



LACUE Board of Directors Policies

May 2021

Chapter 1: Purpose

1.1 Purpose

The Board, as the governing body of the Louisiana Association of Computer Using Educators, is entrusted with the authority to establish policy for the governance of LACUE. Board policy establishes the parameters and guidelines for the General Board, committees and the Executive Board.

1.2 Policy Decisions Require a Majority Vote of the Entire Voting Board of Directors

All policy decisions will be made by majority vote of the Board and only at official Board meetings or through an approved online voting system.

1.3 Source of Policies

Policies may be recommended by the Board, by committees of the Board, individual Board Members or the Executive Board. Any policy recommendations shall be submitted in writing to the President and Vice President. All proposed policies will be researched to ensure that they are legal, and when added, do not contradict already established policy or bylaws of LACUE. If approved by the Board, policies will be written, coded, dated at the time of approval, and included in all copies of the Board policy manual.

1.4 Distribution of Policy Manual

The Board policy manual will be available online through the LACUE website for the general public to view.

1.5 Bylaws

The Board of Directors Policies Handbook will be made available to all Board Members and on the website. This handbook will provide additional information connected to the LACUE Bylaws.

1.5.1 The date of adoption for the LACUE Bylaws will be published on the document.

1.6 Membership Information

Information collected from the LACUE membership will remain private, unless permission to disclose this information is provided to the organization in writing or electronically.

Chapter 2: Board Organization

2.1 Establishment of the LACUE Organization

LACUE was founded on October 3, 1985, by Dr. Robert Gillian, Richard Loftin, S.H. Comfort, and Dr. Paul Ohme. The purpose of LACUE is to provide a professional nonprofit organization in the State of Louisiana which recognizes and promotes the use of computers and associated technologies in education.

2.2 Authority of the Board of Directors

Each member of the LACUE Board is responsible for all activities of LACUE. All members of the Board share in a joint and collective authority which exists and can be exercised when the group is in session.

2.2.1 The LACUE Board of Directors will consist of (all voting members):

- President
- Vice President (President-Elect) and Advocacy
- Treasurer
- Secretary (Communications and Social Media)
- Professional Learning: Virtual and F2F Director
- General Board Members (6)- Two members from the General Board will serve on the Executive Board.

2.2.2 The Executive Board of Directors for LACUE will consist of (all voting members):

- President
- Vice President (President-Elect) and Advocacy
- Treasurer
- Secretary
- Professional Learning: Virtual and F2F Director
- At-Large (To be appointed by the Entire Board.)
- At-Large (To be appointed by the Entire Board.)

2.2.3 The Non-Elected Members of the LACUE Board of Directors will consist of (all non-voting members):

- Exhibitor Representative
- Louisiana Department of Education Liaison(s)

2.3 Board Member Commitment

Serving as a Board Member of LACUE involves a special commitment. To meet that commitment, Board Members are expected to:

- 2.3.1 Be faithful to the mission and goals of the Organization by sharing benefits with members and non-members.
- 2.3.2 Be knowledgeable and stay up to date on the Board's responsibilities, such as finances and bylaws and policies.
- 2.3.3 Prepare for, attend and actively participate in Board meetings and the annual board retreat.
- 2.3.4 Concentrate on the business of the organization while attending meetings and functions.
- 2.3.5 Participate in LACUE events, both virtual and face-to-face as assigned by the President.
- 2.3.6 Serve on committees or assume special assignments as requested by the President.

- 2.3.7 Maintain professional relationships with fellow board members and staff of the organization's management group.

2.4 General Board Members

There will be six (6) General Members of the Board of Directors. One of these members will be a Post Secondary Contact and one member will be designated as the Awards Committee Chairperson.

2.4.1 New Board Members

- 2.4.1.1 First-term Board Members will be assigned an experienced Board Member as a mentor (appointed by the President) for the first year of their term.

2.5 Board Member Elections

The Executive Board:

The Executive Board shall be elected by the voting members of the current Board of Directors no less than 180 days prior to the end of the current term on December 31st. The President shall run these nomination procedures.

General Board Members (6):

- After the Executive Board has been elected, the remaining six (6) General Board Member positions will begin the nomination process.
- Interested, active LACUE members, shall submit their names to the Secretary within 30 days of the initial advertisement for nominations. Nominees must include a bio and photograph during the initial nomination process.
- Nominees will be advertised for 30 days on the LACUE website, through social media, and email communications.
- Elections will be held electronically and will last at least 10 days.
- No less than 30 days prior to December 31st of the election year, the six (6) General Board Members elected will be publicly announced.

