

National Guard Association of Louisiana

(NGALA)

Bylaws

THE NATIONAL GUARD ASSOCIATION OF LOUISIANA

BYLAWS

Adopted by Annual Conference held in Baton Rouge, Louisiana 11-12 April 1953:

Amended by Annual Conference held in Lafayette, Louisiana 5-6 February 1955.

Amended by Annual Conference held in Alexandria, Louisiana 28 February - 1 March 1959.

Amended by Annual Conference held in New Orleans, Louisiana 12-13 March 1960.

Amended by Annual Conference held in Baton Rouge, Louisiana 4-5 March 1961.

Amended by Special Meeting held in Baton Rouge, Louisiana 9 October 1966.

Amended by Annual Conference held in Alexandria, Louisiana 15 March 1975.

Amended by Annual Conference held in Shreveport, Louisiana 13 May 1978.

Amended by Annual Conference held in Lake Charles, Louisiana 21 April 1979.

Amended by Annual Conference held in Baton Rouge, Louisiana 25 April 1981.

Amended by Annual Conference held in Lafayette, Louisiana 24 March 1984.

Amended by Annual Conference held in Lake Charles, Louisiana 12 April 1986.

Amended by Annual Conference held in New Orleans, Louisiana 11 April 1987.

Amended by Annual Conference held in Baton Rouge, Louisiana 16 April 1989.

Amended by Annual Conference held in Monroe, Louisiana 21 April 1990.

Amended by Annual Conference held in Alexandria, Louisiana 27 April 1991.

Amended by Annual Conference held in Lafayette, Louisiana 11 April 1992.

Amended by Annual Conference held in Lake Charles, Louisiana 16 April 1994,

Amended by Annual Conference held in New Orleans, Louisiana 17 April 1995,

Amended by Annual Conference held in Baton Rouge, Louisiana 20 April 1996,

Amended by Annual Conference held in Alexandria, Louisiana 15 April 2000,

Amended by Annual Conference held in Alexandria, Louisiana 20 April 2001,

Amended by Annual Conference held in Baton Rouge, Louisiana 24 April 2004,

Amended by Annual Conference held in Lafayette, Louisiana 2 June 2007,

Amended by Special Conference held in New Orleans, Louisiana 1 August 2012.

Amended by Annual Conference held in Baton Rouge, Louisiana 22 March 2014.

Amended by Special Conference 4 February 2015

Amended by Annual Conference held in Baton Rouge, Louisiana 11 April 2015

Amended by Annual Conference held in Lafayette, Louisiana 21 May 2016

Amended by Annual Conference held in Alexandria, Louisiana 26 March 2022

ARTICLE I – MEMBERSHIP

1. MEMBERSHIP. Membership in the Association is voluntary and separate from service in the Louisiana National Guard.

2. REGULAR MEMBERSHIP. Active membership in the Association shall be composed of federally recognized officer and warrant officers of the Louisiana National Guard, upon payment of annual dues as fixed and set forth in Article IV of the Bylaws.

3. REGULAR LIFETIME MEMBERSHIP. The regular lifetime membership of the Association shall be composed of federally recognized officer and warrant officers of the Louisiana National Guard, upon payment of a fixed rate as fixed and set forth in Article IV of the Bylaws.

4. EX-OFFICIO MEMBERSHIP. The Governor of the State and The Adjutant General of Louisiana shall be Ex-Officio members of the Association.

5. HONORARY LIFE MEMBERSHIP. This category of membership is closed to new members effective 1 June 1995. Members previously appointed to Honorary Life Membership will continue to hold that membership for life.

6. SEPERATED/RETIRED OFFICER MEMBERSHIP. The Separated/Retired Officer Membership of the Association shall be composed of officers and warrant officers of the Louisiana National Guard who have served honorably and faithfully while federally recognized and have been separated or retired from their status as active National Guard officers and warrant officers, provided annual dues are paid as set forth in Article IV of the Bylaws.

7. ASSOCIATE MEMBERSHIP. The Associate Membership of the Association shall be composed of those officers, warrant officers, enlisted members, or dependents of the Louisiana National Guard or State Military Department if they are not otherwise eligible as Regular Members or Separated/Retired Officers of the Association, provided annual dues are pas as set forth in Article IV of the Bylaws. Associate Members are entitled to rights and privileges of the Association except to hold office and vote in the conduct of business. Dues will be determined by the Executive Council.

8. AFFILIATE MEMBERSHIP. The Affiliate Membership of the Association shall be composed of Active Duty and Reserve Component military members who see affiliation with the Association and who support the purpose and goals of the Association, provided annual dues are paid as set forth in Article IV of the Bylaws. Affiliate Members are entitled to rights and privileges of the Association except to hold office and vote in the conduct of business. Dues will be determined by the Executive Council.

