Please note:

Proposed deletions are to be indicated with strikethrough font.

Additions are to be indicated with italicized and underlined font and highlighted.
| LSNA BYLAWS | RATIONALE* |
Article I Name, Mission, Purpose and Functions

Section 2: Mission & Purpose
a. The Mission of LSNA is to foster high standards for professional nursing practice for all Registered Nurses and advocate for quality healthcare for the citizens of Louisiana.
b. The purposes of the LSNA shall be to:
   1. Work for the improvement of healthcare services for all people, and
   2. Foster high standards of nursing, and stimulate and promote the professional development of nurses.
c. The purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

Section 4: Rights and Responsibilities as Constituent of ANA and State Nurses Association
a. The Louisiana State Nurses Association is a Constituent, hereinafter referred to as a C/SNA of the ANA in accordance with policies adopted by the ANA Membership Assembly in order to gain rights of membership as a Constituent State Nurses Association and for its members as defined in the ANA Bylaws.
b. The LSNA shall remain affiliated with the American Nurses Association until such time as 2/3 of the entire LSNA membership votes to disaffiliate from ANA. LSNA membership for these purposes is defined as individual members of LSNA who have ANA rights and privileges of membership as a result of their LSNA membership. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity of the vote.
c. The LSNA is entitled to two representatives at the ANA Leadership Council who shall be the President and Executive Director or their designees. The President must be a concurrent member of both the ANA and LSNA. LSNA shall be allowed one vote to cast by the President or the President’s designee.
LSNA BYLAWS

Section 1: Composition
a. Full Members of LSNA are those who shall hold concurrent membership in ANA, LSNA, and a DNA.
b. State Only Members of LSNA are those who shall hold concurrent membership in LSNA and a DNA.
c. State only membership is contingent upon an agreement between the C/SNA and ANA for nurses who either reside or work in Louisiana. LSNA State-Only members shall not be entitled to representation at the Membership Assembly or other benefits of ANA membership.

Section 3: Membership Privileges, and Obligations
a. Full Members of LSNA shall have membership privileges as follows:
   1. Participate in the election of LSNA and ANA representatives and alternates by secret ballot.
   2. Serve in any LSNA and ANA elected or appointed position if so qualified and selected.
   3. Attend conventions, ANA Membership Assembly or other unrestricted activities of LSNA or ANA.
   4. Receive regular LSNA communications.
   5. Attend the Quadrennial Congress of the International Council of Nurses.
   6. Receive a constituent ANA/C/SNA LSNA membership card and official publications.
   7. Hold membership in ANA councils in accordance with provisions of ANA Bylaws.
   8. Attend any meeting of LSNA where official business is conducted except for Executive Session.
   9. Have a right of due process.
b. Full Members of LSNA shall have the following obligations:
   1. To abide by LSNA bylaws.
   2. To abide by the ANA bylaws.
   3. To abide by the ANA Code of Ethics for Nurses.
c. State Only Members of LSNA will have membership privileges as follows:
   1. Participate in the election of LSNA officers by secret ballot.
   2. Serve in any LSNA elected or appointed position except President, President-Elect, Secretary, Treasurer, Director of Transition into Practice, Committee on Resolutions & Bylaws, and Committee on Nominations; ANA representative and Alternates to the Membership Assembly, if so qualified and selected and/or appointed.
   3. Attend conventions or other unrestricted activities of LSNA.
   4. Receive regular LSNA communications.
   5. Attend any meeting of LSNA where official business is conducted except for Executive Session.
   6. Have a right of due process.
d. State Only Members of LSNA shall have the following obligations:
   1. To abide by the LSNA bylaws.
   2. To abide by the ANA Code of Ethics for Nurses.

Section 5: Dues
a. Full Members:
   1. The annual dues for LSNA/ANA members shall be set forth in dues policy and shall include the present rate of dues paid by the LSNA to the ANA in accordance with policies adopted by the ANA Membership Assembly. In the event that the rate of dues payable to the ANA by the SNA is increased in the future, any such changes shall be automatically added to the annual dues owed by a SNA/ANA member to the SNA.
   2. The LSNA shall continue to pay dues to the ANA pursuant to the ANA Bylaws and House of Delegates LSNA Membership Assembly policy until such time as 2/3 of the entire LSNA membership votes to disaffiliate from ANA. LSNA membership for these purposes is defined as individual members of LSNA who have ANA rights and privileges of membership as a result of their LSNA membership. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity of the vote.
   3. Members who qualify for one of the following categories may elect to pay 50 percent of the annual dues:
      a) Registered Nurses who are not employed;
      b) Registered Nurse students in full-time study;
      c) Graduates of basic nursing programs for the first year of membership if initiated within six months following graduation; or
      d) Members who are totally disabled.
b. State Only Members:
   The annual dues for the State Only Members shall be set forth in LSNA dues policy.
c. Dues Escalator:
   The LSNA Membership Dues will be increased automatically, based on the Consumer Price Index for All Urban Consumers (CPI-U) without requiring additional authorization of the House of Delegates LSNA Membership Assembly. This increase is not to exceed 2% per year. This dues escalator will be calculated on an annual basis and be implemented every 3 years.

