

**AGREEMENT OF ASSOCIATION  
OF THE  
WASHINGTON TRAFFIC AND SAFETY EDUCATION ASSOCIATION**

***ARTICLE 1 - NAME & NON-PROFIT STATUS***

The name of this Corporation shall be the **WASHINGTON TRAFFIC AND SAFETY EDUCATION ASSOCIATION (WTSEA)**, and it shall be registered with the United States Department of Internal Revenue as a non-profit organization.

***ARTICLE II – PURPOSE AND OBJECTIVES***

**Section 1. General Purpose:**

The purpose of the Washington Traffic and Safety Education Association shall be in harmony with the goals of general education and of public safety as established by the Washington State Office of the Superintendent of Public Instruction (OSPI).

The general purposes of this Association are as follows:

- (a) To promote better citizenship on the part of all drivers in meeting the challenge of contemporary traffic safety requirements.
- (b) To help prepare students and others to preserve life, limb and property, through the prevention of motor vehicle collisions.
- (c) To help develop positive attitudes toward safety as a way of life through better understanding and improvement of decision-making and skills required for living safely in a modern environment, with a particular emphasis on traffic interaction.
- (d) To promote best education and instructional practices in the state's Traffic Safety Education (TSE) program and to support TSE teachers in acquiring skills, knowledge and instructional tools to perform at the highest level.

**Section 2. Specific Objectives:**

The purposes of WTSEA shall be implemented through the following objectives:

- (a) To maintain an interest in the leadership, growth, and development of a broad, comprehensive program of public safety, and of Traffic Safety in particular.
- (b) To encourage all interested persons to join with this Association to promote the highest possible level of preparation and background for all persons engaged in the teaching and supervision of traffic safety, including continued professional growth.
- (c) To serve as a source of information for all those interested in the field of traffic safety education.
- (d) To assist in the coordination of activities and programs of existing safety-related associations and agencies within the State of Washington and to cooperatively partner with national and/or regional safety associations and agencies.
- (e) To conduct meetings of this Association to promote and enhance a strong traffic safety program and to carry out WTSEA's purposes.
- (f) To assist in conducting state, regional, and national conferences and workshops on traffic safety within the profession.
- (g) To promote sound research and the adoption of best practices in the field of Traffic Safety Education.
- (h) To interpret and promote the purposes and program of Traffic Safety Education to the

public.

- (i) To sponsor, advise, and assist in the promotion and conduct of youth and other safety-related organizations and initiatives (such as SADD {Students Against Destructive Decisions}, the Senior Driving Program, etc.).
- (j) To support legislation, administrative codes, instructional guidelines, and program management standards which promote safer drivers and roadways and which enhance the quality of Traffic Safety Education.
- (k) To assist OSPI and the DOL in the periodic review and update of the Washington State Traffic Safety Education Curriculum Guide and to support other efforts which enhance the statewide TSE program.
- (l) To incorporate such other specific objectives, in keeping with WTSEA's purposes, as may from time to time be necessary.

### ***ARTICLE III – MEMBERSHIP***

**Section 1. Membership categories** within this Association shall be Active, Associate, Student, Sustaining, and Honorary.

**Section 2.** Active and Associate members of this Association shall be entitled to vote in decisions relating to the affairs of this Association, which shall include board elections and constitutional amendments.

**Section 3. Active membership** in this Association shall be open to those persons supportive of the purposes of this Association and certified to teach, instruct, or supervise Traffic Safety Education, Bicycle Safety, Pedestrian Safety, or School Bus Safety in the school systems administered and approved by the Office of the Superintendent of Public Instruction (OSPI). Active membership shall also be open to all Lifetime Members as designated according to the Bylaws of this Association.

**Section 4. Associate membership** shall be open to all those persons interested in and supportive of Traffic Safety Education and the purposes of this Association. Such members shall include those certified or approved by the Department of Licensing (DOL) to teach and/or supervise Traffic Safety Education in a driver training school (DTS).

