BYLAWS
LOUISIANA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

ARTICLE I - NAME AND AREA

The name of this chapter shall be the Louisiana Chapter of the American Planning Association (the Chapter). The area served by the Chapter shall be the State of Louisiana. The American Planning Association is referred to in these bylaws as "the Association" or as "APA."

ARTICLE II - CHAPTER PURPOSES

The purpose of the Chapter shall be to carry out the objectives and mission of APA as stated in Article 3 of the APA Articles of Incorporation,[1] by (a) facilitating participation of all members of the Chapter and fostering a professional community among them; (b) advancing the art and science of planning in the Chapter area; (c) encouraging the exchange of information and professional experience in the Chapter area; (d) sponsoring activities that advance the interests and the welfare of the planning profession in the Chapter area; (e) encouraging and supporting the younger members of the profession in order to sustain the mission of APA in the future; and (f) providing members with opportunities for professional growth and development. The Chapter is not organized for profit and no part of any net earnings will accrue to the benefit of any private individual, member or otherwise.

ARTICLE III – SECTIONS

Section 1: Formation
Sections shall serve to foster local participation in professional planning activities and to provide accessible opportunities for involvement in the affairs of APA and the Chapter. Sections of the Chapter may be formed in specific and distinct geographic regions of Louisiana upon petition by two-thirds of the Chapter members who may be residing or working in the territory proposed in the petition. Section status must be approved by the Chapter Executive Committee. The organization and purposes of the Section shall be similar to that of the Chapter but limited to the Section's territory, which shall form a reasonably coherent unit. The name of the Section shall be geographically descriptive. Section members must be members of the Chapter. A map of the Sections shall be attached to the bylaws for reference.

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[1] The Association is organized exclusively for charitable, educational, literary and scientific research purposes to advance the art and science of planning and the activity of planning -- physical, economic and social -- at the local, regional, state and national levels; the objective of the Association is to encourage planning that will contribute to public well-being by developing communities and environments that meet more effectively the needs of people and of society.

These purposes and objectives will be served through the association of professional planners, members of commissions and boards, elected government officials, public administrators, and others who participate in making or administering community plans; the assembly and dissemination of information; the conduct of conference and training programs; the performance of objective research; the publishing of magazines, journals, technical monographs and books; the development of programs for the examination and continuing education of professional planners; the promulgation of standards for the ethical performance of officials and professionals; the development of high standards for professional practice, competency, and education; and furthering, in all proper ways, the interests of the public in planning.

Currently, there are four sections that are broken down by parish as follows:

- *Metro New Orleans Section: (8) Parishes) Orleans, Jefferson, Plaquemines, St. Charles, St. John, St Tammany, St Bernard, and St. James.*
- *Capital Section: (11 Parishes) East Baton Rouge, Livingston, Tangipahoa, East Feliciana, West Feliciana, St. Helena, Ascension, West Baton Rouge, Iberville, Pointe Coupee, and Washington.*
- *Acadiana Section: (18 Parishes) St. Martin, Lafayette, Vermilion, St. Mary, Terrebonne, Lafourche, Assumption, Acadia, Jeff Davis, Calcasieu, Cameron, Iberia, Beauregard, Allen, Evangeline, St. Landry, Vernon, and Avoyelles.*
- *North LA Section: (27 Parishes) Caddo, Bossier, Webster, Claiborne, Lincoln, Union, Morehouse, West Carroll, East Carroll, DeSoto, Red River, Bienville, Jackson, Ouachita, Richland, Madison, Sabine, Natchitoches, Winn, Grant, Caldwell, LaSalle, Franklin, Catahoula, Tensas, Concordia, and Rapides.*

Section 2: Bylaws
Sections shall adopt bylaws to govern Section affairs. Section Bylaws shall provide for, at a minimum, the election of officers, their terms and duties, the collection, expenditure and accounting of funds, and such other activities that the Section may wish to address. Section Bylaws shall not conflict with Chapter Bylaws and Articles of Incorporation or the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws and Bylaw amendments shall be filed with the Chapter Secretary and the Chapter Historian within 30 days of their adoption.