All Executive Board Members are duly elected by the membership.

2.5.1 To be elected to an Executive Board position, the following Board Members must have been a member of the Executive Board for:

- 4 Years for President on the LACUE Board
- 2 Years for Vice President on the LACUE Board
- 2 Years for Secretary on the LACUE Board
- 4 Years for Treasurer on the LACUE Board
- 1 Year for Professional Learning: Virtual and F2F on the LACUE Board or Equivalent Professional Development Experience

2.6 Board Member Benefits

The Board of Directors will receive the following as active members of the working board:

- a. Membership in the LACUE (Louisiana Computer Using Educators)
- b. Registration to the Annual Conference
- c. Hotel room for the Annual Conference
- d. Registration to the Technology Leadership Summit
- e. Hotel room for the Technology Leadership Summit
- f. Reimbursement for Membership in the ISTE (International Society of Technology Educators)
 - i. Forward the membership renewal to the LACUE office for payment.
 - ii. If you are a new board member, pay your registration and then forward the proof of payment to the LACUE office for payment.
- g. Registration to the Annual ISTE Conference at the Early Bird Price
 - i. Forward your proof of payment to the LACUE office for reimbursement.
- h. Registration to the TCEA (Texas Partner Affiliate) Conference based upon availability of the number of complimentary registrations received based upon the current agreement with TCEA.

2.7 Duty of Board Members Not to Compete

A Board Member may not use their position on the LACUE Board to prevent LACUE from competing with the Board Member's business. It is expected that Board Members, even after they complete Board service, will not use trade secrets, client lists, or other confidential information acquired by virtue of being a member of the Board.

2.8 Soliciting or Receiving Gifts

Members of the LACUE Board must never offer, give, or receive any form of bribe or kickback through their connection with LACUE. Board Members must never solicit a personal gift of any kind from anyone who does business with LACUE. This restriction applies to both actual and proposed business transactions involving LACUE.

2.9 Board Member Conflicts of Interest

- 2.9.1 Board Members have a duty to subordinate personal interests to the welfare of LACUE and those we serve. Conflicting interests can be financial, personal relationships, status or power.
- 2.9.2 Board Members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board Member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of LACUE in mind.
- 2.9.3 Board Members are prohibited from knowingly disclosing information about LACUE to those who do not have a need to know or whose interest may be adverse to LACUE, either inside or outside LACUE. Nor may Board Members use such information to the detriment of LACUE.

- 2.9.4 Board Members may not have a significant financial interest in any property which LACUE purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which LACUE does business.
- 2.9.5 Since it is not possible to write a policy that covers all potential conflicts, Board Members are expected to be alert for and avoid situations which might be construed as conflicts of interests.
- 2.9.6 Any possible conflict of interests on the part of any Board Member should be disclosed to the President who then will bring it to the attention of the rest of the other Board Members and make it a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.
- 2.9.7 Any Board Members having a conflict of interests or possible conflict of interests should not vote or use their personal influence on the matter, and should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.
- 2.9.8 These restrictions should not be construed as preventing the Board Member from briefly stating their position in the matter, nor from answering pertinent questions of other Board Members, since their knowledge could be of assistance to the deliberations.
- 2.9.9 All Board Members will be required to complete and sign the "Conflict of Interests" statement. This policy statement will be reviewed by the Board annually and given to each new Board Member for signature during orientation. This statement is included in the Forms Section of this document.

2.10 Ethical Obligation of Board Members

All current and incoming Board Members will be given a copy of the Code of Ethics Pledge and Confidentiality Agreement to be signed and returned annually. Board Members will be expected to adhere to the provisions of that code. Individuals who refuse to sign these agreements will not be seated or will be removed.

2.11 Maintaining Ethical Credibility

- 2.11.1 The conduct of the Board has a direct impact on public and constituent perceptions about LACUE. Board Members will maintain an appearance of high credibility in adhering to legal and policy requirements.
- 2.11.2 Board Members will be active and encourage all other Board Members to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.
- 2.11.3 Board Members will vote against proposed actions if they feel there is insufficient information on which to base an opinion.
- 2.11.4 Board Members will formally adopt any rules, regulations, policies, and budgets.
- 2.11.5. Rules and regulations will be available for Board Members.
- 2.11.6 Board Members will review fiscal records and controls at regular intervals.
- 2.11.7 Executive Board Members will ensure that standard budget forms and annual report forms are prepared and filed as required by law.

