

**LOUISIANA ASSOCIATION OF MUNICIPAL SECRETARIES AND ASSISTANTS
“LAMSA”**

BYLAWS

We, the members of the Louisiana Association of Municipal Secretaries and Assistants (LAMSA), in convention assembled in Alexandria, Louisiana, on this 10th day of August, 1989, do hereby adopt these Bylaws to govern the affairs of said Association.

ARTICLE I.

NAME

The name of the Association shall be the Louisiana Association of Municipal Secretaries and Assistants (LAMSA), incorporated as a non-profit corporation under the laws of the State of Louisiana, and it is referred to in these Bylaws as the Association.

ARTICLE II.

PURPOSE

The purpose of this Association shall be:

1. To provide a forum where networking can take place among the members resulting in a free exchange of ideas about work related issues.
2. To enhance professionalism by developing effectiveness and efficiency in public service leading to increased goodwill for the organization.
3. To be an educational resource by providing opportunities for skills development and job-related educational activities.

ARTICLE III.

MEMBERSHIP

Membership in this Association shall be open to all Municipal Secretaries and Assistants or persons performing the duties of a Secretary or Assistant, regardless of title, in any incorporated town, village or city chartered under and in conformity with the laws of the State of Louisiana.

There shall also be a class of membership known as “Retiree/Associate Members” for former Secretaries/Assistants who wish to retain membership in the Association, said membership to be without voting rights and subject to an annual membership fee to be fixed by the Executive Committee. Retiree/Associate Members may not hold an office in the Association. (Amended 5/3/07)

ARTICLE IV.

DUES

- Section 1. The annual dues of the members shall be \$35.00 per member and shall be payable in advance, which shall entitle each member one vote in the affairs of the Association. (Amended 5-5-2005)
- Section 2. Dues are payable by the date of the Annual Meetings and no member may vote if the member's dues are unpaid.
- Section 3. Not less than thirty (30) days prior to the Annual Meeting of the membership of the Association, the Secretary shall mail each member a statement of dues owed for the coming year.
- Section 4. Dues will not be refunded or prorated.

ARTICLE V.

MEMBERSHIP MEETINGS

- Section 1. The Annual Membership Meeting shall be held annually in the Spring of each year.
- Section 2. Not less than thirty (30) days prior to the Annual Meeting of the membership of the Association, a notice of the meeting shall be mailed to each member at their last known address.
- Section 3. Members must be present to vote. (Amended 1-18-90)
- Section 4. Officers who miss three (3) consecutive board meetings automatically lose their position on the board. (Amended 1-21-2000)

ARTICLE VI

EXECUTIVE COMMITTEE

- Section 1. For the purpose of transacting the business of this Association during the intervals between the membership meetings, the officers (President, Vice President, Secretary and Treasurer), the outgoing President, five (5) directors at large, and the LMA President or his designees shall constitute the Executive Committee with full authority and act. (Amended 6-21-90)
- Section 2. The officers and Directors at large shall be elected by the membership at the annual meeting and shall take office immediately after election. Applications for the position of officer or board member shall be submitted to the President with a letter from the Mayor or Council President supporting the applicant's ability to attend conferences and board meetings. (Amended 5/3/07)
- Section 3. Three Directors at large shall be elected to serve for a two-year term or until their successor or successors shall be elected or appointed. Two (2) Directors at large shall be elected to serve for a one-year term.

- Section 4. The offices of President, Vice-President and Secretary shall be elected for a term of two years or until their successor or successors shall be elected or appointed. The Office of Treasurer shall be a permanent position subject to change by the Executive Committee. (Amended 1-23-92)
- Section 5. The outgoing President shall serve on the Executive Committee for a term of two years. (Amended 1-23-92)
- Section 6. The Executive Committee shall provide for supervision, control, and general administration of the affairs of the organization and for the prosecution and accomplishment of its objectives.
- Section 7. Regular meetings of the Executive Committee shall be held quarterly. Special meetings of the Executive Committee may be called by the President on notice to each officer, either personally or by mail.
- Section 8. A majority of the officers shall constitute a quorum of the Executive Committee. (Amended 1-18-90)
- Section 9. Any vacancy on the Executive Committee during the term of office shall be filled by appointment made by the Executive Committee. Any vacancy in the office of any officer during the term of office shall be filled by appointment made by the Executive Committee. Any vacancies filled during a term shall be held until their successor or successors shall be elected or appointed. (Amended 6-20-90)

ARTICLE VII.

DUTIES OF OFFICERS

PRESIDENT: The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the membership and act as Chairperson of the Executive Committee.

The President also serves on the Executive Board of the Louisiana Municipal Association (LMA). The President's expenses for registration, mileage, room and meals to attend LAMSA Spring and Fall Conferences and the LMA Annual Convention will be reimbursed based on either actual expenses or state travel rates. (Amended 4/30/09)

Ex-Officio, the President shall be Chairperson of the Executive Committee and shall have such other powers and duties as may be delegated to her by the Executive Committee, consistent with the provisions of these Bylaws.

The President shall have general and active management of the business of the Association and shall see that all orders and resolutions of the Executive Committee are carried into effect.

The President shall appoint such committees as she may deem necessary, provided that standing committees shall be nominated by the President and confirmed by the Executive Committee.

VICE PRESIDENT: In the event of absence of or disability of the President, the Vice President shall assume her duties, having the authority to perform all the duties of the President.

SECRETARY: The Secretary shall keep the minutes of the Association and the minutes of the Executive Committee. The Secretary shall keep a roster of the membership and all records for the Association and shall provide written notice of all meetings to members as provided for herein.

TREASURER: The Treasurer shall provide general supervision of the financial operations of the Association. The Treasurer shall have custody of all funds of the Association and shall deposit all monies received in a bank or banks approved by the Executive Committee. The Treasurer shall submit a written report annually to the membership and from time to time upon the request of the Executive Committee. Checks issued in payment of the obligations of this Association shall be signed by the Treasurer and another officer as designated by the Executive Committee, if the amount exceeds that specified by the Executive Committee. The official depository, control, receipt, disbursement, and Office of Treasurer of said Association shall be fixed and determined by the Executive Committee of the Association.

ARTICLE VIII.

AMENDMENTS

These Bylaws may be amended at any meeting of the Association by a vote of at least two-thirds of the voting members present, provided such amendment has been filed in writing with the President and a copy of the proposed changes has been furnished to the membership at least thirty (30) days prior to the date of the meeting.

05/07