

# Policy and Procedure Manual

Louisiana Association of Secretaries to Chiefs of Police



## History

The Louisiana Association of Secretaries to Chiefs of Police was formed November 12, 1983. The Organization was the brainchild of Karen Dye of the Bossier City Police Department who along with a few other Secretaires to Chiefs felt that there was a need for an organization of Secretaries to Chiefs of Police with membership also available to Assistant Chiefs of Police that would allow us the opportunity through education and instructional activities to provide a more professional atmosphere and enhance our ability to promote the administration of law enforcement in our police departments in our ability to promote the administration of law enforcement in our police departments in our respective cities throughout the state. She took the initiative to organize a meeting of those Secretaires to Chiefs and on November 12, 1983, an organizational meeting was held in Bossier City for the purpose of forming the Louisiana Association of Secretaries to Chiefs of Police. In attendance were Karen Dye, Bossier City Police Department, Linda Deville, Shreveport Police Department, Maxine Davis, Alexandria Police Department, Eloyce Tannehill, Monroe Police Department, and Linda Durr, Monroe Police Department.

The first annual meeting of the Louisiana Association of Secretaries to Chiefs of Police was held in Monroe, Louisiana March 29 and 30, 1984, hosted by Eloyce Tannehill, Linda Durr and their Chief Willie Buffington. The Louisiana Association of Chiefs of Police made a generous donation of \$500.00 for the purpose of assisting the Association in getting started.

The first slate of Officers for the Association were:

Karen Dye, Bossier City – President

Linda Deville, Shreveport – Vice President

Eloyce Tannehill, Monroe – Secretary/Treasurer

Maxiene Davis, Alexandria – Sergeant-At-Arms

## Purpose

The purpose of this association is to promote the administration of law enforcement in the police departments of our respective cities in this state, and through education and instructional activities, provide a more professional atmosphere within our departments for the benefit of the people, our departments, our chiefs of police and ourselves

## Section 1: Membership Types

Membership in this association shall consist of Active, Associate, Honorary and Honorary life members.

### 1.1 Active

Active members of this association shall be secretaries to chiefs of police, secretaries to assistant chiefs of police, personnel performing the duties of Secretaries to Chiefs of Police or Assistant Chiefs of Police and retired secretaries who are active members in the Association at the time of their retirement. Only active members may vote and hold office. Dues for all active members or \$75

### 1.2 Associate

Associate members of this association shall be all other individuals not holding positions as specified under active membership. This class is also open to any active member in good standing but has been separated from their law enforcement agency and wishes to retain membership. This class is also open to any inactive member that is no longer actively employed by an agency but wishes to re-establish membership, pending approval of the Executive Board. This class of membership will not have voting rights, cannot hold any office, but may serve on committees. Dues for all associate members are \$75

### 1.3 Honorary

Honorary membership shall be designated bestowed upon any person who has made outstanding contributions to the Association or to the field of law enforcement. The designation will only be made after nomination by an active member, review and recommendation of the Executive Board and election by membership. Honorary members will have no voting rights, cannot hold any office and will not be eligible to serve on any committee. The membership class is a class of honor. There are no dues for honorary members.

### 1.4 Honorary Life

Honorary life members of this Association shall be people who have made outstanding contributions to law enforcement, to the Louisiana Association of Secretaries to Chiefs of Police and who are elected for this status through recommendation by the Executive Board/Committee. Once elected as Honorary life-time member, the member will no longer be required to pay dues, but will retain active membership. Persons eligible for this designation should be restricted to the Charter Members Karen Dye of Bossier City; Linda Deville of Shreveport; Maxine Davis of Alexandria; Eloise Tannehill of Monroe; and Linda Durr of Monroe; This designation can be given to an active member who has twenty (20) consecutive years of active service in L.A.S.C.P. after nomination and majority vote of the membership present at a business meeting. Honorary Life Membership was voted upon and bestowed upon the following members Pat Jumonville; Mary Lou spears (2011) Jeanette Luque (2019), and Diane Reynolds (2019), Nell Pepitone (2025), Cindy Broussard (2025), Beverly Stewart (2026), Cindy McFatter (2026), Denise Champagne (2026), Michelle Iverson (2026), Sandy Harbison (2026).

