

LOUISIANA EDUCATIONAL DIAGNOSTICIANS ASSOCIATION CONSTITUTION

ARTICLE I – NAME

The organization shall be known as the Louisiana Educational Diagnosticians' Association, formerly known as the Louisiana Educational Assessment Teacher Association.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the profession of educational assessment, to help diagnosticians stay current on the latest professional practices and legal issues relating to student performance and to enhance the professional image of educational diagnosticians.

ARTICLE III – MEMBERSHIP

Section 1 – Active membership shall be open to all educational diagnosticians, educational assessment teachers, and educational consultants employed in that position in the public schools; to those educational diagnosticians in private practice; and to retired educational diagnosticians.

Section 2 – Associate membership shall be open to other recognized professionals involved in educational assessment, to State Department of Education personnel, to university/college personnel involved in training educational diagnosticians, and to graduate students pursuing educational diagnostician certifications.

ARTICLE IV – RELATIONSHIPS WITH OTHER ORGANIZATIONS

Section 1 – The Association shall provide opportunity for professional relationships with other organizations associated with education in the state, region, and nation.

Section 2 – The Association shall participate with other educationally oriented groups in organizing, developing, and promoting activities important to the educational progress of Louisiana and the nation.

ARTICLE V – DUES

Section 1 – Annual membership dues shall be determined by the Executive Council and approved by the majority of active members at a regular or special meeting.

Section 2 – The membership year shall begin at the annual Fall conference and extend to the next Fall conference.

ARTICLE VI – OFFICERS AND DUTIES

Section 1 – The elected officers of this Association shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer. An Executive Council shall include elected officers plus an elected representative from each special education region and a representative from the State Board Special Schools/SSDI and any other persons appointed and approved by the majority of the Executive Council.

Section 2-A – As the chief executive officer, the **President** shall be charged with the task of the association leadership in matters relating to the Purposes of the Association. The President shall make recommendations to the Executive Council on all matters of Association policy or position.

Section 2-B - The **President** shall preside at all meetings of the Association and of the Executive Council and shall be an ex-officio member of all committees which may be appointed for special service. In case of a tie vote in the Executive Council, the President shall cast the deciding ballot.

Section 2-C - In the absence of the **President** or in case of the President's inability to serve, the **President-Elect** shall assume the duties of the President.

Section 2-D – The **President** and the **President-Elect** shall not come from the same special education region.

Section 3 – The **President-Elect** shall serve as Conference Chairperson.

Section 4 – The **Vice President** shall be in charge of the membership rolls of the Association and shall campaign to increase active and associate membership.

Section 5-A – The **Secretary** shall keep the current official records of the proceedings of each meeting of the Association and of the Executive Council.

Section 5-B – The **Secretary** shall attend to the general correspondence of the Association at the direction of the President

Section 6 – The **Treasurer** shall receive all monies belonging to the Association, shall disperse the same when properly authorized, and shall keep an itemized account of receipts and disbursements. Written reports shall be filed in the permanent records of the Association.

Section 7 – The **Past President** shall maintain all previous official records of the Association.

Section 8 – The **Regional Representatives** shall represent their respective regions at the regularly scheduled Association meetings and special meetings called by the President.

ARTICLE VII – COMMITTEES

Standing committees shall be appointed by the President with the approval of the Executive Council. Duties of the committees shall be prescribed by the Executive Council.

ARTICLE VIII – MEETINGS

Section 1 – At least one meeting of the general membership shall be held during each year, at a time and place designated by the Executive Council.

Section 2 – Special meetings of the general membership may be called by the President upon request of the Executive Council or upon a written request signed by fifty (50) active members.

Section 3 – The Executive Council shall meet at least once a year prior to the annual general membership meeting.

Section 4 – One-half (1/2) of the Executive Council shall constitute a quorum at any meeting of the Council, provided the President or the President-Elect is among the membership.

Section 5 – A quorum for the transaction of business at a regular or special meeting shall consist of the general membership present after due notice of at least fourteen (14) calendar days.

ARTICLE IX – VACANCIES

A vacancy in the office of President shall be filled by the President-Elect. The President-Elect, with the approval of the Executive Council, shall approve a replacement for any other vacancy.

ARTICLE X – ELECTION OF OFFICERS

Section 1 – The election of officers for the ensuing term shall take place at the annual meeting. The terms of all officers and members of the Executive Council shall begin immediately following their election at the Fall business meeting.

Section 2 – Nominees for each office shall be presented by the Nominating Committee and voted on by the membership. Nominees may run for one and only one office and/or regional representative office. Regional representatives shall be elected from and by the membership of their respective regions. All nominees shall be active members and shall have given their consent to the nomination.

Section 3 – Additional nominations for any and all offices of the Association may be made from the floor at the general membership meeting.

Section 4 – Majority vote of those in attendance rules.

ARTICLE XI – ADOPTION OF THIS CONSTITUTION

This Constitution shall become effective as soon as approved by a simple majority of the membership voting in a general assembly.

