

**BYLAWS  
of the  
CONNECTICUT ASSOCIATION FOR  
COMMUNITY TRANSPORTATION INC.**

**PREAMBLE**

**It is hereby affirmed that:** the community transportation providers in the State of Connecticut have common concerns that extend beyond urban and rural jurisdictions; the public and private sectors are necessary partners in transportation; voluntary cooperation among local/regional providers is an effective means for achieving efficient and responsive transit services; cooperation must be fostered in two ways - by strengthening the abilities of local/regional providers to meet the community's needs and by developing a voluntary association committed to promoting and improving transportation in Connecticut.

**ARTICLE I**

**SECTION 1. Name:** The name of the voluntary association shall be the Connecticut Association for Community Transportation (CACT) Inc.

**SECTION 2. Offices:** The principal office of the corporation shall be at such place in the State of Connecticut as the Executive Committee may designate from time to time.

**ARTICLE II**

Representatives of its members, and the Executive Committee of the Association shall manage the activities and affairs of the Association. The Association shall promote coordination and cooperation through efforts designed to:

- A. Provide a statewide forum for the exchange of public transportation information**
- B. Encourage the most efficient and effective use of all available public transportation resources**
- C. Serve as a vehicle for the collection and exchange of information of public transportation interest**
- D. Advocate for public transportation and public transportation customers at the local, state and federal levels**
- E. Provide training and technical assistance to members**

**ARTICLE III - MEMBERSHIP**

**SECTION I. Membership Categories:** The Association shall have four categories of membership. Transportation Provider (Public and Private Not-For-Profit transportation agencies, and Brokers), Supporter (Community Agency, State/National Organizations, and Individuals), Business Members (Suppliers) and, Individual Members.

**A. Transportation Provider:**

- 1. Small Transportation Agency** - A public or Not-For-Profit agency that provides transportation service by operating not more than 15 vehicles.
- 2. Large Transportation Agency** - A public or Not-For-Profit agency that provides transportation service by operating more than 15 vehicles.
- 3. Broker** - A public or Not-For-Profit agency, which arranges for individual transportation services to be provided.

**B. Supporter:**

- 1. Community Agency** - Public or Not-For-Profit Human Services agencies and other local community organizations.
- 2. National/State/Regional Organizations** - State and local transit associations; State-wide public or Not-For-Profit organizations; Federal, State, and local Government agencies, University/Research organizations; Regional Planning Organizations/MPOs.

**C. Business Member:**

Consulting firms; suppliers of vehicles, components, products and services; private, for-profit transportation providers.

**D. Individual Membership:**

Individuals not eligible under other categories.

**SECTION 2. Designation:** Voting members shall designate, in writing, an individual staff member or volunteer or alternate to serve as its representative to the Association. The designated member or alternate shall be the sole person authorized to vote and receive notice on behalf of the member. The individual is designated at

the time of initial membership. The designation can be changed at any time, by written request from the member or can be changed at the time of membership renewal.

### **SECTION 3. Rights of Members:**

**A. Voting:** Members under Article III Section 1, A, B , and C are eligible to vote at full member meetings and in Officers and Executive Committee elections.

**B. Dues:** Membership contributions or dues may be established from time to time by the Executive Committee and may vary for members of different categories. Dues shall be payable by January 31, covering each calendar year. Any member who has failed to pay its dues prior to January 1<sup>st</sup> of any year shall be notified by the Secretary and shall not be eligible for continued membership after January 31, of such year unless its dues for such year have been fully paid.

## **ARTICLE IV – GOVERNANCE**

**SECTION 1. Officers.** Officers of the Association shall include a Chairperson, Vice-Chairperson, a Secretary and a Treasurer who shall be elected at the annual meeting or until their successors have been elected.

**SECTION 2.** Executive Committee, the Executive Committee shall include the four officers of the association along with and additional five (5) members voted to the Committee by the majority vote of members in good standing.

**SECTION 3. Nominations.** A Nominating Committee of 3 at large members shall be proposed by the Executive Committee and considered for approval by voting members at the April Meeting. The Nominating Committee shall distribute to the members of the Association, at least ten (10) days prior to the annual meeting, its proposed slate of officers. This slate will include all of the officers in SECTION 1. above and the five (5) members of the Executive Committee in SECTION 2 above. Nominations may be made from the floor at the annual meeting provided the nominator has the nominee's permission. The officers and the Executive Committee shall be elected by a majority vote of those present. All nominees shall be voting members in good standing with dues current.

