CONSTITUTION AND BYLAWS
Of The
LOUISIANA STATE CORONER’S ASSOCIATION Inc.
Adopted: February 8, 2014

ARTICLE I-NAME AND OBJECTIVES

Section 1. The name of the organization shall be known as the Louisiana State Coroner’s Association Inc., and may be referred to as the Coroner’s Association.

Section 2. The Louisiana State Coroner’s Association Inc. is a not-for-profit corporation.

Section 3. The objectives of the Louisiana State Coroner’s Association shall be to form and perpetuate an efficient organization of Coroners, deputies and investigators, former Coroners, and associated professionals into a single statewide organization in order to:

A. Formulate standards and principles for guidance in the operation of the office of the Parish Coroner;
B. Collect, compile and distribute information about the role and function of the Parish Coroner;
C. Provide a forum for the discussion of subjects which support education of the Parish Coroner, Deputy Coroner’s and their investigators to promote competence and professionalism in the performance of their duties;
D. Provide a forum for discussion of issues of mutual concern between the parish Coroner and the State of Louisiana;
E. Establish lines of communication with the Louisiana Legislature so that the Legislature will have the benefit of the knowledge and experience of the Parish Coroner when considering legislation impacting the operation of the Office of the Parish Coroner; present and promote legislation believed to be beneficial to the office of the Parish Coroner and the taxpayers of the State of Louisiana; and oppose legislation which is detrimental to the office of the Parish Coroner and the taxpayers of the State of Louisiana;

ARTICLE II-MEMBERSHIP

Section 1. Active/Voting member- Any Louisiana Parish Coroner shall be eligible for membership, and upon payment of annual dues shall be a voting member of the Association.

Section 2. Associate member- Any Deputy Coroner or commissioned investigator authorized by his or her Parish Coroner may become an associate member of the Association but shall not have the right to vote unless otherwise designated pursuant to the provisions of Article VII Section 2.

Section 3. Affiliate member- Any person or organization, upon payment of a fee to be determined by the membership, may become an affiliate member of the Coroner’s Association, but shall not have the right to vote or any other authority because of that membership.
ARTICLE III-ELECTION, TERMS OF OFFICE AND DUTIES OF THE OFFICERS

Section 1. The officers, herein referred to as the Executive Officers/Committee, of the Louisiana State Coroner's Association shall be the President, First Vice President, Second Vice President, Immediate Past President and the Secretary/Treasurer, who shall serve without salary.

Section 2. The officers shall be elected at the annual conference of the Coroner’s Association. Nominations for office positions will be taken from the floor during the general membership meeting.

Section 3. The terms of office for the President, Vice Presidents and Secretary/Treasurer shall be for two years starting on the date of their election. The officers serving the Louisiana State Coroner’s Association may succeed themselves once.

Section 4. The duties of the officers of the Coroner’s Association shall be as follows:

A. The President shall be the principle executive officer of the Coroner’s Association and shall (1) preside at all meetings of the Coroner’s Association and the executive committee; (2) appoint all standing and special committees and name the chairman of the committee’s except as otherwise provided in this Constitution and Bylaws; (3) cast a special ballot in case of a tie at meetings of the Coroner’s Association; and (4) enforce all rules relating to the administration of the Coroner’s Association. The president shall present an annual report on the work of the organization at the general membership meeting in conjunction with other reports required of the executive committee. He/she is an authorized signatory on all financial accounts, legal documents of the Association and instruments which the Executive Officers/Committee have authorized to be executed for the Association.