- 2.11.8 Members of the LACUE Board must never make political contributions on behalf of LACUE.
- 2.11.9 Any Board Member who believes that a fellow Board Member has acted unethically should first review current Board ethics policy. Board Members should not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than to protect LACUE.

2.12 Board Planning

- 2.12.1 Planning will be based on the needs and preferences of current and potential members. LACUE Board Members will regularly conduct and analyze and revise an annual assessment of LACUE services as needed.
- 2.12.2 Strategic Plan - The President, with assistance from the Executive Board, will coordinate the updating and development of yearly strategic goals for the organization.

2.13 Maintenance of LACUE Documents

- 2.13.1 The Executive Board is responsible for the security of all major LACUE organizational legal documents, such as the articles of incorporation, bylaws, contracts, etc. Any other historical or archived documents will be maintained by the organization's management group.
- 2.13.2 All LACUE Board documents, including but not limited to, bylaws, policies, and Board minutes, will be available to the LACUE Board Members in a secure digital format.

2.14 Sustainability of the Organization

- 2.14.1 Continuance of the organization is the responsibility of the LACUE Board and requires that the Board carefully select replacements as Board Members leave the Board.
- 2.14.2 The Board will follow LACUE Bylaws to fill Board vacancies with well-qualified candidates and with minimal disruption to the Board's work. When recruiting new Board Members, the Board will attempt to find a broad representation of the community that will offer diverse perspectives to the Board's decisions.

2.15 Nomination and Election of Board Members

- 2.15.1 **Term of Office**
The term of office for all members of the Board of Directors shall be two years. Two years following appointment/election, the Vice President (President-Elect) shall become President and a new Vice President shall be appointed/elected.

The President shall have the power to appoint a person to fulfill any vacant office upon the approval of the Board of Directors. Appointed positions shall serve from their date of appointment until the next January 1st term, with the next change of President, or the next annual election whichever comes first. Appointed members, ratified through election, will serve the remainder of the term to align with routine election procedures. At the completion of the term as Vice President (President Elect), this position will automatically be the President of

the organization.

The term of office for all Board members shall run from January 1st to December 31st.

2.15.2 Qualifications for Office

The following Board Members must have been a member of the Executive Board for:

- 4 Years for President on the LACUE Board
- 2 Years for Vice President on the LACUE Board
- 2 Years for Secretary on the LACUE Board
- 4 Years for Treasurer on the LACUE Board
- 1 Year for Professional Learning: Virtual and F2F on the LACUE Board or Equivalent Professional Development Experience

Qualifications noted above are needed unless a vote of two-thirds is achieved by the remaining voting Board Members.

2.16 Meeting Attendance Requirement

2.16.1 It is the policy of the LACUE Board that Board Members must attend at least 50% of the meetings and other virtual and face-to-face events, to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make.

2.16.2 A Board Member planning to be absent from a Board meeting should contact the President.

2.16.3 Meetings
LACUE follows Robert's Rules of Order in all meetings as a guidance, but will not be binding.

2.17 Board Member Travel

2.17.1 Authorized corporate travel is defined as travel in connection with the business of LACUE which has been directed or requested in accordance with LACUE's mission, by-laws, or policies.

2.17.2 When traveling at LACUE's expense, the Board Member should select the most cost effective method of travel. If this is not possible, then approval must be made by the President or the designee before the travel.

2.17.3 At the completion of authorized travel, expenses will be submitted to the LACUE management group accompanied by receipts with explanation of expenditures.

2.18 Reimbursement of Expenses

2.18.1 Board Members may be reimbursed for out-of-pocket expenses incurred reported on the LACUE Request for Travel Reimbursement Form, as long as approval for such expenses was made by the President or designee before those expenses incurred.

2.18.1.1 Meals will be reimbursement on a per diem based rate.

2.18.1.2 Mileage will be reimbursed as set by the state reimbursement rate or the association's approved rate.

- 2.18.1.3 Lodging and incidental expenses must be documented by receipts. Unless specifically authorized by the Board of Directors, no expenses are authorized nor will be reimbursed by LACUE for expenses of friends, relatives or families accompanying a Board Member on LACUE business, nor for any non-related business travel or extension of stay beyond completion of the intended LACUE business.
- 2.18.2 All expenses charged to LACUE credit cards must be pre-approved by the President or designee and accompanied by receipts returned to the LACUE office at the end of the billing cycle.
- 2.18.3 Association money will not be used to purchase alcoholic beverages. Board Members, staff, and delegates may consume alcohol at association-sponsored events at their own expense.
- 2.18.4 Some expenses can be deemed unreasonable and unnecessary or extravagant. Such charges will be deemed personal and not reimbursable without compelling cause. The Treasurer and the President may determine unreasonable expenses.

