

LOS ANGELES COUNTY SECRETARIAL COUNCIL

BYLAWS

I. MISSION STATEMENT

To encourage and foster professionalism within the workplace; to provide an environment in which we strive to achieve a high level of individual excellence through educational and other activities that promote personal and professional growth and advancement; and to create an environment that facilitates the exchange of ideas which help to empower all secretaries employed by the County of Los Angeles.

II. TITLE AND PURPOSE

- A. There is hereby established the Los Angeles County Secretarial Council ("LACSC").
- B. The purpose of the LACSC is to provide its membership and all levels of County secretaries with opportunities for an exchange of views, information and experiences, and to offer educational programs that will foster their professional growth.
 - 1. All LACSC activities shall be open to Members, Associate Members, and other interested persons who may wish to participate, with attendance during business hours subject to departmental approval.
 - 2. The LACSC Members and Associate Members shall be given priority, during advance reservation periods, to attend all LACSC activities, and their participation shall be at preferred rates whenever applicable.

III. MEMBERSHIP ELIGIBILITY

- A. Member: Any Los Angeles County secretary who holds the payroll title of a classification within the secretarial series at the level of Secretary I or higher, including legal and medical secretarial titles, is eligible for membership in the LACSC. Eligibility is based on verification of the potential member's payroll title. Potential member must also be in good standing with the LACSC.
- B. Associate Member: Any Los Angeles County employee working in the capacity of secretary without holding such a payroll title may, upon approval by the LACSC Membership Committee, participate in the LACSC as an Associate Member provided they submit a completed Associate Membership Application to the LACSC Membership Committee. Potential Associate Member must also be in good standing with the LACSC.
- C. Payment of the annual dues, as well as any other outstanding debt to the LACSC, is required to be considered a Member or an Associate Member in good standing.

- D. In special circumstances, membership may also be granted by a majority vote of the Board of Directors.
- E. Any LACSC member-at-large (including Associate Members) who has separated from Los Angeles County service, or changed job status outside of a secretarial classification, may retain membership provided they remain a member in good standing, and membership is renewed within each ensuing year.

IV. MEMBERSHIP DUES

- A. The LACSC membership dues shall be \$13 per year for Members and \$16 per year for Associate Members, payable from October 1 through December 31, for the coming year. After January 1, delinquent dues shall be \$18 for Members and \$21 for Associate Members.
- B. First time Members and Associate Members shall be exempt from paying a late fee for their first year annual membership.
- C. Should a potential member not meet the qualifications of the LACSC for membership, all monies will be refunded to the applicant.
- D. Membership dues shall be accepted throughout the year, with membership being applicable only to the year for which dues were paid.
- E. All membership dues collected shall be used to fund activities and to pay operating expenses of the LACSC.
- F. To meet the aims and objectives of the LACSC, and to ensure the continued ability of the LACSC to keep membership dues at appropriate levels and continue to provide programs that serve its members, the Board of Directors, at its discretion, may adjust membership dues by an amount determined by the Board of Directors to be fair and reasonable. Written notice of the adjustment will be given to the membership-at-large no later than September for implementation the following calendar year, and shall remain in effect until such time as a change is deemed necessary.

V. ORGANIZATION

- A. The Board of Directors of the LACSC ("Board Members") shall consist of twelve (12) Board Members elected to a two (2) year term from Members of the LACSC. The two (2) year terms shall be on an alternating basis such that six (6) positions will be voted upon each year.
- B. Associate Members and retired members are excluded from being nominated to serve on the Board of Directors.

- C. Any member nominated for election to the Board of Directors shall be in good standing at the time of nomination. Dues must be current with no outstanding debts owed to the LACSC.
- D. Board Members, once elected, shall have the option of re-election for unlimited consecutive two (2) year terms.
- E. In the event a Board Member changes his/her payroll title to a classification outside of the Los Angeles County secretarial series after appointment to the Board of Directors, he/she will have the option of carrying out the remaining term. Positions vacated by Board Members unable to complete their term shall be offered to the runners-up in the previous election using total number of votes received as the basis for order of selection.
- F. If a Board Member misses more than three (3) meetings during a calendar year, the President may, at his/her discretion, and with a majority vote of the Board of Directors, remove said Board Member from the Board of Directors. The resulting vacancy shall be filled in accordance with the procedures set forth in Section V.E. of these Bylaws.
- G. The Board of Directors shall consist of four (4) Officers and eight (8) Board Members-at-Large. The Officers of the Board of Directors are described as follows:
 - 1. President B The President shall preside at all meetings of the LACSC Board of Directors and shall manage the other Officers and Board Members plus oversee and facilitate the general operations of the LACSC.
 - 2. Vice President B In the absence of the President, the Vice President shall preside at all meetings of the LACSC Board of Directors, and shall perform other duties as requested by the President.
 - 3. Secretary B The Secretary shall be responsible for the preparation, distribution, and filing of all minutes and reports, and shall also be responsible for notifying Board Members of meetings of the Board of Directors.
 - 4. Treasurer B The Treasurer shall be responsible for accounting and disbursing funds of the LACSC in accordance with instructions established by a majority vote of the Board of Directors. The Treasurer shall present a monthly budget report to the Board of Directors and an annual financial statement to the membership-at-large to be printed in the Council's newsletter.

