

**Bylaws of the Louisiana Association of the Deaf, Inc.  
(Ratified June 2015)**

**ARTICLE I: NAME**

The name of this Corporation shall be the Louisiana Association of the Deaf, Inc., hereafter referred to as the Association or LAD. This Association is a 501© (3) non-profit organization as recognized by the Internal Revenue Service (IRS).

**ARTICLE II: OBJECTIVES**

The objectives and purposes for which this Association is organized are:

To promote the social, cultural, and economic status of deaf, hard of hearing and deaf-blind people within the state.

To secure and protect their rights as citizens.

To aid, in such manner as is possible, all deaf, and hard of hearing and deaf-blind people of the State in securing a proper education.

To sponsor cooperation and good will within the ranks of deaf, hard of hearing and deaf-blind people.

To cooperate with other organizations of/for/by deaf, hard of hearing and deaf-blind people to achieve all worthwhile objectives.

To encourage the development of political responsibilities to and for the deaf, hard of hearing and deaf-blind people through public services.

To provide and encourage surveys, research, and development of such programs for the deaf, hard of hearing and deaf-blind people.

To obtain public funds and grants for the above stated objectives.

To affiliate with and to work in close cooperation with the National Association of the Deaf, Inc.

**ARTICLE III: MEMBERSHIP**

**DEFINITION OF MEMBER IN GOOD STANDING:** Dues are paid and current; i.e. Dues must be paid biennially by March 31<sup>st</sup> in every odd numbered year.

**SECTION 1: FULL MEMBERS**

They shall be deaf, hard of hearing and deaf-blind people, 18 or above of age, residing in Louisiana having paid their required dues. They shall have all rights and privileges in the conduct of business.

Each graduating senior of the Louisiana School for the Deaf and each graduating senior of regular public, private, or special schools who are deaf, hard of hearing and deaf-blind may be given a free one-time membership in this Association following graduation.

**SECTION 2: ASSOCIATE MEMBERS**

They shall be hearing people residing in or out of Louisiana and non-residing deaf, hard of hearing and deaf-blind people, 18 or above of age, having paid their required dues. They shall have all rights and privileges with the exception of holding office.

**SECTION 3: HONORARY MEMBERS**

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1 They shall be conferred by a two-third (2/3) vote cast at the conference. They shall have all rights and privileges  
2 with the exception of holding office and voting.

3  
4 **SECTION 4: PATRON (S)**

5 This class of membership shall be for those individuals, businesses, or organizations that make financial  
6 contributions of at least \$1,000.00 to the Association.  
7

8 **SECTION 5: AFFILIATE ORGANIZATIONS**  
9

10 Any organization in the state of Louisiana may become an Affiliate Member upon payment of an affiliate fee  
11 biennially as determined by the Board. They shall have all rights and privileges with the exception of holding office  
12 and voting.

13  
14 **SECTION 6: SENIOR CITIZENS**

15 A full or associate member of LAD may request Senior Citizen status at the age of 55 with no change of status or  
16 privilege, with respect to Sections 1 and 2.  
17

18 **SECTION 7: MEMBERSHIP DUES**  
19

20 **Dues are paid and current; i.e. Dues must be paid biennially by March 31<sup>st</sup> in every odd numbered year.**

21 The Board shall determine dues for all classes of membership.  
22

23  
24 **ARTICLE IV: OFFICERS**

25  
26 **SECTION 1: OFFICERS**

27 The Executive Board shall consist of President, Vice-President, Second Vice-President, Secretary, and Treasurer.  
28

29 The LAD Board of Directors shall consist of the Executive Board and three (3) Members at Large.  
30

31 The LAD Full Board shall consist of the LAD Board of Directors and Chapter Representatives.  
32

33 **SECTION 2: DUTIES OF OFFICERS**  
34

35 **A: PRESIDENT**

36 The President shall preside at all meetings of the Association and the LAD Board. The President shall  
37 appoint committee members, with ratification by the LAD Board, and be an ex-officio member of all  
38 committees, except the Nominating Committee. The President shall perform such other duties as they  
39 usually pertain to the office of President. The President shall be familiar with the LAD's Bylaws and  
40 Parliamentary Procedures of the LAD; shall supervise the execution of the business of the Association; and  
41 serve as official spokesperson for the LAD and point of contact with the media. President shall appoint one  
42 or more Sergeant at Arms upon LAD Board's approval.  
43