RATIONALE*

ANA Recommendation

ANA Recommendation

ANA Recommendation

Change “House of Delegates” language to reflect terminology used by ANA, “Membership Assembly” for consistency; this changed is proposed throughout the current bylaws

ANA Recommendation
LSNA BYLAWS

ARTICLE III Organizational Affiliates

Section 1: Qualifications
An Organizational Affiliate of LSNA is an organization that:

a. Is a nursing organization that meets criteria established by the LSNA Board of Directors to include a governing body composed of a majority of registered nurses and operates in a manner that is congruent with the LSNA By-laws.

b. Has been approved by the Board of Directors, and

c. Has paid an organizational affiliation fee to LSNA, which is specified by the Board of Directors.

Section 2: Rights
Each Organizational Affiliate shall have the right to:

a. Have one member as a delegate, who shall be a member of LSNA, at the LSNA Membership Assembly.

b. Make informational reports or presentations to the LSNA Board of Directors or LSNA Membership Assembly within the organizational affiliate’s expertise.

c. Submit to LSNA the names of representatives qualified for appointment to ad hoc groups, task forces and/or committees.

d. Supply a list of members to LSNA to invite to workshops and meetings.

e. Submit information to be disseminated to members via electronic or print media.

f. Receive a reduced rate for exhibit space at the LSNA Membership Assembly and “Link to the Legislature”.

g. Collaborate with LSNA on legislative issues.

h. Receive a free link to Affiliate’s existing website.

i. Receive a copy of LSNA member communications.

j. The rights and privileges of the organizational members or affiliates shall be determined by and limited to the participation in LSNA activities and issues.

k. Other LSNA rights and privileges as deemed appropriate by the LSNA Board

RATIONAL**

ANA Recommendation

Allows for additional incentives to be considered without having to wait 2 years for a vote
LSNA BYLAWS

ARTICLE IV HOUSE OF DELEGATES LSNA Membership Assembly

Section 1: Definition
The House of Delegates LSNA Membership Assembly shall be the governing and official voting body of LSNA and shall be composed of the Board and delegates selected by secret ballot by official voting bodies of the DNA’s.

Section 2: Functions
The House of Delegates LSNA Membership Assembly shall:

a. Take positions, determine policy and set direction on substantive issues of a broad nature necessitating the authority and backing of the official voting bodies of LSNA;

b. Elect officers and Directors to the Board as provided in these bylaws;

c. Adopt and maintain bylaws. Approval shall be in accordance with ANA guidelines.

Section 3: Composition

a. Apportionment
   1. The number of delegates to which any DNA shall be entitled at any biennial convention shall be based on the number of members six months preceding a convention.
   2. The number of delegates to which any DNA shall be entitled at any special meeting of the House of Delegates LSNA Membership Assembly shall be the number of delegates authorized for the House of Delegates LSNA Membership Assembly at the immediate preceding biennial convention.
   3. Each DNA in good standing shall be entitled to one delegate for every ten members and to one delegate-at-large.

b. Qualifications
   Delegates shall be members of LSNA and in good standing.

c. Term of Office
   Each delegate and alternate shall be elected for one two-year term or until a successor is elected and assumes office.

d. Vacancies
   Vacancies shall be filled with alternates selected by the DNA in accordance with LSNA policies & procedures, in the following sequence.
   1. Election by secret ballot; or
   2. Appointment by DNA Board, DNA executive committee or DNA officer.

e. Notification of Delegates
   Each DNA shall send a list of all duly elected delegates to the LSNA office at least thirty (30) days prior to the opening day of convention, and at least two (2) days prior to the opening of a special session.

Section 4: Meetings

a. The House of Delegates LSNA Membership Assembly shall meet at least biennially in the odd years at the time of the LSNA Convention.

b. Special meetings of the House of Delegates LSNA Membership Assembly may be called by the Board and shall be called by the President upon written request of a majority of the DNA’s.

c. The time, place, and registration fee for the meetings shall be determined by the Board.

d. Notice of a meeting of the House of Delegates LSNA Membership Assembly shall be mailed to each DNA at least two months prior to a biennial meeting of the House of Delegates LSNA Membership Assembly and at least six weeks prior to a special meeting.

Section 5: Quorum

a. A quorum of the House of Delegates LSNA Membership Assembly shall be a majority of the registered delegates.

b. The President or President-Elect and at least one other officer (Secretary or Treasurer) must be present for the House of Delegates LSNA Membership Assembly to be in session.

c. At least three Directors of the Board must be present for the House of Delegates LSNA Membership Assembly to be in session.

d. A majority of the DNA’s must be represented for the House of Delegates LSNA Membership Assembly to be in session.

RATIONALE*

Adopt “LSNA Membership Assembly” to reflect ANA language
ARTICLE V Board of Directors

Section 1: Definition
The Board of Directors, a corporate body composed of elected or Board appointed members, serve as the agent for the House of Delegates LSNA Membership Assembly.