## Section 2: Membership Dues

Each member shall be required to pay membership dues annually. Membership dues must be paid in full by the first day of the spring conference. Membership of the association shall continue until notice is received by the secretary-treasurer that a member desires to withdraw or until a member's dues are delinquent for two consecutive years.

- Not less than (60) days prior to the annual meeting of membership of the Association the Secretary Treasurer shall email or mail (if requested) each member a statement of dues owed for the coming year.
- To be an Active Member of the Association, A member's membership dues must be current. If a member allows their membership dues to become delinquent, they shall not be considered an active member. Active/Associate Members, registered guests and special guests of the Executive Board may attend conferences.
- Honorary life members shall be exempt from paying membership dues but shall retain active membership.
- Dues will not be refunded, pro-rated or transferred.
- Active memberships who fail to pay their dues for a period of two (2) consecutive years shall be dropped from the roster and shall lose active status.
- Any member who no longer wants to participate in the association should submit a letter to the Executive Board.
- Upon payment of current membership dues and registration for the first conference a new member may submit an order form on the L.A.S.C.P. website for their gifted L.A.S.C.P. polo shirt and their L.A.S.C.P. name tag. *(March 2023)*

### 2.1 Retired Memberships

Retired members who retired from service with their department and were active member of the L.A.S.C.P. for ten (10) or more years at the time of their retirement will receive the following benefits: *(April 21, 2023)*

| Benefit                                                                                                                           | Description                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Reduced Membership Dues                                                                                                           | \$35 per year                                                                                                                                    |
| Lodging Option - Room Share (Spring or Fall)                                                                                      | Option to share a room with an active member at no cost to the retiree (availability not guaranteed)                                             |
| Spring Conference Lodging (2 nights)<br>L.A.S.C.P. pays cost upfront and retirees will be invoiced directly after the conference. | Retired members share a room and split the cost of one night; L.A.S.C.P. covers the cost of the second night. Retirees pay no registration fees. |
| Fall Conference Lodging (1Night) L.A.S.C.P. pays cost upfront and retirees will be invoiced directly after the conference.        | Retirees share the cost of lodging for 1 room. Retirees pay no registration fees to attend the conference.                                       |

No lodging will be paid for retirees living within 25 to 30 miles of the conference site. *(April 21, 2023)*

Please Note; retirees with less than ten (10) years of L.A.S.C.P. membership except for Rebecca Hays and Nona Broussard will pay regular active membership fee of \$75. *(April 21, 2023)*

## Section 3: Conferences

The Louisiana Association of Secretaries to Chiefs of Police shall meet a minimum of twice a year once in the spring and once in the fall. All members are encouraged to attend at least one conference per year.

### 3.1 Spring Conference

The Annual Membership Meeting and Training Conference shall be held annually in the spring usually in April. The Spring Conference is a three-day event and is typically hosted by the outgoing president in her home city. The conference shall begin on Wednesday with registration. Thursday will offer training on a variety of subjects, of interest or beneficial to the membership. The election of officers will be held on Thursday, followed by the annual business meeting and installation of officers on Friday. *(April 2015)*

All new members will receive their first conference registration waived.