9. CORPORATE MEMBERSHIP. The Corporate Membership of the Association shall be composed of individuals of business or industry not otherwise eligible for membership that morally and financially support the Association in the attainment of its goals. Corporate Members are entitled to rights and privileges of the Association except to hold office and vote in the conduct of business. Dues will be determined by the Executive Council.

10. COMPLEMENTARY MEMBERSHIP FOR MEDICALLY RETIRED OFFICERS. Medically retired officers and warrant officers of the Louisiana National Guard who have served honorably and faithfully while federally recognized, were physically wounded or injured during the course of combat or stateside operations resulting in a medical disability and have been medically retired as a result of these wounds/injuries. There shall be no cost associated with this category of membership. Nominations for membership in this category may be submitted to the Membership Committee by any active member of the Association who is in good standing. The Membership Committee shall review the nomination and validate that the nominee meets all requirements, prior to awarding membership in this category. Membership in this category shall be for life.

11. COMPLIMENTARY LIFE MEMBERSHIP FOR RETIRED OFFICERS. Retired officers and warrant officers of the Louisiana National Guard who have served honorably and faithfully while federally recognized and entered into the retired reserve after 20 or more years of creditable service. There shall be no cost associated with this category of membership. Nominations for membership in this category may be submitted to the Membership Committee by any active member of the Association who is in good standing, to include self-nomination, in accordance with the bylaws. The Membership Committee shall review the nomination and validate that the nominee meets all requirements, prior to awarding membership in this category. Membership awarded in this category shall be for life. Upon award of the complimentary lifetime membership to the Association, the Membership Committee shall coordinate with the awardee, to complete enrollment in the National Guard Association of the United States (NGAUS) Retired Lifetime Membership for a fixed rate of $125. The cost of this membership shall be funded by the Association.

ARTICLE II – DUTIES AND POWERS OF THE OFFICERS AND EXECUTIVE COUNCIL

1. President.

a. The President shall preside and set the order of business at all meetings of the Association and shall be President, Ex-Officio of the Executive Council. They are charged with the direction of all affairs pertaining to the Association between annual conferences; they shall from time to time, as they deem necessary, call meetings of the Executive Council; they shall appoint all standing committees and all special committees; they shall be an Ex-Officio member of all committees, except the Nominations Committee, and this committee shall be appointed by them not later than 60 days prior to the date of the next annual conference; they shall be responsible to ensure that all arrangements are made for the annual conference and all special conferences; they shall review the performance of the Executive Director and other administrative personnel that support the activities and programs of the Association annually; they shall have authority to incur any expense up to $500 that may be necessary to carry on the affairs and purposes of the Association; and they will report any and all expenses of such to the Association at the annual conference within the Treasurer's report. Any expense greater than or equal to $500 must be approved by a two-thirds (2/3) vote of the Executive Council.

b. They shall, with advisement of the Executive Council:

i. Employ an Executive Director and Administrative Assistant (each of whom will be paid a monthly stipend, determined annually by a majority vote of the Executive Council), or other such personnel as deemed necessary, either full or part time, to work for and on behalf of the Association, and renew such employment during the middle of the Executive Council two (2) year term. Duties of the Executive Director and Administrative Assistant will be as defined in this article.

ii. Assign such duties as they deem advisable.

iii. Release such employment when deemed necessary and upon unanimous vote of the Executive Council in special conference as set with agenda posted 30 days beforehand.

2. Vice President. On an alternating basis, when appropriate, or at the beginning of the first appropriate occasion, the Vice President (Army) and the Vice President (Air) shall perform the duties of the President in case of absence of the President and shall also be a member of the Executive Council as well as the Joint Venture Committee.

3. Secretary. The Secretary shall keep accurate minutes of all meetings of the Association and of the Executive Council and preserve same in permanent form; they shall have charge of all records of the Association, except the financial records, including those of the Executive Council and committees; they shall prepare, review, and maintain all correspondence and continuity documents, including conference scripts, and shall be a member of the Executive Council.

4. Parliamentarian. The Parliamentarian shall advise on the proper procedures for meetings, review correspondence and legislative communications, and approve modifications to any and all business meeting or conference scripts; they shall be called upon to make rulings regarding conflicts or interpretations of the rules governing the Association; and they shall educate the Executive Council and members on the proper procedures for meetings and events using Robert's Rules of Order, the accepted standard rules for the conduct of meetings. Additionally, they shall serve as an ex-officio member of the Charter and Bylaws Committee and be a member of the Executive Council.

5. Treasurer. The Treasurer shall receive, receipt for, and be custodian of all funds of any nature whatsoever due the Association and such contributions as may be made to it, and they shall deposit same in the name of the Association in a bank or banks or a trust company or trust companies as designated by the Executive Council; they are authorized to sign checks in payment of all bills and claims against the Association when such bills and claims have been certified to them for payment by the President of the Association; they shall keep books and records of accounts and finances of the Association and make same available for an annual audit by the audit committee appointed by the President, which committee shall submit their report at the regular annual conference. The Treasurer shall also make an annual report of the finances of the Association at the regular annual conference and shall be a member of the Executive Council as well as the Joint Venture Committee.