44 **B: VICE PRESIDENT**  
45

46 The Vice President, in the absence of the President, shall preside at all meetings of the Association and the  
47 LAD Board, shall chair the Bylaw Committee and shall bring LAD Bylaws and Robert's Rule of Order to  
48 every meeting; shall chair the Necrology Committee; shall aid and clarify the parliamentary Procedures of  
49 the LAD; The Vice President shall automatically assume the office of the President should that office  
50 become vacant.

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1           C:     SECOND VICE PRESIDENT

2  
3           The Second Vice President shall assist the Vice President in all responsibilities of the office. He or she shall  
4           serve as chair of the Youth Development and Leadership Program Committee.

5           D:     SECRETARY

6  
7           The Secretary shall maintain accurate records of all proceedings; shall maintain current membership roster  
8           of the Association; shall distribute all minutes, reports and agenda to the LAD Board; shall preserve an  
9           official copy of *Articles of Incorporation* and the Bylaws; shall distribute minutes of all board meetings  
10          within two (2) weeks; shall prepare approved minutes for publication; post on website immediately; issue  
11          notice of meetings via email to all members of LAD; calls for meetings when ordered to do so by the  
12          President, the LAD Board, or one-fifth (1/5) of the members in good standing.

13          E:     TREASURER

14  
15          The Treasurer shall be the Chairperson of the Ways and Means Committee and shall be bonded and  
16          responsible for collection of all fees and monies due the Association; shall act as primary co-signer with  
17          one of the four (4) members of the Executive Board for all checks issued by the Association; shall place  
18          monies in a bank that is a member of the Federal Reserve System, and/or of the FDIC; shall have all  
19          records audited; shall submit the quarterly reports and annual financial report(s) for auditing by the  
20          Auditing Committee and publication in the Conference program book.

21          F.     MEMBERS AT LARGE

22  
23          Three (3) Members at Large shall serve as voting members on the LAD Board. Each Member at Large may  
24          serve as a chairperson of two or more committees as assigned by the President.

25  
26        SECTION 3: NOMINATION FOR OFFICE

27  
28        A Nominating Committee of two (2) members shall be appointed by the President. It shall be the duty of this  
29        committee to solicit and nominate candidates for the offices to be filled at the next biennial conference. Before the  
30        election of the biennial conference, the Nominating Committee shall provide a list of Officers; nominations for  
31        nominating committee and additional nominations from the floor shall be permitted.

32        SECTION 4: ELECTION FOR OFFICE

- 33  
34        1. Candidate for any office must be deaf, hard of hearing and deaf-blind and has been a member in a good  
35        standing for the last two (2) years and has been in attendance for two (2) sessions of the preceding  
36        conference and all sessions of the conference during he/she is making applications for office.
- 37  
38        2. The Officers shall be elected by ballot to a term of two (2) years or until their successors are elected. No  
39        member shall be eligible to hold office that has not been a member of the Association in a good standing  
40        for the past two (2) years. If there is only one candidate for the office of President, Vice President, Second  
41        Vice President, Treasurer or Member at Large, the Secretary shall cast the ballot. If there is only one  
42        candidate for the office of Secretary, the Vice President shall cast the ballot. The Officers shall assume their  
43        duties immediately after adjournment of the conference. Outgoing Officers shall turn over all records  
44        and/or monies to their successors within sixty (60) days.
- 45        3. All elected board members must also join National Association of the Deaf (NAD) at their expenses.

46  
47        SECTION 5: LIMITATIONS

48  
49        No LAD board members shall not hold more than one office on the LAD Full Board.

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1 SECTION 6: RESIGNATION

2  
3 A resignation of any office shall be submitted in writing to the President. If the President resigns, he/she must  
4 submit his/her resignation to the Vice President.

5 SECTION 7: REMOVAL FROM OFFICE

6  
7 Any Officer judged by the LAD Board to be incompetent or grossly neglectful of his/her duties may be removed by  
8 a two-third (2/3) vote of the LAD Full Board. The board member deemed to have been grossly neglectful or  
9 incompetent shall have the right to an appeal at a special session of the membership.