Section 2: Composition
There shall be a Board which shall consist of officers and members, each of whom shall hold membership in ANA LSNA/DNA.

a. There shall be four officers elected by the House of Delegates LSNA Membership Assembly: President, President-elect, Secretary and Treasurer.

b. There shall be five directors members elected by the House of Delegates LSNA Membership Assembly, to serve on the Board as:
- Director of Clinical Practice, Health Policy, and Advocacy
- Director of Membership, Recruitment, and Retention
- Director of Nursing Leadership and Professional Development
- Director of Organizational Advancement
- Director of Transition into Practice

c. The Executive Committee shall be composed of the President, President-elect, Secretary, Treasurer, and Director of Transition into Practice as ex-officio.

d. The Immediate Past-President shall serve as ex-officio with no voting privileges as a member on the Board of Directors.

e. The President of the Louisiana Association of Student Nurses or designee shall serve as a non-voting member of the LSNA Board of Directors.

f. The President of the Louisiana Nurses Foundation Board of Directors shall serve as a non-voting member of the LSNA Board of Directors.

g. The President (Chair) of the Louisiana Nurses Political Action Committee (LANPAC) shall serve as a non-voting member of the LSNA Board of Directors.

Section 4: Functions
The Board shall:

a. Exercise the corporate responsibility and fiduciary duties of the association consistent with applicable provisions of law;

b. Provide for the adoption of financial policies, adoption of the budget for the association which incorporates program plans for structural units, surveillance of LSNA funds, the annual external review of all books and reporting to the membership and LSNA Membership Assembly;

c. Provide for implementation of association policies, positions, and directives of the House of Delegates LSNA Membership Assembly;

d. Develop and implement a strategic plan for the organization, incorporating directives from the House of Delegates LSNA Membership Assembly;

e. Establish policies and procedures for the transaction of business, coordination of association activities, and the operation and maintenance of a state office;

f. Appoint and define the responsibilities of the executive director and delegate authority necessary for the administration of LSNA policies, programs and activities;

g. Establish structural units and DNAs upon demonstrated interest by members;

h. Dissolve structural units and DNAs when evidence of said interest no longer exists;

i. Establish such fees as may be required for specified activities and for membership affiliation with structural groups within LSNA in excess of those provided for in these bylaws;

j. Define qualifications for appointed office unless otherwise specified in these bylaws;

k. Establish special committees as necessary;

l. Appoint a committee from the LSNA Board of Directors to biennially review the Mission, Vision, and Goals of the LSNA and submit proposed changes to the Board of Directors as needed;

m. Every two years, appoint a Quality Review Board (consisting of 3 members) to provide annual audits of the Provider Unit’s continuing education activities for the purpose of verifying compliance with ANCC-COA criteria.

n. Make or confirm appointments, and fill vacancies as necessary.

o. Constitute the membership of the Louisiana Nurses Foundation, Inc. (LNF), and function in that capacity as specified in the Bylaws of the Louisiana Nurses’ Foundation;

p. Appoint member(s) to the Board of Trustees of the Louisiana Nurses Political Action (LANPAC) as specified in the LANPAC bylaws;

q. Assume such other duties as may be provided elsewhere in these bylaws and by the House of Delegates LSNA Membership Assembly;

r. Control the use of the official insignia, and the procurement and sale of replicas thereof;

s. Appoint an LSNA member as a consultant to Louisiana Association of Student Nurses;

t. Conduct an annual performance review of the Executive Director by the Executive Committee of the Board of Directors.

ANA Addition: Board members must be ANA members

2.f. & g. – recognize LNF and LANPAC as integral components of the LSNA umbrella and will better ensure communication and collaboration among the entities
Section 5: Term of Office
a. Officers shall be elected biennially to serve for two years or until their successors are elected and assume office. Directors shall be elected biennially to serve for four years or until their successors are elected and assume office.
b. At the end of a two-year term, the President-Elect will assume the position of President for a two year term.
c. Three directors to serve on the board shall be elected by the House of Delegates, LSNA Membership Assembly at one biennial convention and two directors to serve on the board shall be elected by the House of Delegates, LSNA Membership Assembly at the alternate biennial convention, each to serve for four years or until successors are elected.
d. No officer or board member shall serve more than two consecutive terms in the same office nor more than twelve consecutive years on the Board. An officer or board member who has served more than half a term shall be considered to have served a full term.

Section 10: Functions of Officers
Officers shall assume duties usually performed by such officers and as defined by these bylaws or by the Board.
a. The President shall serve as:
   1. chairperson of the House of Delegates, LSNA Membership Assembly, the LSNA Board of Directors, and the Executive Committee.
   2. an ex-officio member of all committees, except the Nominating Committee.
   3. chairperson of the Council of Presidents annual meeting.
   4. Represent LSNA at the ANA Leadership Council and serve as the LSNA voting member; or designee
b. The President-Elect shall:
   1. orient to the duties of President.
   2. assume other duties as requested by the President.
   3. assume duties of the LSNA President in the President’s absence or at the discretion of the President.
   4. serve as liaison to the Resolution and Bylaws Committee:
      a) Establish committee, assure members are ANA/LSNA/State members
      b) Oversee the functions of the Committee – biennial review of bylaws, preparation of amendments, presentation to LSNA Membership Assembly, review of ANA By-laws; preparation of resolutions for presentation to LSNA Membership Assembly

