active, Associate, Honorary, and Retired members.

Article V. Membership Dues

There shall be no special membership dues in the association. Any member in good standing with the American Driver and Traffic Safety Education Association residing in the states outlined in Article III of this Constitution will automatically become a member of this Association.

Article VI. Cooperating Organizations

The Association shall provide the framework to enable interested groups to contribute to the effectiveness of Driver Education and specifically related activities in Safety Education Programs in schools and colleges. All relationships between the association and non-education professional organizations interested in Driver Education and specifically related activities in safety education shall be guided by fundamental educational principles. The Association will encourage this kind of cooperation but will not become affiliated with non-educational professional groups on a continuing basis or in other ways which would permit such groups to speak for the Association.

Article VII. Fiscal Year

The Fiscal Year for the Association shall begin on September 1, and end on August 31, commencing September 1, 1972.

DUTIES OF THE PRESIDENT

Set the dates and places for, attend and preside at all executive committee meetings of the full membership of the southeast region association (with the exception of the Southeast region meeting at the annual ADTSEA Conference at which time presiding privileges are extended to the senior ADTSEA board member for the Southeast Region).

Perform all duties as are by custom and parliamentary practice required by the office and serve as an ad hoc member of all standing committees.

Appoint the Executive Secretary with the approval of the Executive Committee.

Prepare the annual budget with the assistance of the Executive Secretary.

Set the dates and place of the Annual Conference with the approval of the Executive Committee and membership (if necessary).

Coordinate the efforts of the officers and Executive Secretary of the Association.

Work in tandem with the Site Coordinator for the Annual Conference.

With in-put from the officers and Executive Secretary of the Association, set the agenda for all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association.

Establish an on-going agenda for the Association with the assistance of the Executive Committee and the full membership of the Association.

Seek to garner the highest quality leadership for the future development of the Association.

Seek to continually raise the professional quality and status of the Southeast Region Association.

Represent the Association at all public and private events and activities and encourage two-way communication with the National office of the American Driver and Traffic Safety Education Association.

Solicit membership for the Southeast Region Association by encouraging individual, organizational, and corporate membership in the American Driver and Traffic Safety Education Association.

Encourage and support equitable treatment of all members of the Association as well as the community-at-large and serve as an arbitrator as needed.

DUTIES OF THE PRESIDENT-ELECT

Attend all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association.

Serve as the Program Chairperson for the Annual Conference of the Southeast Region Association.

Coordinate all effort regarding the program and activities for the Annual Conference with the assistance of appointed Conference Chairs.

Appoint Committee Chairpersons for the following Conference Committees:

Presenters Committee

Presiders Committee

Recorders Committee

Hospitality Committee

Field Trips Committee

Door Prizes Committee

Special Events Committee

Prepare and print the program for the Annual Conference.

Prepare, edit, publish, and mail an informational bulletin/news-letter to the members of the Southeast Region Association as is deemed necessary.

Serve as President when it is impossible for the President to serve.

Assist the President and other officers and Committee Chairpersons as needed.

DUTIES OF THE VICE-PRESIDENT

Attend all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association.

Serve as the Chair of the Annual Conference Exhibitors Committee.

Solicit potential sponsors and advertisers for the informational bulletin/newsletter.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

Attend all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association.

Assemble, publish, and mail the Pictorial Directory for the Annual Conference of designate someone to do so.

Select individuals for awards and acquire awards and certificates to be given to honored individuals.

Serve as the Chair for the Nominations committee.

DUTIES OF THE SECRETARY

Attend all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association.

Serve as Recording Secretary for all informal and formal meetings of the Executive Committee and meetings of the full membership.
Publish and distribute by mail within thirty, (30) days, the minutes of these same meetings.
Provide the president with a copy of the transactions of the Southeast Region Association section meetings of the Annual ADTSEA Conference within thirty, (30) days of that meeting.
Maintain in file, a record of all such meetings of the Association for permanent storage in the Archives of the Association.
Assist the Executive Secretary in the registration process for the Annual conference.

DUTIES OF THE EXECUTIVE SECRETARY

Attend all Executive Committee meetings and all meetings of the full membership of the Southeast Region Association as a non-voting member.
Serve as the Corresponding Secretary of the Association.
Serve as the Treasurer of the Association as follows:
(A) Present written (printed) financial reports on a monthly basis to the Executive Committee and a written (printed) financial report to the members present at the Annual Association Business Meeting.
(B) Keep appropriate financial records of all transactions of the Association including the maintenance of a detailed account of all receipts and disbursements. Disbursements of the Association funds shall be made by the Executive Secretary under the authority of the Executive Committee.
(C) Make all deposits of funds belonging to the Southeast Region Association to its account.
(D) File appropriate financial reports to the Internal Revenue service and other necessary agencies and organizations.
Provide an updated Handbook for the Officers, Committee Chair-persons and Committee members of the Association each year.
Provide the President-Elect with the requested assistance in the gathering of information for the Quarterly Newsletter.
Provide the President-Elect with the requested assistance in the development of the Program for the Annual Conference.
Assist the President in the preparation of the annual budget.
Serve as Chairperson of the Registration Committee, procuring the necessary registration forms, badges, and portfolios.
Assist the President and Executive Committee in establishing an on-going agenda for the Association.
Serve as an ad hoc member of all standing and appointed committees.
Maintain an up-to-date mailing list of all current ADTSEA members residing in the Southeast Region.
Serve as the Site Coordinator for the Annual Conference and the Executive Board meetings in accordance with the President's directions.
Procure funding for the Annual Conference Luncheons and coffee breaks.
Contract meal functions in accordance with the President-Elect's program needs.
On a regular basis, organize and turn over to the Curator of the ...

STANDING COMMITTEE CHAIRPERSONS

PROGRAM:	Roy H. Turner, Jr.
EXHIBITS:	Howard Barkley
REGISTRATION:	Marion C. Pierson
DOOR PRIZES:	Betty Rose
SPECIAL PROJECTS:	Wiley H. Elliott
BUDGET:	David R. Jenkins
NOMINATION:	David H. Sahler
PARLIMENTARIAN:	Maynard Bridges
MEMBERSHIP:	Dick Tyson
CONSTITUTION:	Ross Tingle
RESOLUTION:	Douglas Manton
OUTSTANDING STATE:	Will Parnell
PUBLICITY/PROMOTION:	Jennie Glasgow