

(2023)

Baton Rouge District Nurses Association Bylaws

Article 1

Name, Purposes, and Functions

Section 1: Name and Boundaries

- a. The name of this association shall be the Baton Rouge District Nurses Association, herein referred to as BRDNA.
- b. The Louisiana State Nurses Association (LSNA) designated the following parishes as the Baton Rouge District: East Baton Rouge, West Baton Rouge, Pointe Coupee, St. Helena, Livingston, Ascension, and Iberville.

Section 2: Purposes

- a. The purposes of the BRDNA shall be to promote the purposes of the American Nurses Association and the Louisiana State Nurses Association (LSNA), which are to:
 - i. Work for the improvement of health standards and the availability of health care services for all people,
 - ii. Foster high standards of nursing, and
 - iii. Stimulate and promote the professional development of nurses.
- b. These purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

Section 3: Functions

- a. The functions of BRDNA shall be to
 - i. Promote standards of nursing practice, nursing education, and nursing services.
 - ii. Promote adherence to the Code of Ethics for Nurses established by the ANA, revised in 2015.
 - iii. Initiate and/or influence legislative programs related to nursing, health, and healthcare practices.
 - iv. Support programs and studies in nursing which contribute toward the improvement of health care.
 - v. Disseminate information relevant to nursing.
 - vi. Encourage the professional development of nursing.
 - vii. Promote a positive image of nursing.
 - viii. Support affirmative action programs related to nursing.
 - ix. Assume an active role as a consumer advocate.
 - x. Represent the nursing profession with allied health groups, other organizations, governmental bodies, and the public.
 - xi. Collaborate with members and officers of the Louisiana Association of Student Nurses and its local chapters.
 - xii. Provide for representation in the LSNA House of Delegates.
 - xiii. Adopt and maintain such bylaws that do not conflict with the bylaws of LSNA or published procedures of the House of Delegates of the Board.

Article II

Membership

Section 1: Composition

The BRDNA shall be composed of members who meet the qualifications and responsibilities specified in these bylaws.

- a. Full members of the LSNA/BRDNA are those who hold concurrent membership in ANA, LSNA, and BRDNA.
- b. State-only members of LSNA/BRDNA are those who shall hold concurrent membership in LSNA and BRDNA.

Section 2: Qualifications

A member is an individual who:

- a. Holds a valid license as a Registered Nurse or a temporary permit as a Registered Nurse Applicant in Louisiana, and who does not have a license under suspension, revocation, or any other restriction from any state, this includes nurses who retired with a nursing license in good standing.
- b. Is current with membership dues.
- c. Is not under revocation of membership for violation of the ANA Code of Ethics for Nurses or LSNA/BRDNA Bylaws.
- d. Has met these qualifications unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

Section 3: Membership Rights and Responsibilities, Obligations

- a. Members of BRDNA have all rights and responsibilities inherent in membership of the LSNA membership rights and responsibilities. [LSNA Bylaws](#) In addition, within the district, members have the rights and responsibilities to:
 - i. Participate in the election of LSNA delegates by secret or mailed ballot.
 - ii. Participate in the election of officers of the BRDNA.
 - iii. Participate in the election of members of the Nominating Committee.
 - iv. Vote on all motions presented by the membership.
 - v. Receive regular communication from the ANA, LSNA, and BRDNA. State only members do not receive communication from ANA.
 - vi. Participate in all activities of the LSNA specified in those bylaws.
 - vii. Request a transfer of membership to another district nurses association.
 - viii. BRDNA members shall have the right of due process.
 - ix. BRDNA members shall have the following obligations: to abide by the BRDNA, LSNA, and ANA bylaws, and the ANA Code of Ethics for Nurses.
 - x. State-only members of the LSNA shall have the following obligations: to abide by BRDNA and LSNA bylaws and the ANA Code of Ethics for Nurses.
- b. Membership rights shall be forfeited upon failure to pay membership dues as required by ANA/LSNA/BRDNA current policy.

Section 4: Disciplinary Action

Members shall be subject to censure or expulsion by LSNA/BRDNA for violation of the Code of Ethics for Nurses as established by the ANA or for violation of the bylaws of the Association. No such action shall be taken against a member until such member shall have been served with written specific charges, given a reasonable time to prepare a defense, and offered an opportunity for a full and fair hearing before the BRDNA Board of Directors. Expulsion from BRDNA shall result in expulsion from LSNA upon certification thereof by the BRDNA to LSNA.

