

# LOUISIANA CONFERENCE ON WATER SUPPLY, SEWERAGE AND INDUSTRIAL WASTES, INC



## BY-LAWS

AS ADOPTED BY THE GENERAL MEMBERSHIP  
AT THE ANNUAL BUSINESS MEETING HELD AT THE HILTON HOTEL  
IN LAFAYETTE, LOUISIANA ON MARCH 12, 1991

NEAL HEBERT  
CHAIR

GROVER C.  
LOWE  
SECRETARY

REVISED March 21, 1994  
John D. Nichols  
By-Laws Committee Chair

REVISED April 5, 1995; May 6, 1996  
Grover C. Lowe  
By-Laws Committee Chair

REVISED March 15, 2005  
Grant Magnon  
By-Laws Committee Chair

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### BY-LAW COMMITTEE CHAIRS

ROBERT LASALLE	1980 – 1981
J.B. WILLIAMS	1982 – 1983
GROVER C. LOWE	1990 – 1991
	1995 – 1996
JOHN D. NICHOLS	1993 – 1994
GRANT MAGNON	2003 - 2005



## BY-LAWS

### BY-LAWS OF THE LOUISIANA CONFERENCE ON WATER SUPPLY, SEWERAGE, AND INDUSTRIAL WASTES, INCORPORATED

hereinafter called the Conference.

Any reference to he herein after means he or she.

#### ARTICLE 1 - OBJECTIVES

The Objectives of the Conference shall be:

- 1.1 To promote and maintain high standards of quality in water, sewerage, and waste disposal systems.
- 1.2 To help preserve the natural resources and beauties of Louisiana without obstructing the growth of population.
- 1.3 To promote a better public understanding of the Water and Wastewater professions.
- 1.4 To advance the occupational status of those individuals engaged in the Water and Wastewater industry.
- 1.5 To support the Louisiana Statutes and Administrative Code of Regulations pertaining to the certification of operators. Such established standards of training, experience, and examination being related to operator competency and proficiency.
- 1.6 To arrange educational and training programs for those persons whose endeavors are in the Water and Wastewater professions.
- 1.7 To disseminate freely among the members technical information regarding the operation, maintenance, and performance of treatment processes, methods of control, evaluation of equipment and design, and the ways and means of financing, managing, operating, and maintaining the facilities entrusted to them.
- 1.8 To recognize through various awards the outstanding individuals who enhance the professions of Water, Sewerage, and Industrial Waste.
- 1.9 To sponsor an Annual Short Course for Operators, Supervisors, and Managers.



- 1.10 To develop, promote, sponsor, or otherwise influence any other programs or activities that are in the interest of the General Public and the Water, Sewerage, and Industrial Waste Professions.

## **ARTICLE II - DIRECTORS**

- 2.1 The affairs of the Conference shall be managed by the Board of Directors. The Board of Directors is composed of the Conference Officers and Conference Directors.
- 2.2 The Conference Officers are defined thus; Chair, Chair-Elect, Vice-Chair, Secretary, Treasurer, and Officer-at-Large. Conference Officers shall be elected by the membership in attendance at the Annual Business Meeting and shall hold Office for one (1) year thereafter or until their successors are chosen.
- 2.3 The Conference Directors are representatives of affiliated organizations and therefore, are not elected by the general membership of the Conference. Upon certification by the Board of Directors (See Article 4.4), the following defined individuals become members of the Board of Directors.
- 2.3.1 The immediate past Chair of the Conference, upon retiring from Office, shall continue as a Conference Director for the ensuing year.
- 2.3.2 The one (1) Conference Director for the Louisiana Water Environment Association will be that Associations President or alternate appointed by the Louisiana Water Environment Association President and that Director will represent the Louisiana Water Environment Association and the national Water Environment Federation.
- 2.3.3 The one (1) Conference Director representing the American Waterworks Association shall be that Associations Louisiana Trustee.
- 2.3.4 The one (1) Conference Director representing the Louisiana Rural Water Association shall be that Associations designated representative.
- 2.3.5 Each Regional Association shall be represented by one (1) Conference Director on the Board of Directors. That representative shall be the Regional Associations Chair or the person designated by the Regional Association.



