

**LOUISIANA CHAPTER OF THE AMERICAN COLLEGE OF PHYSICIANS  
BYLAWS**

**ARTICLE I**

**OFFICES**

**Section 1.1.** The name of the Corporation shall be the Louisiana Chapter of the American College of Physicians.

**Section 1.2.** The Corporation may have such offices as the Council (as defined thereafter) may from time to time determine.

**ARTICLE II**

**PURPOSES**

**Section 2.1.** The purposes of the Chapter are exclusively charitable and educational as set forth in the Articles (Certificate) of Incorporation of the Chapter and include the organization of those members of the American College of Physicians (the "ACP") who are members of the Chapter, in order to further the objects and purposes of the ACP.

**Section 2.2.** The Chapter is subject to any limitations and restrictions imposed on it by the Bylaws of the ACP or by any resolution passed by the Board of Regents of the ACP and if it does not comply with such restrictions the Chapter shall be required (without limiting any other actions which may be required of it), upon request of the ACP, to cease being a Chapter of the ACP or using the name of the ACP.

**ARTICLE III**

**MEMBERSHIP**

**Section 3.1.** Membership in the Chapter shall consist of those persons who are members of the ACP and whose mailing address for purposes of receiving notices and publications of the ACP is in Louisiana.

**Section 3.2.** A Chapter member shall automatically be accorded the same class of membership as such member holds in the ACP. Only a Chapter member who belongs to the Member, Fellow, or Master class of membership shall be entitled to hold an office of the Chapter or vote on Chapter matters, provided, however, that other members may vote in the election of members of advisory boards or committees composed solely of members of such class, and may be appointed to serve as a voting member of a chapter committee.

## ARTICLE IV

### MEETINGS OF MEMBERS

**Section 4.1.** All meetings of the members shall be held at the registered office or at such other place, either within or without Louisiana, as the Council may from time to time determine.

**Section 4.2.** An annual meeting of the members shall be held in each year for the election of Council members, at such time as the Council shall determine. Notwithstanding the foregoing, the selection of Council members may be held by US mail or **email or electronic communication** as set forth in Section 8.6 below. Special meetings of the members may be called at any time by the president, any two members of the Council or at least ten percent of the members of the Chapter entitled to vote, upon written request delivered to the secretary of the Chapter.

**Section 4.3.** Written notice of any meeting of members, stating the time, place, and the general nature of the business transacted, shall be served not less than ten nor more than fifty days before such meeting; unless a greater period of notice is required by statute.

**Section 4.4.** Except as may be otherwise provided by statute or by these Bylaws, a quorum for the transaction of business at any meeting shall consist of those members entitled to vote who are present in person. One or more members may participate in any meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear and communicate with each other and all members so participating shall be deemed to be present in person at the meeting.

**Section 4.5.** Except as may be otherwise provided by statute or by these Bylaws, the vote of a majority of the members entitled to vote who are present in person shall decide any question brought before any meeting.

## ARTICLE V

### COUNCIL

**Section 5.1.** The Council shall consist of the Governor of the Area, who shall function as the president of the Chapter, the Governor-Elect, if any, thirteen regional Chapter members, up to four At-Large members and one Associate member. One At-Large member position will be designated for the immediate past Governor. Except with respect to the Governor, Governor-Elect and as hereafter provided in the case of vacancies, the Council members shall be elected by the members of the Chapter, entitled to vote at each annual meeting of the members. Council members shall serve a three year term and will be eligible to one successive term. In order to insure broad based representation throughout the state, the Council shall consist of five members from the New Orleans area; two members each from Shreveport, Baton Rouge and Lake Charles/Lafayette area and one member each from Alexandria and

Monroe/Ruston area and up to four At-Large members. The terms of service of the area representatives are to be staggered so that four members are replaced on each of two successive years and five are replaced the third year, with the cycle repeating itself. The Associate member shall be elected by the Associate members of the Chapter, entitled to vote at each Annual Associates meeting. Associate member shall serve a one year term and will be eligible for reelection to one successive term. The Associate member will be a voting member of the Council.

**Section 5.2.** The Council as best able shall reflect the chapter's composition of academic, practicing, male, female, urban, rural, ethnic, and diverse training backgrounds.

**Section 5.3.** Vacancies in the elected Council positions including vacancies resulting from an increase in the number of members constituting the Council, shall be filled by a majority of vote of the remaining Council members. Each person so elected shall be a Council member until a successor is elected by the members entitled to vote at the next election of members of the Council or at any special meeting of the members duly called for that purpose and held prior thereto.

