

**BYLAWS OF  
THE LOUISIANA SOCIETY OF CERTIFIED PUBLIC MANAGERS**

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**ARTICLE I**

**Section A. Name, Title, and Purpose:**

1. The name and title of this organization shall be The Louisiana Society of Certified Public Managers.
2. The purpose of the Society shall be to promote professional management in Louisiana State Government.

**Section B. The goals of the Society shall be:**

1. To promote development and improvement of the Management Development Program of the Comprehensive Public Training Program.
2. To improve communication, cooperation, and coordination among state agencies.
3. To provide opportunities for professional growth of Society members through continuing education.
4. To promote the development of professionally trained managers.

- 1 5. To become accepted as a resource to Louisiana State Government.
6. To promote efficiency and productivity in state government.
7. To promote on the part of its members a standard of behavior which demonstrates a high level of ethical responsibility in the performance of official duties and that responsibility shall be set forth in the Society Canons of Professional Responsibility.

## **ARTICLE II**

### **Section A. Eligibility for Active Membership:**

Membership in this Society will be open to persons in public service who are: 1) Certified Public Managers (CPM), 2) recipients of the Certificate in Supervisory Techniques (CST), 3) recipients of any of the four component certificates of the Certified Public Manager program awarded through the Comprehensive Public Training Program or, 4) recipients of other programs accredited by the Certified Public Managers Consortium.

**Section B. Categories of Membership:**

1. Active Members of the Society shall be persons who have made application to the Society, have been accepted, have paid their current dues, and have met requirements for continuing education.
2. Honorary Members are persons nominated by the Board and elected by a majority of votes cast by the members. They shall meet criteria set by the Board and exemplify the objectives set forth in these Bylaws. Honorary Members shall be entitled to all rights and privileges of active membership except voting on any business of the Society. No dues will be assessed of Honorary Members.
3. Affiliate Members shall be faculty, staff, contract faculty, consultants or graduates of an accredited CPM program (CST or equivalent, CPM) not currently in public service who have made application, have been accepted, and have paid their current dues. Affiliate Members shall enjoy all of the privileges of active membership except holding office or voting on the business of the Society. Dues for Affiliate Members shall be the same amount as designated for Active Members.
4. Associate Members are members who by virtue of their official duties have a direct interest in either the Comprehensive Public Training Program or the Louisiana Society of Certified Public Managers and who are not eligible for active or affiliate membership. Candidates for associate membership shall be selected by the Board. Membership is conferred when a written invitation is accepted in writing. Associate Members shall be entitled to all the privileges of active membership except holding office or voting on the business of the Society. No dues shall be assessed to Associate Members. The criteria for selecting Associate Members shall be:
  - a. Their official position and their direct interest in the Comprehensive Public Training Program or The Louisiana Society of Certified Public Managers, and
  - b. Their potential for providing information or advice to assist the Society in the achievement of its goals.
5. Inactive Members are members who have requested inactive status or who have failed to meet membership requirements. No dues will be assessed. Inactive Members shall not vote on any business of the Society. Inactive Members may become active members by meeting active-membership requirements. Inactive status may be granted for one year only.
6. Retired Members are members that have met all qualifications as stated in Article II, Section A, but are no longer in Active status in State Government. To remain Active Society members, Retirees shall pay dues as stated in Article III.
  - a. Retirees shall be allowed to take an active role in all meetings/functions of the Society.
    - 1 b. Retirees will pay dues as determined by the board.
    - 2 c.

**Section C. Rights and Privileges of Membership:**

All members of the Society shall be entitled to attend all meetings of the Society; however, only Active Members may vote or hold office in the organization.

**ARTICLE III**

Annual dues shall be assessed in an amount recommended by the Board and approved by a majority of the membership present at a duly called meeting. Any change in the amount of dues shall be effective on January 1 of the next calendar year. Members who have not paid annual dues by February 20 shall lose active membership in the Society.

