

**Connecticut Driving School Professionals  
700 Plaza Middlesex  
Middletown CT 06457**

# **Bylaws and Articles of Association**

## **Article One – Name**

- Connecticut Driving School Professionals (CDSP)

## **Article Two – Mission**

- As a professional organization, the CDSP is committed to contributing to the dignity, growth, development and improvement of the driver education and traffic safety profession. Furthermore, we will uphold the ethics and ideals of our organization and pledge to maintain standards above those set by local, state and federal governments.

## **Article Three – Purpose and Objectives**

- To promote professionalism within the driving school industry.
- To be a model for safety through leadership and communication with governmental agencies and policy makers.
- To help produce safe and proficient drivers through ethical and sound education and business practices.
- To enhance traffic safety through legislation, education and training.
- To provide an open forum for member schools to discuss ways of improving traffic safety in the State of Connecticut.
- To cooperate with and support other safety-driven organizations.
- To educate consumers on the role quality driver's education can play in producing safe drivers.
- To communicate with the media on important traffic safety issues and to present the association's position on those issues.

## **Article Four – Membership & Dues**

- The group shall seek to include representatives from all aspects of traffic safety, as long as they meet established association guidelines. For Driving School Membership, these shall include:
  - Pre-employment screening (to include drug testing).
  - Professional appearance standards (business casual).
  - Professional vehicle appearance standards, including identification affixed to car including school's name and contact information.
  - Vehicle maintenance standards (minimum of every 5,000 miles).
  - Commitment to a minimum of 2 hours of continuing education per instructor annually.
  - Schools must teach a curriculum consisting of distinct classroom modules and attendees must complete all modules prior to issuing of Certificate of Completion
  - Must also belong to endorsed National Association
    - ADTSEA

- DSAA
- Members may be removed from this group either voluntarily or involuntarily in the following manners:
  - Any member may voluntarily withdraw from the organization by submitting to the Secretary a written letter of resignation.
  - Any member may be removed from the organization as a result of failure to meet the criteria for membership, such as non-compliance with State Department of Motor Vehicle Regulations or non-compliance with Bylaws, or for conduct detrimental to the best interests of the organization, provided that at least two members of the Executive Committee vote in favor of such removal.
- The annual dues requirement will be calculated on a per vehicle rate, with a vehicle being defined as any automobile licensed for driver training by the State Department of Motor Vehicles. The dues structure for all members will be calculated annually and released publicly prior to the end of the current year.
- All dues are non-refundable

**Article Five – Officers & Duties**

- Officers of the CDSP shall consist of the following positions:
  - President - To be responsible for performing and/or overseeing those duties which are necessary for the operation of the organization, including presiding at all meetings of the organization and the Executive Committee
  - Secretary - To preside at meetings in the absence of the president and to assist the president when called upon. To keep correct records of meetings.
  - Treasurer - To receive all funds of the organization and keep accurate records of receipts and expenditures. To pay out funds only as authorized by the Executive Committee. To present a written financial report at meetings and to make a full report at the annual meeting. The treasurer’s accounts are to be examined each year by two persons familiar with financial recordkeeping appointed by the Executive Committee. The performers of the financial record review shall sign the reviewed records if they are satisfied they are correct and accurate. Their financial review report shall be presented at the annual meeting.
  - Spokesperson – To be responsible for all communication of Organization activities and viewpoints to the media, government agencies and the general public whose voice and likeness can be used without permission in the best interest of the organization.
- The President, Secretary and Spokesperson shall serve without monetary compensation.
- The treasurer must always be a third party entity separate from group membership and may receive monetary compensation as approved annually by the Executive Committee.
- The President, Secretary and Spokesperson of the CDSP will be considered members of the Executive Committee.
- Elected Officers shall hold the position for a term of two (2) years. Terms will begin automatically upon election. The outgoing officer shall turn over all records to the incoming elected officials at the conclusion of their term.
- Officer nominations and elections will be held at the annual meeting.

- A vacancy occurring in an office will be filled by an individual appointed by the Executive Committee, with no less than two Executive Committee members voting in favor of the appointment.

#### **Article Six – Meetings**

- Regular Meetings: The organization shall meet at least quarterly. Notice of such meetings shall be provided to the general membership.
- Annual Meeting: An annual meeting shall be held in December and election of Officers shall take place at the annual meeting. Notice of this meeting shall be given to the membership not less than 30 days prior to the meeting.
- Quorum:
  - *Organization Meetings:* A quorum for organization meetings shall consist of the voting members present, providing the meeting has been duly called.
  - *Executive Committee Meetings:* A quorum for the Executive Committee shall consist of two-thirds of the membership of the committee.

#### **Article Eight – Fiscal Year**

- The fiscal year of the CDSP shall be January 1 through December 31.

#### **Article Seven – Amendment to Bylaws**

- These by-laws may be amended at any regular meeting of the organization by an affirmative vote of two-thirds of those members present. Proposed changes must be presented in writing at a meeting prior to voting on the change.