

*Louisiana Association
of
Secretaries to Chiefs of Police*

Policy and Procedures Manual



April 13, 2007

*Note: The policies and procedures contained herein
supersede any policies and procedures previously
implemented.*

I. 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 our selves.

This Association may engage in lobbying activities that are beneficial to all members; but the Association shall engage in no lobbying activities, which are detrimental to any one police department subject to the approval of the Executive Committee.

II. 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 Secretaries to Chiefs felt that there was a need for an organization of Secretaries to Chiefs of Police with membership also available to Secretaries 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 respective cities throughout the state. She took the initiative to organize a meeting of those Secretaries 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 was 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 organized.

The first slate of officers for the Association was:

- Karen Dye, Bossier City -President,
- Linda DeVille, Shreveport -Vice President,
- Eloyce Tannehill, Monroe -Secretary/Treasurer
- Maxine Davis, Alexandria -Sergeant-At-Arms.

III. Membership

Membership in this Association shall consist of Active, Associate, Honorary, and Honorary Life Members.

A. Active

Active members of this Association shall be Secretaries to Chiefs of Police, Secretaries to Assistant Chiefs of Police or those personnel performing the duties of Secretaries to Chiefs of Police or Assistant Chiefs of Police, and Secretaries to Chiefs and Assistant Chiefs who were Active in the organization at the time of retirement. Only active members may vote and hold office.

B. Associate

Associate members of this Association shall be all other members. This class of membership will not have voting rights or hold office but may serve on committees.

C. Honorary

Honorary members of this Association shall be Retired Secretaries to Chiefs of Police or any other such persons who have made outstanding contributions to law enforcement, to the Louisiana Association of Secretaries to Chiefs of Police, and who are elected for this office through a recommendation by the Executive Committee.

D. Honorary Life

Honorary Life Members of this Association shall be persons 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 Committee. Once elected as a life-time member, the member will no longer be required to pay dues, but will retain active membership status. Persons eligible for this designation shall be restricted to members who have twenty (20) consecutive years active service and the Charter Members – Karen Dye, Bossier City, Linda Deville, Shreveport, Maxine Davis, Alexandria, Eloyce Tannehill, Monroe, Linda Durr, Monroe)

Membership in 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.

IV. 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.

Dues shall be:

- **Honorary Life Members** **Waived**
- **Active Members** **\$75.00**
- **Associate Members** **\$75.00**
- **Retired Members (Active & Associate)** **\$35.00**
(with ten or more consecutive years in LASCP at the time of retirement)
- **Retired Members** **\$75.00**
(with less than ten consecutive years in LSCP at time of retirement)

- A. Not less than (60) days prior to the annual meeting of the membership of the Association, the Secretary/Treasurer shall mail each member a statement of dues owed for the coming year.
- B. To be an Active Member of the Association, a member's membership dues must be current. If a member lets their membership dues become delinquent, they shall not be considered an Active member. Only Active members and registered guest shall be allowed to attend Conferences.
- C. Honorary Life Members shall be exempt from paying membership dues but shall retain Active Membership status.
- D. Retired members who were Active Members at the time of their retirement and who continue to pay the annual dues shall be considered an Active Member of the Association.
 - 1. Active Members who retire from service with their Department, and were an Active Member of the Louisiana Association of Secretaries to Chiefs of Police for ten (10) or more consecutive years at the time of retirement, will not be required to pay registration or hotel fees to attend conferences.

1.Registration for Fall Conference

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|----|---|---------|
| a) | Active/Associate Members | |
| | Pre-Registration | \$40.00 |
| | On-Site Registration | \$60.00 |
| b) | Retired members | |
| | Pre-Registration | \$35.00 |
| | On-Site Registration | \$55.00 |
| | *Retired Members | Waived |
| | (With ten (10) or more consecutive years of membership in LASCP at time of retirement) | |
| c) | Guest/Spouse | |
| | Pre-Registration | \$35.00 |
| | On-Site Registration | \$55.00 |

Note: When pre-registering, fees do not have to be paid in advance but can be paid on- site.

C. Who May Attend Conferences

Only registered Active/Associate Members, registered Guests and Special Guest of the Executive Committee may attend Conferences

1. 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 functions or Business Meeting.
2. Guest/Spouses may attend social functions only of a Conference by registering and paying the registration fee, which must be paid by the first day of the Conference.
3. Guest/Spouses who have not paid the registration fee by the first day of the Conference shall not be allowed to attend any functions. Guest/Spouses may not attend the business meeting.
4. Invited guest of the Executive Committee shall be exempted from paying registration fees.
5. Members who register for the Conference are encouraged to attend all training classes and the business meeting.

D. Waiver of Fees

The Executive Committee shall have the authority to waive any and all fees, such as membership dues, registration fees, and hotel charges for a member to attend a conference based on special or unusual circumstances.