### Spring Conference Registration Fees

| Category                     | Pre-registration Fee                                                   | On-site Registration Fee | Notes                                                   |
|------------------------------|------------------------------------------------------------------------|--------------------------|---------------------------------------------------------|
| Active and Associate Members | \$50                                                                   | \$70                     | Fees DO NOT have to be PREPAID, can be paid on arrival. |
| Guests and Spouses           | <i>1st guest per member is free. Thereafter \$40 per. (April 2026)</i> | \$60                     | Fees DO NOT have to be PREPAID, can be paid on arrival. |
| New Member                   | Waived Reg Fee                                                         | Must pre-register        | 1 <sup>st</sup> Conference only                         |

\*Conference registration fees are non-refundable unless a request is made seven days (7) prior to the conference date. *(October 2013)* \*

### 3.2 Fall Conference

The Annual Fall Conference shall be held annually in the fall, usually at the end of September or very beginning of October. The Fall Conference is typically a two-day event, held on Thursday and Friday hosted by a volunteer from the membership. Registration will be held on Thursday with one hour of training to be provided during the conference *(April 26, 2024)* and the business meeting on Friday.

| Category                     | Pre-registration Fee                                                   | On-site Registration Fee                   | Notes                                                   |
|------------------------------|------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------|
| Active and Associate Members | \$40                                                                   | \$60                                       | Fees DO NOT have to be PREPAID, can be paid on arrival. |
| Guests and Spouses           | <i>1st guest per member is free. Thereafter \$40 per. (April 2026)</i> | Fee to be determined by Host of Conference | Fees DO NOT have to be PREPAID, can pay on arrival.     |
| New Member                   | Waived Reg Fee                                                         | Must pre-register                          | 1 <sup>st</sup> Conference only                         |

\*Conference registration fees are non-refundable unless a request is made seven days (7) prior to the conference date. *(October 2013)* \*

### 3.3 Who May Attend Conferences

Only registered Active/Associate Members in good standing, registered guest and special guests of the Executive Board/Committee may attend Conferences.

- Members who are not current on their membership dues or who have not registered and paid the registration fee by the first day of the conference shall not be allowed to attend the conference or the business meeting.
- Guests and spouses may attend social functions of a conference by registering and paying the registration fee, which must be paid by the first day of the conference.
- Invited guests of the Executive Board/Committee shall be exempt from paying registration fees.
- Members who register for the conference are encouraged to attend all training classes and the business meeting.

### 3.4 Waiver of Fees

The Executive Board/Committee shall have the authority to waive any or all fees, such as membership dues, registration fees, and hotel charges for a member to attend a conference based on special or unusual circumstances. Financial assistance should be restricted to members only; no guests or spouses are eligible for assistance.

If a member requires financial assistance to attend a conference due to special or unusual circumstances, they must:

1. Submit a written request to the association president detailing the assistance needed and the circumstances.
  - Submit the request at least three weeks prior to the first day of the conference, unless not feasible due to the circumstances.
  - If unable to meet the three-week advance requirement, submit the request as soon as possible.
  - Be prepared to provide the Executive Board/Committee with substantiating information if requested.
2. If multiple members request financial assistance for the same conference, they may be required to share a room.
3. If another member offers to share their room with a member requesting assistance, the member requesting assistance may be asked to share a room with that member.
4. Any member receiving financial assistance to attend a conference must attend all training sessions and the business meeting.
5. Failure to attend required sessions without just cause will result in revocation of financial assistance for the current conference.

The Executive Board/Committee will review all requests for financial assistance and notify applicants of their decision as promptly as possible.

## Section 4: Hosting a Conference

Members hosting a conference are encouraged to seek support in the form of gifts, donations of services and or funds from their community to assist in keeping the cost to the Association at a minimum. Funds generated from registration fees and donations are available to the host and are generally sufficient to cover conference expenses. However, if needed, the association will provide up to \$2500 for Fall Conference and \$3500 for Spring Conference (*September 2026*) to cover expenses for food, refreshments, meeting rooms, banquet halls, speakers, training instructors, etc. necessary for the conference that are not covered by donations. The funds provided by the association for expenses of hosting the conference shall not be used to purchase gifts for the membership.