**Section 5.4.** The duties of the Council shall be those ordinarily performed by a Board of Directors of a corporation. The Council shall manage the business and affairs of the Chapter, and may exercise all such powers of the Chapter and do all such lawful acts and things as are not by statute or by these Bylaws directed or required to be exercised and done by the members of the Chapter or by the Governor of the Chapter.

## ARTICLE VI

### COUNCIL MEETINGS

**Section 6.1.** The meetings of the Council may be held at such place within Louisiana or elsewhere as a majority of the Council members may designate from time to time or as may be designated in the notice calling the meeting.

**Section 6.2.** Regular meetings of the Council shall be held at least once a year, at such times and places as shall be determined from time to time, by resolution of the Council. Notice of each regular meeting of the Council shall specify the time: and place of the meeting and shall be given each Council member at least 10 days before the meeting.

**Section 6.3.** Special meetings of the Council may be called by the Governor or the Secretary upon written request of any two members of the Council on 24 hours notice to each Council member. Notice of each special meeting of the Council shall specify the time and place of the meeting.

**Section 6.4.** A majority of the Council members shall constitute a quorum for the transaction of business, and the acts of a majority of the Council members present at a meeting at which a quorum is present shall be the acts of the Council, except as maybe otherwise specifically provided by statute or by these Bylaws. If a quorum shall not be present at any

Council meeting, the Council members present thereat may adjourn the meeting. It shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted other than by announcement at the meeting at which such adjournment is taken.

**Section 6.5.** One or more Council members may participate in a meeting of the Council by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear and communicate with each other and all Council members so participating shall be deemed to be present in person at the meeting.

**Section 6.6.** Any action which may be taken at a meeting of the Council may be taken without a meeting if a consent or consents in writing setting forth the action so taken shall be signed by all of the Council members and shall be filed with the secretary of the Chapter and with the minutes of the proceedings of the Council.

## **ARTICLE VII**

### **OFFICERS**

**Section 7.1.** The officers of the Chapter shall be a Governor (who shall also function as the president), Governor- Elect if any, a Vice-President, a secretary and a treasurer. The officers shall be members of the Chapter.

**Section 7.2.** Except with respect to the office of Governor and Governor-Elect, the officers shall be elected by the Council of the Chapter and shall serve in their respective offices for one year until the next annual meeting of the Council and until their successors are duly elected.

**Section 7.3.** Any officer (other than the Governor or Governor-Elect) may be removed by the Council whenever, in its judgment, the best interests of the Chapter will be served thereby. If the office of any officer becomes vacant because of removal by the Council, death, resignation or any other reason, except for the office of Governor or Governor-Elect, such vacancy shall be filled by a majority vote of the Council. Any person so elected shall serve out the unexpired term of his or her predecessor. If the Governor ceases to serve, the Governor-Elect shall become Governor. In the absence of such Governor-Elect, the vice-president (or such vice-president as is selected by the Council) shall serve as Acting-Governor until a new Governor is selected pursuant to the Bylaws of the ACP.

**Section 7.4.** The Council may appoint such other officers, assistant officers and agents as the needs of the Chapter may require who shall hold their positions for such terms and shall have such authority and shall perform such duties as from time to time shall be determined by resolution of the Council.

**Section 7.5.** The salaries and expense allowances, if any, for all officers and agents of the Chapter shall be determined by the Council.

**Section 7.6.** The Governor shall be elected pursuant to the provisions of the Bylaws of the ACP and shall serve for such term and shall perform such functions as are set forth in such Bylaws. The Governor shall (1) preside at meetings of the members and of the Council; (2) attend meetings of the committees; (3) act as a liaison between the Chapter and (a) the College and (b) other Chapters; (4) report periodically to the College's Board of Governors on activities of the Chapter; (5) promote applications for membership in the College and evaluate the recommendations of the Chapter's Credentials/Membership Committee for such membership; and (6) perform such other duties as the Council may prescribe or delegate to him. The Governor shall be the chief executive officer of the Chapter and shall see that all orders and resolutions of the Council are carried into effect; (7) following completion of his/her term as Governor, the immediate past Governor shall serve as an At-Large member of the council. All other past Governors will serve as Ex-Officio members of the council.

**Section 7.7.** The Governor shall execute bonds, mortgages and other contracts requiring a seal, under the seal of the Chapter, except where required by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Council to some other officer or agent of the Chapter.

#### **THE GOVERNOR-ELECT**

**Section 7.8.** The Governor-Elect, when selected, shall perform the functions of the Governor in the absence of the Governor.