10  
11 SECTION 8: VACANCIES

12  
13 If the office of President shall become vacant, the Vice President automatically becomes President until a successor  
14 is elected. If the office of Second Vice President, Secretary or Treasurer or Member at Large shall become vacant,  
15 the President then shall appoint a member in a good standing to fill the vacancy subject to ratification by the Board  
16 until a successor is elected.

17 SECTION 9: RESIDENCY REQUIREMENT

18  
19 Officers shall be bona fide residents of Louisiana. Should any Officer, for any reason, permanently move out of  
20 state, he/she shall submit his/her resignation to the President within thirty (30) days. Should any office-holder  
21 neglect this mandate, the Board shall have authority to remove such office-holder, thereby creating a vacancy that  
22 shall be filled in accordance with Article IV.

23  
24 **ARTICLE V: MEETINGS**

25 SECTION 1: CONFERENCE MEETING

26  
27 The Association shall hold the conference biennially in odd-numbered years and the new officers shall be elected.  
28 The site for the Conference Meeting shall be determined by the board.

29  
30 SECTION 2: SPECIAL MEETINGS

31  
32 Special meetings may be called by the President or by the LAD Board and shall be called upon the written request of  
33 one-fifth (1/5) of members in a good standing. The purpose of the meeting shall be stated in the call with ten (10)  
34 days written notice.

35 SECTION 3: QUORUM

36  
37 A quorum for meetings of the LAD shall consist of twenty-five percent (25%) of LAD members who are registered  
38 for the LAD Conference.

39  
40 **ARTICLE VI: LAD BOARD**

41 SECTION 1: LAD BOARD

42  
43 The LAD Board shall consist of President, Vice President, Second Vice President, Secretary, Treasurer, three (3)  
44 Members at Large, Louisiana Registry of Interpreters for the Deaf (LRID) Representative, Louisiana Acadiana  
45 Deaf-Blind (LADBC) Representative and Advisory Board. Each representative from Louisiana Registry of  
46 Interpreters for the Deaf (LRID) and Louisiana Acadiana Deaf-Blind (LADBC) Representative and Advisory Board  
47 shall be elected or appointed by their organization to serve on the LAD Board.

48  
49 SECTION 2: LIMITATIONS

50  
No Board member shall hold more than one office at a time.

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1 SECTION 3: REMOVAL FROM OFFICE

2  
3 Any Board member judged by the LAD Board to be incompetent or grossly neglectful of his/her duties may be  
4 removed by a two-third (2/3) vote of the LAD Board. Any Board member with three (3) unexcused absences from  
5 LAD Board meetings shall automatically be removed from the Board.

6 SECTION 4: RESIDENCY REQUIREMENT

7  
8 The LAD Board shall be bona fide residents of Louisiana. Should any member of the Board, for any reason,  
9 permanently move out of state, he/she shall submit his/her resignation. Should any Board member neglect this  
10 mandate, the Board shall have authority to remove such office-holder.

11 SECTION 5: REPRESENTATIVES

12  
13 All representatives must be members of LAD.

14 SECTION 6: LAD BOARD MEETINGS

15  
16  
17 The LAD Board shall meet a minimum of four (4) times a year. The President shall designate the city and place of  
18 each meeting with approval of the LAD Board. A quorum for meetings of the LAD Board shall consist of fifty-one  
19 percent (51%) of LAD Board members.

20  
21 **ARTICLE VII: EXECUTIVE BOARD**

22 SECTION 1: AUTHORITY

23  
24 The Executive Board shall have full power and authority over the affairs of the Association between its Board and  
25 membership meetings. Each member of the Executive Board shall act as one of the co-signers for all checks issued  
26 by the Association, with the Treasurer being the primary co-signer. The two co-signers cannot be related by  
27 marriage or reside in the same household. The Executive Board shall be subject to the orders of the Association and  
28 none of its acts shall conflict with action taken by the Association. The Executive Board and Bingo Chairperson  
29 shall have equal access to LAD facilities.