6. Immediate Past President. Upon the new President of the Association taking office, their predecessor shall automatically become the Immediate Past President, support the legislative needs of the Association, and shall be a member of the Executive Council as well as the Joint Venture Committee.

7. Executive Council. The Executive Council shall, during the interval between conferences, carry out the policies adopted by the Association. Proxy votes shall not be permitted. Substitute members who are active members of the Association, and designated in writing by the absent member shall be permitted in directing the affairs of the Association by the Executive Council. Substitute members shall not be other members of the Executive Council and substitute members shall only represent one absent member. The Executive Council shall have authority to call a special conference of the Association by a majority vote of the council. As a rule, the Executive Council will meet once a month or once a quarter by direction of the President, unless otherwise directed or approved by vote, and attend special meetings, as appropriate, to receive committee reports.

8. EXECUTIVE DIRECTOR. The duties of the Executive Director shall include but not be limited to the following:

1. Operation of the Association office (headquarters) and coordination with the Louisiana Secretary of State’s office regarding the legal administration of the Association.

b. Timely assistance to the President in the performance of their responsibilities (i.e., committee appointments, Executive Council meetings, and the annual conferences)

c. Render assistance to the members of the Executive Council and designated committees

d. Establish and maintain communications with the Office of the Adjutant General, the National Guard Association of the United States (NGAUS), the National Guard Executive Directors Association (NGEDA), and the Joint Venture Committee

e. Perform whatever tasks are necessary in support of legislative matters of importance to the National Guard

f. Serve as "Project Officer" for the Louisiana delegation to NGAUS’ annual conference

g. Coordinate with and provide input to the publishers of the annual conference "program books"

h. The Executive Director shall be a non-voting member of the Executive Council

i. Be a member of the Joint Venture and attend trust meetings

j. Serve as an Ex-Officio member of the Corporate Relations Committee and be responsible for continuity and NGALA corporate communications

k. Serve as the "Continuity Officer" for all NGALA annual conferences, which includes Ex-Officio membership in and special assistance to the General Arrangements Committee as well as assistance to the Secretary for the management and custody of NGALA conference standard operating procedures

l. Review, present to the Executive Council for approval, and sign any and all contractual obligations of the Association requiring the signature of the registered agent

m. Facilitate the annual listing of NGALA delegates to NGEDA

n. Serve in an advisory role to the Chair of the Legislative Committee

o. Management, input, and communication of membership status using systems between members, NGAUS and NGALA

p. Timely assistance to the President in the performance of their responsibilities (i.e. website/social media, and the annual conferences)

q. Serve as an Ex-Officio member of the Membership Committee and be responsible for database compilation of membership payments, member and prior-member only rosters, and reports to NGAUS and NGEDA

r. Be responsible for the management and submission of annual Louisiana state dues to NGAUS in coordination with the Treasurer

s. Facilitate the annual listing of NGALA delegates to NGAUS

ARTICLE III – ORDER OF BUSINESS

The Order of Business at meetings of the Association and meetings of the Executive Council

shall be governed by the latest published version of Robert's Rules of Order. These rules shall govern on all points of parliamentary procedure, except as modified by the Charter and Bylaws of the Association or as modified by the State or the United States Constitution.

ARTICLE IV - DUES

1. Membership in the Association is contingent on the fulfillment of dues paid, determined by the Treasurer and Secretary in August of each year. Membership is valid on a calendar-year basis (1 January – 31 December). Dues are structured as follows:

a. Regular Membership (variable). Determined by each federally recognized member’s rank and calculated according to twenty-five percent (25%) of one-day’s base pay combined with the following annually published Defense Finance and Accounting Service (DFAS) time in service (TIS) schedule:

i.

|  |  |
| --- | --- |
| **Grade** | **Time in Service (TIS)** |
| WO1 / O1 | Less than two (2) years |
| WO2 / O2 | More than two (2) years |
| O3 | More than four (4) years |
| WO3 / O4 | More than eight (8) years |
| O5 | More than twelve (12) years |
| WO4 / O6 | More than sixteen (16) years |
| WO5 / O7 | More than twenty (20) years |
| O8 | More than twenty-four (24) years |

ii. Rounded to the nearest dollar.

b. Regular Lifetime Membership (fixed). $750

i. Company grade officers (CGOs) may purchase a reduced-cost lifetime membership by applying the amount paid in dues to-date and subtracting it from the cost of the regular lifetime membership. CGOs must provide receipts or proof of previous payments to the Secretary with their intent to purchase. CGOs may take advantage of this membership at any point before selection by a federal recognition board for promotion to Major.

ii. The cost of a regular lifetime membership is reduced to $250 for any member who has a NGAUS lifetime membership.

c. Separated/Retired Officer Membership (fixed).

i. Annual Membership. $15

ii. Lifetime Membership. $100

d. The cost for the Associate, Affiliate, and Corporate memberships will be set annually by majority vote of the Executive Council allowing for the consideration of inflation. This determination will be completed by August of each year by the Treasurer and Secretary in order to have an accurate listing of dues for the last quarter for payment NLT December timeframe of each year.