- 2.3.6 The one (1) Conference Director representing the Louisiana Department of Health and Hospitals shall be that Department's Administrator, Operator Certification Program for Water and Wastewater Operators.
- 2.3.7 The two (2) Conference Directors representing the Louisiana Committee of Certification shall be that Committee's Secretary and the Chair of the Committee of Certification.
- 2.3.8 The one (1) Conference Director representing the Exhibitors and/or Manufacturers shall be appointed annually by the Conference Chair, and ratified by the Board of Directors. This position is not limited to a one (1) year term.
- 2.4 Each Conference Officer and Director must be a current paid member of the Conference.
- 2.5 Elected Conference Officers should not also hold seats as Conference Directors. If a Conference Director is elected as a Conference Officer, the affected Association may submit the name of a replacement to the Board of Directors for certification.
- 2.6 If a vacancy occurs in the position of any Conference Officer's seat due to death, resignation, or other cause, the Board of Directors shall appoint a member of the Conference to fill the un-expired term of that Office.
- 2.7 If a vacancy occurs in the position of any Conference Director's seat due to death, resignation, or other cause, the Board of Directors shall certify the nominee submitted by the affected Association for filling the un-expired term of that Office.
- 2.8 A Conference Director must be an officially appointed representative of the organization they are representing. In addition a director must remain active in the Conference and must promote the best interest of the Conference at all times. Failure of any of the above will result in the Director being declared inactive and subject to replacement by action of the Board of Directors.



## ARTICLE III - NOMINATION AND ELECTION OF CONFERENCE OFFICERS

- 3.1 The Conference Chair shall designate the Nominating Committee consisting of the immediate past Chair and one (1) representative from each Region in the geographic area of the state where the short course will be held in that year. For the purpose of the Nominating Committee the geographic areas of the state will be as follows. The Northeast, Northwest and Central Regions will make up the Northern Area. The Capital, Southeast, South Central, Southwest and Lake Area Regions will make up the Southern Area. The Nominating Committee shall submit names of at least one (1) eligible candidate for the Offices of Chair, Chair-Elect, Vice-Chair, Secretary, Treasurer, and Officer-at-Large. The immediate past Chair shall automatically assume the Office of Chair of the Committee. However if the immediate past Chair cannot serve as Chair of the Nominating Committee, a Chair will be appointed by the Conference Chair and approved by the Board of Directors. This Committee shall meet quarterly preceding the quarterly Conference Board meeting. The final slate of nominees will be decided by majority vote of the committee members attending the December meeting and shall be presented to the full board of directors at the December Board meeting.
- 3.1.1 A nominee for an Officer in the Conference must be a paid up member of the Conference for the last three years. The nominee must have been and remains active in their Region. A nominee for an Officer in the Conference must promote the best interest of the Conference at all times, agree to attend all board meetings and serve on committees as needed. A nominee for an Officer in the Conference agrees to host the annual Short Course in the area of the state they are representing in the year they move up to Chair.
- 3.2 Following the report of the Nominating Committee to the membership at the Annual Business meeting, the Chair shall call for any additional nominations from the floor. If more than one name is placed in nomination for any office, voting shall be by ballot or by hand count. The candidate receiving the greatest number of votes cast by members in attendance shall be declared elected.
- 3.3 The new Officers so elected shall take office at the close of the banquet following the Annual Business Meeting at which they are elected.



## ARTICLE IV - DUTIES OF THE BOARD OF DIRECTORS

- 4.1 The Board of Directors shall be the legal representative of the Conference and shall have full control of all activities of the Conference. It shall have full power to expend the funds of the Conference, or to invest the same, but must not incur indebtedness beyond the funds in the hands of the Conference.
- 4.2 The Board of Directors shall prepare, as needed, and enforce for the conduct of the business by the Conference rules and regulations not in conflict with the Articles of Incorporation and By-Laws.
- 4.3 To assist in managing the affairs of the Conference, the Board of Directors may appoint/hire an Executive Secretary, Registered Agent, Attorney-at-Law, Accountant, Instructor, or any other positions necessary to conduct its business. The duties and responsibilities, compensation, conditions of appointment, and/or employment shall be established in writing and reviewed annually by the Board of Directors.
- 4.4 In accordance with provisions in these By-Laws, the Board of Directors shall certify, by official vote, the acceptance of nominees from Associations designated in Article II - Directors.
- 4.5 There is reserved to the Board of Directors the following responsibilities and authorities:
- 4.5.1 To interpret the intent and meaning of these By-Laws.
- 4.5.2 To remove a member of the Board of Directors from office for just cause a two-thirds (2/3) majority vote of those Directors present at a Board of Directors meeting is required.
- 4.5.3 To review the Regional Association's Constitution, By-Laws, and Amendments, when such Associations have a certified seat on the Board of Directors of the Conference.
- 4.5.4 To establish and maintain standard practice guidelines for the management of the Conference.