Section 3: Directors
The principal elected officer of the Section shall be titled Section Director.

Section 4: Financial Reporting
The Section shall provide information to the Vice President of Finance regarding all financial accounts and activities in keeping with APA policy. All bank accounts established by the Section shall be established in accordance with APA policy and include the Vice President of Finance as a principal on such accounts. All accounts will be established using the Tax Identification Number (TIN) of the Chapter.

ARTICLE IV – MEMBERSHIP

Section 1: Members
All members of APA whose address of record as provided to the National Office is located in the Chapter area shall automatically be members of the Chapter.

Section 2: Members, Non-resident
APA members whose address of record as provided to the National Office is not located within the Chapter area but who indicate their interest may also become Chapter members upon payment of applicable dues.

Section 3: Members, Chapter Only
Individuals who desire to limit their participation to Chapter activities and/or issues shall be designated as Chapter Only members upon payment of Regular Chapter dues. Chapter Only members who are students or planning board members shall also pay the amount designated for "Regular" members on the application form, there being no other class of membership at the Chapter Only level.

Section 5: Termination and Reinstatement of Membership
Any member ceasing to be a member of APA shall automatically cease to be a member of the Chapter. APA members may retain membership in the Chapter upon payment of established Chapter Only dues. Chapter Only membership shall also be terminated for failure to pay Chapter Only dues and assessments. Once applicable dues, APA or Chapter, are paid, Chapter membership shall be automatically reinstated.

ARTICLE V - FINANCES

Section 1: Budget
The Vice President of Finance shall prepare and the Executive Committee shall review and adopt, or modify and adopt, not later than May 30 in each year, a balanced budget setting forth objectives for which funds of the Chapter may be expended and the amount authorized to be expended for each such objective. The budget may be modified from time to time by majority vote of the Executive Committee. The original budget and any subsequent modifications shall, after adoption, be published in the next edition of any Chapter publication or other mailing, in paper or electronic format. Investment of Chapter funds shall be reviewed by the Executive Committee as part of its review and adoption of the annual budget.

Section 2: Annual Dues
The Executive Committee shall, from time to time, evaluate and establish the rate of Chapter dues. The amount of dues set by the Executive Committee shall be reported to APA no later than 30 days from the date of establishment.

Section 3: Collection
Dues of members shall be collected by the National Office of APA pursuant to the APA Bylaws. Chapter Only membership dues may also be collected by the Chapter or the Section. Such dues shall be reported and forwarded to the Vice President of Membership and VP of Finance for transfer to APA.

ARTICLE VI - OFFICES

Section 1: Officers
The officers of the Chapter shall be a President, a President-Elect, three Vice-Presidents, and a Chapter Secretary.

Section 2: Qualifications
All Officers of the Chapter shall be Members of APA. Chapter Only members are not eligible to be officers of the Chapter.

Section 3: Duties

a. President - The President of the Chapter shall have the following duties:

   i. Appointing committee members and chairpersons;

   ii. Directing the preparation of a program and budget;

   iii. Calling and presiding over meetings of the Chapter and Executive Committee;

   iv. Serving on the Chapter President's Council of the Association;

   v. Serving as an ex-officio member of all committees;

   vi. Preparing an annual report of the President's activities;

b. President-Elect - The President-Elect of the Chapter shall have the following duties:

   i. Appointing committee members to assist in the development of a Professional Development Program for the Chapter (in accordance with Article VIII, Section 3).

   ii. Develop an annual program of professional development activities;

   iii. Assume the duties of President upon expiration of the current President's term office.

   iv. Act as President in the absence or incapacity of the President.