2. Dues shall be considered delinquent if not remitted by 28 February each year. Delinquent members will not be qualified to attend meetings or conferences, propose any matter to the Association, to discuss any issue of the Association, or vote at any meeting.

3. Complimentary Membership. Newly commissioned Second Lieutenants and Warrant Officers appointed in the Louisiana National Guard between the previous year's annual conference and the current year's annual conference will be given a complimentary membership for the balance of the calendar year in which appointed and the next full year's membership for the succeeding calendar year. Complementary membership will not be provided to new officer and warrant officer members of the Louisiana National Guard that are not newly commissioned.

4. Exempted Members

a. Ex-Officio and Honorary Life Members are exempt from the payment of dues.

b. Complimentary Membership for Medically Retired Officers are exempt from the payment of dues at the state or national level.

c. Complementary Life Membership for Retired Officers are exempt from the payment of dues at the state level.

ARTICLE V – NOMINATION OF OFFICERS AND REPRESENTATIVES FOR ELECTED POSITIONS

1. Unless otherwise stated in the Bylaws, nominations for any elected office will only be considered at the annual conference of the Association.

2. A call for nominations will be made by the Nominations Committee at least 30 days prior to the date of the annual conference. Notification will be sent to all Direct Reporting Unit (DRU) Representatives, posted to the Association website, and sent to all members of the Association through physical or electronic means.

3. Nominations for all elected positions must be made at least 10 days prior to the start of the annual conference for the nomination to be presented on the official election ticket.

4. Nominations from the floor of the annual conference must meet the following criteria:

a. May be made by any active member, for any office or Representative

b. Nomination must be of an active member of the Association. Both the nominator and nominee must be present at the annual conference

c. The nominator must state their reason for making the nomination, and the nominee must signify acceptance of the nomination

ARTICLE VI – ELECTION OF OFFICERS AND REPRESENTATIVES

1. Executive Council Elected Positions

a. Officers of the Association shall be elected by active, eligible, and present members of the Association at a regular annual conference.

b. The term of office for each elected position is two (2) years.

c. In the event an elected officer of the Association is unable to fulfill their term, the position will be filled in accordance with Article II of the Bylaws.

d. The Secretary and Parliamentarian shall be appointed by and serve concurrently with the President.

2. Direct Reporting Unit (DRU) Representatives

a. DRU Representatives shall be elected by caucus of the DRU, led by the Commander of that respective DRU at the annual conference. DRU representatives will serve a two (2) year term consistent with the term of the President.

b. DRUs will have representation based on the formula of .01 multiplied by the combined officer and warrant officer strength, rounded up to the next whole number for each fraction of .50 or greater. When a command has an authorized combined strength of 50 or less, they will be authorized one (1) representative on the Council. Computation of representatives will occur before each election and will be conducted by the Secretary. The DRUs are herein identified as the following:

i. Joint Force Headquarters (JFHQ) (includes Recruiting and Retention Command)

ii. 199th Regional Training Institute (RTI)

iii. Louisiana Medical Command (MEDCOM)

iv. 139th Regional Support Group (RSG)

v. State Aviation Command (SAC)

vi. 225th Engineer Brigade

vii. 256th Infantry Brigade Combat Team (IBCT)

viii. 61st Troop Command (TC)

ix. Air National Guard (ANG)

3. Company Grade Representatives

a. Two (2) Company Grade Representatives shall be chosen from the Company Grade Commissioned Officer membership of the Association, one (1) representing the Army National Guard and one (1) representing the Air National Guard.

b. Company Grade Representatives shall be elected during caucuses of the Company Grade Commissioned Officers, to be conducted separately for each branch at the annual conference. Selection of a Company Grade Representative shall be made of those members present at the conference and shall serve concurrently with the President.

4. Warrant Officer Representative: One (1) Warrant Officer shall be chosen from the Warrant Officer membership of the Association during a caucus of members present at the conference and shall serve concurrently with the President.

5. Separated/Retired Officer Representative: One (1) Separated/Retired Officer shall be chosen from the Separated/Retired Officer membership of the Association during a caucus of members present at the conference and shall serve concurrently with the President.

