

LAFAYETTE CONVENTION & VISITORS COMMISSION BY-LAWS,  
POLICIES, AND PROCEDURES

ARTICLE I

The Lafayette Parish Convention and Visitors Commission (hereafter referred to as the “Commission”) has been created by and in accordance with provisions of Act 38 of the State of Louisiana of 1974, Lafayette Parish Ordinance No. 277 of 1974, for the purpose of promoting the Convention and Visitors Industry of the Lafayette Parish area to the greatest extent, using proceeds of the overnight accommodations tax derived from a tax of 4% (hereafter known as the “tax”) upon the gross room receipts of Lafayette Parish hotels and motels, campgrounds, bed and breakfast revenue and from such other sources as may be arranged and approved by the Commission and its staff.

ARTICLE II

PURPOSE

The purpose and objectives shall be to promote the Convention and Visitors Industry and encourage the development of tourist attractions in the Lafayette area. The bureau shall follow good business

practices, the policies set forth by the Commission and these By-laws.

ARTICLE III

COMMISSION DIRECTORS

The government of the Commission, the directions of its work and the control of its property shall be vested in a Board of Commissioners, composed nine (9) members. By means of the aforementioned legislation, directors of the Commission shall be appointed and serve as designated in the State Act by the Lafayette Consolidated Government Ordinance as follows:

One from the Acadiana Hotel Motel Association,  
One from the Acadiana Restaurant Association, and  
One from the Lafayette Retail Merchants Association. One from Consolidated Government President of Lafayette, Four from the Lafayette Consolidated Government Council and One from the Greater Lafayette Chamber of Commerce. The Lafayette Consolidated Government Council ratifies all appointments.

TERMS

The Commission directors shall be appointed to 4-year terms with the maximum tenure to be for 2

terms or no longer than 10 years. Appointments to the Commission, as designated above, shall be made no later than December 31 in the termination year of their predecessor. The termination date of all directors shall be December 31 of the year in which their appointment terminates. It is hereby further specified that un-expired terms caused by resignation or for other reasons shall be fulfilled by appointments in the same manner that the term was originally filled as described in Article III to serve the remaining portion of the resignee's term.

#### ARTICLE IV

##### OFFICERS

The Commissioners shall elect from among themselves a President, Vice-President and a Treasurer.

##### NOMINATIONS

Nominations of officers shall be made by a nominating committee at the regularly scheduled December meeting. The Commission shall be composed of three Commissioners appointed by the President. The Committee shall insure orderly progression of Commission members into the offices of President, Vice-President and Treasurer each

year. The duty of the nominating committee is to propose a candidate for the office of Treasurer. Following this nomination, an election of officers shall take place.

## ARTICLE V

### MEETINGS

The Commission shall hold regular meetings each month on the third Wednesday beginning at 3:15 p.m. at a place to be announced no later than two days prior to the meeting. The schedule may be changed by agreement of the Commission.

- A. Special Meetings – The Commission Board may hold special meetings whenever its President or any three Commissioners fell such meetings desirable, notifying the remainder of the Commission.
- B. Quorum – Five (5) members at any regular or special meeting will constitute a quorum authorize to transact Commission business and take actions as approved by the vote of a majority of those present.
- C. Notice – The Commissioners shall receive mail notifying them of regular and special meetings two days prior to the meeting. Notice for

Executive Committee meetings shall be given to members not less than 24 hours prior to the time of the meeting. The Executive Committee meeting may be called by either the Executive Director, the President or Vice-President.

D. Attendance – Any Commissioner who misses two regularly scheduled meetings in succession is required to show cause in writing or submit a resignation for the good of the organization. If neither is forthcoming the item shall be placed on the agenda at the next regularly scheduled meeting and steps taken to notify all interested parties of the vacancy.

ARTICLE VI

COMMITTEES

The President shall appoint such committees, as the work of the Commission requires.

ARTICLE VII

EXECUTIVE DIRECTOR

The Commission shall be empowered to employ, and to terminate the employment of, an Executive Director to carry out the functions, operations and purposes of the Commission and its agencies created herein or at a later date. It shall delegate to the Executive Director all authority and responsibilities

necessary to properly administer the business of Commission and subject to its review. The Executive Director shall be the Chief Administrative Officer of the Commission. He shall be responsible for official correspondence, maintaining the official records, supervising the keeping of books of accounts, and provide professional leadership of the directors and staff concerning the effective and efficient operation of the Commission. He shall have the responsibility of the employment, dismissal, and training of the Commission staff.