**Section 5. Student membership** shall be open to all college or high school students supportive of Traffic Safety Education and the purposes of this Association.

**Section 6. Sustaining membership** shall be open to those commercial enterprises, organizations or individuals who wish to support the purposes of the Association through the purchase of Sustaining memberships. The granting of a Sustaining membership shall in no way bind this Association to support the philosophies, policies or programs of any Sustaining member, nor to participate in the projects or undertakings of such Sustaining member.

**Section 7. Honorary membership** in this Association may be extended to any person not eligible for Active membership, whom the Association shall elect to honor by a majority vote of those members present at any regular meeting of the Board of Directors.

**Section 8.** The Board of Directors shall set dues or other requirements for membership categories and maintain records of members. The dues structure and other membership criteria shall be designated in the Bylaws of this Association.

## **ARTICLE IV – ORGANIZATION OF THE ASSOCIATION**

**Section 1.** The Association shall be divided into Areas for the purpose of representation on a Board of Directors which shall be the governing body of this Association. The designation of these Areas is to be specified in the Bylaws of the Association. (Bylaw 5.3)

**Section 2.** These Areas may be modified as required by either of the following:

- (a) A two-thirds majority vote of the members of the Board present and voting at any regular meeting of the Board of Directors.
- (b) A Petition submitted to the Board for consideration and signed by a majority of the current Active members of the respective Area(s). The request for Area modification as outlined in said Petition shall be enacted if approved by a simple majority vote at any regular meeting of the Board of Directors.

## **ARTICLE V – OFFICERS AND MANAGEMENT**

### **Section 1. Board of Directors:**

This Association shall be managed by a Board of Directors whose membership shall consist of the following:

- (a) One elected/appointed representative from each Area.
- (b) The two elected officers of this Association.
- (c) The five appointed officers of this Association.

### **Section 2. Area Representatives:**

The Area representatives of the Board of Directors shall be elected by the Active and Associate members of the Association in their respective Area, or shall be appointed, as provided for in the Bylaws of the Association. (Bylaw 5.8)

- (a) A member's area of representation shall be based on the member's resident address, not place of employment.
- (b) Area Representatives must be Active Members and be residents of and/or employed in their respective Areas.
- (c) No member of this Board of Directors shall be deprived of his/her seat on the Board solely because of a change in location of employment or of residence PROVIDED that he/she shall continue as a member-at-large only until the end of the term for which he/she was elected or appointed. Prior to expiration of the member's-at-large term, an Area election shall be held, according to the Bylaws, to fill the pending vacancy.

### **Section 3. Elected Officers:**

The Elective Officers of the Association shall be:

- (a) President
- (b) President-elect

### **Section 4. Duties of the Elected Officers:**

The Duties of the Elective Officers shall be as follows:

- (a) **President:** The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee, and shall perform all other duties as are by custom and parliamentary procedure required of that office.

- (b) **President-elect:** 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.
- (c) Further duties of both elected officers shall be specified in the Bylaws. (2.1 & 2.2)

**Section 5. Appointed Officers:**

With the approval of the Board of Directors by a majority vote, the President shall appoint the following five positions:

- (a) Coordinating Secretary
- (b) Member-at-large
- (c) Membership Secretary
- (d) Treasurer
- (e) University Representative

**Section 6. The Executive Committee:**

The Executive Committee shall be composed of the following three officers:

- (a) The two elected officers of the Association.
- (b) A Member-at-large, appointed by the Board of Directors.

**Section 7. Duties of the Executive Committee:** The Executive Committee shall:

- (a) Recommend policies for consideration by the Board of Directors.
- (b) Function as a nominating and election committee as provided in Section 16.
- (c) Prepare an annual budget and submit it to the Board of Directors for approval at the last regular meeting of the year.
- (d) Authorize Non-budgeted disbursements if urgently needed between regular meetings of the Board of Directors.
- (e) Establish the times, places, and agenda for meetings of this Association and/or the Board of Directors, and make appropriate provision for the same.
- (f) Carry out such other duties as may be necessary for the efficient and effective management of this Association.