c. The Secretary shall:
   1. chair the Archives Committee
   2. be accountable for record keeping and reporting of meetings of LSNA including House of Delegates, LSNA Membership Assembly, Executive Committee and Board of Directors
   3. Shall complete and submit to the Board minutes within 30 days of meeting
   4. Record the history of LSNA during tenure – significant events, Convention, officers, legislation, Hall of Fame bio, in Memoria

d. The Treasurer shall:
   chair the Finance Committee
   1. be responsible for monitoring the fiscal activities of the association.
   2. provide reports and interpretation of LSNA’s financial position quarterly to the Board of Directors and annually to the LSNA Membership Assembly and membership.
   3. Establish the Finance Committee, serve as chair to the Finance Committee. Performs the following functions:
      a) Draft and recommend to the Board of Directors policy and procedures related to the management of the financial matters of the Association.
      b) Advise the Board of Directors on financial policies and procedures of LSNA.
      c) Submit a proposed budget for the association to the Board, considering budgetary needs submitted by committees and councils as outlined in these bylaws and including the Officers and Executive Director.
      d) Advise the Board and membership on the financial status of LSNA

e. The Immediate Past President shall:
   1. serve as an ex-officio, nonvoting, member of both the Executive Committee and the LSNA of the Board of Directors
   2. Resource to head quarter’s staff regarding standards and policies for the operation of the LSNA office
   3. Chair the Administrative Committee

ANA Recommendation

ANA Recommendations

c.3. Ensure timely submission and follow up action

c.4. With adoption of records management policy, the archive function will be assumed by staff; however the historian tasks will remain

Specify responsibilities of each officer related to committee functions

Eliminate Admn Committee but continue Administrative task as resource to staff
<table>
<thead>
<tr>
<th>LSNA BYLAWS</th>
<th>RATIONALE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 11. Functions of Directors</strong></td>
<td>Related committee functions referenced here to facilitate efficiency of operations and allow the Board and LSNA to consider more “work group” strategies as opposed to standing committees that may not function as needed</td>
</tr>
<tr>
<td><strong>Director of Clinical Nursing Practice, Health Policy and Advocacy:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Serve as a member of the Board of Directors.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Oversee the functions of Clinical Nursing Practice, Health Policy, and Workplace Advocacy:</strong></td>
<td></td>
</tr>
<tr>
<td>a) Assemble a community of peers to serve as a principle source of expertise related to clinical practice to identify relevant positions and policies on clinical practice to the board and to promote an understanding of the healthcare needs of diverse populations;</td>
<td></td>
</tr>
<tr>
<td>b) Collaborate with LSNA legislative lobbyist and legislators to:</td>
<td></td>
</tr>
<tr>
<td>i. Initiate legislative action, under the direction of the Board of Directors, as appropriate to promote nursing or improve healthcare to the citizens of Louisiana;</td>
<td></td>
</tr>
<tr>
<td>ii. Recommend a position on legislation related to nursing and healthcare issues to the Board of Directors;</td>
<td></td>
</tr>
<tr>
<td>iii. Develop and disseminate lobbying strategies for LSNA;</td>
<td></td>
</tr>
<tr>
<td>iv. Keep membership informed about important legislation pertinent to nursing;</td>
<td></td>
</tr>
<tr>
<td>c) Advise the Board of Directors on issues relating to problems in the workplace; develop and revise policies and procedures for responding to problems in the workplace.</td>
<td></td>
</tr>
<tr>
<td><strong>Director of Membership, Recruitment, and Retention:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Serve as a member of the Board of Directors.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Oversee the functions of a Membership Committee - report on membership status, strategies for recruitment and retention, and the activities to promote membership:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Nursing Leadership and Professional Development:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Serve as a member of the Board of Directors.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Oversee the functions of Continuing Education, Programming, and Research/Informatics:</strong></td>
<td></td>
</tr>
<tr>
<td>a) Liaison with the coordinator of the provider and approval units; participate in evaluation of the effectiveness of the LSNA continuing education approval system.</td>
<td></td>
</tr>
<tr>
<td>b) Participate in planning the focus of and program schedule for the convention and other programs of LSNA.</td>
<td></td>
</tr>
<tr>
<td>c) Advise the Board of Directors on issues relating to nursing research and informatics; develop and revise policies and procedures for implementation of nursing research and informatics.</td>
<td></td>
</tr>
<tr>
<td><strong>Director of Organizational Advancement:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Serve as a member of the Board of Directors.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Oversee the functions of Communication &amp; Social Media Committee, Member Services, and LSNA Insider:</strong></td>
<td></td>
</tr>
<tr>
<td>a) Recommend policies and procedures to promote the advancement of nursing and LSNA through various modes including print, electronic and social media.</td>
<td></td>
</tr>
<tr>
<td>b) Submit a plan to the Board of Directors for improving the image of nursing and upon approval, assist in its implementation.</td>
<td></td>
</tr>
<tr>
<td>c) Submit a plan to the Board of Directors for informing nurses and the citizens of Louisiana of the role of nursing in providing healthcare and upon approval, assist in its implementation.</td>
<td></td>
</tr>
<tr>
<td>d) Assist with the content and information for the monthly Insider.</td>
<td></td>
</tr>
<tr>
<td><strong>Director of Transition into Practice:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Serve as a member of the Executive Committee of the Board of Directors</td>
<td></td>
</tr>
<tr>
<td>2. Serve as a member of the Board of Directors.</td>
<td></td>
</tr>
<tr>
<td>3. Met the requirement of new to the profession of nursing with seven or fewer years of experience.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Promote transition from member of Louisiana Association of Student Nurses to LSNA member:</strong></td>
<td></td>
</tr>
<tr>
<td>a) Serve as LSNA Consultant to the Louisiana Association of Student Nurses</td>
<td></td>
</tr>
<tr>
<td>b) Develop strategies to increase new graduate membership</td>
<td></td>
</tr>
<tr>
<td>c) Coordinate LSNA participation at LASN Convention</td>
<td></td>
</tr>
<tr>
<td>d) Maintain student nurse recruitment materials</td>
<td></td>
</tr>
<tr>
<td>e) Coordinate contact with new member graduates</td>
<td></td>
</tr>
<tr>
<td>f) Collaborate with the Membership Committee</td>
<td></td>
</tr>
<tr>
<td><strong>Position serves as liaison with Student Nurse groups and LASN</strong></td>
<td></td>
</tr>
</tbody>
</table>
Section 11: Functions of Directors

