

BYLAWS
of the
Louisiana Association of Chiefs Police, Inc.

Revised and Approved February 2005

Article I
NAME

This organization shall be known as the Louisiana Association of Chiefs of Police.

Article II
PURPOSE

The general nature and purpose of this Association shall be to make permanent those friendships and professional relationships which now exist with the leaders of all duly constituted police departments throughout the State of Louisiana; to pledge support of the membership for the objective and purpose of our state and National government; to encourage close cooperation of all law enforcement agencies in seeking the detection and prevention of criminal activity , the apprehension of criminals, and the dissemination of information among all agencies; to encourage the education of the general public and enlist their aid in the fight against crime; to promote the education and training of police personnel; to promote selection of only those persons of the highest caliber for police work ; to promote high standards for law enforcement; to pledge and strive for the highest degree of respect for and the maintenance of law and order throughout the State of Louisiana and our nation; and to promote better working conditions and higher salaries for members of the police profession.

Article III

MEMBERSHIP

Membership in this association shall consist of the following classes:

A. Active Member – defined as follows:

1. Active Chiefs of Police of political entities of the State of Louisiana
2. Former Chiefs of Police who were active members of the Association when they vacated office after serving as Chief of Police for a minimum of four (4) years.
3. Designated Assistant Chiefs of Police.
4. Command or Staff Officers of a police department who are at least the rank of Lieutenant or above and who are recommended by their Chief of Police for membership.
5. Active Chiefs of Police of universities of the State of Louisiana
6. Chief law enforcement officers of railroads in Louisiana.

B. Associate Member – A person who is not in municipal law enforcement, but who is respected in their community and is supportive of law enforcement. An associate member must be recommended by an active member. Associate members are not eligible to vote on Association business, not eligible for burial benefits, nor will they be allowed to hold an elective office in the Association.

C. Honorary Life Member – An active member who has shown outstanding service to the Association over a long period of time and is nominated to be a lifetime member by another active member. The nomination must be made at the Association's annual or midyear conference, and two thirds of those active members voting must concur with the nomination. Once elected as a lifetime member, the member will no longer be required to pay dues but will continue to participate in the Association burial benefit plan.

D. Retired Member – A person who meets the qualifications as an active member, but was not an active member within the four-year limit above (III,A,2) or was not an active member upon retirement.

E. Sustaining Member – Any person or organization which has made a substantial financial contribution to the funds of the Association to assist in the furtherance of its aims and objectives and has thereby demonstrated a continuing interest in promoting and developing the

welfare of the Association is eligible to vote for Sustaining Membership. Sustaining Members are not eligible to vote on Association business, not eligible for burial benefits, nor will they be allowed to hold an elective office in the Association. Sustaining Members shall first be recommended by the Executive Board, then approved by majority vote of the active membership at any meeting.

Each agency shall be entitled to only one voting member.

Article IV OFFICERS

The Officers of this Association shall consist of President, First Vice President, Second Vice President, Secretary-Treasurer, Sergeant-at-Arms, and the Immediate Past President.

- A. **ELECTION OF OFFICERS:** Only active Police Chiefs and university Police Chiefs shall be eligible for nomination to hold elective office in this Association. The term of office for the officers of this Association shall be for one (1) year or until their successors are duly elected and installed in Office.
- The election of Officers shall take place during the general membership meeting of the Annual Conference. Candidates for Officer positions must file a written statement of intent with the State Office no later than ten (10) days prior to the first day of the next Annual Conference. The statement must state the office being sought, and contain a brief outline of qualifications of the person seeking the office. The State Office must send a written letter of receipt to the person seeking office. Each agency shall be entitled to only one voting member. The election shall be decided for the candidate receiving a majority vote of those qualified to vote.

District Members shall be nominated and elected by ballot at the Annual Conference. The election shall be decided for the candidate receiving a majority vote of those qualified to vote. Only active Police Chiefs and university Police Chiefs shall be eligible for nomination to hold elective office in this Association. The term of office for District members shall be for one (1) year or until their successors are duly elected and installed in office.

- B. **INTERIM APPOINTMENT OF OFFICERS:** In case of death, resignation, removal, suspension, inability to serve or absence of President, Vice Presidents shall serve as president in order of the

ranks. In the event the Secretary-Treasurer or Sergeant-at-Arms offices should become permanently vacant during a person's term in office, the Executive Board at a regular meeting and upon recommendation of the President, shall choose a person who is eligible to be elected to the post to serve out the term office.