ARTICLE XII – AMENDMENTS

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the membership in attendance at a regular or special meeting of the general membership of the Association provided written notice of such amendment shall be given by the President to all members of the Association thirty (30) days before the meeting.

ARTICLE XIII - BYLAWS

Section 1 – Whatever provisions necessary for the effective management and operation of the Association which are not contained in the Constitution shall be declared and contained in the Bylaws.

Section 2 – The Bylaws shall be written or changed by the Executive Council and approved by two-thirds (2/3) majority vote of the active membership in attendance at a regular or special meeting of the membership of the Association.

ARTICLE XIV – DISSOLUTION CLAUSE

If the Association is dissolved for any reason, any remaining assets shall be assigned to the Louisiana Special Olympics.

BYLAWS OF THE LOUISIANA EDUCATIONAL DIAGNOSTICINS' ASSOCIATION (LEDA)

ARTICLE I – NAME

The name of this organization shall be the Louisiana Educational Diagnosticians' Association (LEDA), formerly, the Louisiana Educational Assessment Teachers' Association (LEATA).

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the profession of educational assessment, to help educational diagnosticians stay current on the latest professional practices and legal issues relating to student performance, and to enhance the professional image of educational diagnosticians.

ARTICLE III – MEMBERSHIP AND PRIVILEGES

Section 1 – The membership shall never be limited by a specific number.

Section 2 – Active members shall have all the privileges of the Association including the right to vote or hold office.

Section 3 – Associate member have the privileges of the Association except the right to vote or hold office.

Section 4 – Membership shall consist of those members who have paid current membership dues.

Section 5 – Questions of eligibility for membership shall be determined by the Executive Council.

Section 6 - A membership drive shall be initiated at the beginning of each school year and prior to the Fall general membership meeting.

Section 7 – Any member desiring to resign from the Association shall submit a resignation in writing to the Secretary who shall present it to the Executive Council for action.

ARTICLE IV – RELATIONSHIPS WITH OTHER ORGANIZATIONS

Section 1 – For as long as the organization entitled Pupil Appraisal Alliance of Louisiana (PAAL) exists, the President and President-Elect of LEDA shall be active members of that alliance. The President and/or President-Elect may appoint someone to attend the meetings of the Alliance in substitution for their presence.

Section 2 – Regarding actions/positions proposed by PAAL, a majority vote of the Executive Council of LEDA will be necessary.

ARTICLE V – DUES

Section 1 – The amount of the annual dues shall be levied yearly by the Executive Council.

Section 2 – Any new member may pay dues at any time during the year with the understanding that dues paid at the Fall conference will expire at the beginning of the next Fall conference. Dues paid after July 1 and prior to the Fall meeting will be considered as membership dues for the next full conference year.

Section 3 – Dues are not refundable.

ARTICLE VI – OFFICERS AND DUTIES

Section 1 – The officers shall consist of those described in the Constitution. They shall perform the duties described by these Bylaws and by the parliamentary authority adopted by the Association.

Section 2 – Active members in good standing are eligible to hold office and/or chair committees.

Section 3 – In addition to those duties outlined in the Constitution, the **President** shall be responsible for:

- management and productivity of the organization
- providing an outline of the specific duties of each office and each regional representative for that specific year of service
- providing written goals and short-term objectives for the Association's

- Executive Council for that term of office
- developing or dismissing any committee
- appointing a Parliamentarian

Section 4 – In addition to those duties outlined in the Constitution, the **President-Elect** shall be responsible for:

- serving as Chairperson of the Conference Committee
- assisting the President in serving the Association as requested
- receiving requests from regional representatives to hold a meeting of regional members and reporting the same to the Executive Council at large.

Section 5 – In addition to those duties outlined in the Constitution, the **Vice President** shall be responsible for:

- conducting a precise plan of action as to how dues shall be collected in cooperation with the treasurer
- serving as Chairperson of the Membership Committee

Section 6 – In addition to the responsibilities outlined in the Constitution, the **Secretary** shall be responsible for:

- keeping minutes of all meetings of the Executive Council, as well as the regular Association meetings
- sending written copies of the minutes to the President and Chairperson of the LEDA Chronicle within two (2) weeks of the meeting
- developing a system of communication among regions and monitoring its success or problems
- keeping an accurate list of regional representatives and contact people in every region
- submitting an oral report at regular and Executive Council meetings.

Section 7 – In addition to the responsibilities outlined in the Constitution, the **Treasurer** shall be responsible for:

- locating a state bank and opening a checking account in the name of the Association
- submitting in writing for approval by the Council, the procedures to be followed for conducting financial transactions for the service year
- making periodical reports of the financial status of the Association.

Section 8 – In addition to the duties outlined in the Constitution, the **Regional Representatives** shall be responsible for:

- serving as Chairperson or appointing a Chairperson for various committees outlined by the Executive Council
- informing the President or President-Elect of any scheduled regional

- meeting, and the time, place, and purpose
- disseminating the minutes of Executive Council meetings to each school district contact person
- encouraging membership growth and active participation of educational diagnosticians within the region

Section 9 – The **Parliamentarian** shall be responsible for:

- monitoring general membership meetings and Executive Council meetings to assure procedures are consistent with the Constitution and Bylaws as are governed by Robert’s Rules of Order
- chairing the Bylaws Committee.