The Executive Director shall be subject to an annual employment review on or before November 1 of each year conducted by the Executive Committee. The performance appraisal and recommendation for performance adjustment should be presented to the full Board at the December meeting.

## ARTICLE VIII

### BUDGET AND FINANCE

The fiscal year shall be from January through December 31. The Executive Director shall prepare his recommendations during the month of July and present to the Executive Committee. The proposed budget shall be presented to the Commission Board

in August so it can be presented to the proper agency by October 31.

A. Operating Statements – The Executive Director shall also submit to the Commission at its regular monthly meeting a financial operating statement concerning the preceding month and the year as of that time.

B. Finance Committee Meetings – The Treasurer will meet by the third Tuesday of each month, one day prior to the board meetings to review with the Executive Director all invoices due for payment and be prepared to present to the Board of Commissioners for review of payment on the third Wednesday of each month.

C. Expenditures – All expenditures on behalf of the Commission and its agencies shall be by check and the Executive Director and a duly designated officer of the Commission shall sign all checks. The Office Manager is authorized to sign as a second signature on checks for \$500 or less. The Executive Director may authorize budgeted expenditures on behalf of the Commission up to \$10,000 without prior approval of the

Commission Board. Any amount over this must be brought before the Commission for approval.

- D. Bonding – The Executive Director and Commission employees shall be bonded in an amount approved by the Board and the amount to be revised if necessary at the first meeting of each calendar year.
- E. Audit – The books of the Commission shall be audited by an independent certified public accountant annually, and said accountant shall make a written report of his audit to the Commission who will thereupon submit a copy of said report to the governing authority of the parish. Such audit shall be made and completed as soon as practical after the closed of the fiscal year, and copies of the report of said audit shall be filed with the parish within fifteen days after receipt thereof by the Commission.
- F. Deposit of Funds and Distribution – The funds of the Lafayette Parish Convention and Visitors Commission shall be placed in a bank in Lafayette with review and/or renegotiations on a bi-annual basis. In the event of dissolution of the



Commission the remaining funds less liabilities shall be transferred to Lafayette Parish Government.

ARTICLE IX

STAFF MEMBERSHIPS AND DUES

The Commission will not pay membership fees or dues for its staff in civic, fraternal, veterans, or other organizations with basic purposes unrelated to the Convention and Visitors Industry without specific authorization by the Commission. Because the staff will have an overriding responsibility to work closely with all groups and organizations without showing, or appearing to show favoritism in any respect, members of the staff will not ordinarily be encouraged to join such organizations.

ARTICLE X

CONVENTION AND VISITORS BUREAU

The Commission hereby creates the Lafayette Convention and Visitors Bureau, to be operated under the policies established by the Commission in pursuance of the objectives set forth in Article II, and appoints the Executive Director of the Commission to assume the same title with the same authority and responsibility in the Bureau, which shall be the agency representing Lafayette Parish

and the Commission in the Louisiana Association of Convention and Visitor Bureaus and the International Association of Convention and Visitors Bureaus.

ARTICLE XI

BUREAU MEMBERSHIP

- A. Qualification – Any reputable person, business firm, association, corporation, partnership or estate in sympathy with the objective and purposes of the Lafayette Parish Convention and Visitors Bureau shall be eligible for membership.
- B. Admission – Admission is based upon written application with approval based upon review by the Executive Director.
- C. Dues – The membership dues, as determined and approved by the Board of Commissioners, shall be annual. All overnight accommodations, collecting and remitting the tax, are considered automatically to be members and eligible for the services and other benefits of Lafayette Parish Convention and Visitors Bureau.
- D. Honorary Memberships – Any individual or firm who has contributed substantially to the Bureau or the Convention and Visitors Industry in the

Lafayette area may, by majority vote of the Board of Commissioners, be named honorary members of the Bureau.

- E. Forfeiture – Any member whose dues are in arrears for ninety (90) days shall be reported to the board for review. Any member whose dues are in arrears for one hundred and eighty (180) days shall be automatically dropped from membership in the bureau and can only be reinstated by submitting a new application.

ADOPTED BY THE LAFAYETTE CONVENTION AND VISITORS  
COMMISSION, February 9, 2004.

Revised 2/20/08