- C. EXECUTIVE BOARD:** The Executive Board shall consist of the Officers of the Association, the Immediate Past President, a member of the Association from each of Louisiana's eight police chief districts, the President of the Louisiana Southwest Chiefs of Police Association, the President of The Louisiana Southeast Chiefs of Police Association and the President of the North Louisiana Chiefs of Police Association.
- D. EXECUTIVE DIRECTOR:** The Executive Director shall be responsible for all administrative, secretarial, and financial duties of the Association. he shall serve on a contractual basis upon recommendation by the Executive Board.

Article V DUTIES OF THE OFFICERS

- A. President:** The President shall preside at all meetings of the Association and serve as Chairman of the Executive Board. The President shall conduct the business of the Association and appoint such standing and special committees authorized by these Bylaws, by the Association or the Executive Board. The President shall fill all vacancies in office until the next regular meeting.
- B. First Vice President:** It shall be the duty of the First Vice-President to perform all the duties of the president during his absence. The First Vice-President shall also serve on committees, etc. or perform other duties assigned by the President or the Executive Board.
- C. Second Vice President:** It shall be the duty of the Second Vice-President to perform all the duties of the First Vice-President during the First Vice President's absence. The Second Vice President shall also serve on committees, etc. or perform other duties assigned by the President or the Executive Board.
- D. Secretary-Treasurer:** The Secretary-Treasurer shall be responsible for inspecting and reviewing all the functions of the Executive Director; ensuring that due notice is given of all meetings of the association and its Executive Board; and reviewing the official minutes thereof. The

Secretary-Treasurer shall examine all monies received from dues and other sources belonging to the Association.

- E. **Sergeant-At-Arms:** The Sergeant-at-Arms shall see that peace is maintained at all meetings and perform any and all other duties that may be so designated by the President.
- F. **Executive Board:** The Executive Board shall be the governing body of the Association and shall have authority to take all appropriate measures and perform all duties required to accomplish the objectives of the Association.
- G. **Executive Committee:** Executive Committee shall consist of the President, First Vice President, Second Vice President, Secretary-Treasurer, Sergeant at Arms and Immediate Past President. They shall conduct the daily business and financial matters of the Association, make relative decisions as needed and may act in a manner not inconsistent with Executive Board policy.
- H. **Executive Director:** The Executive Director shall be responsible for all administrative, secretarial, financial, recording and reporting duties of the Association, and any other duties assigned by the Executive Board. A contract between the Association and the Executive Director shall detail specific duties and compensation.

Article VI MEETINGS

The annual conference of the Association shall be held in July of each year. The date, place, and length of the conference will be designated by the First Vice-President and approved by the Executive Board.

The Association shall hold a minimum of three meetings per year, the Annual Conference, the Mid Year Conference, and the Fall Conference. Other general membership meetings may be called as needed.

Article VII RULES OF ORDER

Deliberations of the Association shall be governed by current Roberts Rules of Order to the extent such rules do not supersede express provisions of the Bylaws.

- A. **ORDER OF BUSINESS:** The following order of business shall govern the proceedings of the Association, unless a change is ordered by a majority vote of the members present and voting.
1. Meeting called to order.
 2. Prayer.
 3. Pledge of Allegiance to The United States Flag.
 4. Roll call of Officers
 5. Guest speakers.
 6. Reading and adoption of the minutes of the previous meeting.
 7. Communications or correspondence.
 8. Finance report and adoption.
 9. Committee reports.
 10. Unfinished or old business.
 11. New business.
 12. Announcements.
 13. Adjournment.

The election of officers for the Association is held at the annual conference unless a vacancy is created during the year.

Article VII COMMITTEES

The following shall be standing committees in the Association: Membership, Election, Memorial Benefit Plan, Legislative, and Retirement. The President shall appoint the Chairman of these committees and upon recommendation of the Chairman, shall appoint the members of these committees. The President shall appoint any other committees he/she deems necessary. The number of members on each of these committees shall be at the discretion of the President.

Article IX APPLICATIONS

Applications for membership shall be made in writing, and shall show the applicant's full name, age, residence, position in law enforcement, and the name of his/her department. If the applicant is not a Chief of Police, his/her application must be approved by the Chief of the department.

Article X DUES

The annual dues of members shall be recommended by the Executive Board of the Association, for ratification by the membership..