## ARTICLE V - DUTIES OF THE INDIVIDUAL DIRECTORS

- 5.1 The Chair shall have general supervision over the affairs of the Conference and shall preside at all meetings during the year following the Annual Business Meeting at which he is elected. The Chair under the direction of the Board of Directors is the Official Spokesman for the Conference. The Chair shall forward copies of all official correspondence to the Chair-Elect and shall communicate closely with the Chair-Elect concerning the handling of Conference affairs. The Chair may only vote on business before the Board of Directors to break a tie.
- 5.2 The Chair-Elect shall familiarize himself with the details of general supervision over the affairs of the Conference, so as to provide continuity of leadership of the Conference. He shall automatically assume the office of Chair or act in his stead if the Chair is unable, for any reason, to perform his duties. He is a Conference Officer and shall have a vote on the Board of Directors.
- 5.3 The Vice-Chair shall perform the duties of the Chair-Elect in his absence together with such other duties as may be assigned him by the Chair. He is a Conference Officer and shall have a vote on the Board of Directors.
- 5.4 The Secretary shall attend all meetings of the Board of Directors as well as the Annual Business Meeting. In the event that the Board of Directors appoints/hires an Executive Secretary, the Secretary will assist the Executive Secretary when necessary and act in his absence.
- 5.4.1 The Secretary shall serve as Chair of the Executive Secretary Support Committee composed of the elected Secretary, and the three (3) most immediate past conference Chair.
- 5.4.2 The Secretary shall perform these and other duties as may be assigned to him by the Chair. He is a Conference Officer and shall have a vote on the Board of Directors.
- 5.5 The Treasurer shall act as an advisor to the Board of Directors and Executive Secretary with respect to the funds of the Conference. He will automatically serve on the Audit and Budget Committee. (See Article IX, Section 4.2 and 4.14).
- 5.5.1 The Treasurer shall verify and approve for payment all requests submitted by the Executive Secretary for reimbursement of out-of-pocket funds expended to conduct Conference Business.
- 5.5.2 The Treasurer shall perform these and other such duties as may be assigned to him by the Chair. He is a Conference Officer and shall have a vote on the Board of Directors.



- 5.6 The Officer-at-Large shall be the representative of all members of the Conference who are not represented by a Regional Association. He shall perform such duties as may be assigned to him by the Chair. He is a Conference officer and shall have a vote on the Board of Directors.
- 5.7 The most immediate past Chair shall be the Chair of the Nominating Committee. He is a Conference Officer and shall have a vote on the Board of Directors.
- 5.8 The individuals representing the following associations;  
A) Louisiana Water Environment Association  
B) Southwest Section, American Waterworks Association  
C) Louisiana Rural Water Association  
as described in Article II - Directors, upon certification (See Article 4.4), by the Board of Directors, shall become Conference Directors. It is the duty of these Conference Directors to represent the interest of their respective associations in a manner constructive to the Conference. They shall have one (1) vote each on the Board of Directors.
- 5.9 The individuals representing regional associations as described in Article 2.3.5, shall have the responsibility of representing the interest of their respective regional associations in such a manner constructive to the Conference. They shall have one (1) vote each on the Board of Directors.
- 5.10 The Executive Secretary (when hired or appointed) shall be the Registered Agent for the Conference operating under the general supervision of the Chair and the Board of Directors and bonded, at Conference expense, in an amount to be determined by the Board of Directors. The signature of the Executive Secretary is the official signature of the Conference.
- 5.10.1 The Executive Secretary shall be the Custodian of all Official Documents of the Conference; including but not limited to Articles of Incorporation; Current By-Laws and all Amendments thereto; Current Policy and Procedure Manual; an Updated Membership List of all Conference Members, Officers, and Board of Directors. He shall maintain copies of all Federal and State Tax Returns as required by IRS statutes.
- 5.10.2 The Executive Secretary shall be responsible for the careful collection and prompt deposit into the proper accounts all funds due the Conference. He is to insure that all expenditures are properly entered into the records of the Conference and verify that all the bills and vouchers presented for payment are correct and proper. He is to insure the prompt payment of all legally incurred indebtedness of the Conference.