- H. The Officers shall be elected at the November Board meeting each year to serve as Board Officers in the ensuing year.
 - 1. Second-year Board Members are eligible for election to the position of Board Officer.
 - 2. At the discretion of the Board, first-year Board Members who are serving a consecutive term, or have previously served on the Board of Directors, are eligible for election to the position of Board Officer.
- I. In the absence of both the President and the Vice President, the Board of Directors may appoint a chairperson pro tem.
- J. In the event that the President resigns from the Board and/or County service, the Vice President shall assume the role of President for the remainder of the year. The role of Vice President shall be assumed by the first runner-up voted for by the Board during the previous election.

VI. ELECTIONS

- A. The Chairperson of the Nominations Committee shall appoint a committee, which shall request nominations from the membership-at-large, for the annual elections of the Board of Directors.
- B. Call for nominations for election of the Board of Directors shall be distributed to LACSC Members and Associate Members no later than the second week in July, and due back to the Nominations Committee no later than the first week of August.
- C. Biographies of each nominee, together with a candidate statement prepared by the nominee, if he/she desires to do so, may be submitted along with the nomination. (Nominations should only be submitted with the permission of the nominee.)
- D. Election campaigning will not be permitted.
- E. A slate of nominees shall be established wherein the names of all members submitted for nomination to the Nominations Committee shall be accepted and listed on the ballot provided the following criteria are met:
 - 1. The nominees shall be representative of the membership-at-large (with the exclusion of Associate Members); shall be current members in good standing; shall have been continuous members of the LACSC for six (6) months or more; and shall, at the time of nomination, meet the same criteria as indicated for membership in Section III.A of these Bylaws.

2. Board Members, including those who have filled vacated positions and whose terms are set to expire, are eligible for re-election for the following year.
- F. The slate of nominees, together with candidate biographies and candidate statements, shall be presented to the Board of Directors for final review and approval.
 - G. Ballots, along with the candidate biographies and candidate statements of all approved nominees, shall be distributed to the membership-at-large (including Associate Members) no later than the third week in August, indicating ballots are to be returned to the Nominations Committee by the second week in September.
 - H. Ballots will be counted in accordance with procedures as set forth below:
 1. The Chairperson of the Nominations Committee shall appoint a Head Teller from the membership-at-large to administer the counting of ballots for Board of Directors elections.
 2. The Head Teller shall appoint a committee of three (3) from the membership-at-large. This committee shall perform the following:
 - a. Count all ballots submitted by the membership-at-large.
 - b. Certify the results of the elections by providing a list of candidates, together with the number of respective votes, to the Chairperson of the Nominations Committee for presentation to the Board of Directors at the meeting held in October.
 - I. Confirmation of the number of votes received for each candidate shall be made by the sitting Board of Directors (excluding those Board Members currently nominated as candidates for re-election to the Board of Directors).
 - J. Elections for Board officers shall be decided by the Board of Directors at the meeting held in November.
 - K. In the case of a tie, the candidate with the longest continuous membership in the LACSC shall be appointed to serve on the Board of Directors. If two (2) or more candidates have the same length of continuous membership in the LACSC, the President shall make the final decision as to appointment.
 - L. The runners-up for the election shall be used for filling vacancies.

VII. BOARD OF DIRECTORS VOTING PROCEDURES

- A. All members of the Board of Directors shall have equal voting powers. Seven (7) members of the Board of Directors shall constitute a quorum, and a quorum shall be required for voting and to conduct business.
- B. Various methods of voting will be permitted, including: voting by a show of hands; voting by telephone; voting by e-mail; and such other methods as agreed upon by a majority vote of the Board of Directors.

VIII. STANDING COMMITTEES

- A. Standing Committees, to be operative within the guidelines established by a majority vote of the Board of Directors, are hereby designated as follows: Annual Seminar, Audit, Boss-Secretary Luncheon, Bylaws, Fundraising, Historian, Membership, Newsletter, Nominations, Procedures, Special Events, and Training.
- B. Standing Committee chairpersons shall be appointed each year by the President and confirmed by a majority vote of the Board of Directors at the first or subsequent meeting of the Board of Directors. In so doing, priority shall be given to appointing second year Board Members, unless otherwise determined by the Board, in order to meet the goals, objectives, and needs of the LACSC.
- C. Special Committees shall be established by the President and confirmed by a majority vote of the Board of Directors, or may be established separately on motion and by a majority vote of the Board of Directors.
- D. Should any committee member neglect his/her responsibilities, and/or neglect to attend scheduled Board and/or committee meetings, the President may, with a majority vote of the Board of Directors, remove such Board Member.

IX. SCHEDULED EVENTS

The LACSC shall operate on a calendar-year basis, and event dates shall be established by a majority vote of the Board of Directors.

X. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a majority vote of the membership-at-large.

XI. MISCELLANEOUS

- A. Requests made for refunds by the membership-at-large, after the cancellation deadline date noted on event flyers, will not be honored.
- B. In the event that a member-at-large submits a check to the LACSC, which is returned for Non-Sufficient Funds (NSF), and the member-at-large has not made restitution within four (4) months of the date written on the check, including the thirty-three dollar (\$33) service fee, the LACSC Treasurer is duly authorized to forward said check to the Los Angeles County District Attorney for collection. Thereafter, a personal check will no longer be accepted.
- C. The Board of Directors may invite representatives of any County department or outside agency to serve as consultants as deemed necessary.
- D. Any timetable set forth within these Bylaws may be changed by a majority vote of the Board of Directors.