6. Replacement of Officers

a. In the event of the death, resignation, or deployment of a Vice-President or Treasurer, the successor shall be chosen by the Executive Council from one of the members thereof to fill the unexpired term.

b. In the event of the death, resignation, or deployment of the Secretary, the successor shall be appointed by the President.

c. In the event of the death, resignation, or deployment of the President, the Vice President of the same branch shall assume the duties and responsibilities of the President. At the next annual conference, a President shall be elected by the membership. The newly elected President shall assume office upon the conclusion of the conference to serve the remainder of the unexpired, original term.

d. In the event of the death, resignation, or deployment of a Representative (Army) or Representative (Air), a successor shall be chosen by the Executive Council from the roster of active members of the Association to fill the vacancy until the next annual conference, at which time the active members present shall elect a successor to serve the remainder of the unexpired, original term.

e. In the event of the death, resignation, or transfer out of the DRU of any DRU Representative, the DRU Commander will appoint an interim successor to assume the duties and responsibilities of the DRU Representative. At the next annual conference, a successor shall be elected for the unexpired term by the members of that caucus. Representatives elected to fill unexpired terms will be officially recognized at the conclusion of the annual conference.

7. Selection of Officers

a. All voting for election of officers and representatives shall be held by secret ballot, except when Association members are assigned on State Active Duty, temporary duty away from their duty station, on a NGB T-10 tour, or activated in support of an overseas contingency operation where they are unable to conform to regular voting procedures. These members may vote in an absentee or proxy status electronically or physically, provided that the Secretary has received a signed or certified absentee or proxy ballot 10 days prior to the annual conference. Because nominations may be accepted from the floor during the conference, the absentee ballots will only list the candidates presented by the Nominations Committee.

b. A voice vote may be used in the event of only one nomination for an elected position.

8. In the election of all officers and representatives, the candidates receiving the majority vote of the members present and voting shall be declared elected. Once nominated, the nominee for any position does not need to be present to be elected to office.

ARTICLE VII – COMMITTEES

1. STANDING COMMITTEES. The membership of each committee shall be selected by the chair of that committee, and all committee chairs shall be appointed by the President of the Association.

a. CREDENTIALS COMMITTEE. The Credentials Committee shall examine the credentials of the members of the Association attending the annual conference, determine their eligibility prior to on-site registration, and make a report to the conference. It shall be composed of not less than three, but no more than five, active members of the Association. The committee will serve a two (2) year term consistent with the term of the President.

b. RESOLUTIONS COMMITTEE. The Resolutions Committee shall consider all proposed resolutions and make its recommendations to the conference. This article does not preclude the submission of resolutions from the floor, except a resolution to amend the Charter and Bylaws, which must be submitted in accordance with Article X of the Bylaws. It shall consist of not less than three, but no more than five, active members of the Association. Appointments to the resolutions committee must include a representative from the Army and Air. The committee will serve a two (2) year term consistent with the term of the President.

c. NOMINATIONS COMMITTEE.

i. The duties of the Nominations Committee are fixed and set forth in Article V of the Bylaws, and as required by the President or Executive Council. It shall consist of one active member from each Direct Reporting Unit (DRU), designated as the DRU Representative. The committee will serve a two (2) year term consistent with the term of the President.

ii. No member of the Executive Council shall be eligible to serve on the Nominations Committee.

d. LEGISLATIVE COMMITTEE. The Legislative Committee shall keep the Association informed on all matters relating to proposed legislation affecting the National Guard, especially that referred to it by the Association, and shall make a report to the Association at the Annual Conference. It shall consist of not less than three, but no more than five, regular and/or retired members of the Association. The Immediate Past President shall chair the committee with the Executive Director serving as an ex-officio advisor, providing updates on legislation. The committee will serve a two (2) year term consistent with the term of the President.

e. AUDIT COMMITTEE. The Audit Committee shall perform an annual audit of the Treasurer's records and make an audit report at the annual conference. It shall consist of three active members. No member of the Executive Council shall be eligible to serve on this committee. The committee will serve a two (2) year term consistent with the term of the President.

f. AWARDS COMMITTEE. The Awards Committee shall review nominations for each award specified in Article XII of the Bylaws to identify recipients. The Awards Committee shall consist of two divisions - an Army sub-committee and an Air sub-committee. Each division shall consist of not less than three, but no more than four, active members. The committee will serve a two (2) year term consistent with the term of the President.

g. CHARTER AND BYLAWS COMMITTEE. The Charter and Bylaws Committee shall review current Association articles of incorporation for validity, receive proposed changes and revisions. Proposed changes will be presented to the members of Executive Council and posted on the website NLT 60 days prior to scheduled annual conference. It shall consist of not less than three, but no more than five, members of the Association. The committee will serve a two (2) year term consistent with the term of the President.

h. TIME AND PLACE COMMITTEE. The Time and Place Committee shall select a time and place for the Association to hold its annual conference. This selection shall be made two years in advance and with report rendered at the annual conference of the Association. It will consist of not less than three, but no more than five, members of the Association. The committee will serve a two (2) year term consistent with the term of the President.

i. CORPORATE RELATIONS. The Corporate Relations Committee shall maintain connection with and rosters of corporate sponsors and personnel that support the objectives and administration of the Association. It will make reports to the Executive Council and an annual report to the membership at the annual conference of the Association. It shall consist of not less than three, but no more than five, members of the Association. The committee will serve a two (2) year term consistent with the term of the President.

