

BYLAWS OF
Northwest Louisiana Pediatric Society

Article I
Officers

Section 1 – Officers

- a. The officers shall be a President, Vice-President, Secretary and Treasurer. The officers shall take over duties of their respective offices January and serve for one year.
- b. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Immediate Past President. The President Elect will become a part of the Executive Committee once elected. Additionally, the President may appoint a representative from the LSUHSC Children's Hospital to serve as a member of the Executive Committee.
- c. Three members shall constitute a quorum for the Executive Committee.

Section 2 – Election of Officers

- a. Nominations for officers from the general membership may be submitted in writing to the Nominating Committee within 30 days of the Committee Meeting. Members will be notified of the committee meeting by fax, email and/or postcard.
- b. If there are no nominations received for an elected position, there will be a call for verbal nominations by the Nominating Committee at the next general meeting followed by a vote if more than one individual is nominated. However, if no one is nominated than the Nominating Committee is empowered to appoint an active member to serve as the officer-elect of the open position.
- c. Only active members, whose annual dues are fully paid, are eligible for election to any office, or are entitled to vote.
- d. Elections shall be by electronic ballot or held at a general meeting. They will be conducted by November 15th of each year.
- e. The President and Vice-President may not succeed themselves in their respective offices.

Section 3 – Duties of Officers

- a. President – The President (1) shall preside at all meetings of the general membership and enforce the laws of the Society, (2) shall be chairman of and preside over all meetings of the Executive Committee, (3) shall appoint all committees not otherwise provided for by these By-Laws, (4) shall fill all vacancies, according to Article I, Section 4 of By-Laws, (5) shall have access to the records and accounts of the Society in order to inspect and report any inaccuracies and delinquencies in reference thereto, (7) shall be ex-officio member of all committees, (8) shall serve as chairman of the Nominating Committee, (9) shall perform all such other duties of this Society as custom and parliamentary procedure may require, and (10) shall upon completion of his/her term serve one year as Immediate Past President of the Society.
- b. Vice-President – The Vice-President (1) shall preside at all meetings in the absence of the President, (2) shall be chairman of the Scholarship Committee, (3) shall assist with all the community and special projects deemed by the Executive Committee, (4) shall have access to records and accounts of the Society and report any inaccuracies and delinquencies in reference thereto, and (5) shall assist with general membership topics and potential speakers.

- c. President-Elect – The President-Elect shall serve as a member of the Executive Committee and as an ex-officio, voting member of all committees.
- d. Secretary - The Secretary shall as the Secretary (1) preserve the official copy of the Constitution and of these By-Laws, (2) duly record in proper form all amendments made in the Constitution and By-Laws; together with the date and manner of adoption of said amendments, (3) notify all members-elect of their election to membership, (4) maintain a record on each member as well as the official list of all members, (5) give a notice of all meetings and of any special duty imposed upon members, (6) keep a record of the proceedings of all meetings, (8) perform such other duties as are usually performed by a Secretary, and (9) assume the duties of the President in the absence of the President and the Vice-President.
- e. Treasurer – The Treasurer shall (1) have charge of funds, (2) keep an accurate record of the monies of the Society, (3) shall give an accounting of the financial status of the Society to the Executive Committee and the general membership, (4) ensure nonprofit status is either obtained or renewed as required by law and/or ensure the organization maintains good standing with the Internal Revenue Service.

Section 4 – Vacancies

In the event that any officer of the Society or member of the Executive Committee is unable to serve his/her full term, the Executive Committee is empowered to appoint an active member to serve out the unexpired term.

Article II Nominating Committee

Section 1 – Committee Composition

- a. The Nominating Committee shall consist of the President, who will serve as chairman, the immediate past President, the LSUHSC Executive Committee representative, and a private practice representative appointed by the President. The Nominating Committee shall submit nominees for elective office in accordance with Article I Section 2 of these By-Laws.

Article III Meetings

Section 1 – Meetings

The Society shall have at least two dinner-business, or dinner-scientific, meetings annually.

Section 2 – Meeting Quorum

Fifteen active members shall constitute a quorum for transaction of business at any meeting of the Society.

Section 3 – Reports

At each General Meeting, reports shall be made by all officers. Full reports must be made by the President and Secretary/Treasurer.

**Article IV
Dues and Assessments**

Section 1 – Fiscal Year

The fiscal year shall begin January first.

Section 2 – Dues

Annual dues for Active, Affiliate and Resident members shall be determined annually by the Executive Committee. These dues will be due January first unless otherwise specified in writing by the Executive Committee. Retired members are exempt from dues. No person shall be in good standing or qualified to exercise any privilege of membership when in default.

Section 3 – Waivers

Dues may be waived for just cause by the Executive Committee.

**Article V
Parliamentary Procedure**

Robert's Rules of Order (revised) shall govern procedures in all cases not inconsistent with these By-Laws.

**Article VI
Amendments**

By-Laws may be amended in the same manner as the Constitution of the Society.