**Section 8. Term of Office:**

- (a) The term of office for the **elected officers** shall be for **two years** beginning September 1 of the even-numbered years.
- (b) The term of office for all elected **Area Representatives** of the Board of Directors shall be for **three years** and each term shall begin on September 1.

**Section 9. Commencement of Term for Office of President:**

The President-elect shall automatically assume the office of President on September 1 at the conclusion of his/her term of office as the President-elect.

**Section 10. Officer and Voting Eligibility:**

- (a) Only the Active members of this Association shall be eligible to be officers or directors of this Association.
- (b) All officers of this Association shall be voting members of the Board of Directors.
- (c) All officers of this Association will, by their candidacy and/or willingness to serve on

the Board, support the purposes of this Association as stated in Article II of this Constitution.

**Section 11. Duties of the Board of Directors:**

The Board of Directors shall:

- (a) Meet at least four times each year.
- (b) Formulate and approve the policies of this Association.
- (c) Approve an annual budget and render a report to the General Membership of the Association.
- (d) Fill vacancies in office until the next regular election.
- (e) Serve as custodian of all properties of the Association.
- (f) Approve the five appointed positions (Coordinating Secretary, Treasurer, Membership Secretary, Member-at-Large, and University Representative).
- (g) Appoint members of the Board of Directors as provided.
- (h) Be empowered to enter into contracts in the name of the Association.
- (i) Plan and host conferences and other workshops as necessary for the benefit of the membership, and provide approved clock hours for the purposes of satisfying continuing education requirements.
- (j) Maintain a website and an e-mail list-serve to inform members of issues and best practices in the field of Traffic Safety Education.
- (k) Perform such other duties as may become necessary for the efficient administration and functioning of this Association.

**Section 12. Authorization to Make Disbursements from the Association's Account:**

- (a) Any budgeted disbursement may be made by the Treasurer routinely without further approval of the Board.
- (b) The Board of Directors may authorize non-budgeted disbursements at any meeting of the Board, or by unanimous agreement of the Executive Committee between such meetings.

**Section 13. Board Membership Agreements:**

All members of the Board of Directors shall execute a **Letter of Commitment**, obligating them to fulfill the currently established Board Member Agreements (Bylaw 5.5), not later than the December meeting of the Board in the first year of their term of service. For members of the Board who have been appointed, the Letter of Commitment must be submitted no later than the first Board meeting following their appointment.

**Section 14. Removal from the Board of an Appointed Officer or Area Representative:**

Any member of the Board of Directors who, having signed the **Letter of Commitment**, fails to fulfill his/her obligations there under may be summarily removed from that position at any regular meeting of the Board of Directors upon approval by a three fourths majority vote of those Board members present and voting at any regular meeting of the Board of Directors. In the event that a Board member shall be so removed, that position on the Board of Directors shall be deemed to be vacant effective immediately and shall be filled by action of the Board of Directors as provided for. (Bylaw 5.11)

**Section 15. Removal of an Elected Officer:**

- (a) An elected officer of this Association may be removed from office for:
  - (1) Failure to consistently perform his/her duties, as stated in the Constitution and/or Bylaws,
  - (2) Failure to support the purposes of the Association, or
  - (3) For actions that bring discredit to the Association and/or its membership.
- (b) Such removal shall be enacted by a three-fourths majority vote, by secret written ballot, of the total Board of Directors.
- (c) Such ballots will be prepared and distributed by the Coordinating Secretary, or in the case of a conflict, by a third party approved by a simple majority vote of the Board of Directors. Ballots shall be returned to and counted by a disinterested party (i.e. Non-elected Active Member or appointed officer of the Association), as selected by the Board of Directors by a simple majority vote.
- (d) The disinterested party will render the report announcing the result to the Coordinating Secretary within 14 days. The Coordinating Secretary will then make the result known to the Board and the general membership.
- (e) If the count of the vote is a three-fourths majority for removal, then the President will declare the office open for election and will appoint a Board member to fill the unexpired term of office, as provided for within the Bylaws (5.11) of the Association.
- (f) In case of the removal, or voluntary resignation of the President, the President-elect will assume the office of President for the remainder of the un-expired term. When that term expires, the President will then begin serving the two-year term for which he/she was elected.
- (g) The President shall then fill the vacant President-elect position by appointment, with majority approval by the Board. The newly appointed President-elect shall serve until the end of the un-expired term. A regular election, as provided in Section 16, shall be held to fill the pending vacancy.