j. MEMBERSHIP. The Membership Committee shall maintain social connection with the membership, plan association strategic messaging, support the command representatives in membership drives, and aid the Executive Director for the compilation of annual dues for the Association and NGAUS. It will make reports to the Executive Council and an annual report to the membership at the annual conference of the Association. It will consist of not less than three, but no more than five, members of the Association. The committee will serve a two (2) year term consistent with the term of the President.

k. JOINT VENTURE COMMITTEE. The Joint Venture Committee shall supervise the administration of the Group Life Insurance Program as described in Article II of the Charter, maintain and adhere to the Joint Venture Agreement, and manage other joint venture projects. It will consist of not less than four members of the Association. The members of the committee will serve a one (1) year term that is subject to renewal, consistent with the term of the President. Expanded powers of the Joint Venture Committee shall be prescribed in Article XIV of the Bylaws.

2. SPECIAL COMMITTEES. The President of the Association may appoint such special

committees as they deem necessary. The duties and membership thereof shall consist of such members as the President may determine will democratically represent the Association.

ARTICLE VIII - ANNUAL CONFERENCES AND MEETINGS

1. The sites, dates, and facilities of the annual conferences of the Association shall be selected by the Time and Place Committee and announced one year in advance at the Annual Conference of the Association.

2. The membership shall be notified of any meeting to be held by the Association at least 20 days before the meeting is scheduled. The membership will be notified either in person, or through physical or electronic means. The notice shall set forth the business to be placed before each meeting.

3. The annual conference shall be a self-generating event, budgeted based on registrations fees, donations, and corporate sponsorships, to the maximum extent possible.

4. Except as otherwise provided in these bylaws, meetings of the Board shall be conducted through use of meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Executive Council shall be subject to all rules adopted by the Executive Council or by the Association, to govern them, which may include any reasonable limitations on, and requirements for, Executive Council members’ participation.

a. Login information. The Secretary shall send by e-mail to every active member of the Executive Council, at least 14 days before each meeting, the time of the meeting, the URL and codes necessary to connect to the electronic meeting service, and, as an alternative and backup to the audio connection included within such services, the phone number and access code(s) the member needs to participate by telephone. The Secretary shall also include a copy of, or a link to, these rules. The Secretary shall send by e-mail to every active member of the Association, at least 20 days before each meeting, the same information necessary for members to participate by telephone.

b. Login time. The Secretary shall schedule meeting service availability to begin at least 15 minutes before the start of each meeting.

c. Signing in and out. Member shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present and whenever applicable, but shall sign out upon any departure before adjournment, when applicable.

d. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of business, either by confirmation of presence when requested by the Secretary for Executive Council meetings or by DRU Commanders or their representatives during a virtual annual conference, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

e. Technical requirements and malfunctions. Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

f. Forced disconnections. The President may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The President’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

g. Assignment of the floor. To seek recognition by the President, a member shall make their intentions to obtain the floor by making their request verbally at the appropriate time, or through a message to the Secretary when a meeting is conducted through an Internet meeting service. Upon assigning the floor to a member, the Secretary shall clear any online queue of members who also attempted to seek recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the President shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

h. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speak shall use either an audible intent or message to the Secretary through an Internet meeting service for so indicating and shall thereafter wait a reasonable time for the President’s instructions before attempting to interrupt the speaker by voice.

i. Motions submitted by writing. A member intending to make a motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, or when applicable email the motion to all present members, preceded by the member’s name and a number corresponding to how many written motions the member has so far posted during the meeting. Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of the intended motions, unless otherwise designated by the President.

j. Display the motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any representative of the Secretary for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

k. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Executive Council or required by the rules, but not contradicting the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The President’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

l. Video display. When using video, but in which the number of participants is too large to be displayed simultaneously, such as at an annual conference being conducted virtually: The President, the Secretary, or their appointed representatives shall cause a video of the President to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

ARTICLE IX – VOICE OF MEMBERSHIP

1. All members of the Association, unless otherwise denoted in the Bylaws, may propose resolutions or amendments to the Charter and Bylaws and take part in the deliberations of any meeting.

2. All active members of the Association, except ex-officio, honorary life, associate, affiliate, and corporate members, are eligible to vote on any matter presented to the membership for consideration.

3. Thirty (30) days prior to any meeting held by the Association, or upon request of the President, the Executive Director or Administrative Assistant shall present the Association a list of members from the previous year’s active roster, and the chair of the Credentials Committee shall certify from this list the active members of the Association that are entitled to cast a vote.

ARTICLE X – AMENDMENTS

1. The Charter and Bylaws may be amended by a majority vote of the members present and voting at any annual conference or at any special conference called for that purpose by the President or Executive Council of the Association. The notice and proposed changes must be provided at least 20 days before the meeting at which such amendment is to be offered.