- The conference coordinator (LASCP member) is available to assist the host with planning, details, needs, and budget (*April 2015*).
- The conference registration fee for the members hosting the conference will be waived (*April 2010*).
- Lodging for the conference host will be paid only if the member cannot negotiate a complimentary room when booking other hotel facilities (October 2010).
- It will be the responsibility of the conference host to submit a detailed expense report to the secretary, treasurer, or financial officer no more than 30 days after the final day of the conference (*April 2013*).

### 4.1 Conference Dress Code

As of April 26, 2024, dress code for all conferences are as follows, casual comfortable dress with slacks, jeans, capris, dresses or skirts with all skirts before 2 inches above the knee. No shorts are allowed during the conference. At the Friday business meeting, the dress code will be L.A.S.C.P. Gifted Polo shirt and slacks, skirts or capri dress slacks. If a member has not received their L.A.S.C.P. gifted polo the member is to wear a solid color polo shirt with appropriate bottoms. (*April 26, 2024*)

### 4.2 Conference Door Prize

All members wishing to take part in the door prize drawing must be bringing a gift valued at minimum of \$25 to each fall and spring conference members are encouraged to bring gifts that you yourself would like to receive.

Door prizes will no longer be gifts brought by members, a vote was taken at the April 2025 meeting and any member who wishes to participate in the door prize giveaway will donate \$20 twenty dollars and the money will be given away as door prizes for each conference. This is voluntary and members do not have to participate if they do not wish to. (*April 2025*)

## Section 5: Fundraising

The LASCP will conduct fundraisers to generate revenue to be used to offset expenses, scholarship awards and nonprofit donations incurred by the association. All members are strongly encouraged to actively participate in all fundraisers. The Ways and Means Committee will work with the Association Secretary to coordinate means of distributing fundraiser items and method by which money/funds will be accounted for. Any items issued to a member to sell become that member's responsibility. All money/funds are to be returned to the Association at the end of the fundraising period. If the items are unsold, the product(s) must be returned to the association. If not, the member(s) will be held responsible

for the cost of the unsold product. In the event of any lost or stolen products, the member is responsible for making an official police report and submitting a copy of the report to the Executive Board. (Oct. 2017)

## Section 6: Officers

Officers for the Association shall consist of President, 1st Vice President. 2nd Vice President. Sergeant at Arms, Financial Officer and Secretary/Treasurer. Election for an office shall be majority vote of the members present at the Spring Conference:

- **President**

- The President shall be the Chief Executive Officer of the Association.
- The President shall preside at all meetings of the Membership and Executive Board/Committee.
- The President shall ensure that all orders and resolutions of the Executive Board/Committee are carried into effect.

- **Vice Presidents**

- This office will consist of a First Vice President and a Second Vice President.
- The duty of the First Vice President is to perform all duties of the President during their absence.
- The Second Vice President shall serve in the absence of the President and First Vice President.
- The Vice Presidents shall also serve on committees and perform other duties assigned by the President or Executive Board/Committee.

- **Sergeant at Arms**

- The Sergeant at Arms shall ensure that peace is maintained at all meetings.
- The Sergeant at Arms shall perform all other duties designated by the President.

- **Financial Officer**

- The Financial Officer shall serve as an assistant to the Secretary/Treasurer to keep accurate records of all monies received and paid out.
- The Financial Officer shall serve a three-year term corresponding with the Secretary/Treasurer  
(April 2012)

- **Secretary Treasurer**

- The Secretary/Treasurer shall give notice of all meetings of the Association and Committee.
- The Secretary/Treasurer shall attend all meetings of the Executive Board/Committee and all meetings of the membership.
- The Secretary/Treasurer shall record all votes and minutes of all proceedings in an electronic manner, to be kept for a period of six years (October 2007), or permanently for historical record.
- The Secretary/Treasurer shall perform other duties as prescribed by the Executive Board/Committee under whose supervision they shall be.

- The Secretary/Treasurer shall keep records of all monies received and paid out and make a report of the same to the membership at each regular meeting or when otherwise directed by the Executive Board/Committee.