c. Vice President of Membership - The Vice President of Membership shall have the following duties:

   i. Carrying out duties assigned by the President,

   ii. Develop an annual Membership Program for the Chapter with input from each Section.

   iii. Performing such other duties as required by these bylaws or customary to the office or as assigned by the Executive Committee.

   iv. Maintaining an accurate list of the members of the Chapter.

d. Vice President of Finance - The Vice President of Finance shall have the following duties:

   i. Receiving and disbursing of Chapter funds, including dues not collected by APA;

   ii. Assisting the President in preparing an annual budget for review by the Executive Committee;

iii. Maintaining accounts which shall be open to inspection by officers and subject to audit;

iv. Preparing for each meeting of membership and Executive Committee a financial report to include a current balance sheet and income statement reflecting the preceding three months of Chapter operations. The audit shall be made available for review by all chapter members.

v. Performing such other duties required by these Bylaws or customary to the office, or assigned by the Executive Committee.

vi. Submit an agreed-upon-procedures audit prepared by a Certified Public Accountant to the Executive committee every three years. The audit shall be posted on the LA APA website for review by all chapter members.

vii. Coordinate reporting of financial affairs of the Chapter to APA and to collect and compile similar reports from each of the Sections.

e. Vice President of Public Information - The Vice President of Public Information shall have the following duties:

i. Supervise the Awards Program.

ii. Responsible for all public news releases and relationships with the press.

iii. Supervise, with the newsletter editor, the publication of the Chapter newsletter in paper or electronic format.

iv. Organize and maintain the listserv, Chapter website, blog, social, and similar electronic media for communication to the chapter.

f. Secretary - The Secretary shall have the following duties:

i. Notifying members and Executive Committee members of meetings;

ii. Preparing and reporting minutes of Chapter and Executive Committee meetings;

iii. Transmitting to the Executive Director a list of all Chapter officers (including their addresses and telephone numbers) within 30 days of their election;

iv. Notifying APA about the amount to be charged for Chapter dues;

v. Transmitting to APA the record of Chapter voting on Bylaw changes, Association matters, and national affairs;

vi. Transmitting to APA two copies of all Chapter Bylaws adopted or amended and at least two copies of all Chapter publications, whether in paper or electronic format;

vii. Performing such other duties required by these Bylaws, or customary to the office, or assigned by the Executive Committee.

Section 4: Term of Office
All Officers (except the Chapter President) shall serve for a two-year term of office including the President-Elect. The President shall serve a three-year term. The terms of office of all officers shall begin on January 1 immediately following the Chapter election and shall be two years (except the Chapter President, whose term shall be three years) in length. Term limits are two concurrent terms.

Section 5: Annual Report
The Chapter President shall prepare an annual written report which shall be presented to the Executive Committee at a meeting preceding the Annual Meeting of the Chapter, and which shall subsequently be presented at the Annual Meeting of the Chapter and thereafter be forwarded to the National Board of Directors of APA.

ARTICLE VII - EXECUTIVE

Section 1: Composition
The Executive Committee shall consist of the following voting members: the Chapter President, the Chapter President-Elect, Vice President of Membership, Vice President of Finance, Vice President of Public Information, the Chapter Secretary, the Chair of the Planning Directors' Council, the Chair of the Education Foundation and the Chapter Historian, all Sections Directors (the Metro New Orleans Section, the Capital Section, the Acadiana Section and the North Louisiana Section), and a Student Representative elected by student members and Department Chairs. In addition, the immediate past Chapter President shall serve on the Committee for one year following the expiration of his or her term.

The following shall be non-voting members of the Executive Committee: the Chapter Professional Development Officer, the Planning Commissioner Representative, and the Chair of any standing or "ad hoc" committee established by other appropriate means.