2. Amendments to the Charter and Bylaws shall be effective immediately upon adjournment of the conference at which they are adopted.

ARTICLE XI – DELEGATES TO THE ANNUAL CONFERENCES OF THE NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) AND THE NATIONAL GUARD EXECUTIVE DIRECTOR'S ASSOCIATION (NGEDA)

1. Representation at an annual conference or special conference of the NGAUS or NGEDA conferences shall be as set forth in Article XIV of the Charter of the Association in accordance with the allocation of delegate spaces by NGAUS or NGEDA, respectively.

2. Alternate delegates to a conference shall be appointed by the President of the Association in the event any of the official delegates, as defined in this Article, are unable to attend.

3. NGAUS Annual Conference

a. Eligible delegates to the Annual Conference of the National Guard Association of the United States are those officers who by their official capacity as set forth in this paragraph and approved by the President, may consist of the following:

i. The President, Ex-Officio

ii. The Immediate Past President

iii. The Vice President (Army), Ex-Officio

iv. The Vice President (Air), Ex-Officio

v. The Treasurer, Ex-Officio

vi. The Secretary, Ex-Officio

vii. The Parliamentarian

viii. The elected Representatives from each Command

ix. The Representative (Army), Ex-Officio

x. The Representative (Air), Ex-Officio

xi. The Separated/Retired Officers Representative

xii. The Warrant Officer Representative

xiii. The Company Grade Representative (Army)

xiv. The Company Grade Representative (Air)

xv. The Army and Air Representatives on the Resolutions Committee

xvi. Any member of the Association explicitly authorized to attend the NGAUS conference, either as an unrecognized representative of the NGALA delegation or officially recognized NGAUS delegate, provided the member falls within the authorized NGALA room block allotment.

b. The Association will reimburse each registered delegate for expenses incurred while in attendance as a voting delegate to the annual conference. The reimbursement amount will be determined annually by a majority vote of the Executive Council and is limited to the current fiscal year in which the vote occurs. Reimbursement shall be contingent upon all delegates attending all business sessions and applicable committee meetings of the annual conference. Reimbursement may be withheld at the discretion of the President for lack of participation.

c. The Executive Director and Executive Assistant of the Association shall be reimbursed in full for attendance at the annual conference.

d. In the event the number of voting delegates authorized by NGAUS is less than the number of registered delegates, the President shall appoint those delegates with voting power in writing. When there are fewer registered delegates than authorized by NGAUS, the President shall appoint additional voting delegates in writing. All authorized voting delegates will be reimbursed as outlined in Article XI, paragraph 3(b).

4. NGEDA Conference

a. The number of authorized NGALA voting delegates to the annual conference is determined by NGEDA.

b. The Executive Director shall be reimbursed in full for expenses incurred while in attendance as a delegate to the annual conference.

c. Additional delegates to the annual conference are allowed or withheld at the discretion of the President. Reimbursement of any additional delegates shall be determined annually by a majority vote of the Executive Council.

ARTICLE XII – AWARDS

1. Outstanding Unit Commander and Warrant Officer Award.

a. The Outstanding Unit Commander Award will be presented each year at the annual conference to the top Louisiana Army National Guard and top Louisiana Air National Guard Company-level Commander for performance and the attainment of operational objectives.

b. The Outstanding Warrant Officer Award will be presented each year at the annual conference to the top Louisiana National Guard for performance and the attainment of operational objectives.

c. To ensure conformance of standards, the specific details, including point credits for each performance criteria or designated operational objective shall be maintained in the Association file and reviewed each year by the nominating officials and Awards Committee to ensure that the award is not diminished or altered in such a way as to change the nature of the award over time. The Awards Committee members representing the Army and Air will be responsible for distributing the notification for the call for nominations at least 90 days prior to the annual conference.

d. The nominating official will be the Battalion Commander (Army) or the Squadron/Flight Commander (Air). Where the chain of command does not provide an intermediate level, the nominating official shall be the major commander (i.e., Air National Guard [ANG], Joint Force Headquarters [JFHQ], 199th Regional Training Institute [RTI], Louisiana Medical Command [MEDCOM], Recruiting and Retention Command [RRC], 139th Regional Support Group [RSG], State Aviation Command [SAC], 225th Engineer Brigade, 256th Infantry Brigade Combat Team (IBCT), and 61st Troop Command [TC]). All nominations must be approved by the major commander prior to submission to the Awards Committee.

e. Nominations must be submitted to the Awards Committee at least 30 days prior to the annual conference. There shall be only one nomination per DRU accepted by the awards committee.

f. The award shall consist of a trophy, plaque, or acrylic/glass upright with base listing the name, unit, and year of the award for each designated service branch.

2. President 's Award

a. The President 's Award may be presented annually by the President to a member, sponsor, or civilian who has provided exceptional support to the Association over the last 12 months.

b. The award shall consist of an acrylic/glass upright with base listing the name and year of the award.