30 SECTION 2: EXECUTIVE BOARD MEETINGS

31  
32 A meeting of the Executive Board shall be called at the request of the President. A quorum for meetings of the  
33 Executive Board shall consist of all Executive Board members.

34  
35 **ARTICLE VIII: ADVISORY BOARD**

36  
37 SECTION 1: ADVISORY BOARD

38  
39 The Advisory Board shall consist of one representative from each of the affiliate organization.

40 SECTION 2: DUTIES

41  
42 The Advisory Board shall participate in LAD Board meetings to provide information relevant to the objectives of  
43 the LAD.

44  
45 It shall serve as a liaison between the LAD and the affiliate organization.

46  
47 SECTION 3: QUALIFICATIONS

48  
49 Any non-sectarian organization within the state of Louisiana that is of or the deaf may become an affiliate  
50 organization of the LAD. The organization must submit a written request for recognition by the LAD. Acceptance as  
an affiliate organizations is dependent upon initial compliance and continued maintenance of the following

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1 requirements:

- 2
- 3 a. Organizations must submit a copy of their dated Bylaws to LAD.
- 4
- 5 b. Organizations must submit a list of members to the LAD. A minimum of fifteen (15) members is required.
- 6
- 7 c. Maintain membership by paying required dues.
- 8
- 9 d. Affiliate organizations shall not have authority to act on behalf of the LAD, nor shall their representative(s)
- 10 have the right to appropriate property owned by LAD.

11 **SECTION 4: LIMITATIONS**

12

13 Advisory board members are not voting members of the LAD board.

14

15 **ARTICLE IX: COMMITTEES**

16

17 **SECTION 1: AUDITING COMMITTEE**

18 The President shall appoint a member of the LAD Board to chair the Auditing Committee. The Chair shall appoint

19 two (2) members in good standing from different towns to serve on the committee, subject to ratification by the

20 LAD Board. The committee's duties shall consist of auditing all of the financial affairs of the LAD, submitted by the

21 Treasurer and his/her monthly auditing team after the final audit at least thirty (30) days, to be formally presented at

22 the conference. This committee shall be tasked with developing auditing guidelines for LAD.

23

24 **SECTION 2: BYLAW COMMITTEE**

25 The Vice President shall chair the Bylaw Committee. The Chair shall appoint two (2) members from the LAD Board

26 and two (2) association members in good standing to serve on the committee subject to ratification by the LAD

27 Board. The committee shall make changes, amend, and propose recommendation and rationale for acceptance and/or

28 rejection of the referred proposal(s) from the Association members to alter the *Bylaws*. The Vice President shall

29 keep an updated record of the LAD's *Bylaws*. The Secretary of the Bylaws Committee shall mail proposed changes

30 to the *Bylaws* to the LAD Board members a month prior to the next Board meeting. The Bylaws Committee

31 secretary shall record the meeting minutes and the meeting shall be open to public, with advanced notice.

32

33 **SECTION 3: CHARITABLE GAMING COMMITTEE**

34 The President or his/her designee shall serve as the LAD Charitable Gaming representative. The President, with the

35 Board's approval, shall appoint a chair to oversee the operations of the LAD Charitable Bingo Sessions and ensure

36 that compliance with the State Gaming Enforcement regulations is carried out properly. The LAD Charitable Bingo

37 Chair shall serve as an advisor and participate in the LAD budget preparation.

38

39 **SECTION 4: NOMINATING COMMITTEE**

40

41 A Nominating Committee of two (2) members shall be elected by the Association during the LAD Biennial

42 conference. A Chairman shall be elected within the Nominating Committee duly elected. It shall be the duty of the

43 Nominating Committee to solicit and nominate candidates for the offices to be filled at the next LAD biennial

44 conference. The Nominating Committee shall contact each nominee to obtain his/her acceptance of nomination.

45 Before the LAD Biennial conference election, the Nominating Committee shall submit nominations for President,

46 Vice President, Second Vice President, Secretary, Treasurer and three (3) Members at Large and nominations for the

47 nominating committee to the membership during the LAD Conference.