In the event of dissolution, all residual assets of the organization shall be distributed to the treasury of the American Academy of Certified Public Managers.

**ARTICLE IV**

**Section A. The Board of Directors of the Society shall consist of:**

1. President (CPM)
2. President-Elect (CPM)
3. Secretary (CPM, CST or Other Recipient noted below)
4. Treasurer (CPM, CST or Other Recipient noted below)
5. Immediate Past-President (CPM)
6. Director-at-Large (CPM, CST or Other Recipient noted below)
7. Director-at-Large (CPM, CST or Other Recipient noted below)

1        8. Director-at-Large (CPM, CST or Other Recipient noted below)

9. Director-at-Large (CPM, CST or Other Recipient noted below)

Other Recipient – Recipient of any of the four component certificates of the Certified Public Manager program as noted in Article II. Section A. Eligibility for Active Membership.

In addition, all members of the Board of Directors of the Society shall be members of the American Academy of Certified Public Managers, or shall join as soon as they are eligible to do so.

**Section B. Election of Board of Directors:**

1. The elective offices of this Society are: the President-Elect, the Secretary, the Treasurer, and the four Directors at Large. The President-Elect shall be a Certified Public Manager.
2. The Nominating Committee shall nominate persons for each of the offices and shall conduct elections.
3. Voting for officers will be accomplished by a mail ballot. Ballots may include write-in candidates. The results will be reported at the meeting preceding the term year. Candidates receiving the largest number of votes returned by the date specified on the ballot shall be elected.

4. Duly elected officers shall serve a term of one year on a calendar year basis, except for the following:
  - The Secretary shall serve a term of two years commencing in an odd numbered year.
  - The Treasurer shall serve a term of two years commencing in an even numbered year.
5. In the event the President or President-Elect cannot serve the full appointed term, the Nominating Committee shall conduct a special election for the office of President-Elect in the same manner as provided for the regular election of officers.
6. In the event that any office is vacated and provision for filling the office is not covered in these Bylaws, it shall be the duty of the Board of Directors to fill the vacancy from a list of three active members recommended by the Nominating Committee.

**Section C. Duties of Officers:**

1. The President shall be an ex-officio member of all committees except the Nominating Committee, shall preside at meetings of the Society, shall appoint the chairs of all committees other than the Program, Membership, and Nominating Committees, and shall perform such other duties as may be required.
2. The President-Elect shall assist the President, shall preside in the absence of the President, and shall automatically succeed to the office of President in the following calendar year. In the event the President cannot serve the full, appointed term, the President-Elect shall succeed to the presidency and shall serve until the next regular election of officers. The President-Elect shall chair the Program Committee.
3. The Secretary shall receive and care for all documents belonging to the Society, notify each member of the time and place of each meeting, record the minutes of each meeting, be custodian of these Bylaws and have them available for each regular meeting of the Society, maintain appropriate files, records, and correspondence, and assure that permanent records of the organization are maintained. In the event of the absence or recusal of the President and President-Elect at any meeting, the Secretary shall act as President and shall appoint another member to act as Secretary.
4. The Treasurer shall receive and account for all funds belonging to the Society, collect dues and dispense any monies necessary to conduct the business of the Society and provide an annual financial statement to the Board and the membership.
5. The Immediate Past-President shall serve as a member of the Board of Directors.
- 1 6. The four Directors-at-Large shall provide advice on issues coming before the Board of Directors. One Director-at-Large shall chair the Membership Committee and keep a list of all members of the Society showing their names, current addresses, employing agency, date of receipt of certification or designation, and status of membership. One Director-at-Large shall chair the Conference Committee and shall direct the activities of any consultant chosen to plan or organize the Annual Conference. One Director-at-Large will

1 be in charge of mentoring. One Director-at-Large shall be in charge of the Newsletter/Information.