Section 2: Duties
The Executive Committee shall report upon all business that it has considered or acted upon between Chapter meetings; shall determine when and how Committee reports shall be made public, shall put into effect the votes of the Chapter, shall make recommendations on applications for Association membership, if required or requested by the Association; shall be the custodian of all Chapter property; shall approve the annual budget and program; shall authorize and approve all contracts and expenditures, except as otherwise provided herein, but shall not incur liabilities exceeding amounts of anticipated funds; may at any time cause an audit to be made of the accounts of the Vice President of Finance; shall approve appointments to the committees of the Chapter, shall adopt and disseminate Chapter policies; shall remove Chapter or Section officers from office for malfeasance or incapacity; and shall perform such other

functions as are delegated herein or by the voting members of the Chapter or by the Association Bylaws.

The Executive Committee may fill vacancies in offices occurring between elections, officers so elected to hold office only for the balance of the current term until their successors are elected and installed.

The Executive Committee may adopt rules and procedures for the day-to-day operation of the Chapter in accordance with the Bylaws.

Section 3: Meetings
Meetings of the Executive Committee shall be called by the President or by a majority of the Committee Members. There shall be, in each year, at least four meetings of the Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee except that action proposed at a meeting of less than a quorum may subsequently be approved in writing by additional members sufficient to constitute a quorum. A passage of a resolution shall require the affirmative vote of a majority of a quorum of the Executive Committee.

Section 4: Acting Without Meeting
An action may be taken by the Executive Committee without a meeting if a written consent (including the use of electronic consent via email or fax), setting forth the action taken, is signed by each member of the committee.

ARTICLE VIII - COMMITTEES

Section 1: Membership of Committees
The President with the advice and consent of the Executive Committee shall appoint such committees as are deemed necessary for the carrying out of objectives of the Chapter. Committees may be designated either standing committees or *ad hoc* committees the latter of which shall have a specified date of termination. Standing committee shall be deemed to be continued upon election of a new President unless they are changed within 90 days after said election.

Section 2: Election Committee
The Election Committee shall consist of three members eligible to hold office, one of whom shall be a member of the Executive Committee. The Election Committee shall be appointed by the President with the advice and consent of the Executive Committee and shall be a standing committee of the Chapter.

Section 3: Professional Development Committee
The Professional Development Committee shall consist of no less than three Chapter Members who are members of the American Institute of Certified Planners and shall perform the following duties:

a. Advise prospective members of the American Institute of Certified Planners (AICP) as to the qualifications, purposes, and programs of AICP, AICP's Code of Ethics and Professional Conduct, the Ethical Principles in Planning, and the AICP Bylaws;

b. Advise members of the AICP on the requirements of and participation in the AICP Certification Maintenance (CM) Program.

c. Disseminate information on changes, updates, and revisions to the requirements and programs offered through the AICP, as well as solicit comments and input from Chapter membership on the same for presentation to Chapter Executive Committee and AICP Commission.

d. Provide a regular reporting of the progress made on submittal of Chapter offered and sponsored programs (including those through Sections or divisions) for consideration of AICP CM credits. This report will include information on session date, time, location, subject, speaker, and CM hours approved.

A Professional Development Officer or Officers (PDO) shall be appointed by the Chapter President with the advice and consent of the Executive Committee. The PDO job description will conform to the job description provided on the APA/AICP website.

Section 4: Legislative Committee
The Legislative Committee shall consist of no less than three Chapter Members who are members of the American Institute of Certified Planners and shall perform the following duties:

a. Monitor actions of the Louisiana legislature as their actions may affect planning matters.

b. Recommend appropriate changes to existing planning enabling legislation of the state, monitor major policy issues and advise the Chapter regarding appropriate action relating to these matters.

Section 5: Committee Record of Activity
Each committee shall create, maintain, and report a syllabus of its activities including detailed information on contacts, dates and deadlines, procedures followed, membership, and recommendations. The syllabus will be provided in writing, in paper or electronic format, at the Annual Chapter business meeting at a minimum.