- A. If a member, due to special or unusual circumstances, requires financial assistance to attend a Conference the member must:
1. Submit a request in writing to the President of the Association stating what assistance the member is requesting and stating the special or unusual circumstances necessitating the need for assistance.
 - a) The request must be submitted a minimum of three weeks prior to the start of the Conference the member wishes to attend unless it is not feasible due to special or unusual circumstances. In cases where the circumstances are such that the request cannot be submitted three weeks in advance of the Conference it shall be submitted as soon as reasonably possible.
 - b) The member shall be willing to provide the Executive Committee substantiating information if requested to verify the legitimacy of the special or unusual circumstances.
 2. If more than one member is seeking financial assistance for the same Conference, those members may be asked to share a room.
 3. If another member offers to share their room with a member who has submitted a request for assistance, the member requesting assistance may be asked to share a room with that member.
- B. The Executive Committee shall review all request for financial assistance and shall notify the member of their decision as quickly as possible.
- C. Any member who receives financial assistance from the Association to attend a Conference shall be required to attend all training sessions and the business meeting. Failure to do so, without just cause, shall result in revocation of financial assistance to that member for the current conference.
- D. Financial assistance from the LASCP shall be restricted to members only. Guests/spouses of members are not eligible for assistance.

E. Hosting a Conference

Members hosting a Conference are encouraged to seek support in the form of gifts and 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 \$2000.00 to cover expenses for food, refreshments, meeting rooms, banquet hall, speakers, training instructors etc. necessary for the Conference that are not covered by donations. The \$2000.00 provided by the Association for the expenses of hosting the Conference shall not be used to purchase gifts for the membership.

F. Amendments to Guidelines

The executive Committee shall have the authority to amend these guidelines, cancel or post pone Annual Conferences and to call for special meetings of the Membership based on need and/or special circumstances.

VI. Fundraisers

The LASCP will conduct fundraisers to generate revenue to be used to off-set expenses incurred by the Association. All members benefit from the revenue generated by the fundraisers and therefore all members are expected to participate in the generation of these funds.

VII. Officers

Officers for the Association shall consist of President, 1st Vice President, 2nd Vice President, Secretary Treasurer and Sergeant-At-Arms. Election to an office shall be by majority vote of the membership present at the Spring Conference.

- A. President** – The President shall be the Chief Executive Officer of the Association; she shall preside at all meetings of the membership and Executive Committee; she 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.

- B. Vice President** – This office will consist of a 1st Vice President and a 2nd Vice President. It shall be the duty of the 1st Vice President to perform all the duties of the President during her absence, and the 2nd Vice President shall serve in the absence of the President and 1st Vice President in the order of their designation. The Vice Presidents shall also serve on committees, etc, or perform other duties assigned them by the President or the Executive Board.
- C. Secretary/Treasurer** – The Secretary/Treasurer shall give notice of all meetings of this Association and Committees. The Secretary/Treasurer shall attend all meetings of the Executive Committee and all meetings of the membership, and record all votes and minutes of all proceedings in a book to be kept for that purpose. She shall perform such other duties as may be prescribed by the Executive Committee under whose supervision she shall be. She shall keep a record of all monies received and paid out, and make a report of same to the membership at each regular meeting thereof and whenever otherwise directed to do so by the Executive Committee. She shall be sworn to the faithful discharge of her duties. The Secretary/Treasurer will receive compensation in the amount of two hundred fifty dollars (\$250.00) a year.
- D. Sergeant-At-Arms** – The Sergeant-At-Arms shall see that peace is maintained at all meetings and perform any and all other duties that may be designated by the President.
1. The Executive 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 Committee.
 2. The officers of the Association shall hold office until their successors are chosen and qualify in their stead. Any officer elected may be removed at any time by the affirmative vote of a majority of the membership. If the office of any officer or officers becomes vacant for any reason, the vacancy shall be filled by the affirmative vote of a majority of the Executive Committee.
 3. In the case of the absence of any officers of the Association other than the President, or for any reason that the Executive 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 to any other officer, provided a majority of the entire Executive Committee concurs therein.

VIII. Elections

Election of officers shall be held at the annual meeting of the membership.

A. Term of Office

Officers shall serve for a period of one (1) year advancing from Sergeant-At-Arms to 2nd Vice President, to 1st Vice President, to President, with the exception of the Secretary/Treasurer who may serve a maximum of three (3) years, with the option of advancing to Sergeant-At-Arms.

B. Nominations for Officers

Nominations for officers for unoccupied positions will be from the floor.

C. Administration of Oath

Newly elected officers shall be administered the oath of office for their designated position at a swearing in ceremony immediately following the election process.

1. The Oath shall be administered by a person designated by the President. Officers will be sworn in the following order:

- a) **Sergeant –At-Arms**

Do you (name) solemnly swear that you, in your capacity as Sergeant-At-Arms shall see that peace and order is maintained at all meetings and perform any and all duties that may be designated by the President?

