

**LABOR  
ASSISTANCE  
PROFESSIONALS**

**Labor Assistance Professionals  
By Laws**

**Article I Membership**

**Section 1. Membership Requirements**

L.A.P. shall be composed of those members of a trade /industrial union or a management counterpart of a Union Management joint program who are involved in the actual provision or administration of employee/member assistance service programs with special emphasis on mental health, chemical abuse or dependency issues.

Membership in L.A.P. is a result of sponsorship by a L.A.P member in good standing. Membership shall be limited to those who are currently active or retired dues paying members in good standing in a recognized trade union or from a Union/Company Joint Program. No one should be denied membership in L.A.P. on the basis of gender, race, religion, national origin or sexual orientation.

**Section 2. Individual Membership**

Only member in good standing have voting privileges (no absentee ballots allowed).

**Section 3. Membership prior to 1-16-99**

Any dues paying L.A.P. member who has been in good standing prior to 1-16-99 will be grandfathered but will not be a voting member, or be able to hold office, unless they meet membership requirements. If for any reason they fall out of good standing for one year, their membership will permanently lapse.

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**Section 4. Charges Against Members**

Members may be suspended and/or expelled from L.A.P. by the National Board or individual Chapters for any of the following:

- a.) making false material statements or withholding material information when applying for membership.
- b.) willfully refusing to pay dues or valid financial obligations to the National Board or Chapters.
- c.) willfully violating the by-laws and/or rules established by the National Board or Chapters.
- d.) willfully failing to comply with any lawful decision or order of the National Board or Chapters
- e.) any other actions which may be detrimental to L.A.P. objectives

**Section 5. Appeals**

Appeals will be served in writing to the Secretary of the National Board within 60 days from notification of action taken against the member. The Secretary will serve a copy of the appeal to the Vice-Chairperson. Selection of the appeal board will, on a rotation basis, consist of 3 voting members of 3 separate chapters by alphabetical order. These members to be selected by their respective chapter. This process will be repeated for each appeal.

**Article II National & Chapter Structure**

**Section 1. National Board**

The National Board shall of five (5) Executive Officers and the Chairperson from each chapter. (The chapter chairperson can appoint a chapter designee in their absence). Each National Board member has one (1) vote.

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**Section 2. National Executive Board**

The National Executive Board shall be elected by the members of the National Board and consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary, as well as the past Chairperson of the National Board. The National Executive Board shall have the authority to approve expenditures on behalf of the National.

**Section 3. Chapters**

These by-laws provide for the establishment of Chapters. Chapters shall agree to abide by these L.A.P. by-laws and may establish their own Chapter by-laws in accordance with them. Any deletions or additions to Chapter by-laws must be submitted for approval to the National Board and voted on within six (6) months of their receipt.

**Section 4. Chapter Executive Board**

The Executive Board of each Chapter shall be elected by the members of the Chapter and will be composed of a Chairperson, Vice-Chairperson, Treasurer and Secretary, as well as the past Chairperson of the Chapter. The Chapter Executive Board shall have the authority to approve expenditures on behalf of the Chapter.

**Article III Officers**

**Section 1. Eligibility**

Any active member in good standing is eligible hold an elected office. Only a current or past Chapter Chairperson is eligible to hold an office on the National Executive Board.

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**Section 2. Titles & Duties**

**Chairperson**

- Maintain order and efficiency in the operation of the National/Chapter.
- Presides at National/Chapter meetings
- Co-signs and approves all checks draw on National/Chapter accounts
- Delegation of duties and responsibilities to other Officers and members
- Distribution of pertinent correspondence

**Vice-Chairperson**

- Responsible to assume the duties of Chairperson in his/her absence or resignation/termination
- Perform any additional duties as assigned by the National/Chapter Chairperson

**Treasurer**

- Custodian of all assets and receipts of the National and/or Chapter
- Collection of dues and maintain an accurate membership dues list
- Report the financial status at National/Chapter meetings
- Perform any additional duties as assigned by the National/Chapter Chairperson

**Secretary**

- Maintain record of National/Chapter membership
- Maintain record of National/Chapter meetings
- Perform any additional duties as assigned by the National/Chapter Chairperson

**Past Chairperson**

- Advisor to the National/Chapter Chairperson and National Board
- Voting member to the National/Chapter Executive Board

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**Section 3. Terms of Office**

Terms of National/Chapter Officers are as follows:

- Chairperson – 3 years
- Vice-Chairperson – 3 years
- Treasurer – 3 years
- Secretary – 3 years

The National/Chapter Chairperson and the National/Chapter Treasurer terms of office will be from 2004 thru 2007 and elections will be every three years thereafter.

The National/Chapter Vice-Chairperson and National/Chapter Secretary terms of office will be from 2005 thru 2008 and every three years thereafter.

Election months are at the discretion of the National Board and Chapters.

**Section 4. Vacancy**

When a vacancy occurs in any office, that office shall be filled within 45 days by an election of the membership of the Chapter. At the National Board a vacancy shall be filled with 45 days by an election of the members of the National Board.

**Article IV Miscellaneous**

**Section 1.**

A quorum for meetings shall consist of five (5) or more members in good standing or 50% of the total membership whichever is less. Any business requiring a vote will be by a simple majority of those present.

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**Section 2.**

No marketing presentations will be given at a regular L.A.P. meeting or conference.

**Section 3.**

Effective January 1, 2006, L.A.P. dues shall be \$60.00 per member per year of which \$12.00 is to be remitted to the National within 60 days of receipt by the Chapter.

The dues deadline will be February 28<sup>th</sup> of each year. A late fee of 10% of the annual dues ( currently \$60 in 2006 ) will be applied after the deadline date. This is payable to national. New members are excluded from this policy.

*Revised 8-1-2006*

Canadian members may pay dues with Canadian currency to the National. Effective January 1, 2005, a member who retires from the L.A.P. field will have a 50% reduction in National and Chapter dues.

A reinstatement fee which will apply to anyone whose membership has lapsed for a year or more. The fine will equal one year dues and current year dues at time of reinstatement. *Revised 8-1-2006*

**Section 4.**

L.A.P. National, Chapters and members shall remain autonomous.

**Section 5.**

Any L.A.P. Chapter which has been recognized and approved by the National Board shall be permitted to use the L.A.P. logo and name.

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**Section 6.**

Any outside person/organization shall only be allowed at a L.A.P. meeting after being first presented to the National/Chapter Executive Committee at least one month prior to the next meeting.

**Section 7.**

In the absence of fraud or willful misconduct, the Officers and members of L.A.P. shall not be personally liable for its debts, obligations or liabilities. The L.A.P National/Chapter shall indemnify any employee, Officer or any person who may have served at its request, whether or not for profit, against claims or expenses actually and necessarily incurred in connection with the defense of, or any liability arising out of or in connection with association activities. Such indemnification shall not be deemed exclusive or any other rights to which such employee or Officer may be entitled under by-law, agreement or vote.

**Section 9.**

No mail-in ballots will be accepted on any matters of business.

**Section 10.**

Any deletions, additions or changes to these by-laws by a Chapter must be submitted to the National Board. The National Board must then forward, within two months from their receipt, to all Chapters for consideration and/or approval. Chapters then have two months to give their acceptance or rejection to the National Board. Any deletions, additions or changes to these by-laws by the National Board must be presented to all Chapters for consideration and/or approval within two months. Chapters then have two months to give their acceptance or rejection to the National Board. By-law changes will take affect after approval of the membership.

Submitted

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