ARTICLE IX - ELECTIONS

Section 1: Nominations/Elections
The Election Committee shall render to the Executive Committee its report of nominations to fill ensuing vacancies at least seventy-five (75) days in advance of the Annual Meeting in each year in which there is to be an election.

Section 2: Balloting
The report of the Election Committee shall be mailed, in paper or electronic format, to all members entitled to vote at least forty-five (45) days in advance of the Annual Meeting in each election year.

At least thirty (30) days in advance of the Annual meeting, the name of any member of the Chapter eligible to hold office shall be placed on the ballot by the Secretary upon receipt of a petition signed by not less than 25 Chapter members eligible to vote and received within the aforesaid time period.

A ballot containing the names of all nominees shall be mailed, in paper or electronic format, to all Chapter members entitled to vote at least 15 days in advance of the Annual Meeting and such ballots shall be returned to the Chairperson of the Election Committee within fifteen (15) days after date of mailing.

Ballots shall be counted by the members of the Election Committee in advance of the Annual Meeting and shall be returned to the Chapter Secretary prior to the Annual Meeting.

The Officers of the Chapter shall be elected by the affirmative ballots, whether in paper or electronic format, of a plurality of the members voting. The results of the ballot shall be ascertained and announced at the Annual Meeting, and in the next general communication, whether in paper or electronic format, to Chapter members.

Section 3: Election Schedule

Action	Minimum number of days before the Annual Meeting
Election Committee appointed (Article VIII, Section 2)	105
Election Committee gives reports to Executive Committee (Article IX, Section I)	75
Election Committee makes report to members	45
Election Committee receives petition names	30
Election Committee mails ballots to members	15
Election Committee reports results	0
New Officers take office	January 1

Section 4: Terms of Office
The terms of office of all officers shall begin on January 1 immediately following the Chapter election and shall be two years (except the Chapter President, whose term shall be three years) in length. Business year shall run January 1 through December 31. Term limits are two concurrent terms.

Section 5: Changes in Election Timetable
If, due to unforeseen circumstances, the Executive Committee finds that, in a given circumstance, the election timetable set forth in this Article cannot be followed, the Committee may amend the timetable for that given instance provided an attempt is made to conform as closely as possible to the required election timing, that said change shall be approved by a two-thirds vote of the Executive Committee, and that the membership shall be notified of the change.

ARTICLE X - STUDENT REPRESENTATIVE

Section 1: Student Representative
The Chapter Executive Committee shall determine the manner of nomination for, and election of, a Student Representative provided, however, that no Chapter members other than those enrolled in a full-time course of study shall be eligible to vote for or, be elected as, Student Representative. In the event that the Student Representative ceases to be a full-time student, the Chapter Executive Committee shall designate a full-time student to complete the term of office. The Student Representative must be a member of APA.

Section 2: Duties
The Student Representative shall serve on the Executive Committee and shall advise the Committee and the Chapter on the conduct of services to students and the evolving character of the planning profession.

ARTICLE XI - CHAPTER MEETINGS

Section 1: Meetings
There shall be an Annual Meeting in January at a time and place to be determined by the Executive Committee. Other meetings may be called by the President, or by a two-thirds approval of the Executive Committee.

Section 2: Notices
Notices of all meetings of the Chapter shall be mailed in paper or electronic format, to all members at least twenty days prior to the date of the meeting, except in an emergency, when, with the approval of the Executive Committee, the President may call a meeting on shorter notice.

ARTICLE XII - QUORUMS AND VOTING

The adoption by the Chapter of a position on a planning issue may be done by either of the following methods: (1) by the affirmative vote of a majority of a quorum of the members of the Chapter, such vote to be taken by mail in accordance with Article XIII procedures or (2) by an affirmative vote of two-thirds of a quorum of the Executive Committee. A mail vote on any Chapter issue shall be undertaken on receipt of a petition of at least twenty-five (25) Chapter members eligible to vote.

