

The LACWAP Constitution

THE CONSTITUTION OF THE LOUISIANA ASSOCIATION OF CHILD WELFARE AND ATTENDANCE PERSONNEL

STATE OF LOUISIANA :
: ARTICLES OF INCORPORATION OF
: LOUISIANA ASSOCIATION OF
PARISH OF _____ : CHILD WELFARE AND ATTENDANCE
PERSONNEL, INC.

BE IT KNOWN, that on this _____ day of _____, 2004, before the undersigned Notary Public in and for the said Parish and State aforesaid, personally came and appeared the undersigned appearer(s) of the full age of majority whose signature(s) are subscribed who declare, in the presence of the undersigned competent witnesses that, availing themselves of the provisions of the Louisiana Nonprofit Corporation law, to-wit, La Rev Stat Ann §§ 12:201 to 12:269, they do hereby organize a nonprofit corporation under and in accordance with these articles of incorporation as follows:

ARTICLE I

The name of this corporation is LOUISIANA ASSOCIATION OF CHILD WELFARE AND ATTENDANCE PERSONNEL, INC. (the "Corporation").

ARTICLE II

This Corporation is organized and it shall be operated exclusively for educational purposes, including to assist other school personnel in the development of success oriented programs designed to enhance a positive self-image in each child; to create an awareness of the problems that adversely affect the learning process; to render consultative service to other school personnel, parents, and the community relative to the problems affecting attendance and adjustment; to assist community agencies in diagnosing, prescribing, and implementing effective programs designed to meet the needs of each child; to supervise, develop and interpret research data on the attendance and adjustment of children; to enforce the Louisiana Compulsory School Attendance Law; to supervise and maintain the continuing census.

ARTICLE III

The Corporation shall enjoy perpetual corporate existence unless sooner dissolved in accordance with law.

ARTICLE IV

The location of its registered office is _____, _____, LA, _____, and its mailing address is P. O. Box _____, _____, LA, _____.

ARTICLE V

The name and address of its registered agent is as follows:

ARTICLE VI

The name and address of the incorporator is as follows:

ARTICLE VII

This Corporation shall be a non-profit corporation and shall have no capital stock. It shall be operated and maintained by such membership dues and assessments and endowments as the Board of Directors shall determine to be necessary or acceptable for the proper functioning of the Corporation. Under no circumstances shall any of the net earnings or assets of the Corporation inure or be distributed to the benefit of its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. The Corporation shall neither participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United State Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VIII

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the district court of the parish in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX

The amount of the levy and the method of collection of fees, dues and/or assessments shall be fixed by the Board of Directors from time to time. Membership shall be cancelled for failure to pay fees, dues, and/or assessments after reasonable notice from the Board of Directors.

ARTICLE X

The membership of this corporation shall consist of the following classes: Active, Associate, and Lifetime. Active membership is open to all Child Welfare and Attendance Personnel, School Social Workers, and Home-School Coordinators actively employed in the State of Louisiana.

Associate membership is open to all school personnel active or retired who are interested in child welfare and attendance.

Annual dues for all members joining the Corporation shall be set forth by the Board of Directors.

Annual dues shall be paid on or before the Summer Conference.

Only active members shall have the privilege of holding office in the Corporation.

Active and Associate Members on official leave from their regular position shall enjoy the same privileges in the Corporation just as though they were actively engaged in their regular position.

Associate members may actively participate in discussions and serve on committees of the Corporation.

ARTICLE XI

The officers of the Corporation shall be President, President-Elect, Vice-President, Past President, Secretary, Treasurer, and Editor. Officers shall hold office for one year. Their terms begin at the conclusion of the Summer Conference when they are sworn in and continue until the following Summer Conference one year later. Officers for the Corporation are elected and installed at the Summer Conference. The former President-Elect is installed as President, and the former Vice-President is installed as President-Elect. Officers to be elected (Vice-President, Secretary, Treasurer, and Editor) shall be elected by vote of the membership. Candidates for these offices are selected by a nominating committee chaired by the immediate Past President. Other nominations will be accepted from the floor. Candidates must hold an active membership. The election will be held at the annual business meeting of the Summer Conference.

ARTICLE XII

The Board of Directors shall consist of the Executive Committee existing as of the date of incorporation shall be composed of the officers of the Corporation, the Immediate Past President, and a minimum of one member from each of the eight (8) areas to be appointed by the President. Special committee chairpersons selected by the President shall also serve on the Board of Directors.