B. The First Vice President and the Second Vice President shall (1) perform the duties of the President in the absence of the President; and (2) they shall serve on the Executive Committee; (3) they are available for special assignments from the President; (4) they can serve as chairman or as members of the standing committees at the discretion of the President; (5) In the event of a vacancy in the office of the President, the First Vice President shall automatically become the President;

C. The Secretary/Treasurer shall (1) keep and record the minutes of all regular and special meetings of the Coroners Association and enter all resolutions, proceedings and motions; (2) keep a register of the membership; (3) conduct all correspondence relating to the Coroners Association (4) in the event of a vacancy in the office of the second vice president, automatically become the second vice president; (5) receive and receipt all monies payable to the Coroners Association unless there is a contract for administrative support services; all monies from dues and other sources for the Association shall be placed into checking and/or savings accounts in the name of the Association. (6) The Secretary/Treasurer shall make all financial disbursements as directed by the Executive Officers/Committee. (7) Shall report at
each meeting of the Coroners Association the condition of the treasury; and (8) provide the President with a list of those not qualified to vote because of nonpayment of dues as required by ARTICLE II Section 1.

Section 5. In the event that an elected officer resigns or otherwise becomes unable to serve, the President will appoint a member to serve out the unexpired portion of the term.

Section 6. Impeachment Process: Any officer of the organization may be impeached in the following manner:

- The question of impeachment of any officer may be brought before the membership by five (5) members directing a written request to the Executive Committee.
- The Executive Committee shall give written notice to the officer concerned and to each regular member of the organization not less than 30 days prior to the special meeting called for the question of impeachment; and
- Such officer being impeached shall be removed by two thirds (2/3) vote of the members of the organization at the special meeting at which time there is a quorum.

ARTICLE IV-DUES

Section 1. The annual dues of the Louisiana State Coroners Association shall be $350 per year for an active voting member. Dues for associate memberships will be at a rate of $100 per year. Dues for affiliate memberships will be $50 per year.

Section 2. Dues statement will be mailed on January 1 of each calendar year for the upcoming year by the Secretary-Treasurer. Dues will be considered delinquent if not received by the secretary-treasurer by March 1.

Section 3. Any proposed changes in the amount of the annual dues for active membership shall be determined annually by a majority vote of active members. Any proposed changes in the amount of annual dues shall be included in the meeting agenda notice.

Section 4. Membership dues are payable by June 1 of each year and shall cover all membership rights and privileges from January 1 of that year through December 31 of the following year. Any member wishing to join later in the year shall pay the dues for the entire year. Dues will not be prorated.

ARTICLE V-COMMITTEES

Section 1. The President of the Coroner's Association shall appoint all committees and name the chairman and vice chairman unless otherwise provided in this Constitution and Bylaws. The President shall establish or dissolve such committees, with the advice and consent of the Executive
Committee, as from time to time may be required, to sustain the functions of the Association. All appointments shall expire with the expiration of the term of the President under whose term the appointment was made.

**Section 2.** The committees of the Louisiana State Coroner’s Association shall include the Executive Committee, the Legislative Committee, and the Committee on Education and Training.

**Section 3—The Executive Committee**—The executive committee shall consist of the President, first Vice President, second Vice President, Secretary-Treasurer, and the immediate Past President. The Association’s General Counsel meets with the committee. The executive committee is chaired by the President and reports to the general membership. The committee reviews the short and long-range objectives of the Association and determines a plan of action to achieve these goals. The committee considers the recommendations of the other standing committees and by majority vote brings such matters before the general membership during a business session for consideration. The committee meets in conjunction with the general membership meetings and other such times as the President may direct. Executive committee meetings are “open door” to all Association members, subject to reasonable time limitations.

**Section 4—the Legislative Committee**—The legislative committee addresses all issues with regards to state legislation as it pertains to Louisiana Coroners and the Louisiana State Coroner’s Association. The legislative chairperson and committee members will be appointed annually by the President. The committee chair will keep up-to-date records of the committee’s activities, and reports to the Executive Committee and to the general membership at the spring and fall meetings.

No legislation pertaining to the Coroners’ offices should be submitted to the state legislature without prior approval by the Executive Committee. Failure to have legislation approved by the Association shall be deemed inappropriate and will not be endorsed by the Association nor will any appointed lobbyists be permitted to introduce such legislation.