3. Executive Council Awards

a. Awards for the members of the Executive Council whose terms of service will expire during the current year will be determined by the President.

b. The award for the President of the Association will be determined by the Vice President (Army).

c. In general, the Executive Council awards shall consist of an acrylic/glass display listing the name, position, and year of the award. Additionally, the President will receive an engraved wood gavel and wooden strike plate.

4. Committee Awards

a. Awards for the Committee Chair whose term will expire during the current year will be determined by the President.

b. In general, the award shall consist of an acrylic/glass display listing the name, position, and year of the award.

5. Corporate Relations/Sponsor Awards

a. The Corporate Relations/Sponsor Awards will be presented annually by the President to corporate sponsors who provide assistance and other related support to annual conference preparation and execution.

b. The Corporate Relations/Sponsor Awards are listed as follows:

i. Diamond Award - greater than or equal to $10,000 - Commemorative certificate with acrylic/glass upright with base in diamond shape listing the name and year of the award

ii. Platinum Award - $5,000 to $9,999 - Commemorative certificate with large acrylic/glass upright with base listing the name and year of the award

iii. Gold Award - $2,500 to $4,999 - Commemorative certificate with large acrylic/glass display listing the name and year of the award

iv. Silver Award - $1,000 to $2,499 - Commemorative certificate with medium acrylic/glass display listing the name and year of the award

v. Bronze Award - $500 to $999 - Commemorative certificate with small acrylic/glass display listing the name and year of the award

6. DRU Awards

a. DRU-specific awards may be presented annually by each DRU’s Commander to the officer or warrant officer who sets themselves apart from their peers.

b. The award shall be funded or otherwise supplied by the DRU for presentation at the annual conference.

ARTICLE XIII – 501(c)(19) PROGRAM SUPPORT

1. Louisiana Officer Candidate School (LAOCS).

a. In accordance with Article II of the Charter, the Association will provide annual support to LAOCS candidates “to encourage growth and development of all officers” including, but is not limited to, graduation events, activities, and social events held for the purpose of OCS graduates’ introduction and membership in the Association.

b. The amount and approval of support shall be determined by a majority vote of the Executive Council.

2. Louisiana War Veterans Homes

a. In accordance with Article II of the Charter, the Association will provide annual support to Louisiana War Veterans Homes “to assist disabled and disadvantaged war veterans and promote morale, welfare, and recreation support”.

b. The amount and approval of support shall be determined by a majority vote of the Executive Council and will be delivered in cooperation and partnership with the Louisiana Department of Veterans Affairs (LDVA).

c. Contributions will be awarded to one (1) Louisiana War Veterans Home each year on a rotating basis. The following LDVA-operated homes are eligible to receive contributions:

i. Northwest LA Veterans Home in Bossier City

ii. LA Veterans Home in Jackson

iii. Southwest LA Veterans Home in Jennings

iv. Northeast LA Veterans Home in Monroe

v. Southeast LA Veterans Home in Reserve

3. Logistical Support to Leadership and Command Activities

a. The Association will provide event registration support to the Louisiana National Guard leadership, command staff, and for their attendance at special conferences. Any overhead, fees, or charges that result from the cost of registration support will be deducted from the event revenue upon closure of the event registration.

b. The Association may also provide logistical support for events, command activities, and hospitality support to each DRU at the annual conference. The frequency and amount of support will be determined by a two-thirds (2/3) vote of the Executive Council.

4. National Guard Group Life Insurance Program (GLIP)

a. In accordance with Article II of the Charter, the Association will support efforts “to promote a group life insurance program for members of the Louisiana National Guard” through a Joint Venture Agreement with the Louisiana National Guard Enlisted Association (LANGEA).

b. The Association will provide display space and Ex-Officio sponsor status during all meetings, conferences, and activities where the information provided through the joint venture would be of service to the Association’s membership or the membership of the Louisiana National Guard.

ARTICLE XIV – Agreements

1. The Association, through Article III of the Charter, shall be empowered to enter into agreements with organizations that “carry out the purposes for which the Association is organized and exists”. Agreements must be approved by two-thirds (2/3) vote by the Executive Council.

2. Joint Venture Agreement

a. The Joint Venture Agreement (JVA) authorizes a joint venture committee comprised of representatives of the Association and LANGEA for the purpose of administering current and future programs undertaken for the benefit of participating members of the Louisiana National Guard.

b. The business conducted by the joint venture committee are subject to the approved agreement and established bylaws between the Association and LANGEA. The Secretary shall keep a copy of the JVA and its bylaws as record for the Association.

ARTICLE XV – Fiscal Operations

1. The fiscal year of the Association shall be from January 1 to December 31.

2. All Association events require an approved budget. Any material changes to approved budgets, defined as an increase of five (5) percent or more, must be reapproved by two-thirds (2/3) vote of the Executive Council.

3. Any use of funds not explicitly authorized in the Bylaws or approved through an annual budget must be approved by a unanimous vote of the Executive Council.