- 5.10.3 The Executive Secretary shall prepare an annual Budget of the Conference and present it to the Budget Committee for review no later than November 1 of each year.
- 5.10.4 The Executive Secretary shall attend all Board of Directors meeting and the Annual Short Course. He shall, with the assistance of Conference Committees and other such persons as required, make all preparations for holding the Annual Short Course. This includes but is not limited to; negotiating future Short Course locations, signing all contracts pertaining to the Short Course, mailing all Short Course related correspondence, and providing registration packets to all attendees.
- 5.11 The Exhibitors/Manufacturers Director must be a resident of Louisiana and an active member of the Louisiana Conference for at least three (3) of the last five (5) years. This Director must be employed by a firm that is active in the Utility Supply and/or Service sector of Louisiana. The duties of this Director will include but not be limited to; (a) Serve on the Manufacturers/Display Committee, (b) Serve as the liaison between the Louisiana Conference and the Manufacturers/Exhibitors, and (c) Is expected to increase manufactures activity in the Louisiana Conference. The Exhibitors/Manufacturers Director shall have a vote on the Board of Directors.

## **ARTICLE VI - REGIONAL ASSOCIATIONS**

- 6.1 The minimum obligations required of a Regional Association to maintain representation on the Board of Directors are that it shall have:
- A. Proper Organization
  - B. Adopted Constitution and By-Laws and Amendments. A current copy to be submitted to the Conference Chair for review by the Board of Directors.
  - C. Elected Officers: Date of Election and slate of Officers. (Names, Addresses, and Telephone Numbers to be included) are to be submitted to the Chair for review by the Board of Directors.
  - D. Regularly scheduled membership meetings, at least quarterly.
  - E. Programs that effectively promote the objectives of the Conference.
  - F. Promptly submit Conference dues after collection by the Region.
- 6.2 Each Regional Association shall adopt for its own government such By-Laws as it deems necessary, provided that no provision thereof shall be incompatible with the Articles of Incorporation and By-Laws of the Conference. Seating of a Regional Director on the Conference Board of Directors is subject to approval of the Regional Associations Constitution, By-Laws, and Amendments by the Conference Board of Directors.



- 6.3 Regional representation on the Board of Directors may be dissolved by a two-thirds (2/3) vote of the Board of Directors for failure to establish and maintain minimum obligations of a permanent Regional Association.

## **ARTICLE VII - DUES**

- 7.1 The Board of Directors is responsible for generating the revenues necessary for implementing programs and activities undertaken to attain Conference Objectives.
- 7.2 The annual membership dues shall be determined, from time to time, by the Board of Directors.
- 7.3 The Board of Directors shall annually determine the charges for registration at the Annual Short Course, and any other changes that bring revenue into the conference treasury.
- 7.4 The fiscal year of the Conference shall begin on May 1 and end on April 30, of each year. (See Article XI, Section 11.1).

## **ARTICLE VIII - MEETING**

- 8.1 There shall be no less than one meeting held with the general membership of the Conference each year. A general membership meeting will be held at a time and place designated by the Board of Directors and will normally be held during the Annual Short Course. This meeting is designated as the Annual Business Meeting.
- 8.2 There will be four regular Board of Directors meetings each year, which shall be designated as the summer, fall, winter, and spring meetings, respectively. These regular meetings will be held at such time and place as may be designated by the Chair. The spring meeting will normally be held in March in conjunction with the Annual Short Course.
- 8.3 To conduct business at a Board of Directors meeting, a quorum of at least five (5) Board Members must be present, three (3) or more of which must be Conference Officers.