1. The Secretary/Treasurer shall be sworn to faithfully discharge her duties. The office shall have an unlimited term if the current officer is willing to perform the duties of the office. *(October 2012)*
2. The Secretary/Treasurer will receive compensation in the amount of \$1000 per year. *(April 2016)*
3. The Secretary/Treasurer will receive compensation in the amount of \$500 per month. *(September 2023)*

The Executive Board/Committee may create, and the President may then appoint such other officers and agents as may be deemed necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time-to-time by the Executive/Board Committee.

The officers of the association shall hold office until their successors are chosen and sworn in their stead. Any officer elected may be removed at any time by the affirmative vote of most of the membership. If the office of any officer(s) becomes vacant for any reason, the vacancy shall be filled by an affirmative vote of a majority of the Executive Committee.

In the case of the absence of any officers of the Association other than the President, or for any reason that the Executive Board Committee may deem sufficient as to any officer other than the President, the Executive Committee may delegate, temporarily, the powers or duties or any of them of such officer, provided a majority of the entire executive committee concurs there in.

## Section 7: Executive Committee

For the purpose of transacting the business of the Association, during the intervals between the membership meetings, the President, Vice Presidents, Secretary, Treasurer, Sergeant at Arms, Financial Officer and the immediate past President shall constitute the Executive Committee with full authority to act. The immediate past President will serve a two-year term on this committee.

A. The executive committee manages all association affairs as outlined in the bylaws.

- The Executive Board/Committee oversees and approves all expenditure.
- Checks require one signature from either the Financial Officer or the Secretary-Treasurer.
- The Executive Board/Committee reviews the books at the annual meeting and as needed.

B. The Executive/Board committee shall have the authority to schedule meetings of the Executive Board/Committee upon written requests of two officers.

C. The Executive Board/Committee shall have the power to make decisions concerning Association business and do all such lawful acts that are not prohibited by the statute or by the By-Laws or that are required by statute or By-Laws to be exercised by the President or the membership.

D. Executive Committee members not available to attend any meeting may vote by proxy. A majority of the officers shall constitute a quorum of the Executive Committee, including proxy votes.

## 7.1 Amendments to Guidelines

The Executive Board/Committee shall have the authority to amend these guidelines, cancel or postpone annual conferences, and to call for special meetings of the membership based on need and or special circumstances.

## Section 8: Business Meetings

A business meeting will be held at the annual Spring Conference and at the annual Fall Conference for the purpose of conducting the business of the Association. Robert's rule of order shall govern all meetings of this association.

A. The president presides over meetings; if absent, the 1st Vice President leads as per bylaws.

B. Only current active associate members may attend meetings.

C. Members should maintain a professional appearance, business attire or official L.A.S.C.P. polo with slacks or skirts. The president may amend dress code for specific meetings upon host's request.

D. The annual L.A.S.C.P. conference focuses on improving secretarial skills; one will be set aside for the purpose of scheduled networking in a variety of subjects that will be beneficial and informative to the membership and satisfy Police Officers Standard Training Hours.

- Training attire is business casual, including association shirts and jeans or slacks, but professionalism is expected.
- Only registered members may attend training.

## Section 9: Scholarship

The Louisiana Association of Secretaries to Chiefs of Police in recognition and promotion of the role of administrative secretaries, play in Law Enforcement offers an annual scholarship to a student enrolled in a criminal justice program or business administration program at an accredited university, junior college or vocational/technical school. The scholarship shall be known as the Vera Thomasee/Pat Landry Memorial Scholarship.

The Vera Thomasee/Pat Landry Memorial Scholarship in the amount of one thousand dollars (\$1000) is presented at the annual spring meeting to a recipient selected by the president based on the stated qualifications.



## Section 10: Death Benefit

The Association offers a death benefit of one thousand five hundred dollars (\$1500) payable to a designated beneficiary of a member who was active dues paying member for a minimum of three consecutive years immediately prior to their death. The form must be filled out by the member and the form is online. It is the responsibility of the members to keep this form current.