#### **THE VICE-PRESIDENT**

**Section 7.9.** The vice-president shall, in the absence or disability of the Governor and Governor-Elect and in such order as the Council shall determine, perform the duties and exercise the powers of the Governor or Governor-Elect, and shall perform such other duties as the Council may prescribe or the Governor may delegate.

#### **THE SECRETARY**

**Section 7.10.** The secretary shall attend all sessions of the Council and meetings of the members and record all the votes of the Chapter and the minutes of all the transactions, and shall perform like duties for the committees of the Chapter when required. The Secretary shall give, or cause to be given, notice of all meetings of the members and of special meetings of the Council, and shall perform such other duties, as may be prescribed by the Council or Governor, under whose supervision the secretary shall be.

#### **THE TREASURER**

**Section 7.11.** The treasurer shall maintain custody of the Chapter funds and securities shall keep full and accurate accounts of receipts and disbursements and shall deposit all funds of the Chapter in such depositories as shall be designated by the Council.

**Section 7.12.** The treasurer shall pay all bills and expenses of the Chapter and report to the Council, as requested, but at least annually, on all transactions and the financial condition of the Chapter.

**Section 7.13.** If required by the Council, the Treasurer shall give the Chapter a bond in such sum, and with such surety or sureties as may be satisfactory to the Council, for the faithful discharge of the duties of the office.

## **ARTICLE VIII**

### **COMMITTEES**

**Section 8.1.** The Council may designate and create standing or temporary committees in addition to those provided for in these Bylaws. Such committees shall have such duties and responsibilities as the Council may deem appropriate.

#### **CREDENTIALS/MEMBERSHIP COMMITTEE**

**Section 8.2.** The Governor may annually appoint a Credentials/Membership Committee of at least three members of the Chapter who belong to the "Fellow" class of membership. The Governor shall serve as a voting member of the Committee.

**Section 8.3.** The Committee shall:

(1) Upon the request of the Governor, review the qualifications of persons for membership and advancement to Fellowship in the ACP who would, by virtue of such membership, also be members of the Chapter, and, when appropriate, recommend that such persons be endorsed by the Governor. Those candidates for Fellowship will be reviewed by the national Credentials Subcommittee for recommendation for election consistent with the procedures established in the Bylaws of the ACP.

(2) Actively seek members who might qualify for Fellowship and encourage them to apply for advancement.

(3) Actively seek nonmembers of the ACP who by their special background and achievements might qualify for direct admission to Fellowship.

#### **LOCAL NOMINATIONS COMMITTEE**

**Section 8.4.** The Governor shall annually appoint a Chair for the Local Nominations Committee who will compose a committee of not less than three members of the Chapter. Consideration regarding the chapter's composition of academic, practicing, male, female, urban, rural, ethnic and diverse training backgrounds must be made when appointing the Committee. The Governor may serve as a nonvoting member of the Committee.

**Section 8.5.** The Committee shall nominate candidates for the Council and for the position of Governor-Elect of the Chapter.

**Section 8.6.** The Committee shall submit to the Chapter membership at least one month prior to the annual meeting of the members a list of candidates for the Council. However, at the annual meeting of the members the floor shall be open for the nomination, by members entitled to vote, of additional candidates. In such event, only those candidates nominated in accordance with that procedure and those duly nominated by the Nominating Committee shall be eligible for election. Notwithstanding the foregoing, the Council may determine to conduct such elections by mail or **email or electronic communication ballot** in lieu of a meeting with the members and in accordance with state law, in which case the election shall be held as determined by resolution of the Council.

**Section 8.7.** The Committee shall submit to the national Governors Subcommittee on Nominations *as* requested by the ACP the names of two candidates for the position of Governor-Elect of the Chapter. The two candidates must be nominated from among the Chapter's Masters and Fellows, neither candidate having previously served as Governor in that Chapter. The election process will be conducted pursuant to the Bylaws of the ACP.

#### **SCIENTIFIC PROGRAM COMMITTEE**

**Section 8.8.** The Governor may annually appoint a Scientific Program Committee, including at least one Council member. The Governor shall serve as a nonvoting member of the Committee.

**Section 8.9.** The Committee shall plan local regional scientific and educational meetings.

#### **FINANCE COMMITTEE**

**Section 8.10.** The Governor may annually appoint a Finance Committee, including the Treasurer and at least one member of the Council. The Governor shall serve as a nonvoting member of the Committee.

**Section 8.11.** The Committee shall:

- (1) Prepare an annual budget for financial or legal activities of the Chapter.
- (2) Provide liaison with any and all accounting and legal firms retained by the Chapter for financial matters.
- (3) Assure that appropriate financial statements are prepared, review all prepared financial statements and provide I appropriate internal audits of the financial activities of the Chapter.
- (4) Obtain audits of the Chapter financial activity whenever deemed necessary.