Director of Clinical Nursing Practice and Advocacy:
1. Serve as a member of the Board of Directors.
2. Serve as liaison to Health Policy Committee, and Workplace Advocacy Committee.

Director of Membership, Recruitment, and Retention:
1. Serve as a member of the Board of Directors.
2. Serve as liaison to the Membership Committee.

Director of Nursing Leadership and Professional Development:
1. Serve as a member of the Board of Directors.
2. Serve as liaison to the Education Committee, Program Committee, Research/Informatics Committee, and SCAP.
3. Serve as liaison to the Communication & Social Media Committee, member services, and LSNA Insider.

Director of Organizational Advancement:
1. Serve as a member of the Board of Directors.
2. Serve as liaison to the Communication & Social Media Committee, member services, and LSNA Insider.
3. Has Met the requirement of new to the profession of nursing with seven or fewer years of experience.
4. Promote transition from member of Louisiana Association of Student Nurses to LSNA member.

Director of Transition into Practice:
1. Serve as a member of the Executive Board.
2. Serve as a member of the Board of Directors.
3. Has Met the requirement of new to the profession of nursing with seven or fewer years of experience.
4. Promote transition from member of Louisiana Association of Student Nurses to LSNA member.

Section 12: Removal of Officers and Members

Directors of the Board of Directors
Any officers or other member Director of the Board of Directors may be removed by a majority vote of the Board of Directors for failure to fulfill the duties of their office, including failure to participate in two consecutive meetings or failure to submit Reports to the Board of Directors for two consecutive meetings, following a written notification two weeks prior to the vote.

ARTICLE VI Executive Director

Section 2. Responsibilities
a. The Board of Directors shall delegate to the executive director, as chief executive officer, the authority to manage the association according to policies established by the House of Delegates, LSNA Membership Assembly and the Board of Directors.
b. The executive director shall be accountable to the Board of Directors.
c. The executive director shall:
1. provide liaison and staff support to councils and committees
2. provide for effective management of the state office.
3. employ, direct, evaluate, promote, and terminate staff of the association.
4. employ registered nurses who are members of LSNA.
5. represent the association and serve as spokesperson on matters of established policy and position.
6. Represent LSNA as one of the two representatives at the ANA Leadership Council.

Ensure accountability and provide mechanism for the Board to address inactive members.
ARTICLE VII Standing Committees

Section 1: Definition
There shall be standing committees as follows:

a. Administrative Committee
b. Archives Committee
c. Audit Committee
d. Communication and Social Media Committee
e. Continuing Education Committee
f. Finance Committee
g. Health Policy Committee
h. Membership Committee
i. Nominating Committee
j. Program Committee
k. Research/Informatics Committee
l. Resolution and Bylaws Committee
m. Workplace Advocacy Committee

Section 6: Committees

Administrative Committee

1. Composition:
   a) The Immediate Past-President shall serve as chairperson.
   b) The membership shall consist of at least 4 additional members, appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

2. Term of Office:
   a) The chairperson shall serve for two years.
   b) Committee members shall serve for two years, or until a successor is appointed.

Responsibilities:

a) Recommend standards and policies for the operation of the LSNA office.
b) Make recommendations to the Board of Directors for the purchase of equipment and other materials to improve the operations of the office.
c) Evaluate personnel policies of LSNA staff and make recommendations for change to the Board of Directors.
d) Make recommendations to the Board of Directors for continued operation of the LSNA office in the event of unforeseen difficulties, such as vacancy in professional staff.

3. Meetings and Quorum:
   a) Meetings shall be held at least quarterly.
   b) The majority of committee members shall constitute a quorum.

