

# Bylaws of the Louisiana Psychiatric Medical Association

## CHAPTER I - MEMBERSHIP

**Section 1.** To maintain membership in good standing all members are required to participate in continuing education according to the standards of the American Psychiatric Association and to pay their dues within the time specified.

**Section 2.** Members-in-Training shall be physicians who have been accepted into an approved psychiatric residency training program. Upon completion of approved psychiatric training, Members-in-Training should be advanced to General Membership, unless they are pursuing advanced psychiatric training. Member-in-Training status shall not exceed six years for those pursuing advanced psychiatric training.

**Section 3.** General Members shall be physicians who have completed an acceptable program of training in psychiatry and who have either a valid license to practice medicine or hold an academic, research or governmental position that does not require licensure.

**Section 4.** Fellows, Life Members, Life Fellows, Distinguished Life Fellows, Honorary Fellows, Inactive Members, Inactive Fellows and any other type of membership that might be conferred by the APA will be concurrently conferred by the LPMA.

**Section 5.** Affiliates shall be individuals who have shown significant interest in community and scientific matters pertaining to mental health. Affiliates are not members and are ineligible to vote or hold office but are encouraged to participate in scientific and social functions.

**Section 7.** Privileges and duties of various membership categories

	<b>May hold office</b>	<b>Pays dues</b>	<b>Votes or nominates</b>
Member-in-Training	yes	yes	yes
General Member	yes	yes	yes
Fellow	yes	yes	yes
Distinguished Fellow	yes	yes	yes
Life Member	yes	yes*	yes
Life Fellow	yes	yes*	yes
Honorary Fellow	no	no	no
Inactive Member	no	no	no
Inactive Fellow	no	no	no
Inactive Disting. Fellow	no	no	no

\*Members, Fellows, and Distinguished Fellows achieving Life status after 1995 must pay 66% of dues the first 5 years of Life status, 33% the next 5 years and no dues thereafter.

## ***CHAPTER II - ELECTION TO MEMBERSHIP***

**Section 1.** Application for membership shall be made in writing to the Membership Committee on forms approved by the Council and the APA. Procedures regarding endorsement and submission shall be determined in collaboration with the appropriate officials of the American Psychiatric Association.

**Section 2.** Membership actions will become effective after approval by the APA and the LPMA within a specified time period.

## ***CHAPTER III - DISMISSALS, RESIGNATIONS AND TRANSFERS***

**Section 1.** Loss of membership in the district branch or in the American Psychiatric Association shall entail loss of membership in both.

**Section 2.** All requests for resignations must be submitted in writing to APA and LPMA.

**Section 3.** All requests for transfers of membership between district branches and membership category changes must be submitted on applications designed for these purposes. All indebtedness to the association must be settled before a member can be permitted to transfer to another district branch unless the Council waives this rule for good cause.

## ***CHAPTER IV - EXECUTIVE COUNCIL***

The Executive Council shall function as the executive body of the association. In the intervals between society meetings, the Council will execute policies, make recommendations concerning membership applications and take such other action as may be necessary on behalf of the Association. The Council will meet monthly except in August and December. Special meetings of the Council may be called by the President or at the request of any four members of the Council.

**Section 1. The President** shall preside at all meetings of the association, function as chair of the Council, appoint committees and perform such other duties as ordinarily pertain to his office. The President-Elect shall perform the duties of an absent President and shall assume the office of President at the expiration of the term of the President. In the absence of the President and the President-Elect, the duties of the President shall be performed by the Secretary. The President or the presiding officer must clear the meeting room of all but voting members during business sessions of the association.

**Section 2. The Secretary** shall keep all records and issue all notices to members and shall have charge of the arrangements necessary for the meetings of the association exclusive of the scientific program. The Secretary shall take the roll at each meeting and record the minutes. The Secretary may delegate any or all of the above duties.

**Section 3. The Treasurer** shall have responsibility for the collection and disbursement of all funds of the association subject to the approval of the Council and/or membership. He shall render a written report to the association at the Annual Meeting. The Treasurer may be bonded in an amount determined by the Council if the Council deems it necessary.

**Section 4. The Representatives to the APA** shall represent the district branch at the meetings of the Assembly of the American Psychiatric Association. They shall report to the Executive Council and general membership at regular intervals.

**Section 5.** The President's term of office shall be one year. The President cannot hold elected office for four years thereafter. All other elected officers shall serve one-year terms with the option of succession for another term if re-elected. Representatives and Deputy Representatives shall be elected for three-year terms with the option of unlimited succession if re-elected. Elected officials shall assume office on the last day of the next annual meeting of the APA.

## **CHAPTER V - ELECTIONS**

**Section 1.** The Nominating Committee must mail its slate of nominees to the general membership by January 15. Nominations by petitions signed by 10% of the membership must be received by the Secretary by February 15. Ballots will be mailed out after the Spring Meeting and must be returned to the Secretary two weeks after receiving them. The candidate for each office receiving a majority of votes on the ballots received shall be declared elected. If a second ballot is required, it must be mailed to the members and returned to the Secretary two weeks after receipt.

**Section 2.** A proposal for a recall election may be initiated by petition by 10% of the voting membership or by majority vote of the Executive Council. A mail ballot shall then be sent to the general membership to be returned no later than 30 days upon its issuance. Recall shall be effected if 2/3 of the voting membership so indicates.