**Section 5—the Committee on Education and Training**—The committee on education and training oversees all educational and training functions of the LSCA. The committee is responsible for planning the fall membership meeting. The first Vice President will assist the committee, and in coordination with the chairperson, may delegate responsibilities as best benefits the Association. The chairperson shall have the primary responsibility for arranging the educational content for the conferences (including the speakers at the conferences).

The committee members will be appointed annually by the President. The committee is responsible for identifying the educational and training needs of our members and developing materials and vehicles to meet those needs including: conferences and seminars, web-based learning, external training programs, and reading materials. The committee will continuously update the membership about the learning opportunities available. The committee chairperson will keep up-to-date records of the committee’s activities, and reports to the executive committee and to the general membership at the fall meeting.
ARTICLE VI-MEETINGS

Section 1. The Louisiana State Coroner’s Association will have two (2) general membership meetings each year. The dedicated General Membership Meeting will be held in the fall, the exact dates and location will be determined by the President with the concurrence of the executive committee. The spring meeting of the general membership will be held in conjunction with the Louisiana Organ Procurement Associations annual meeting. The exact date and location will be determined by LOPA.

Section 2. The president may call a special meeting of the Coroner’s Association at any time with the approval of the Executive Committee.

Section 3. The minutes of each meeting of the Membership or Executive Committee shall be distributed to all members of the Coroner’s Association within 90 days after the conclusion of the meeting.

ARTICLE VII-QUORUM AND VOTING

Section 1. No member of this Association as an individual shall be entitled to vote. Voting upon any measure before the Association for consideration shall be decided by the casting of a single parish vote, each vote to be cast by the principle of the respective parish, who is an active member in good standing of the Association, or a qualified and certified proxy. No more than sixty-four (64) votes shall be cast at any time.

Section 2. A Parish vote may be cast in proxy by any associate member in good standing of the Association from that Parish who has been authorized and certified in writing as being qualified to cast the vote for the Coroner of that Parish.

Section 3. Any Coroner that is currently a member in good standing of the Association may assign the Parish vote by proxy to a Coroner in good standing from another Parish who has been authorized and certified in writing as being qualified to cast the vote for the Coroner of that Parish. No individual Coroner may represent more than five (5) votes.

Section 4. Proxy authorization is valid only for one meeting and must be reissued individually for subsequent meetings.

Section 5. A quorum of the executive committee shall be three or more of the five voting members at any regular meeting or special meeting called in pursuance of the Bylaws. A quorum of the membership shall be a majority of the regular voting members present at any regular meeting or special meeting. A quorum for any other committee of the organization shall be a majority of such committees’ members.

ARTICLE VIII-AMENDMENTS
Section 1. The Association shall have the power to amend or revise these bylaws at any general membership meeting by two thirds vote of the active members of the Association in good standing who are present.

Section 2. Any active voting member may propose an amendment to these bylaws by submitting the proposed amendment to the secretary-treasurer within adequate time for all active voting members to be notified, at least 60 days prior to the next scheduled general membership meeting. The secretary-treasurer shall certify that the active voting members received a minimum of 60 days' notice prior to the chairs call for a vote on the proposed amendment. The proposed amendment shall become a part of the Constitution/Bylaws only if approved by a two thirds majority of the members present and voting at the said meeting.

ARTICLE IX-SIGNING OFFICIALS

Section 1. The only Association members authorized to use their signature for Association business are as follows (except as noted elsewhere in the Constitution and Bylaws);

- Checks drawn upon the funds of the Association shall require the signature of the Secretary/Treasurer and/or the President.
- Withdrawal of any other Association funds from the repository shall require two (2) signatures: Secretary/Treasurer and the President.
- Any document/instrument committing the Association to a plan of action requires two signatures, a member of the Association with temporary authorization of the executive officers/committee and the President or Vice President.

ARTICLE X-CONSTITUTION AND BYLAWS

This Constitution and Bylaws shall supersede all previous documents and shall become effective February 8, 2014.