- 8.4 The Chair may call special meetings (upon ten (10) days notice to the Board of Directors) when he deems it expedient, stating the time, places, and purpose of such meeting. No business other than that stated shall be transacted at a special meeting, unless approved by a two-thirds (2/3) vote of the Board of Directors members present.
- 8.5 A member of the Board of Directors, if unable to attend a regular or special meeting, may designate a proxy. Such designation shall be by letter to the Chair over the Conference Director's signature. This designee shall have full voting privileges.
- 8.6 Regular meetings of the Board of Directors are open to all members of the Conference.

## ARTICLE IX - COMMITTEES

- 9.1 The standing Committees of the Conference are as follows:

A. Conference Committees

1. Nominating Committee
2. Audit Committee
3. By-Laws Committee
4. Awards Committee
5. Liaison Committee
6. Resolution Committee
7. Publicity Committee
8. Time and Place Committee
9. Operator Training / Education Committee
10. Membership Committee
11. Executive Secretary Support Committee
12. Scholarship Selection Committee
13. Budget Committee
14. Executive Committee

B. Short Course Committees

1. Local Arrangements-Housing Committee
2. Program Committee
3. Displays-Manufacturers Committee



- 9.2 All Chairs of Standing Committees shall be appointed by the Conference Chair immediately after he assumes office and approved by the Board of Directors. The Committee Chair shall report to the Board of Directors as assigned by the Conference Chair.
- 9.3 Special "Ad-Hoc" Committees may be appointed by the Chair when concurred upon by the Board of Directors. Special "Ad-HOC" Committee scope of work and responsibility shall be defined in writing by the Chair and concurred upon by the Board of Directors. Special "Ad-Hoc" Committees may be discharged at any time by the Chair, but all "Ad- Hoc" Committees shall expire with the Chair's term of office.
- 9.4 THE COMPOSITION AND DUTIES OF THE STANDING COMMITTEES ARE AS FOLLOWS:
- 9.4.1 The Nominating Committee composition and duties are specified in detail under Article III.
- 9.4.2 The Audit Committee shall consist of three (3) members appointed by the Conference Chair, and the elected Treasurer. The Audit Committee shall supervise an annual audit of the Financial Affairs of the Conference, including but not limited to:
- A. Verify all entries for receipts and disbursements against checks written and bank deposits made.
  - B. Review the bank statement of the checking account, savings deposit book balance, and any other investments of the Conference.
  - C. Determine the accuracy of the annual statement as Submitted to the Board at the First Board of Directors meeting held in May of each year.
  - D. Ascertain that proper bond and insurance have been acquired to protect the Executive Secretary, Treasurer, and the Conference from any property or monetary losses.
- 9.4.2.1 The Audit Committee shall submit its report, in writing, along with supporting documents, to the Chair and Board of Directors of the Conference. This report will be presented at the Second (August) meeting of the Board of Directors, and will cover the most recent fiscal year.
- 9.4.3 The By-Laws Committee shall consist of at least one (1) member appointed by the Conference Chair. The By-Laws Committee shall recommend and re-write changes in the Articles of Incorporation and By-Laws of the Conference as dictated directly by the Board of Directors or as required indirectly as a result of Board action that would otherwise modify the existing Articles of Incorporation and/or By-Laws.