Archives Committee

1. Composition:
   a) The Secretary of the LSNA Board of Directors shall chair the committee.
   b) Membership shall consist of at least 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

2. Term of Office:
   a) The chairperson shall serve for two years.
   b) Committee members shall serve for two years, or until a successor is appointed.

3. Responsibilities:
   a) Recommend standards and policies for the maintenance of LSNA documents.
   b) Serve as historian of the association by researching archives as needed.
   c) Submit documents to Louisiana Department of Archives, according to standards and policies for maintenance of documents.

4. Meetings and Quorum:
<table>
<thead>
<tr>
<th>LSNA BYLAWS</th>
<th>RATIONALE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Meetings shall be held annually.</td>
<td></td>
</tr>
<tr>
<td>b) The majority of committee members shall constitute a quorum.</td>
<td></td>
</tr>
<tr>
<td>5. Accountability:</td>
<td></td>
</tr>
<tr>
<td>Be responsible to the Administrative Committee.</td>
<td></td>
</tr>
</tbody>
</table>

Audit Committee

1. Composition:
   a) Membership shall consist of four members: one member appointed by the Board of Directors, one elected from North Louisiana, one elected from South Louisiana, and one elected from the membership-at-large. The southern border of the Alexandria district is the geographical dividing line. Each elected member shall represent a different DNA. 
   b) The elected member receiving the highest number of votes shall be the chairperson.

2. Term of Office:
   a) The chairperson shall serve for two years.
   b) Committee members shall serve for two years, or until a successor is appointed.

3. Responsibilities:
   a) Conduct an annual audit of LSNA income and expenses, with the assistance of the certified public accountant, if needed.
   b) Recommend to the Board of Directors that external accounting services be secured if material discrepancies are identified.
   c) Report findings and make recommendations to the Board of Directors annually and to the House of Delegates at convention.
   d) Submit a report to the membership annually in the Pelican News.

Clinical Practice Committee

1. Composition:
   a) The chair shall be appointed by the Board of Directors of Clinical Practice, Health Policy, and Advocacy.
   b) Membership shall consist of at least 4 additional members, appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

2. Term of Office:
   a) The chairperson shall serve for four years.
   b) Committee members shall serve for two years, or until a successor is appointed.

3. Responsibilities:
   a) Provide a community of peers and serve as a principle source of expertise related to clinical practice to identify relevant issues and concerns.
   b) Monitor existing standards, develop positions and policies on clinical practice and make recommendations to the board.
   c) Promote increased understanding of the healthcare needs of diverse populations in clinical practice.

4. Meetings and Quorums:
   a) Meetings shall be held at least annually.
   b) A majority of its members shall constitute a quorum.

Communication and Social Media Committee

Composition:
   a) The chairperson shall be appointed by the Board of Directors.
   b) Membership shall consist of at least 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

Term of Office:
   a) The chairperson shall serve for two years, or until a successor is appointed.
   b) Committee members shall serve for two years, or until a successor is appointed.

Responsibilities:
   a) Recommend policies and procedures to promote the advancement of nursing and LSNA through various modes including print, electronic and of social media.
   b) Submit a plan to the Board of Directors for improving the image of nursing and upon approval, assist in its implementation.
   c) Submit a plan to the Board of Directors for informing nurses and the citizens of Louisiana of the role of nursing in providing healthcare and
<table>
<thead>
<tr>
<th>LSNA BYLAWS</th>
<th>RATIONALE*</th>
</tr>
</thead>
</table>
| **Education Committee** | 1. **Composition:**  
   a) The chair shall be appointed by the Board of Directors and report to the Director of Nursing Leadership and Professional Development.  
b) Membership shall consist of at least 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.  
2. **Term of Office:**  
a) The chairperson shall serve for four years.  
b) Committee members shall serve for two years, or until a successor is appointed.  
3. **Responsibilities:**  
a) Establish or recommend standards, policies, and procedures for approval of continuing education offerings and institution/agency total programs.  
b) Implement an approval process for continuing education offerings and institution/agency total programs utilizing the American Nurses Credentialing Center's (ANCC's) standards, policies, and procedures established for continuing education.  
c) Establish procedures for evaluating the effectiveness of the LSNA continuing education approval system in promoting quality continuing education for Louisiana nurses.  
4. **Meetings and Quorum**  
a) Meetings shall be held at least quarterly.  
b) A majority of its members shall constitute a quorum.  |

**Finance Committee**  
1. **Composition:**  
a) The Treasurer of the LSNA Board of Directors shall chair the committee.  
b) Membership shall consist of 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.  
2. **Term of Office:**  
a) The chairperson shall serve for two years.  
b) Committee members shall serve for two years, or until a successor is appointed.  
3. **Responsibilities:**  
a) Draft and recommend to the Board of Directors policy and procedures related to the management of the financial matters of the Association.  
b) Advise the Board of Directors on financial policies and procedures of LSNA.  
c) Submit a proposed budget for the association to the Board, considering budgetary needs submitted by committees and councils as outlined in these bylaws and including the Officers and Executive Director.  
d) Advise the Board and membership on the financial status of LSNA.  
4. **Meetings and Quorum:**  
a) Meetings shall be held at least quarterly.  
b) A majority of committee members shall constitute a quorum.  