The fiscal year covered by such dues shall be January 1st through December 31st. Membership dues shall become delinquent if not paid by April 1st. Members paying their dues after July 1st will be considered new members and will only receive benefits, such as memorial donations of a new member. Honorary Life members shall not be required to pay dues.

Article XI SUSPENSION OF MEMBERS

Members of the Association shall be considered suspended from membership upon the 2/3 vote of the Executive Board for any activity subversive to the best interests of the Association or the profession of law enforcement provided. However, no member shall be completely expelled from the Association, except by a majority vote of the active membership present at any meeting of the Association, after investigation and report by the Executive Board. Upon the elimination of the cause of the suspension, the suspended member may be reinstated by the Executive Board.

Article XII MEMORIAL DONATION PLAN

When an Active or honorary Life Member of this Association expires, this Association will make a memorial donation in his honor to his survivors. No public funds may be used for this donation. Associate members are not eligible for the Memorial Donation Plan.

The Memorial Donation Plan will be governed by the Memorial Donation Committee. Any recommended decision by the Memorial Donation Committee may be appealed to the general membership for final vote at any meeting. Any member expelled from this association will not be eligible for the Memorial Donation Plan.

New members joining the Association after July 1st will not receive Memorial Donation Plan credit for that year. Repeating members not paying their dues prior to the April 1st delinquent due date will not receive burial benefit credit for that year. Members not paying their dues prior to the July 1 delinquent dues date must begin earning new credit.

Memorial donation to members' survivors are recommended as follows:

- 1st year - \$100
- 2nd year - \$200
- 3rd year - \$300
- 4th year - \$400
- 5th year or more - \$500 maximum

Article XIII

POLICE CHIEF STATE DISTRICTS

Each Police Chief State District is taken from original 8 congressional districts. Those districts are explained below:

<p>District 1</p> <p>Orleans (10%) St. Tammany Jefferson (East)</p> <p>District 2</p> <p>Orleans (90%)</p> <p>District 3</p> <p>Assumption Iberia LaFourche Plaquemines St. Bernard St. Charles Terrebonne Jefferson (West) St. Mary</p>	<p>District 4</p> <p>Beauregard Bossier Caddo Claiborne DeSoto Red River Sabine Vernon</p> <p>District 5</p> <p>Caldwell Catahoula Concordia East Carroll Franklin Grant Jackson LaSalle Lincoln Madison Morehouse Natchitoches Quachita Richland Union West Carroll Winn</p>	<p>District 5</p> <p>East Baton Rouge Livingston Tangipahoa Washington</p> <p>District 7</p> <p>Acadia Allen Beauregard Calcasieu Cameron Jefferson avis Lafayette St. Martin Vermillion</p>	<p>District 8</p> <p>Allen (Oakdale) Ascension Avoyelles East Feliciana Evangeline Iberville Point Coupee Rapides St. Helena St. James St. John Baptist St. Landry West Baton Rouge West Feliciana</p>
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Article XIV

Policies

All policy actions to be considered by the general membership must either: (1.) Be submitted in writing to the state office for placement on the Agenda ten (10) days prior to the general membership meeting, or (2.) Be reviewed and approved by a majority of the officers of the Association prior to a vote of the general membership.

Article XV

METHOD TO AMEND BYLAWS

The Bylaws may be altered or amended by a two-thirds vote of the members present at any general membership meeting, provided however, that thirty days written notice has been sent to the membership.

Article XVI

INDEMNIFICATION OF OFFICERS

Each executive director, executive officer and executive board member, whether or not in office, shall be indemnified by the Association against expenses actually and necessarily incurred by or imposed upon said person (including, but without being limited to, judgments, costs, and counsel fees) in connection with the defense of the action, suit, or proceeding in which said person is made a party by reason of being or having been an executive director, executive officer or executive board member of the Association, except in relation to matters as to which said person shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty for the association. Such indemnification shall not be deemed exclusive of other rights to which such executive director, executive officer or executive board member may be entitled under any other bylaws, agreement, vote of the members, or as a matter of law, or otherwise.

Article XVII

ADOPTION OF BYLAWS

These Bylaws, being the official document of the Louisiana Association of Chiefs of Police, are hereby amended and adopted by a two-thirds vote of the membership present and voting, as is required in Article XIV of this document on February 3, 2005.

BylawsApprovedFeb2005(Word)