## Section 11: Expenditures

All expenditures by the Association shall be supervised and approved by the Executive Board/Committee. All checks shall be signed by any one of the following two officers: Financial officer or Secretary/Treasurer. The books will be reviewed by the Executive Board/Committee at an annual meeting and any other time that the needs arise.

1. Travel expenses for scheduled meetings (other than the Annual Conferences) of the Executive Board Members and or Committee Members required to travel for the purpose of conducting the business of this Association shall be reimbursed in accordance with current state guidelines.

2. During the spring conference, a monetary donation in the amount of \$500 shall be presented to a nonprofit organization selected by the outgoing president.

3. Floral arrangement will be sent on the death of a member only. On occasion a L.A.S.C.P. card will be sent on the illness or hospitalization of a member or member's immediate family. *(April 2011)*  
*(April 2023)* The membership voted to create a plant/flower/retirement fund to purchase a retiree gift for members that retire and to also send a plant to a member's immediate family when someone passes away. *(Spouse and children only)*

4. On the serious injury or death of an officer in the line of duty and the officer's department is a member of the L.A.S.C.P. a donation of \$100 will be made to the officer/officer's family. *(October 2010)*

## Section 12: Committees

The President shall have the authority, with the support of the Executive Board, to appoint members to serve on various committees delegated to perform specific tasks or oversee specific projects as she deems appropriate. ~~Chairperson and members would serve for one year term. (October 2015)~~ Executive Board members will serve on committees as designated in officer's description. *(updated September 2024)*

## 12.1 Ways and Means Committee

The committee shall be responsible for gathering ideas and suggestions, either collectively or from individual members, to develop fundraisers, trainings, sessions, and any other legal means of maintaining this organization's treasury. The 1st Vice President of this organization will be a permanent committee member. Committee chairperson must be available to attend Executive Board meetings for the final approval of programs.

## 12.2 Membership/Welcoming Committee

This committee shall be responsible for canvassing various departments to increase and maintain our membership level in the organization. Members will also be responsible for extending welcome to the first time and new members by way of mailing out cards and being aware of what new members are attending the conference for the first time. Follow up registrations from the organization via exit interview to determine if there is something which needs attention by the association to deter future resignations. The Sergeant at Arms will be a permanent committee member. *(Updated September 2024)*

## 12.3 Publicity Committee

This committee shall be responsible for ascertaining that this organization receives media attention through submissions of articles to law enforcement magazines, area newspaper, Facebook (private and public pages) and L.A.S.C.P. website.

## 12.4 Historian Committee

The historian will be responsible for maintaining the Association's scrapbook and social media sites to keep a history and informational site for members of the organization. This scrapbook will be brought to each annual conference for review. Scrapbooks will be available at the request of members.

## 12.5 Legislative/Retirement Committee

This committee shall keep abreast of legislative issues pertaining to this Association and notify the President of matters that need immediate attention. Monitor retirement bills and keep the executive board committee current on the retirement system(s). Be available to attend M.P.E.R.S. meetings when necessary.

## 12.5 Scholarship Committee

This committee shall accept and review applications for the annual Vera Thomasee/Pat Landry Memorial Scholarship and make recommendations to the President. The scholarship will be presented during the Spring conference. The 2nd Vice President will serve as Chairperson and work with three volunteers. *(April 2013)*

This committee was re-addressed at Spring 2023, and it is explained that the President hosting the Spring Conference each year is to aggressively seek applications from any eligible recipient in her community area. The President will ask for secretaries to the chiefs in her immediate area to assist her, and the President will choose a recipient to receive the scholarship. If the President is unable to find any eligible recipient to receive the scholarship in her community, she will then seek out and ask for the help of the entire association in any one from the entire state may receive the scholarship.



## Section 12: Elections

Elections of the officers shall be held on Thursday prior to the annual meeting of the membership at each conference.