- 9.4.3.1 The By-Laws Committee shall also review changes in the Constitution and By-Laws of affiliated associations, and report to the Board of Directors the impact and/or action required of the Conference and/or affiliated associations. In addition, the By-Laws Committee shall consider the status and operation of the standing committees of the Conference and propose changes in the structure or purpose as deemed advisable or necessary.
- 9.4.4 The Awards Committee shall consist of at least three (3) or more members appointed by the Conference Chair, one of which should be a Past Chair of the Conference and shall serve as Chair of the Committee. The Awards Committee shall make recommendations to the Board of Directors for the various citations and awards made by or through the Conference. The Awards Committee shall make all the arrangements in conjunction with the person in charge of the annual banquet or awards luncheons for the presentation of awards at the annual banquet or awards luncheon.
- 9.4.5 The Liaison Committee shall consist of at least one (1) member appointed by the Conference Chair. The Liaison Committee Chair shall attend meetings of the Operators Certification Committee and shall keep the Board of Directors informed of activities and changes occurring within the Operator Certification Committee. He is to receive notice of their meetings.
- 9.4.6 The Resolution Committee shall consist of at least one (1) member appointed by the Conference Chair. The Resolutions Committee shall prepare all necessary resolutions originating from conference activities for presentation at the Annual Business Meeting. Each resolution must show the following supporting information:
- A. Date presented at the Annual Business Meeting.
  - B. Person presenting the resolution.
  - C. Person seconding the resolution.
  - D. Status of vote (carried-rejected).
  - E. Signature of Presiding Officer.
- 9.4.6.1 All passed resolutions shall be turned over to the Chair/Executive Secretary for filing with the Official Conference Records.
- 9.4.7 The Publicity Committee shall consist of at least one (1) member appointed by the Conference Chair. The Publicity Committee shall arrange for media coverage for the Conference through the newspaper, periodicals, and other means. It should be particularly active immediately prior to, and during the Annual Short Course, and should attempt to better educate the public regarding the objectives and activities of the Conference.



- 9.4.8 The Time and Place Committee shall consist of one (1) Committee Chair appointed by the Conference Chair. The Committee Chair will appoint/recruit other Committee members, as he deems necessary to carry out the duties of the Committee.
- 9.4.8.1 The Time and Place Committee shall seek and initiate plans for the location and scheduling of host cities for holding the Annual Short Course. The Time and Place Committee shall report to the Board of Directors the pending schedules, housing arrangements, and accommodations.
- 9.4.8.2 The Time and Place Committee shall make its recommendation at the Annual Business Meeting to the Board of Directors for the site of the Annual Short Course that is to be held in two (2) years.
- 9.4.9 The Operator Training / Education Committee shall consist of one (1) Committee Chair and two (2) members appointed by the Conference Chair. Other members are as follows:  
Chair, Louisiana Conference Chair Elect,  
Louisiana Conference Immediate Past Chair,  
Louisiana Conference Executive Secretary,  
Louisiana Conference Chair, Louisiana  
Committee of Certification Louisiana State  
Training Officer
- 9.4.9.1 The Operator Training / Education Committee shall develop a curriculum of instruction based on the current "need to know" and prepare a standard outline of instruction for operator training at the Annual Short Course. All training will be oriented towards certification under Louisiana State Statutes. The Committee will oversee all training sessions during the short course.
- 9.4.9.2 The Operator Training / Education Committee shall be responsible for contacting, screening, and recommending to the Board of Directors the employment of training instructors at the Annual Short Course. Such recommendations shall be made at the August board meeting.
- 9.4.11 The Membership Committee shall consist of one (1) Committee Chair appointed by the Conference Chair. The Committee Chair shall appoint/recruit other Committee members as he deems necessary to carry out the duties of the Committee.
- 9.4.11.1 The Membership Committee shall screen all new general membership applications and life membership applications and recommend to the Board of Directors the acceptance or rejection of the membership application.



- 9.4.12 The Executive Secretary Support Committee shall consist of the elected Secretary and the three (3) immediate past Conference Chairs. The Committee Chair (elected Conference Secretary) shall appoint/recruit other members as he deems necessary to carry out the duties of the Committee
- 9.4.12.1 The Executive Secretary Support Committee shall become familiar with the duties of the Executive Secretary including the routine conference operation so that minimal disruption will occur, should the Executive Secretary become incapacitated or unable to serve for other reasons.
- 9.4.12.2 The Executive Secretary Support Committee shall evaluate the performance of the Executive Secretary and make recommendations to the Board of Directors as to the annual selection for appointment, the salary level, and adjustments, if any. This recommendation will be made at the March Board of Directors Meeting.
- 9.4.13 The Scholarship Selection Committee shall consist of four (4) members appointed by the Conference Chair. To be considered for selection, an individual must be a member of the Conference for three (3) of the past five (5) years prior to the current year and not have any relative eligible to apply for a scholarship.
- 9.4.13.1 The Scholarship Selection Committee members shall individually screen all applications and make their selections based on the qualifications presented. The Executive Secretary shall receive the tabulated results of the screening process from the Committee Chair, notify the awardees of their selection, and announce those selected at the next board meeting.
- g.4.14 The Budget Committee shall consist of the Conference Chair, Chair-Elect, Treasurer and the Chair of the Audit Committee.
- 9.4.14.1 The Budget Committee shall receive the proposed budget from the Executive Secretary no later than November 1 of each year to allow time for their review and necessary additions, deletions, and corrections.
- 9.4.14.2 The Budget Committee shall present the proposed budget to the Board of Directors at the December meeting for final action and approval.
- 9.4.15 The Executive Committee shall consist of the Conference Chair, Chair-Elect, Secretary and Executive Secretary