All Chapter Members are eligible to vote on Chapter affairs. A quorum for a valid vote on Chapter affairs shall be fifteen (15) members attending a duly called meeting or, in a mail vote, ten percent (10%) of those eligible to vote.

In national affairs and in adopting and amending Chapter Bylaws all voting shall be done only by those eligible for Association voting. A quorum, for a valid vote on Institute matters, Bylaw changes or national affairs, whether voting occurs in a Chapter meeting or by mail ballot, shall be ten percent (10%) of Chapter membership so qualified to vote. A report of Chapter voting on such matters whether or not a quorum was obtained, shall be filed with the Executive Director and shall include a record of the number of yea and nay votes and the number then eligible for voting.

ARTICLE XIII - ADOPTION AND AMENDMENTS

Section 1: Adoption
Adoption of these Bylaws shall be by an affirmative vote of a majority of a quorum (10%) of Chapter Members.

Section 2: Amendment
Upon authorization by the Executive Committee, or upon petition signed by at least twenty-five (25) voting members of the Chapter, any proposed amendment to these Bylaws shall be submitted by the Secretary, together with a form of ballot, to all eligible voting members of the Chapter and, for adoption, shall require an affirmative vote of a majority of a quorum (10%) of Chapter Members. A period of fifteen (15) days from date of mailing, whether in paper or electronic format, of such form of ballot shall be allowed for return of ballots.

ARTICLE XIV - PLANNING DIRECTORS

The Chapter shall recognize the Planning Directors Council of Louisiana (PDCL) as the Planning Directors Department of the Chapter. As a Department of the Chapter, the Planning Directors Council of Louisiana shall have autonomous authority from the Chapter to adopt Bylaws, to elect officers, to set dues and to adopt an annual budget. However, the Chair of PDCL or his/her designee may submit an annual budget request to the Executive Committee of the Chapter in the same manner that other members of the Executive Committee submit budget requests. The Chair of PDCL shall serve as a voting member of the Chapter Executive Committee provided that the said Chair is also a member of the Chapter. If said Chair is not a

member of the Chapter, he/she shall appoint a member of PDCL who is also a member of the Chapter to serve as a voting member of the Chapter Executive Committee.

ARTICLE XV - PLANNING COMMISSIONER'S COUNCIL

The Chapter shall organize a Planning Commissioner's Council with the objective of providing education and coordination for planning commissioners. The Chapter will facilitate the formation and administration of this council. The Chair of PDCL shall serve as a voting member of the Chapter Executive Committee provided that the said Chair is also a member of the Chapter. If said Chair is not a member of the Chapter, he/she shall appoint a member of PDCL who is also a member of the Chapter to serve as a voting member of the Chapter Executive Committee.

ARTICLE XVI - STRATEGIC PLAN

The Chapter shall adopt a five-year strategic plan to outline its objectives for growth and development of programs and services. This plan is to be created by the Executive Committee and presented to the Chapter members for acceptance. This plan is to be reviewed on an annual basis and considered for amendment or revision every three years. Copies of the final plan, as approved by the Executive Committee and majority of Chapter Members, are to be kept on file with the Chapter Secretary, Chapter Historian, and posted on the Chapter website.

ARTICLE XVII - ADDITIONAL DEPARTMENTS

The Chapter may create Departments to further the purpose of the Chapter in specialized planning areas. A Department may be established through action of the Executive Committee thirty (30) days after notice of intention, including a statement of purpose, is provided to Chapter members with an opportunity for comment. A Department may also be established upon petition to the Chapter Executive Committee by at least twenty (20) Chapter members and an affirmative action of the Board of Directors. New Departments of the Chapter will become effective upon approval of the Chapter Executive Committee and shall be governed by the Chapter Bylaws.

A Department of the Chapter shall have authority to adopt bylaws, elect officers, set dues and adopt an annual budget. The Department may submit an annual budget request to the Executive Committee of the Chapter. The Chair, or other elected representative of the Department, who shall be a member of the Chapter, shall serve as a voting member of the Executive Committee.