## HEALTH AND PUBLIC POLICY COMMITTEE

**Section 8.12.** The Governor may annually appoint a Health and Public Policy Committee, including at least one Council member. The Governor shall serve as a nonvoting member of the Committee.

**Section 8.13.** The Committee shall keep abreast of technological and public policy developments in the areas of medical practice, health care and the organization and delivery of health services and make such recommendations to the Council as it deems appropriate.

## ARTICLE IX

### GENERAL PROVISIONS

#### REPORT TO MEMBERS

**Section 9.1.** The Council shall submit at the annual meeting of the members a full report of conditions and finances of the Chapter together with a review of its acts for the preceding year.

#### CHECKS AND NOTES

**Section 9.2.** All checks or demands for money and notes of the Chapter shall be signed by such officer or officers as the Council may from time to time designate.

#### FISCAL YEAR

**Section 9.3.** The fiscal year of the Chapter shall be from July of one year to June 30 of the following year.

#### NOTICES

**Section 9.4.** Whenever, under the provisions of the statutes of the Articles of Incorporation or of these Bylaws, notice is required to be given to any person, it may be given to such person either personally or by sending a copy thereof by **email or electronic communication**, US mail, by prepaid telegram, or by fax, or by recognized delivery service to the appropriate address appearing on the books of the Chapter or supplied by him to the Chapter for the purpose of notice. Notice shall be deemed to have been given when delivered in person or sent by **email or electronic communication**, fax or one day after being deposited in the US mail or with a recognized delivery service or sent by telegram.

**Section 9.5.** Whenever any written notice is required to be given by statute or by the Articles of Incorporation or by these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed the equivalent of the giving of such notice. Except in the case of a special meeting of



members, neither the business to be transacted nor the purpose of the meeting need be specified in the waiver of notice of such meeting. Attendance of any person entitled to vote at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

## **LIABILITY AND INDEMNIFICATION**

**Section 9.6.** A Council member shall not be personally liable for monetary damages as Council member for any action taken, or any failure to take any action, unless the Council member has breached or failed to perform the duties of Council member and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; provided, however, the foregoing provision shall not apply to the responsibility or liability of a Council member pursuant to any criminal statute or the liability of a Council member for the payment of taxes pursuant to local, state or federal law.

**Section 9.7.** Subject to any limitations imposed by statutes, the Chapter shall indemnify any officer, Council member or employee who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, (and whether or not by, or in the right of, the Chapter) by reason of the fact that such person is or was a representative of the Chapter, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Chapter, and with respect to any criminal proceeding, had no reason to believe such conduct was illegal, provided, however, that no persons shall be entitled to indemnification pursuant to these Bylaws in any instance in which the action or failure to take action giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness; and provided, further, however, in instances of a claim by or in the right of the Chapter, indemnification shall not be made under this section in respect of any claim, issue or matter as to which the person has been adjudged to be liable to the Chapter unless and only to the extent that the court determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the court shall deem proper.

**Section 9.8.** Unless ordered by a court, any indemnification under section 9.7 or otherwise permitted by law shall be made by the Chapter only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because the applicable standard of conduct set forth under that section has been met. Such determination shall be made by the Council by a majority vote of a quorum consisting of Council members who were not parties to the action or proceeding; if such a quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Council members so directs, by independent legal counsel in a written opinion; or by the members.

## **DUES AND FEES**

**Section 9.9.** The dues shall be established by the Council annually. The annual dues for the various classes of membership shall not exceed the annual dues for the same respective classes of membership in the ACP. The annual dues shall not be assessed against any member who is exempt from the payment of annual dues to the ACP, unless such member is exempt solely because of the payment of a life membership fee to the ACP.

**Section 9.10.** All dues, fees and assessments shall be collected by the ACP and remitted to the Chapter.

## **ARTICLE X**

### **AMENDMENTS AND FUNDAMENTAL CHANGE**

**Section 10.1.** The Articles of Incorporation or Bylaws may be altered, amended or repealed by a majority vote of the members entitled to vote thereon at any regular or special meeting duly convened after notice to the members of that purpose, or, to the extent permitted by law, by a majority vote of the members of the Council at any regular or special meeting duly convened, subject always to the power of the members to change such action by the Council members; provided however, that no such fundamental change as the foregoing or such as a merger, division, or dissolution shall be effective without the approval of the Board of Regents of the ACP.