## **CHAPTER VI - COMMITTEES**

**Section 1. The Nominating Committee** shall be composed of a chair appointed by the presiding president of this association within the first 60 days in office, the immediate past chair of the committee, two members selected by the Council and one member from each of the chapters, the latter to be selected by the membership of the chapter. The President-Elect will be a non-voting member of the committee. Membership on the Nominating Committee will be for one year but may be extended to up to 3 years if the member accepts reappointment.

**Section 2. The Membership Committee** consisting of 6 members shall be appointed by the President and approved by the Council. The first committee shall be appointed for terms of 1, 2, and 3 years. After the first committee is appointed, all appointments shall be for 3 year terms. The Chair shall be appointed for 3 years and be eligible for another 3 year appointment at the discretion of the President and Executive Council.

**Section 3. The Ethics Committee and the Committee on Constitution and Bylaws** shall be appointed by the President. They must be chaired by a past president and have the representation of at least one member from each chapter. Members of the Committee on Constitution and Bylaws shall serve for a minimum of one year but may be reappointed for up to a total of three years. The chair and members of the Ethics Committee are subject to reappointment each year but may serve unlimited terms. The chair of the Ethics Committee must have a minimum of two years experience on the committee.

**Section 4. The Committee on Governmental Affairs** shall be appointed by the President. There shall be a minimum of 5 members.

**Section 5. The Continuing Education Committee** shall be composed of a chair appointed by the President of this association. This chair will be selected from the members of the previous year's committee and shall serve for one year. The committee will be composed of one representative from each state chapter and one representative from each AMA approved medical school in the state of Louisiana and as many as 3 additional members appointed by the President at his discretion. Membership on this committee shall be for one year and may be extended up to 3 years if the member accepts reappointment.

**Section 6.** Chairs of standing committees may appoint subcommittees to address appropriate issues. The life of the subcommittee may extend beyond that of the parent committee in order to complete its assigned task(s).

## ***CHAPTER VII - CHAPTERS***

**Section 1. Formation.** When a group of not less than 10 American Psychiatric Association members residing in a contiguous geographic locality within the State of Louisiana desire to create a chapter of the Louisiana district branch, they will proceed in the following manner: They will submit to the Secretary of the Louisiana district branch a petition personally approved by signed statement of the proposed charter members signifying their intention to conduct their chapter organization and business in accordance with the Bylaws of the Louisiana district branch, proposing the designation by which it would be known, and requesting a specific geographic jurisdiction. The Council will consider the application and make a report and recommendation to the membership of the district branch at a regular or special meeting. If approved by a majority vote of the members present and voting, the chapter will be created subject to the provisions of Section 2.

At the time when chapters are first formed, a smaller group may petition for chapter status and be approved by the Council on grounds of distance from the center of other chapter groups.

Following the approval of the first chapter, the balance of the state shall thereafter be organized into one or more chapters in accordance with the procedure above. No chapter shall be considered as finally created until the combined territorial jurisdiction of all approved chapters shall include the place of residency or practice of 75 percent or more of the Louisiana members of the American Psychiatric Association.

**Section 2. Membership.** Classification of membership and qualification for membership shall be the same as for the district branch. Persons applying for membership in the district branch from within the territorial jurisdiction of a chapter shall apply for membership through the chapter, and acceptance for membership in the district branch will be automatically followed by membership in the chapter. Members-in-training shall not be bound by this section.

Physicians eligible for membership in the Louisiana district branch residing or practicing within the political boundaries of the State of Louisiana, but outside the territorial jurisdiction of any approved district branch chapter, shall choose the chapter to which they wish to belong until such time as a new chapter may be formed to include their place of residence or practice.

**Section 3. Officers.** The officers of the Chapter will consist of a President, President-Elect, Secretary, Treasurer or Secretary-Treasurer and up to three Councillors, one of whom shall be, after the first year, the immediate past-President. The President of the chapter shall be a member of the Council of the Louisiana district branch. Chapter officers shall be elected at an annual meeting to take place prior to the annual meeting of the American Psychiatric Association and will assume their new responsibilities each year at the close of business of that annual meeting in the same manner as the officers of the district branch.

**Section 4. Committees.** Chapters may form such committees as desired by the officers and members. Chapters shall have equal representation on all district branch committees insofar as possible, the member of which shall be chosen from nominees provided by the chapter President.

**Section 5. Meetings.** All meetings of each chapter shall be open to attendance by any member of the district branch. Each chapter shall have sufficient meetings to conduct necessary business and to further the goals of the chapter and the district branch.

## ***CHAPTER VIII - PROCEDURE***

The procedure of the association shall be governed by Robert's Rules of Order, Newly Revised, except where otherwise indicated in these Bylaws.

## ***CHAPTER IX - DUES***

Dues for this association shall be proposed by the Executive Council, subject to ratification by a majority of those voting in a mail ballot.

## ***CHAPTER X - ASSESSMENTS***

A special assessment may be proposed by the Executive Council and shall become binding when approved by a majority of the members voting in a mail ballot. Special assessments are subject to the following restrictions:

- a. The assessment shall serve a single purpose which is within the legitimate purview of the LPMA and which purpose is clearly defined in a written statement issued by the Council.
- b. An assessment shall be limited to \$100 per member, but the Council may reduce the amount of the assessment for certain categories of membership.
- c. The time period by which the assessment must be paid, including installments, shall be stated in the written instrument.
- d. Moneys collected by assessment which exceed the cost of the stated purpose shall be placed in the treasury general funds of the association unless these residual funds constitute 25% or more of the assessment, in which case they will be used to reduce the dues of members for the following year, dollar for dollar.
- e. Failure of a member to pay an assessment shall be treated the same way as failure to pay dues.