LOUISIANA CHAPTER
AMERICAN PLANNING ASSOCIATION

President

Witness:

THUS DONE and signed on this _____ day of _____, 2010, in the presence of undersigned competent witnesses and me, Notary, after due reading of the whole.

POLICY AND PROCEDURES

LA APA Chapter, Annual Membership Reimbursement to Sections

1. Policy of Reimbursement

WHEREAS, The Bylaws of the Louisiana Chapter of the American Planning Association state in Article III, Section 1, that

> *"The organization and purposes of the Section shall be similar to that of the Chapter but limited to the Section's territory...* "

and

"*The Sections shall provide the continuing local cohesion and interactionof members necessary for the success of the Chapter as a whole*",

and

> *"Section members must be members of the Chapter",*

BE IT RESOLVED that it is the policy of the Louisiana Chapter to annually reimburse the respective Sections for costs incurred in meeting the goals and objectives stated in the above-referenced portions of the Bylaws, subject to the set procedures described herein.

2. Procedures for Reimbursement

General:

- Only those Sections which have been created under Article III, Section I of the LA APA bylaws, and that are recognized by the Chapter and its Executive Committee as active, will be eligible for participation in the annual reimbursement program. For a Section to be considered active, it must maintain and establish an organizational structure approved by the Chapter President, the Vice President of Membership, the Vice President of Finance, and Vice President of Public Information that includes Section bylaws, Section Executive Committee and a Section financial accounting system. Additionally, the Section must have developed a professional activity program, which allows for at least two (2) activities annually that provide Section members an opportunity to meet and participate in a professional development program, not inclusive of the Chapter-sponsored annual conference, seminars or workshops.
- Reimbursements shall be calculated on a per-member basis, based on the active membership of a Section.
- Persons who are members of the national APA or LA chapter of the APA, and merely reside in the geographic area covered by the Section are not automatically considered "active members" of the Section for purposes of the reimbursement,
- "Active Membership" in a Section is defined by an act of participation by the Section member. This act of participation may be as simple as attendance at a Section event. Each individual Section sets their standards for membership within their bylaws.

Annual Procedures for Reimbursement:

1. After December 31st of a given calendar year, a Section shall submit to the LA APA Vice President of Membership a full listing of that Section's active membership as of December 3lst of the given calendar year, along with a letter requesting reimbursement (no dollar amount is to be stated in this letter). This letter should describe the events and activities held by the Chapter to merit this reimbursement: nature of events/activities, list of speakers and/or topics of discussion, target audience, and attendance at events. The list must be signed and certified as accurate and correct by both the Section Director and one other Section officer (preferably Secretary or Membership Director).

2. The Vice President of Membership shall check the list and letter against the LA APA list of members in that geographic Section. For every active member of that Section that is also a member of LA APA, the Section shall receive a reimbursement of $5.00.

3. The Vice-President of Membership shall tally the correct number of Section members, and calculate the total rebate amount due the Section. The Vice-President will then forward all payment requests for membership rebates to the Executive Committee, to be considered at their next Quarterly Meeting (a carbon copy of this request will be sent to the Section officer requesting payment, as well). Approval of the Executive Committee will be required prior to the release of any funds.

4. Upon approval of the Executive Committee, the Vice President of Finance will cut a reimbursement check and send it directly to the Section.

5. If there are any disputes as to number of active members, calculation of reimbursement payment, etc., the Vice President of Membership and Section officer shall first attempt to resolve the issue. If the dispute is unable to be resolved, the Chapter President will be consulted and will have final say on the dispute. This process must be completed within 30 days of receipt of the list and letter by the Vice President of Membership.

6. There is a two-year limit to requesting reimbursement in any current calendar year; no request may be made for a calendar year other than the two previous calendar years.