2.19 Board Members' Communication to the Public or Media

- 2.19.1 Individual Board Members may not speak to the public or the media on behalf of the Board unless authorized by the Board to do so.
- 2.19.2 When speaking about LACUE or about Board action, Board Members should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Board Members must be aware that they are always seen as Board Members even when they designate comments as personal.
- 2.19.3 The President or designee will be responsible for publicizing the agenda and summary of Board Meetings.
- 2.19.4 No unofficial broadcasting or publishing of any correspondence or discussions at any gathering of the LACUE Board of Directors shall be permitted.
- 2.19.5 No material of information disclosed in closed sessions of the Board will be released to any unauthorized person.

2.20 Board Members as Advocated for LACUE

- 2.20.1 Board Members are potentially the most powerful advocates for LACUE programs and services, and are expected to take an active role in promoting LACUE. Advocacy opportunities for Board Members include fundraising, legislative advocacy, and public relations.
- 2.20.2 The Board will annually discuss pending and potential legislative issues that will impact LACUE, and develop a report on the official LACUE position on those issues. That report will be distributed, as appropriate, to Board Members, staff, legislators, membership and other interested parties.

2.21 Harassment Policy

This policy only pertains to harassment involving a Board member or any member appointed to a position by the LACUE Board either as alleged victim, an alleged perpetrator, or a witness. LACUE is firmly committed to an

environment free from all forms of harassment. Harassment violates the LACUE policy and, in certain instances, might violate state and federal laws. It is neither permitted nor condoned.

2.22 Removal from the Board

- A member of the Board can be charged with “misuse of office” for failure to fulfill duties as defined by the responsibilities of the office
- A member of the Board can be charged with “misuse of office” for violating the Conflict of Interest Policy / Code of Ethics Policy
- A member of the Board can be charged with “misuse of office” for excessive absences as defined by Board Policy
- Two-thirds majority of the Board of Directors is required for removal
- The Board of Directors may remove any officer at any time, with or without cause, by a majority vote of the Board of Directors.
- A Board member may voluntarily resign from office by a written notice to the President, including the effective date of the resignation

2.23 Removal Replacement of Board Member

The President, or designee in the absence of the President, shall recommend a replacement for a vacant board position created by the removal of a Board Member at the next meeting. The recommended replacement will be approved or disapproved by a majority approval of the Board Members. Any replacement member of the Board shall hold office until the next election for the member, at which time the appointed director is subject to re-election.

2.24 Presidential Vacancy Replacement

Any vacancy of the office of the President occurring through death, resignation, or otherwise, shall be filled by the President Elect for the remainder of the term.

Chapter 3 Board Positions Roles and Responsibilities

Position	Roles and Responsibilities
President	<p>The President of LACUE shall have general supervision of the business of the corporation.</p> <ul style="list-style-type: none"> ● Serves as the direct liaison to the organization’s management group. ● Serves as the direct liaison to state and national organizations. ● Sets agendas for the Board of Director meetings and presides at any of the Association’s events and/or meetings. ● In the event of a split vote, he/she will make the final decision on the vote. ● He/she is an ex-officio member of all committees. ● He/she shall perform whatever duties the Board of Directors may