48

49 **SECTION 5: WAYS AND MEANS COMMITTEE**

50 The Treasurer shall chair the Ways and Means Committee. The Chair shall appoint two (2) members from the LAD

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1 Board and two (2) members in a good standing to serve on the committee subject to ratification by the LAD Board.  
2 The committee's duties shall consist of proposing a budget for all committees; checking on the progress of the  
3 committees; finding ways and means for solving the problems, and aiding the host club in preparing for the next  
4 conference. This committee will assist with fund-raising for the LAD.

5 **SECTION 6: OTHER COMMITTEES**

6  
7 Special committees, when deemed necessary to carry on the work of the Association shall be appointed by the  
8 President subject to ratification by the LAD Board.  
9

10 **ARTICLE X: LAD ADMINISTRATION AUTHORITY**

11  
12 The LAD Board of Directors shall have authority to transact all business of the Association during the intervals  
13 between regular conferences.

14 The President, with prior approval of the LAD Board of Directors shall have authority to conduct any official  
15 business during the board meeting intervals.  
16

17 The LAD Board of Directors shall have authority:

18  
19 To determine assessments and collect fees.

20  
21 To approve any and all appointments by the President and by committee chairpersons.

22  
23 To approve any and all business and/or activities conducted by committees, agents, or agencies of the LAD.

24  
25 To aid and assist each Association in any manner deemed fair, equitable, and constitutional.  
26

27 **ARTICLE XI: DISCIPLINE PROCEDURES**

28 To discipline members or Officers for inappropriate behavior in violation of the *Bylaws*, and in violation of Board  
29 orders, instructions or directives. Possible courses of disciplinary action by the LAD Board include but are not  
30 limited to:

31  
32 1 – Letter of reprimand (majority of quorum required)

33  
34 2 – Censure (majority of quorum required)

35  
36 3 – Suspension (three-fourth (3/4) vote of quorum required)

37  
38 4 – Expulsion (three-fourth (3/4) vote of quorum required)

39 The LAD Board of Directors must have solid documentation(s) in order to expel any member and must produce  
40 the documentation(s) if a special meeting is held to ensure due process. The expelled member will provide a request  
41 for due process within thirty (30) days of expulsion. A special meeting must held within thirty (30) days of the  
42 request.

43  
44 Shall appeal his/her case at the special meeting. A majority vote of the members present is needed to  
45 sustain suspension/exclusion.

46  
47 To establish rules necessary for the government and regulation of the LAD and Local Associations.

48  
49 To employ any individual(s) deemed necessary for the operation of the Association as provided by the  
50 *Bylaws*.

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1 Members shall conduct themselves in a civil and professional manner at all LAD meetings, events and functions.  
2 Any LAD member whose conduct does not meet this standard shall be subject to suspension by the LAD Full  
3 Board.

- 4
- 5 1. Failure of a member to satisfy commitments at bingo sessions or at the LAD office.
  - 6
  - 7 2. Fighting or inappropriate or unruly behavior during any LAD events, including, but not limited to,  
8 meetings, conference, bingo sessions or social events;
  - 9
  - 10 3. Theft of monies, property, documents, or photocopying by any LAD member

11  
12 **ARTICLE XII: PARLIAMENTARY AUTHORITY**

13  
14 Unless otherwise provided in these bylaws, the current edition of Robert’s Rules of Order shall be the parliamentary  
15 authority of this Association. The President shall appoint a certified parliamentarian of his/her choice for any or all  
16 meetings. A parliamentarian will be in attendance at all conferences.

17  
18 **ARTICLE XIII: AMENDMENTS TO BYLAWS**

19 These *Bylaws* may be amended at the Conference meeting of the Association by a two-third (2/3) vote of the  
20 membership present, provided the amendments are submitted to the Bylaw Committee sixty (60) days prior to the  
21 conference, and copies are sent to Association membership thirty (30) days prior to the conference.

22  
23 **ARTICLE XIV: DISSOLUTION**

24 Upon the affirmative vote of majority of the Board of Directors and approval by two-third (2/3) vote of the LAD  
25 members in good standing and present, the dissolution of this Association, all of its assets remaining after payment  
26 of all expenses of such dissolution shall be distributed to non-profit deaf organizations under section 501© (3) of the  
27 Internal Revenue Service Code of 1986, or incorporated in the State of Louisiana as a charitable organization. Assets  
28 shall be held in a trust for three (3) years before distribution.