(Light candle)

- b) **Secretary/Treasurer**

Do you (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 and minutes of proceedings; keep a record of all monies received and paid out and make a report of same to the membership at each regular meeting and when otherwise directed to do so by the Executive Committee; that you shall perform such other duties as may be prescribed by the Executive Committee under whose supervision you shall be?

(Light candle from Sergeant-At-Arms)

c) **2nd Vice President**

Do you (name) as 2nd 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 1st Vice President and President, and faithfully serve on any committees to which you are appointed?

(Light candle from Secretary-Treasurer)

d) **1st Vice President**

Do you (name) as 1st 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 accept the title of Assistant Secretary-Treasurer and faithfully serve on any committee to which you are appointed?

(Light candle from 2nd Vice President)

e) **President**

Do you (name) solemnly swear that as President of this Association, you shall preside at all meetings of the membership and Executive Committee and 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?

(Light candle from Vice-President)

After each officer has repeated their oath and lit their candle they will repeat the following oath in unison:

Do you solemnly swear that in exercising your respective duties, you shall proceed according to the by-laws; keep the ideals of the organization 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 of resignation to the Executive Committee as soon as possible.

IX. Executive Committee

For the purpose of transacting the business of this Association during the intervals between the membership meetings, the President, Vice Presidents, Secretary/Treasurer, Sergeant-at-Arms, and the immediate Past President shall constitute the Executive Committee with full authority to act. The immediate Past President will serve a two-year (2) term on this Committee.

- A. The Executive Committee shall be charged with the management of all the affairs of the Association, subject to the provision of the By-Laws.
 - 1. All expenditures shall be supervised and approved by the Executive Committee.
 - 2. All checks shall be signed by any one (1) of the following two (2) officers; President or Secretary/Treasurer.
 - 3. The books will be reviewed by the Executive Committee at an annual meeting and any other time that the need arises.
- B. The Executive Committee shall have the authority to schedule meetings of the Executive Committee upon the written request of two officers.
- C. The Executive Committee shall have the power to make decisions concerning Association business and do all such lawful acts that are not prohibited by 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. A majority of the officers shall constitute a quorum of the Executive Committee including proxy votes.
 - 1. Executive Committee members may vote by proxy granted to another member of the Executive Committee in Executive Committee meetings.

X. 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 of the Association will preside at all business meetings of this Association. In the absence of the President, the meeting will be conducted by the 1st Vice President in accordance with the By Laws of this Association.
- B. Only current dues paying members may attend the business meetings

- C. This is a professional Association and members are encouraged to present a professional appearance. Dress for business meetings is business attire.
1. The President shall have the authority to amend this dress code to accommodate a special request from the host of the Conference. The amended dress code shall be for that meeting only.
- D. Training- The primary purpose of the Annual LASCP Conference is to educate ourselves in the newest, most efficient ways of performing our secretarial responsibilities. During the Annual Spring Conference, one day will be set aside for the purpose of scheduled training in a variety of subjects that will be beneficial and informative to the membership.
1. Dress for scheduled training is business casual and may consist of Association shirts and jeans or slacks. However, members and guests are encouraged to maintain a professional appearance.
 2. Only registered members may attend scheduled training.

XI. Scholarship

The Louisiana Association of Secretaries to Chiefs of Police, in recognition and promotion of the role 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 \$1000.00 is presented at the Annual meeting to a recipient selected by the President based on the stated qualifications.

XII. Death Benefits

The Association offers a death benefit of five hundred (\$1500.00) payable to the designated beneficiary of a member who was an active dues paying member for a minimum of three consecutive years immediately prior to their death.

III. Expenditures

All expenditures by the Association shall be supervised and approved by the Executive Committee. All checks shall be signed by any one (1) of the following two (2) officers: President or Secretary/Treasurer. The books will be reviewed

by the Executive Committee at an annual meeting and any other time that the need arises.

1. Travel expenses for scheduled meetings (other than 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 reimbursable in accordance with current state guidelines.

XIV. Committees

The President shall have the authority to appoint members to serve on various committees delegated to perform specific task or oversee specific projects, as she deems appropriate.

Ways and Means

This committee shall be responsible for gathering ideas and suggestions, either collectively or from individual members, to develop fundraisers, training 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 final approval of programs.

Membership

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 follow-up resignations 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.

Publicity

This committee shall be responsible for ascertaining that the organization receives media attention through submissions of articles to such periodicals as the Louisiana Peace Officer magazine, area newspapers, etc.

Historian

The Historian will be responsible for maintaining the Association's scrapbook to keep a history of the organization. This scrapbook will be brought to each annual conference for review.

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 current on the Retirement System. Be available to attend M.P.E.R.S. meetings when necessary.

XV. Amendments

Amendments to the By-Laws and to the Policy & Procedures Manual may be altered or amended or repealed by the affirmative vote or written consent of a majority of the members present who are entitled to vote at any regular or special meeting called for that purpose.

Edited April 2008