	<p>prescribe.</p> <ul style="list-style-type: none"> ● He/she shall have the authority to establish committees and appoint Ad Hoc members of the Board as needed, with the exception of the Nomination Committee. ● The President shall appoint the Exhibitor Representative, and Louisiana Department of Education Liaison(s), with the Board’s approval. ● Help to establish and support vendor relations ● In the event that the Treasurer can not sign Association checks, he/she will have that responsibility.
<p>Vice President (President Elect and Advocacy)</p>	<p>The Vice President shall, in the absence of the President, perform the duties and exercise the powers of the President.</p> <ul style="list-style-type: none"> ● He/she will be the presiding officer of a meeting in terms of conduct and shall rule on all issues of Parliamentary Law raised at a meeting following Robert’s Rules of Order as guidance. ● He/she will also assure that all LACUE policies, procedures, and bylaws are followed. ● He/she represents LACUE in all areas of policy and advocacy and serves as the organization's voice and representative in all matters of this nature. ● He/she leads LACUE's work in connection with federal and state funding, and will work frequently with elected officials and staff members at the state and national levels. ● Help to establish and support vendor relations ● In the absence of the president, the vice president will assume the duties of the president. ● The Vice President will partner with the President to understand the totality of the position’s duties and responsibilities. ● Assume the Presidency after the President’s term is ended
<p>Treasurer</p>	<p>The Treasurer shall have primary fiduciary responsibility for the Association and shall be responsible for the maintenance of the accounts.</p> <ul style="list-style-type: none"> ● He/she is responsible for signing all the Association’s checks. ● He/she shall keep full and accurate accounts of receipts and disbursements and shall deposit all of the Association’s monies in the name and to the credit of the Association in a depository designated by the Board of Directors. ● He/she shall disburse the funds of the Association and shall render to the President and the Board of Directors, whenever they may require it, an account of his/her transactions as Treasurer and of the financial condition of the Association. ● He/she will provide an update of the finances to the Board of Directors via email on a regular basis, and upon request of any board member. ● He/she shall create and monitor a yearly budget in conjunction with our management, providing updates regularly with the Board

	of Directors and at the request of any Board Member.
Secretary (Communications and Social Media)	<p>The Secretary, in the absence of the President and Vice President, perform the duties and exercise the powers of the President.</p> <ul style="list-style-type: none"> ● He/she will file documents with the Secretary of State as needed for the organization. ● He/she shall keep official records or <u>cause to be kept</u>, including minutes of Board meetings. ● He/she shall see that actions of the Association requiring communication with members, other individuals, or groups, are promptly carried out in keeping with the desires of the organization. ● He/she shall utilize print and digital communication with membership. ● He/she assists in the work connected with federal and state funding, and will work frequently with elected officials and staff members at the state and national levels. ● He/she assists in the maintenance of the organization’s website, social media, etc. ● He/she will promote the activities of the Association through written and digital communication. ● He/she has the responsibility of signing checks if the Treasurer or President are unable to sign. ● He/she shall establish and lead the Membership Committee.
Professional Learning: Virtual and F2F Director (F2F is defined Face to Face)	<p>The Professional Learning Director shall be the ambassador between membership needs and professional learning opportunities for the organization.</p> <ul style="list-style-type: none"> ● He/she shall hold the role in the LACUE Canvas Marketplace as an administration for course creation and template creation. ● He/she shall manage the Course Development for LACUE in the Canvas Marketplace. ● He/she shall be the main contact person for Canvas between the Board of Directors and LACUE event organizers in order to connect virtual options to F2F events. ● He/she will help to develop the F2F programs for events.
General Members (6)	<p>The General Board Members will serve on the board and perform specific duties outlined by the Board of Directors</p> <ul style="list-style-type: none"> ● One General Member will serve as the Post Secondary Representative <ul style="list-style-type: none"> ○ Full-time Member or Adjunct Member ○ From a 2-year or 4-year institution ● One General Member will serve as the Awards Committee Chairperson <ul style="list-style-type: none"> ○ Organizes and collects nominations for the state winners in

	<ul style="list-style-type: none"> ○ the categories determined by the Board of Directors. ○ Select fair and impartial judges to determine the winners based on a rubric developed by the Awards Committee
Exhibitor Representative	The Exhibitor Representative works with the entire Board of Directors as a liaison before and during Association Events.
Louisiana Department of Education Liaison(s)	The Liaison(s) shall inform the Board of Directors of current and upcoming educational policies and practices relevant to the Association’s mission(s). He/She will also assist in statewide outreach and collaboration.

Chapter 4 Policies and Forms

1. [Conflict of Interest Policy and Annual Affirmation and Disclosure Statement](#)
2. [Code of Ethics Pledge](#)
All Board Members must attach a copy of the certificate from the Louisiana Ethics Administration Program. This training can be accessed at <https://laethics.net/EthicsTraining/Training/CourseList.aspx>.
3. [Board Member Confidentiality Agreement](#)

Chapter 5 Dissolution of LACUE

Any assets left after paying for all financial obligations will be donated to a qualified non-profit organization 501(c)(3) organization of the internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law) selected by the majority of the Board, an act of dissolution must meet the same requirements as for passage of an amendment to the bylaws.

Flowchart of Board of Directors