**Section 16. Nomination and Election of Officers:** (See also Bylaw 2.4)

- (a) The Executive Committee shall constitute the nominating and election committee and shall be responsible for carrying out the nomination and election process.
- (b) The Executive Committee shall meet for the purpose of nominating the elective officers of the Association prior to August 15<sup>th</sup> of the even numbered years.
- (c) Names may also be placed before the nominating committee by a signed petition of five or more Active members. The names and respective areas of the signatories must be clearly printed or typed.
- (d) Such valid petitions shall be postmarked not later than August 1 of the even-numbered years and mailed to the Association President. Such petition may also be scanned and e-mailed on or before August 1.
- (e) The nominating committee shall prepare a slate of not less than two, nor more than three, candidates for the office of President-elect.
- (f) However, should more than three names be presented to the nominating committee by petition or by a combination of petition and selection of the nominating committee, all those candidates so presented shall appear on the ballot.
- (g) No person shall be officially designated as a nominee who has not consented to his/her nomination as a candidate and to serve if elected.

- (h) By the third week of August, the nominating committee shall mail an official ballot to all Active members of this Association, with provisions for a write-in candidate. Instructions for marking and returning the ballot within thirty days of the date of mailing shall be included. To be valid, ballots must be received by the election committee on or before the last day of the fall conference, either by mail or by direct delivery.
- (i) Should a minimum of two (2) names not be presented to the nominating committee, then said committee will be charged to seek additional nominees. If unable to produce a ballot with at least two candidates by August 15, the committee will seek nominations, create ballots, and distribute them to Active and Associate members at the fall conference during which the election is to take place, PROVIDED that ballots be mailed to any members not present at the conference, and they be given at least thirty days to return ballots by mail.
- (j) The candidate with the largest total vote shall be declared elected.
- (j) In case of a tie, the Board of Directors shall vote by mailed ballot, or by e-mail sent to the Coordinating Secretary, for the candidates sharing a tie. The candidate with the greatest vote total from the Board of Directors shall be declared the winner.
- (k) This committee shall notify the successful candidate of his/her election before December 1st.
- (m) The outcome of an election will be e-mailed to each Association member and posted on the WTSEA website on or before December 1st.
- (n) Should a recount of ballots be petitioned for by a candidate, the nominating committee will invite all candidates to a recount at a central location within the state at a time convenient to all parties within 30 days.
- (o) Such a petition for a recount must be filed with any member of the nominating committee (Executive Board) within 15 days of the announcement of the election results to the membership.
- (p) Said petition shall have at least five (5) signed names of the general statewide membership, with the signatories' names and Areas clearly printed or typed.
- (q) Following such a recount, the current President will declare a winner.

### **Section 17. Provision for Bylaws**

This Constitution shall be further amplified through an established set of Bylaws.

## **ARTICLE VI – AMENDMENTS**

**Section 1.** This Agreement of Association may be amended

- (a) At any annual conference or general Association meeting by a vote of at least 2/3 (two-thirds) of the Active and Associate members of the Association voting, PROVIDED that at least 25% of the Active and Associate members shall have voted.
- (b) The Executive Committee shall make available a copy of the proposed amendments in printed or electronic form to all members of this association of record on the date of notice, which date shall be not less than thirty days prior to the convening date of such annual conference or meeting.
- (c) The notice of amendment shall include a printed official ballot and announcement of the intention to present the proposed amendments for a vote at that annual conference or Association meeting.