The member may, within 90 days after notification of such action, request the LSNA Board to review any question of law or procedure involved therein. Members expelled under the provisions of this section by BRDNA, who are subsequently reinstated by BRDNA, shall be automatically reinstated by LSNA. State-only members are not members of ANAN by their membership status, thus expulsion from ANA does not apply.

Article III

Dues

Section 1: Amount

Dues for LSNA shall be established by its Membership Assembly (This includes the present rate of dues paid by LSNA to ANA). The LSNA membership dues will be increased automatically, based on the Consumer Prices Index for All Urban Consumers 132 (CPI-U) without requiring additional authorization of the 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. [Dues escalator LSNA Bylaws](#)

Section 2: Dues Categories

- a. Full membership dues shall be paid if employed full-time or part-time.
- b. Reduced membership dues shall be paid if not employed, or full-time student, or a new graduate from a basic nursing education program who is within six months of graduation and in the first membership year only or members totally disabled.
- c. State only membership.

Section 3: Transfer

A member may transfer from one district within the state to another, and must notify LSNA.

Article IV

Voting Body and Meetings

Section 1: Definition

Members of the BRDNA are the governing body and members present at any meeting constitute the official voting body.

Section 2: Quorum

A quorum for the transaction of business by the voting body shall consist of two officers and the members present.

Section 3: Functions

The Board of Directors and membership of BRDNA shall approve policies, procedures, bylaws, and activities of the district.

Section 4: Meetings

Members shall be notified of regular, annual, and special meetings.

- a. Regular meetings
 - i. No less than six meetings shall be held per year.
 - ii. The time and place shall be determined by BRDNA membership and the BRDNA Board of Directors.
- b. Annual meetings
 - i. The first regular meeting of the calendar year shall be designated as the annual meeting for the purpose of hearing reports of Officers and Standing Committees and the installation of the newly elected Board of Directors.

- c. Special meetings may be called by either:
 - i. A majority vote of the Board of Directors, or
 - ii. A written request to the President by 5% of the membership.
- d. All Registered Nurses, nursing students, and other invited guests are welcome to attend meetings.

Section 5: Order of Business

The order of business at the regular meetings shall be:

- a. Call to order
- b. Establish quorum
- c. Reading of minutes
- d. President's report
- e. Report of Board of Directors meeting(s)
- f. Treasurer's report
- g. Standing Committee Reports
- h. Unfinished business
- i. New Business
- j. Announcements
- k. Adjournment

The order of business at the annual meeting shall be:

- a. Call to Order
- b. Establish quorum
- c. Reading of minutes
- d. President's annual report
- e. Secretaries' annual reports
- f. Treasurer's annual report
- g. Standing committee's annual reports
- h. Unfinished business
- i. New Business
- j. Report of Tellers
- k. Installation of newly elected officers and Board members
- l. Announcements
- m. Adjournment

Article V

Nominations and Elections

Section 1: Nominating Committee

- a. Term of office: A committee consisting of three (3) members shall be elected in even numbered years.
- b. Members
 - i. The Chair is the candidate receiving the highest number of votes shall be the chair.
 - ii. The chair may not serve more than two (2) consecutive terms.
 - iii. Candidates receiving second and third place shall serve as members of the committee.
- c. Duties and responsibilities

- i. Verify the eligibility of voters and candidates for office from a member list furnished by LSNA and BRDNA President
- ii. Choose candidates from a variety of nursing practice areas and a mix of new and experienced members
- iii. Obtain candidate's written consent to serve.
- iv. Members may be candidates for only one elected office at any one time.
- v. Inform nominees of responsibilities of related office. Board members shall be informed of committee chair vacancies.
- vi. Prepare a calendar of election activities to assure preparation of the ballot and election of the Board of Directors in a time frame in compliance with these bylaws.
- vii. Prepare a slate of candidates
 - 1. Select at least one nominee for each office, preferably more.
 - 2. Candidates may be nominated from the floor at the meeting held at least sixty (60) days prior to the annual meeting.
- viii. Present the slate of candidates to the Board of Directors and the BRDNA voting body at least sixty (60) days prior to the annual meeting.
- ix. Provide for elections by secret ballot.
- x. Retain election ballots for at least one year following the annual meeting.
- xi. Submit sample ballot, candidate information, and consent to serve to the Chair of the Archives Committee within 30 days of the annual meeting.