#### ARTICLE V

**Meetings:** The President of the Society shall call a minimum of two membership meetings yearly as necessary to accomplish the objectives stated in these Bylaws.

#### ARTICLE VI

##### **Section A. Standing Committees:**

The following standing committees of the Society shall be maintained.

**a. Program Committee:** The Chair of the Program Committee shall be the President-Elect of the Society who shall appoint members of the committee; the committee shall schedule speakers and plan programs for meetings and seminars sponsored by the Society.

**b. Membership Committee:** The Chair of the Membership Committee shall be a Director-at-Large who shall appoint members of the committee and shall assure that appropriate candidates for membership are invited to join the Society and that guests are made welcome.

1 **c. Nominating Committee:** The Nominating Committee shall consist of three members,

who are not members of the Board, selected by the Board of Directors to serve a two-year term; the committee shall select its Chair and shall nominate persons for each of the elective offices of the Society.

**d. Newsletter/Public Information Committee:** The Chair of the Public-Information Committee shall be a Director-at-Large; the Chair shall appoint members. The committee shall be responsible for the public relations of the Society, to include editing the Society newsletter and the Society's web page.

**e. Conference Committee:** The Chair of the Conference Committee shall be an elected Director-at-Large; the Chair shall appoint members. The Conference Committee shall be responsible for planning, organizing, and executing the annual conference of the Society, with the approval of the Board of Directors. This shall include the recommendation to the Board of Directors of a consultant to plan the annual conference and coordinating the activities of said consultant.

**f. Awards Committee:** The Chair of the Awards Committee shall be the previous year's CPM of the Year; other members will be the previous year's CST of the Year, and two active members of the Society selected by the Chair and approved by the Board. The Committee shall be responsible for reviewing nominations, and selecting and presenting to the Board candidates for the following awards: Certified Public Manager of the Year, CST of the Year, Certificate of Merit, and Presidential Citation, in accordance with criteria set forth in Awards of Excellence Criteria/Procedures, as revised in 12/97.

**Section B. Special Committees:**

Any board member may request that the Board establish special committees for specific purposes and for limited periods of time. The President shall appoint the Chair of special committees, and the Chair shall appoint members.

**a. Committee for Curriculum:** The Special Committee for Curriculum shall be a special committee called into being for the purpose of considering and submitting to the Board of Directors for its approval recommendations for continuing professional education that shall be a condition of continued membership.

**b. Committee for Professional Responsibility:** The Special Committee for Professional Responsibility shall be a special committee called into being for the purpose of hearing complaints for cause or to consider and recommend amendments to the Canons of Professional Responsibility.

**ARTICLE VII**

**Section A. The Canons of Professional Responsibility:**

1. The Canons of Professional Responsibility represent standards of conduct appropriate to persons employed in public service, particularly to public managers. Each Canon addresses an area of concern dealing either with the responsibility to refrain from actions not deemed to be ethical or the positive responsibility to undertake actions deemed to be beneficial to public servants, to the employing agency, or to the people of Louisiana. Each Canon may be expanded to designate specific prohibited activities or to advise the membership of activities beneficial to the organization, the employing agency, or the people for whom public service is performed.
2. The Canons may be adopted or changed in the manner provided for the amendment of the Bylaws of the Society.

**Section B. Membership: Special Committee for Professional Responsibility:**

1. As a body to hear complaints for cause, the Committee for Professional Responsibility shall be constituted as hereafter prescribed.
2. As a body to consider and recommend amendments to the Canons of Professional Responsibility, the Committee shall be constituted in the same manner as other Special Committees.

**Section C. Functions: Special Committee for Professional Responsibility:**

1. Should any active member or any person who has applied for membership fail to demonstrate a high level of ethical responsibility in the performance of official duties, there shall be deemed cause to deny membership, to terminate membership, or to take other actions authorized by these Bylaws.