**Health Policy Committee**  
Composition:  
a) The chairperson shall be elected by the House of Delegates and shall serve as a member of the Board of Directors. Appointed by the Board of Directors and shall report to the Director of Clinical Practice, Health Policy & Advocacy.  
b) Membership shall consist of 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.  
Term of Office:  
a) The chairperson shall serve for four years.  

---

Added to ensure clarification of role.
### Membership Committee

1. **Composition:**
   - a) The chair shall be appointed by the Board of Directors and report to the Director of Membership, Recruitment, and Retention.
   - b) Membership shall consist of at least 4 additional members, appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

2. **Term of Office:**
   - a) The chairperson shall serve for four years.
   - b) Committee members shall serve for two years, or until a successor is appointed.

3. **Responsibilities:**
   - a) Advise the Board of Directors on membership status of the association.
   - b) Develop and promote strategies for membership recruitment and retention.
   - c) Coordinate the promotion of membership activities.

4. **Meetings and Quorum:**
   - a) Meetings shall be held at least quarterly.
   - b) A majority of committee members shall constitute a quorum.

### Nominating Committee

1. **Composition:**
   - a) Membership shall consist of four members: one member appointed by the Board of Directors, one elected from North Louisiana, one elected from South Louisiana, and one elected from the membership-at-large. The southern border of the Alexandria District is the geographical dividing line. Each elected member shall represent a different DNA.
   - b) The elected member receiving the highest number of votes shall be the chairperson.
   - c) All appointed or elected members of the committee must be concurrent members of both ANA and LSNA/DNA.

2. **Term of Office:**
   - a) Nominating committee members shall serve for two years until their successors are elected/appointed and assume office.
   - b) Vacancies on the nominating committee shall be filled by appointment of the Board of Directors.
   - c) Appointment to fill vacancies of elected nominating committee members shall be made from the membership from the geographic area represented by the seat(s) vacated.
   - d) If the chair's seat is vacated and the vacancy is filled by appointment as herein provided, the committee shall elect a new chairman for the remainder of its term.

3. **Responsibilities:**
   - Perform the duties described in a separate article of these bylaws on Nominations and Elections.

4. **Meetings and Quorum:**
   - a) The meetings shall be held at least annually.
   - b) A majority of committee members shall constitute a quorum.

### Program Committee

1. **Composition:**
   - a) The chairperson is appointed by the Board of Directors and will work with the lead nurse planner of the provider unit of the South Central Accreditation Program (SCAP) for the development of continuing nursing education programs. The chairperson shall report to the Director of Nursing Leadership & Professional Development.
   - b) Membership shall consist of at least 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

2. **Term of Office:**
   - a) The chairperson shall serve for two years.
**LSNA BYLAWS**

<table>
<thead>
<tr>
<th>Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Establish guidelines, policies, and procedures for LSNA provided/co-provided continuing education offerings, in compliance with the American Nurses Credentialing Center (ANCC) standards for accreditation as a provider unit.</td>
</tr>
<tr>
<td>b) Monitor and coordinate all activities related to LSNA status as an ANCC accredited provider of continuing education for nurses.</td>
</tr>
<tr>
<td>c) Plan the focus of and program schedule for the convention and other programs of LSNA.</td>
</tr>
<tr>
<td>d) Coordinate overall convention activities.</td>
</tr>
<tr>
<td>e) Evaluate the effectiveness of program offerings and the Total Provider Unit and submit a written report to the Board of Directors.</td>
</tr>
</tbody>
</table>

**Meetings and Quorum:**

a) Meetings shall be held at least annually. A majority of its members shall constitute a quorum.

---

**Research/Informatics Committee Composition:**

a) The chair shall be appointed by the Board of Directors and report to the Director of Nursing Leadership & Professional Development.

b) Membership shall consist of at least 4 additional members, appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

**Term of Office:**

a) The chairperson shall serve for four years.

b) Committee members shall serve for two years, or until a successor is appointed.

**Responsibilities:**

a) Advise the Board of Directors on issues relating to nursing research and informatics.

b) Develop and revise policies and procedures for implementation of nursing research and informatics.

**Meetings and Quorum:**

a) Meetings shall be held at least annually.

b) A majority of its members shall constitute a quorum.

---

**Resolution and Bylaws Committee**

1. **Composition:**

   a) The chairperson is appointed by the Board of Directors and reports to the President-Elect and must be a concurrent member of both ANA and LSNA/DNA.

   b) Membership shall consist of at least 4 additional members appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status. The appointed members must be concurrent members of the ANA and LSNA/DNA.

2. **Term of Office:**

   a) The chairperson shall serve for four years.

   b) Committee members shall serve for two years, or until a successor is appointed.

3. **Responsibilities:**

   a) By-Laws:

      1) Biennially review the LSNA Bylaws to assure conformity with ANA Bylaws and submit amendments to the House of Delegates LSNA Membership Assembly.

      2) Evaluate proposed amendments to the bylaws of this association.