- (d) Mail-in of official ballots will be accepted if postmarked prior to or on the convening date of the conference or meeting.
- (e) A copy of the proposed amendments and a ballot shall be provided to all Active members at the registration table of the conference or meeting.
- (f) Time of voting shall be noted in the conference program/meeting agenda as well as announced prior to the vote.

**Section 2.** An amendment may be proposed by:

- (a) a majority vote of those members of the Board of Directors present and voting at any regular meeting of the Board, or
- (b) any Active member of the Association upon presentation to the Executive Committee of a petition signed by at least 5% of the Active members. Upon receipt of such a petition and verification by the Executive Committee of the signatures, the Executive Committee shall present it to the Board of Directors at their next regular meeting for action.

**Section 3.** The Bylaws of this Association may be amended by a 2/3 (two-thirds) majority of those Board members present and voting at any regular meeting of the Board of Directors, PROVIDED that a quorum is met.

#### **ARTICLE VII – APPOINTIVE COMMITTEES**

The President shall appoint the standing committee chairs and respective members as designated in the Bylaws at the September Board meeting, and may appoint such other committees as may be deemed necessary with the approval of the Board of Directors. (Bylaw 6.00)

#### **ARTICLE VIII – MEETINGS and ANNUAL CONFERENCE**

**Section 1.** This association shall hold an annual conference each year, and such other meetings as are deemed necessary by the Executive Committee.

**Section 2.** A **quorum** at meetings of the Board of Directors shall consist of at least 50% of the current membership of the Board. **No official business or binding vote can be taken at a Board meeting unless a quorum is met.** However, to reach a quorum, Directors can participate in a vote by phone/video conference during a meeting, PROVIDED the member is able to listen to the motion and discussion prior to voting.

#### **ARTICLE IX - COMMUNICATIONS**

The Executive Board of this Association shall prepare and disseminate information concerning Traffic Safety Education and Association business through appropriate publications, mailings, or a website and an e-mail list-serve, as authorized by the Board of Directors.



**ARTICLE X – OFFICIAL ADDRESS**

The official address of the Association shall be posted in the Bylaws and on all publications and official communications of the Association.

The official address may be changed with the approval of the Board of Directors within established guidelines set forth in the Bylaws. (Bylaw 12.0)

**ARTICLE XI – NON-PROFIT CHARACTER OF ASSOCIATION**

This Association is organized for non-profit purposes only and no money or any other property of this Association shall ever incur to the benefit of any member or other individual except for the reimbursement of actual expenses incurred in carrying out the purposes of the Association and as authorized by the Board of Directors, PROVIDED that a small stipend may be approved to compensate officers of this Association for the extra time necessary for them to carry out their duties, or to compensate individuals for necessary services rendered to carry out the Association’s purposes. (Bylaw 5.10)

**ARTICLE XII – TERM OF EXISTENCE**

The term of existence of this Association shall be until such time that it is dissolved by act of the Board of Directors, or until such time that the members of the Association fail to carry out the precepts of these Articles of Agreement.

**ARTICLE XIII – DISSOLUTION**

In the event this corporation shall ever be dissolved by act of its members or otherwise, any money or other property of the corporation remaining after the payment of the debts of the corporation and the expenses of such dissolution shall be paid over and delivered to the American Driver and Traffic Safety Education Association, PROVIDED HOWEVER, that in the event such Association shall not then be in existence or shall not then be exempt from Federal Income Tax under the provision of Section 501 (C) (3) of the Internal Revenue Code as now in effect or as hereafter amended, then such money or other property of the corporation remaining shall be paid over and delivered to the State of Washington for use in the Traffic Safety Education program in the public schools of the State of Washington.

**Note:**

References to Bylaws are not part of the official language of the Constitution. Therefore, when changes to the Bylaws dictate a change to those references herein, they may be made automatically without resorting to the amendment process outlined in Article VI.