**SECTION 4. Term, The term of an Executive Committee Member will be no shorter than 2 years and will not exceed 6 years. The term of Officers shall be as follows: Chairperson, 2years; Vice-Chairperson, 2 years, Secretary, 2 years, Treasurer, 2 years. Total service on the Executive Committee will**

**be a total which includes time served in Officer positions.**

**SECTION 5. Removal.** Officers and members of the Executive Committee of the Association may be removed from office by a majority of members present and voting upon notice to the Association by a petition of ten percent (10%) of the representatives of the Association.

**SECTION 6. Executive Director.** The Executive Committee may employ an Executive Director of the Association. The Executive Director shall not be an officer or director of the Association and shall receive such compensation as the Executive Committee shall determine. The Executive Director need not be the representative of a member or a member of the Association.

## **ARTICLE V - EXECUTIVE COMMITTEE**

**SECTION 1. Membership.** There shall be established an Executive Committee composed of the four officers and five at large members elected from a broad spectrum of the voting membership.

**SECTION 2. Duties.** The Executive Committee shall have and exercise all of the powers to act on vital matters concerning the welfare of the full Association, except the power to fill vacancies in its own membership, and the power to alter or amend in any manner the Certificate of Incorporation or these by-laws.

Any matters concerning the expenditure of Association funds shall be limited to a maximum expenditure of \$500.00 per single item unless there is prior authorization from the full membership.

**SECTION 3. Meetings.** Meetings of the Executive Committee shall be held upon the call of the Chairman or any two (2) of its members or at such times as it may by resolution provide. At least 3 business days notice of each meeting shall be given to each member of the Executive Committee. Notice may be given by phone, fax, mail, email.

**SECTION 4. Quorum-Voting.** A majority of the members of the Executive Committee shall constitute a quorum, and the affirmative vote of the majority of the quorum shall be required for any action. The Executive Committee shall keep a record of its proceedings and shall report the same to the full membership at its next Association meeting.

**SECTION 5. Vacancies.** Vacancies in the membership of the Executive Committee shall be filled by vote at the next duly called meeting of the full membership.

**SECTION 6. Telephonic Participation at Meetings.**

A Member of the Executive Committee may participate in a meeting by means of a conference telephone or similar communications equipment enabling all Directors in the meeting to hear the proceedings.

**ARTICLE VI - MEETINGS**

**SECTION 1. Frequency.** The Association shall meet a minimum of four (4) times a year. The Chairman will post a schedule of meetings to be held as determined by the Executive Committee.

**SECTION 2. Special meetings** shall be held by call of the Chairperson or by petition to the Secretary from those members making of 20% of the Association membership.

**SECTION 3. The Annual Meeting** shall be held in June of each calendar year.

**SECTION 4. Notice.** Each representative and alternate shall be sent notices of the meetings in writing, via fax or by email postmarked or electronically dated at least five (5) days before the meeting date. The notices shall include the date and time of the meeting and an agenda. No item not included in the agenda shall be acted upon at such meeting other than routine, administrative matters, except by the unanimous approval of all representatives present and constituting a quorum.

**SECTION 5. Quorum.** In order to conduct the Association's business, thirty percent (30%) of the voting membership must be present. The Chairperson shall have a current list of members at each meeting.

**SECTION 6. Action by the Association,** except as otherwise provided, will require an affirmative vote of at least a majority of those representatives of the Association present and voting at a meeting as defined in section 5.

**ARTICLE VII - COMMITTEES**

**SECTION 1.** In addition to the Executive Committee, the Association may establish standing, special and advisory committees as it shall deem appropriate.

**SECTION 2.** In establishing any committee hereunder, the Association shall specify by appropriate resolution, the responsibilities of such committees including the

period of time in which it shall be expected to act. The Association may appoint and remove members of any such committee, and reappoint and remove members of any such committee, and designate the chairman thereof and fill vacancies thereon. Any committee established hereunder by the Association may be abolished by the Association at any time. Any such committee may be comprised of representatives to the Association or any other persons as the Association may determine.

**SECTION 3.** Each committee shall fix its own rules of procedure and shall meet as provided by such rules, and it shall also meet at the call of its chairperson or any two members of the committee. A quorum for the purpose of any meeting of any such committee shall be comprised of a majority of the members of such committee.

**ARTICLE VIII - AMENDMENTS**

These bylaws may be amended by a vote of the majority of the representatives of the members of the Association present and voting. Any proposed amendment to these bylaws shall first be submitted at any regular or special meeting of the Association for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the Association for formal adoption. Notice of any amendment shall be sent to all representatives and alternatives of the Association.

**Approved and adopted: December 10, 1997**

**Amended and adopted: June 24, 2004**

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