      3) Submit proposed LSNA revisions to the ANA Committee on By-Laws (COB) no later than 60 days, preferably 90 days, before the notice period to the biennial House of Delegates LSNA Membership Assembly.

      4) Submit proposed amendments to the bylaws to the House of Delegates LSNA Membership Assembly in accordance with provisions for amendments to these bylaws.

      5) Submit revised or amended bylaws that have been adopted by the LSNA Membership Assembly no later than 30 days after adoption date.

      6) Review proposed revisions to ANA By-Laws sent to C/SNAa and the IMD for comment and provide recommended comments to the LSNA BOD for submission back to the ANA Committee on By-Laws.

      7) Review the bylaws of any group seeking to become recognized as a DNA and make recommendations to the Board.

      8) Review the bylaws of DNAs for congruency with LSNA bylaws.

      9) Review Bylaws of potential Organizational Affiliates or any current Organizational Affiliate when their Bylaws are amended or revised to ensure conformity with LSNA Bylaws.

   b) Resolutions:

      1) Develop, review, and monitor the process for presentation of resolutions to the House of Delegates LSNA Membership Assembly.

      2) Receive and present proposed resolutions to the House of Delegates LSNA Membership Assembly.
4. Meetings and Quorum:
   a) Meetings shall be held at least annually.
   b) The majority of committee members shall constitute a quorum.

n. Workplace Advocacy Committee Composition:
   a) The chair shall be appointed by the Board of Directors and report to the Director of Clinical Practice, Health Policy, and Advocacy.
   b) Membership shall consist of at least 4 additional members, appointed by the Board of Directors, giving consideration to diversity in geographic location, workplace position, and minority status.

   Term of Office:
   a) The chairperson shall serve for four years.
   b) Committee members shall serve for two years, or until a successor is appointed.

   Responsibilities:
   a) Advise the Board of Directors on issues relating to problems in the workplace.
   b) Develop and revise policies and procedures for responding to problems in the workplace.

ARTICLE IX. Publications

The Pelican News shall be the official publication of this association and shall be provided to each member.

The LSNA Insider shall be the monthly newsletter sent to each LSNA member.

ARTICLE X. Nominations and Elections

Section 1: Nominations
a. Nominating Committee Responsibilities:
   1. Six months prior to convention request names of candidates for elective offices of LSNA and ANA the LSNA representatives and alternates to the ANA Membership Assembly from the DNAs.
   2. Three months prior to convention, receive from DNAs the name of candidates for consideration in developing the ballot.
   3. Two months prior to convention, the Nominating Committee shall meet and prepare a ballot consisting of at least two or more nominees for each office to be filled.
   4. Prepare a ballot, including the names submitted by the DNAs and other members.
   5. Publish the slate of candidates at least 60 days in advance of elections.
   6. The ballot shall be representative, insofar as possible, of diversity in geographic location, workplace position, and minority status.

b. Nominees shall meet the following qualifications:
   1. Must hold appropriate membership status as identified in Article II: Section 3. For the intended office.
   2. Shall consent to serve if elected.
   3. Must be in good standing with the Association.
   4. Shall disclose if any potential conflict of interest exists while serving in the elected position.

c. Members shall serve in only one (1) elective office of LSNA at any one time, excluding serving as a delegate to ANA the LSNA Representative to the ANA Membership Assembly.

   d. The House of Delegates LSNA Membership Assembly may take additional nominations from the floor at the business meetings.

   LSNA State Only Members cannot be nominated to serve as LSNA President, President-elect, Secretary, Treasurer or ANA representative. Board Members or as LSNA Representatives or Alternates to the ANA Membership Assembly.

Section 2: Elections
a. Elections shall be held in conjunction with biennial meetings of the House of Delegates LSNA Membership Assembly
b. Delegate credentialing and voter eligibility shall be verified.
c. Officers: The President-Elect, Secretary, and Treasurer shall be elected by the House of Delegates LSNA Membership Assembly biennially to serve for two years or until their successors are elected and assumes office.
d. Directors of the board shall be elected by the House of Delegates LSNA Membership Assembly at the biennial convention, to serve a four year-term. Terms are to be staggered so that three directors are elected at one convention and then two directors are elected at the next biennial convention.
e. The Board shall determine dates and hours of voting.

   i. All Full LSNA/ANA Members may cast one secret ballot in the election of the ANA LSNA representatives and alternates to the ANA Membership Assembly.
<table>
<thead>
<tr>
<th>LSNA BYLAWS</th>
<th>RATIONALE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>g. Members may vote for other eligible members of the association who have consented to serve if elected, but not appearing on the ballot.</td>
<td></td>
</tr>
<tr>
<td>h. A plurality vote shall constitute an election, in case of a tie, the choice shall be determined by lot.</td>
<td></td>
</tr>
<tr>
<td>i. Terms of office shall begin at the adjournment of the House of Delegates LSNA Membership Assembly.</td>
<td></td>
</tr>
<tr>
<td>j. ANA-LSNA representatives/alternates to the ANA Membership Assembly shall serve a two-year term or until a successor is elected.</td>
<td></td>
</tr>
</tbody>
</table>