### A. Term of Office

Officer shall serve for a period of one year. Advancing from Sergeant at Arms to 2nd Vice President, 1<sup>st</sup> Vice President, to President after re-election by majority present at the Spring Conference.

1. The Secretary/Treasurer and Financial Officer serve three-year terms with no limit on reappointment, provided duties are met.

B. Nominations for officers for unoccupied positions will be from membership.

### C. Administration of Oath

Newly elected officers shall be administered the oath of office for their designated position at a swearing in ceremony held during Spring Conference of Business meeting.

The oath shall be administered by a person designated by the President's. Officers will be sworn in the following order.

#### 1<sup>st</sup>) Financial Officer (*light candle from big candle*)

Do you (state your name) solemnly swear that you, in your capacity as Financial Officer, shall perform all duties of financial record keeping assigned to you as Assistant to the Secretary/Treasurer, and as otherwise directed to do so by the Executive Board Members?

*(Light candle of Secretary/Treasurer)*

#### 2nd) Secretary/Treasurer

Do you (state your name) solemnly swear that you as Secretary/Treasurer, shall perform all duties assigned to you in a faithful and efficient manner, that you shall give notice of all meetings of this Association and committees, record all votes minutes of proceedings, keep a record of all monies received and paid out and make a report of the same to the membership at each regular meeting and

when otherwise directed to do so by the Executive Board and or Executive Committee, that you shall perform such duties as may prescribed by the Executive Board Members under whose supervision you shall be?

*(Light candle of Sgt-At-Arms)*

3<sup>rd</sup>) Sgt-At-Arms

Do you (state your name) solemnly swear that you, in the capacity of Sergeant at Arms, shall see that the peace and order is maintained at all meanings and performed all duties that may be designated by the President?

*(Light candle of 2nd Vice President)*

4<sup>th</sup>) 2<sup>nd</sup> Vice President

Do you (state your name) as 2<sup>nd</sup> Vice President of this Association solemnly swear that you shall assume the duties of the President in the event of absence of or incapacity of the 1st Vice President or faithfully served on any committee to which you are appointed.

*(Light candle of 1st Vice President)*

5<sup>th</sup>) 1<sup>st</sup> Vice President

Do you (state your name) as 1<sup>st</sup> Vice President of this association solemnly swear that you shall assume the duties of the President in the event of absence or incapacity of the President. That you shall assume the duties of the Secretary Treasurer in the event of her absence, and in this regard, except the title of Assistant Secretary, Treasurer, and faithfully served on any committee to which you are appointed.

*(Light candle of President)*

6<sup>th</sup>) President

Do you (state your name) solemnly swear that as President of this Association you shall preside at all meetings of the membership, Executive Board and Executive Committee, have general and active management of the business of the Association, and shall see that all orders and resolutions of the Executive Board are carried into effect.

**\*\*After each officer has repeated their oath and lit Their candle. They will respond to the following oath in unison.**

Do you solemnly swear that in exercising your respective duties you shall proceed according? To the Bylaws, keep the ideals of the L.A.S.C.P. and its membership as your primary goal, and strive to maintain the highest standards for this association.

Answer and blow out candles in unison and take their place at the head table.

If for any reason an officer is unable to complete their term of office, they should submit a letter in resignation to the Executive Board Committee as soon as possible. If the office of any officer or officers becomes vacant for any reason, the vacancy shall be filled. By an affirmative vote of majority of the Executive Board committee. Any officer may be removed at any time by affirmative vote of the majority of the membership.

## Section 13: Amendments

Amendments to the bylaws and the Policy and Procedure Manual may be altered or amended or repealed by the affirmative vote or written consent of a majority of the members who or entitled to vote at any regular or special meeting called for that purpose.

Adopted 04/13/2007

Amended 10/24/2008

Amended 10/15/2008

Amended 04/15/2016

Amended 10/04/2017

Amended 09/28/2018

Amended 04/26/2019

Amended 04/21/2023

Amended 04/26/2024

Amended 04/29/2025

Updated 04/25/2026