2. Any active member having convincing reason to believe that cause exists to deny or to terminate membership or to take other actions authorized by these Bylaws shall so advise the President of the Society in writing. The written notice shall include a detailed summary of actions giving rise to the complaint and shall recommend action being taken. The President shall notify the member or the person who has applied for membership and provide a copy of the written complaint. Should the President be the subject of a complaint, the President-Elect shall exercise the powers of the President as set forth in this Article.
3. The person against whom a complaint for cause is lodged may elect to have the complaint heard by either of the following: the Board of Directors sitting as a special committee, or a special committee of three active members selected by the President and three Active Members selected by the person against whom a complaint for cause has been lodged.
4. The Committee shall be chaired by the President-Elect or a Past-President as the President shall determine.
5. A majority of either committee shall be sufficient to deny membership, to terminate membership, or to recommend to the Board other appropriate actions provided that termination shall not become effective until the person cited accepts the decision of the special committee, or fails to request, in writing and within thirty days, a hearing before the general membership.
6. If the person cited requests a hearing before the general membership, that person shall present his or her argument to the membership. The membership shall vote. A majority of members present and voting shall be sufficient to uphold the action of the special committee.
7. A person denied membership may re-apply not sooner than six months after membership has been denied. A member whose membership has been terminated may apply for reinstatement not sooner than twelve months after membership has been terminated.
8. An active member against whom a complaint for cause has been lodged may, at the direction of the committee hearing the complaint, receive any or all of the following in lieu of termination of membership.
  - a. Suspension of voting rights for a period not to exceed six months.
  - b. Suspension of all privileges of membership for a period not to exceed six months.
  - c. Removal from elective office in the Society.

#### **ARTICLE VIII**

**Quorum:** A quorum will consist of all members in attendance at a duly called meeting provided at least half of the Board of Directors is present. No proxies will be accepted.

## ARTICLE IX

**Rules of Order:** Deliberations of the Society shall be governed by parliamentary usage as set forth in Roberts' Rules of Order when those rules are not in conflict with these Bylaws.

## ARTICLE X

### **Section A. Amendment of Bylaws:**

These Bylaws may be amended at any duly called meeting of the full Society by a vote of three-fourths of the voting members present, provided the proposed amendment is issued to the members of the Society, in writing, at least thirty days prior to the meeting.

### **Section B. Corrections of Bylaws:**

Corrections in spelling, punctuation, format, and other changes which do not alter the meaning of these Bylaws may be approved by the Board of Directors.

### **Section C. Effective Date of Bylaws:**

Effective Date of Bylaws: June 7, 1983.

Amended May 22, 1985.

Amended July 16, 1987.

Amended January 25, 1990.

Amended February 21, 1992

Amended November 10, 1993

Amended July 21, 1994

Amended January 27, 1995

Amended April 15, 1996

Amended November 18, 1998

Amended January 25, 2000

Amended November 28, 2001

Amended July 23, 2002

### **CANONS OF PROFESSIONAL RESPONSIBILITY**

I am a Public Servant employed by the people of Louisiana; to that employer I owe my primary professional responsibility.

I will not use my position for personal gain nor for my private interest.

I will conduct myself, in the performance of my official duties, in such manner as to bring respect to Public Servants and credit to The Louisiana Society of Certified Public Managers.

I will perform the duties which I am charged to perform to the best of my ability and in the most effective, efficient, and expeditious manner possible.

I acknowledge responsibility to my employing agency; I will do my best to assure that my employing agency achieves its goals and meets its legal responsibilities.

I acknowledge responsibility to the people under my supervision I will assure, so far as I am able to do so, that they are treated with respect, that their work is made rewarding, and that personnel actions which I take or which I recommend will be based solely upon objective appraisal of relevant, work-related criteria and relative merit.

I occupy a position of public trust; to remain worthy of that trust, I will continue to study principles of public management, and to improve my skills for the benefit both of the people that I supervise and the people of the state who are my employers.

The Canons of Professional Responsibility were adopted on July 16, 1987.