Area 1 Jefferson, Orleans, Plaquemines, St. Bernard

Area 2 East Baton Rouge, East Feliciana, Iberville,
Livingston, Point Coupee, St. Helena,
St. Tammany, Tangipahoa, Washington, West Baton Rouge, West Feliciana, City of Bogalusa, City of Baker,
City of Zachary, Central Community Schools

Area 3 Ascension, Assumption, Lafourche, St. Charles, St. James, St. John, St. Mary, Terrebonne

Area 4 Acadia, Evangeline, Iberia, Lafayette, St. Landry,
St. Martin, Vermilion

Area 5 Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis

Area 6 Avoyelles, Grant, LaSalle, Natchitoches, Rapides,
Sabine, Vernon, Winn

Area 7 Bienville, Bossier, Caddo, Claiborne, DeSoto, Red River,
Webster

Area 8 Caldwell, Catahoula, Concordia, East Carroll, Franklin,
Jackson, Lincoln, Madison, Morehouse, Ouachita,
Richland, Tensas, Union, West Carroll, City of Monroe

Chairperson from each Area shall be elected annually.

The President shall appoint a Board member from the Area in case a vacancy occurs.

The Chairpersons from the Areas shall be elected by no later than October 15th.

ARTICLE XIII

Only active members shall be entitled to vote in the business of the Corporation.

ARTICLE XIV

The Corporation shall hold a minimum of one meeting each year. This meeting will be conducted during the Summer Conference.

The Board of Directors shall set the date and place of meetings.

Each Area shall hold a minimum of two meetings per year.

ARTICLE XV

Committees for special purposes shall be appointed by the President as the need arises.

The President of the Corporation shall appoint a nomination committee composed of four (4) members to serve

with the immediate Past President as chairperson. This committee shall be appointed prior to the Corporation's Summer Meeting. It shall be the duty of the nomination committee to place into nomination the names of candidates for the elected offices before the assembly for their consideration.

ARTICLE XVI

All vacancies occurring in any office, other than that of the President, shall be filled by appointment by the President with approval of the Board of Directors.

Should a vacancy occur in the office of the President, the President-Elect shall at once succeed to the office of the President. The Vice-President shall become President-Elect. The filling of an unexpired term does not forfeit one's right to run for office for a full term.

ARTICLE XVII

The names and addresses of the first Board of Directors are as follows:

ARTICLE XIX

The first officers of this Corporation are:

- Philip Buller, President
Linda Honey, President-Elect
Steve Fruge, Past President
Barry Filce, Vice-President
Ruby Smith, Secretary
Dr. Brenda Moore, Treasurer
Jerry Smith/Editor, Webmaster
Betty McCauley, Parliamentarian
Larry Anderson, Chaplain

The officers and directors of this Corporation shall serve until their successors are elected in accordance with the provisions herein.

ARTICLE XX

The incorporators, officers, and directors of this Corporation claim the benefits of the limitation of liability of the provisions of La Rev Stat Ann § 12:24(C)(1968, as amended 1987) to the fullest extent allowed by law as fully and completely as though said provisions were recited herein in full.

THUS DONE AND SIGNED at my office in the City of _____, Parish of _____, State of Louisiana, on the day, month, and year first hereinabove written, in the presence of the undersigned competent witnesses and me, Notary, after due reading of the whole.

WITNESSES:

*

_____ Incorporator
Printed Name of Witness

Printed Name of Witness

Before Me: _____

Notary Public

Printed Name of Notary Public

Notary Id. No. _____

STATE OF LOUISIANA :

:

PARISH OF _____ :

AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE

I HEREBY acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signatures:

SWORN TO AND SUBSCRIBED before me, Notary Public, on this _____ day of _____, 2004.

Notary Public

Printed Name of Notary Public

Notary Id. No. _____

BY -LAWS

BYLAWS OF LOUISIANA ASSOCIATION OF CHILD WELFARE AND ATTENDANCE PERSONNEL, INC.

[Click here for the By-Laws in MS Word Form](#)

ARTICLE I

It shall be the duty of the President to preside at all meetings, to appoint a parliamentarian, a chaplain and all committees not otherwise provided for. The President shall be Chairman and a member of Board of Directors, and shall call meetings of this committee as needed. The President shall perform all other duties appertaining to this office.