- 9.4.15.1 The Executive Committee shall be an advisory arm of the Board of Directors, investigating such matters of board interest not covered by any standing committee. The Executive Committee does not have the power to act on any matter and all recommendations must be presented to the full Board of Directors for action.
- 9.4.16 The Local Arrangements-Housing Committee shall consist of (1) Committee Chair, representing the host city, and appointed by the Conference Chair. The Committee Chair shall appoint/recruit other committee members as he deems necessary to carry out the duties of the committee.
- 9.4.16.1 The Local Arrangements-Housing Committee shall prepare for those activities that are associated with the Annual Short Course, including but not limited to:
- A. Coordinating with the management at the selected Short Course Site for assigning rooms for training, technical sessions, housing for participants, and dealing with overflow.
  - B. Providing Registration Desk - staffed and equipped.
  - C. Providing Audio-Visual Aids.
- 9.4.17 The Short Course Program Committee shall consist of two (2) members:
- A. The Committee Chair appointed by the Conference Chair;
  - B. The Chair of the Operator Training / Education Committee (See Article 9.4.9.1). The Committee Chair will recruit/appoint other committee members at his discretion.
- 9.4.17.1 The Short Course Program Committee shall be responsible for the Professional and Technical Programs for the Annual Short Course and will coordinate its activities with the host city, Local Arrangements-Housing Committee, Displays-Manufacturers Committee, and the Operator Training/Education Committee.
- 9.4.17.2 The Short Course Program Committee will schedule the time for presentations, breaks, presiding officers, and a printed program.
- 9.4.18 The Displays-Manufacturers Committee shall consist of one (1) Committee Chair, appointed by the Conference Chair in consultations with the Local Arrangements Committee Chair. The Local Arrangements Committee Chair shall be a member of this committee to facilitate the coordination of activities.
- 9.4.18.1 The Displays-Manufacturers Committee shall coordinate with the Local Arrangements Committee to survey the available space at the selected Short Course site.



- 9.4.18.2 The Displays-Manufacturers Committee shall solicit through correspondence with potentially interested suppliers, distributors, manufacturers, agents, and service companies, representation at the Short Course through display space. This Committee shall receive guidance and direction from the Board of Directors relative to such details as; cost of display space, number of booths to make available, services to be provided to each, and etc.
- 9.4.19 The Chair of each committee shall submit a written report to the Conference Chair summarizing the ways and means employed in carrying out the objectives of the committee. This written report shall be made available to subsequent Committee Chair for use in orientation.

### **ARTICLE X - AMENDMENTS TO THE BY-LAWS**

- 10.1 Proposals for Amendment of these By-Laws may originate by a vote of the Board of Directors, or by submission to the Secretary, a written petition signed by at least ten (10) members.
- 10.2 The Amendment shall be introduced by a formal resolution and presented to the general membership for voting at the Annual Business Meeting.
- 10.3 To adopt any amendment to the By-Laws, there shall be an affirmative vote of the majority of the members present at the Annual Business Meeting.
- 10.4 All amendments adopted by an affirmative vote at the Annual Business Meeting shall be made part of the current By-Laws by the physical attachment of such amendments to the current By-Laws by the Executive Secretary.
- 10.5 Changes to the By - Laws to correct typographical and punctuation errors and gender specific titles shall be allowed with a vote of the Board of Directors at a regular board meeting and shall not require a vote of the general membership.

### **ARTICLE XI - FISCAL YEAR**

- 11.1 The Fiscal Year of the Louisiana Conference shall be established to commence on May 1 of each year and continue to April 30 of the next calendar year.