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**LOUISIANA ASSOCIATION OF THE DEAF**

**RULES OF ORDER**

**ORDER OF BUSINESS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Reading of the Minutes and Approval of the Minutes
6. Reports of Officers and Committees
7. Unfinished Business
8. New Business
9. Good of the Order
10. Election of New Officers
11. Adjournment

**STANDING RULES OF THE LAD**

**TRAVEL EXPENSES TO ATTEND NATIONAL/REGIONAL CONFERENCES OR MEETINGS**

The Association shall pay the travel expenses for any LAD official representative to a meeting, conference or function event at a national level with prior approval of the LAD Board.

We shall follow the current State of Louisiana's Travel Regulations Manual.

The travel expense allowances are:

- A. Mileage reimbursement, per round trip, no more than round-trip flight coach fare, in accordance with the state travels rules and regulations. When two or more LAD official representatives travel in the same private vehicle, only one reimbursement for mileage will be allowed for the owner of the private vehicle. Rental vehicle will be reimbursed at half of mileage cost.
- B. Lodging prior to the business in order to attend the following morning session.
- C. Ground transportation (taxi, bus, shuttle, etc.)
- D. Registration fees and combination tickets.
- E. Reasonable costs contingent upon local or regional expenses will be accepted, generally with approval of the LAD Board.

The number of delegates shall be limited to two (2) and additional delegates may be selected/appointed if funding permits and if it proportional to NAD delegates in accordance with the NAD rules and regulations.

The LAD Board members, by rank and in succession, shall represent the LAD at all official NAD conferences and regional meetings whenever possible. Whenever LAD Board member(s) are unable to attend, the President is authorized to appoint alternate delegates who are members in good standing with the LAD.

**OFFICER'S COMPENSATED POSITIONS**

The Treasurer and Bingo Chairperson shall be compensated monthly; amount to be determined by the LAD Full Board.

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**EXPENSES OF LAD BOARD**

1  
2  
3 The elected LAD Board of Directors having to travel out of town members shall be reimbursed for travel expenses  
4 when having to travel to participate at any LAD Board meetings.

5 The expenses of any individual/committee members representing the LAD in an official capacity on LAD business  
6 with prior approval by the LAD Executive Board or LAD Board of Directors shall be reimbursed at the state rate per  
7 mile. When two or more individuals representing the LAD in an official capacity travel in the same private vehicle,  
8 only one reimbursement for mileage will be allowed for the owner of the private vehicle. Advance hotel expenses  
9 and per diem shall be provided to each participant when justified.

10  
11 **CONTRIBUTION/FLOWERS TO DECEASED PAST/PRESENT OFFICERS**

12 A contribution may be sent to the family of the deceased past or present officers of LAD. Monetary contribution  
13 shall be one hundred dollars (\$100.00).  
14

15 **USE OF PREPAID CREDIT/DEBIT CARD**

16  
17 The Treasurer of the LAD shall be the only Officer authorized to use debit card for purchases and expenses, which  
18 have been pre-approved by the LAD Board of Directors.

19  
20 The LAD Executive Board or LAD Board of Directors shall approve and issue prepaid credit/debit cards to those  
21 attend special events representing LAD.

22 **YOUTH DEVELOPMENT AND LEADERSHIP**

23  
24 The LAD has a mission to foster development, educational, and leadership opportunities for deaf and hard of  
25 hearing/deaf-blind adolescents in Louisiana. Scholarships, leadership, and development opportunities will be  
26 sponsored each year under different categories: Youth development, educational scholarships, and leadership  
27 training.

28  
29 The LAD will sponsor scholarships and other awards to deaf, hard of hearing, and deaf-blind students. This program  
30 is known as the LAD Academic Scholarship and Community/Leadership Award program.

31 **MEMBERS AT BOARD MEETINGS**

32  
33 Any members of the Association or any interested party may attend LAD Board meetings. They shall be spectators  
34 and in no way participate in the meetings unless permitted by the President and with approval of the LAD Board.

35 **LAD E-NEWS**

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37  
38 The President shall appoint an editor of LAD E-News, subject to approval by the LAD Full Board.  
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