It shall be the duty of the President-Elect to serve as Program Chairman for meetings of the Corporation. In the absence of the President, the President-Elect will preside. In case of vacancy in the office of President, the President-Elect shall appoint a program committee, with the approval of the President, which shall have such authority and power as may be appropriate for the welfare of the Corporation and its members.

The Vice-President shall serve as President-Elect in the event of a vacancy, shall serve as membership chairman of the Corporation, and shall appoint a membership committee, with the approval of the President, which shall promote membership in the Corporation.

The Past President shall serve as advisor to the current President, officers, and members of the Board of Directors.

The Secretary shall keep a complete and accurate record of the proceedings of all meeting of the Corporation and all meetings of the Board of Directors.

The Treasurer shall:

- (a) Receive and keep all monies due the Corporation and deposit them in a bank approved by the Board of Directors to the credit of the Louisiana Association of Child Welfare and Attendance Personnel, Inc.;
- (b) Disburse such monies on authority of the President of the Louisiana Association of Child Welfare and Attendance Personnel, Inc.;
- (c) Make reports of receipts and disbursements at all Board of Director's meetings and make an annual financial report to the Summer Meeting of the Corporation;
- (d) Provide for the issuance of the annual membership card upon receipt of annual dues.

The Editor shall collect, compile, publish, and distribute the Corporation's newsletter at the designated times.

ARTICLE II

The District Chairperson shall notify the Louisiana Secretary of their district's election meeting and the results of its election on or before October 31st of the year in which it is held.

The District Chairperson shall be responsible for the organization in his/her district and shall preside at district meetings.

The District Chairperson shall attend all Board of Director's meetings or send an alternate to the meeting.

ARTICLE III

PROGRAM CHAIRPERSON – Shall be responsible for planning, organizing, and managing of conferences and meetings; shall represent the Board of Directors in the negotiation of conference contracts; shall solicit program speakers, and submit a conference agenda for the approval of the Board of Directors.

REGISTRATION CHAIRMAN – Shall send, collect and report Corporation conference registration numbers to the Board of Directors; shall collect, deposit, and report to the Board of Directors all conference revenues; shall supervise the registration process at conference or meeting sites.

LEGISLATIVE CHAIRMAN - Shall report to the Board of Directors existing or proposed legislation affecting child welfare and attendance; shall represent the opinions of the Corporation when lobbying the legislature on behalf of the children of Louisiana.

HANDBOOK CHAIRMAN – Shall assist State Department of Education personnel in presenting recommended changes in laws, policies and procedures, and in the compiling and editing of the CWA Handbook; shall keep the Board of Directors and membership apprised of any additions, deletions, or modifications to the CWA Handbook.

NEWSLETTER CHAIRMAN – Shall gather, edit, publish, and report items of interest to Corporation members; shall cover conventions and photograph noteworthy proceedings; shall follow the recommendations of the Board of Directors concerning the production and distribution of the Corporation's newsletter.

CONSTITUTION AND BY-LAWS CHAIRMAN – Shall make revisions to the Corporation's constitution and by-laws as directed by the membership; shall inform the Board of Directors of any constitutional articles that may affect a ruling or decision being considered by the officers of the Corporation's Board of Directors; shall be the proprietor of the last revised version of these documents and educate members as to their content.

WEBSITE CHAIRMAN – Shall maintain and update the Corporation's website; shall encourage the membership and other professional educators to make contributions to and to make use of this resource; shall follow the directives of the Board of Directors as to the content of this site.

MEMBERSHIP CHAIRMAN – Shall seek out and encourage professional educators working in the field of child welfare and attendance and other related fields to join and participate in Corporation and IAPPW activities; shall follow the suggestions of the Board of Directors, and report to them numbers and trends in state and international membership.

PUBLICITY CHAIRMAN – Shall use all available media to publicize the activities, events, and innovative programs within the Corporation and among its membership; shall develop a network of persons and agencies that can publicize the work of this Corporation; shall pursue the advice of the Board of Directors.

HOSPITALITY CHAIRMAN – Shall provide for the fellowship of members and guests at conferences and meetings; shall decide the location of hospitality activities, and make arrangements for refreshments and entertainment; shall adhere to the directives of the Board of Directors.

ALL SPECIAL COMMITTEE CHAIRMEN – Shall be members of the Board of Directors, and shall attend its meetings; shall follow the directives of the Board of Directors; shall be appointed by the President as the need arises; shall surrender their chairmanship should the Board of Directors no longer have need for said committee.

Adopted by the Directors on this _____ day of _____, 2004.