Section 10 – In addition to the duties outlined in the Constitution, the **Past President** shall be responsible for:

- providing continuity of unfinished business from the previous year
- serving as Advisor to the Association
- assisting the Historian in compiling accounts of the Association’s activities.

Section 11 – Other persons appointed and approved by the majority of the Executive Council, in accordance with Article VI of the Constitution, may serve as chairpersons, but may neither motion nor vote on Executive Council issues.

Section 12- The **Historian** shall be responsible for preparing an annual scrapbook. The Historian records the events and activities of the organization outside of meetings. The photograph log should identify:

- A brief caption/description of the event
- the location at which the photograph was taken
- the date
- the names of everyone in the photograph (if applicable)

ARTICLE VII – COMMITTEES AND DUTIES

Section 1 – The **Conference Committee** shall lead in the planning and implementing of the annual conference.

Section 2 – The **Fund Raising Committee** shall help secure a stable budget and additional funding for the Association.

Section 3 – The **State Department/Legislative Committee** shall communicate with the State Department Educational Diagnostician Supervisor, BESE, and other

state department personnel for interchanging ideas on trends and issues affecting the profession and for keeping abreast of, and informing the Executive Council of, any and all details of legislation pertaining to the professional position and to encourage active participation in all legislation that directly involves the Association. Committee members shall be appointed by the President.

Section 4 – The **Newsletter Committee** shall develop a format for a newsletter (The Chronicle) to be disseminated to all members; shall submit a format to the Executive Council to be adopted for that particular service year; shall present dates for dissemination of the newsletter.

Section 5 – The **Educational Research Committee** shall seek and report through the newsletter pertinent research information that relates to the purpose of the Association.

Section 6 – The **Membership Committee** shall assist the Vice President in campaigning to enhance active membership and associative membership among those eligible for membership in accordance with the Constitution.

Section 7 – The **Recognition Committee** shall request nominations for an “Outstanding Educational Diagnostician of the Year”; collect and review nominations and select one recipient; announce the name of the recipient at the LEDA conference; and provide for the President’s Service Awards and the Passing of the Gavel.

Section 8 – The **Publicity Committee** shall notify the media of the LEDA annual Conference; obtain a Proclamation from the Governor’s Office announcing Educational Diagnostician’s Week and disseminate the proclamation to the media and to the parishes; submit articles to the media that promote public awareness of the profession of Educational Diagnosticians.

Section 9 – The **Nominating Committee**, selected by the Chairperson of that committee at least thirty (30) days prior to the annual meeting, shall solicit nominations, verify eligibility, contact nominees to verify consent, and present ballots to the membership for voting at the annual meeting.

Section 10 – The **Scholarship Committee** shall notify LEDA members of available scholarships, collect scholarship applications submitted by LEDA members, select recipients of scholarships, submit recipients for the approval of the Executive Council, and announce the names of recipients at the LEDA conference.

Section 11 – The **Constitution and Bylaws Committee** shall update and make changes to the Constitution and Bylaws in order to keep current the initiative of our Association.

Section 12 – Each committee chairperson shall submit reports of committee actions to the Executive Council and to the Chronicle (when applicable).

Section 13 – Other committees as deemed necessary, whether standing or special, shall be appointed by the President to carry on the work of the Association.

ARTICLE VIII – MEETINGS

Section 1- The annual meeting date and other special meeting dates shall be determined by the Executive Council in accordance with stipulations in the Constitution. In the event that the Executive Council cannot come to a consensus on a particular meeting date, the President shall set the date.

Section 2- Members of the Executive Council may be reimbursed by LEDA for lodging if travel to Executive Council meeting site is 200 or more miles and/or 3 or more hours travel time, unless their district agrees to assume the cost.

ARTICLE IX – VACANCIES

Appointed officers who have filled vacancies shall hold office until the next regularly scheduled election.

ARTICLE X – ELECTION OF OFFICERS

Section 1 – a list of officers to be voted upon at the annual meeting shall be presented by the Nominating Committee.

Section 2 – All elected officers shall serve for one year terms.

Section 3 – The President and President-elect shall no come from the same special education region.

Section 4 – The President-Elect shall have served on the Executive Council.

Section 5 – An appointed President-elect can hold the office of President only if elected by a majority vote.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XII - CHANGES

Changes for clarification purposes in the Constitution or Bylaws may be made by the Executive Council.

ARTICLE XIII – ANNUAL CONFERENCE

No paid fee will be refunded unless it is due to loss or personal damage to person or property, death of immediate family member, (child, spouse, parent, grandparent, in-laws of spouse, step-child, grandchildren), or cancellation of conference as determined by LEDA Executive Council for any other reasons. Record of verification may be requested. Refund requests should be submitted in writing to the Treasurer within two (2) weeks of the conference and will be reviewed by the Executive Council for consideration.