Section 2: Board of Directors

- a. Terms of Office
 - i. All members of the Board of Directors shall be elected for a two-year term.
 - ii. The president-elect shall be elected annually and will serve the second year of term as president.
 - iii. The vice-president, treasurer, recording secretary, and two (2) board members shall be elected in odd-numbered years.
 - iv. The corresponding secretary, and two (2) board members shall be elected in even-numbered years.
 - v. No member of the Board of Directors shall serve more than two consecutive terms in the same office.
 - vi. A member of the board of Directors who has served twelve (12) months or more shall be considered to have served a full term.
 - vii. The newly elected shall begin their terms of office at the adjournment of the annual meeting and serve for a two-year term, unless otherwise specified, or until a successor is elected or appointed.
- b. Vacancies
 - i. A vacancy in office except for the President-elect may be filled by appointment by the Board of Directors for the unexpired term.
 - ii. A special election will be conducted for the vacancy of President-elect.

Section 3: Appointment of Tellers and Election Process

- a. Three members shall be appointed by the President to serve as tellers for the annual meeting.

- b. The tellers shall count the ballots and report the number of votes cast for each candidate.
- c. A plurality vote shall constitute an election. The President declares the election of each office.
- d. In case of a tie, a runoff shall be determined by members present at the annual meeting.
- e. The election process concludes with the actual count of ballots at the annual meeting.

Section 4: Challenge of Elections

Any challenge to an election held by BRDNA shall be filed with the recording secretary of the BRDNA no more than 30 days after the election.

Section 5: Removal of Elected Officials

Any elected official may be removed by the voting body whenever such action is deemed to be in the best interest of BRDNA.

Section 6: Delegates for the LSNA Membership Assembly Number

- a. The number of delegates shall be provided for in the bylaws of the LSNA:
 - i. The delegate number is based on the number of members six (6) months preceding the LSNA convention.
 - ii. One delegate for every ten (10) members and one delegate-at-large is allowed.
- b. Election:
 - i. Delegates shall be members of ANA/LSNA/BRDNA or LSNA/BRDNA
 - ii. Delegates and alternates shall be nominated and elected by the official voting body not more than three (3) months prior to convention.
- c. Term of office:
 - i. Each delegate and alternate shall serve a two (2) year term or until a successor is elected.
- d. Vacancies:
 - i. Shall be filled with alternates selected in accordance with LSNA policy and procedures and in the following sequence:
 - 1. Election by secret ballot, or
 - 2. Appointment by the Board of Directors, or
 - 3. Appointment by the President or designee.
- e. Notification of Delegates:
 - i. BRDNA president shall send a list of all duly elected delegates to the LSNA office at least thirty (30) days prior to the opening day of convection, and at least two (2) days prior to the opening of a special session.

Article VI

Board of Directors

Section 1: Definition

The Board of Directors is the corporate body composed of officers and four board members elected by the voting body of BRDNA.

Section 2: Composition

The Board of Directors shall consist of ten (10) voting and two (2) non-voting members.

- a. President
- b. President-elect

- c. Vice President
- d. Recording Secretary
- e. Corresponding Secretary
- f. Treasurer
- g. Four (4) Board Members
- h. Outgoing President (ex-officio, advisory member for one (1) year after term), non-voting
- i. Nominating Committee Chair, non-voting

Section 3: Authority

The Board of Directors shall have the authority to transact business between meetings and to perform other duties as defined by these bylaws, provided that none of its acts conflict with action taken by the voting body and be accountable to the membership of the BRDNA.

Section 4: Responsibilities

The Board of Directors shall:

- a. Exercise the corporate responsibility and fiduciary duties of the association.
- b. Provide for implementation of association policies and positions approved by the LSNA.
- c. Establish policies and procedures for the transaction of business and coordination of association activities.
- d. Establish financial policies and procedures.
- e. Approve an annual budget before the annual meeting.
- f. Present an annual financial statement to the membership.
- g. Establish policies and procedures for the dissemination of information.
- h. Establish policies and procedures for approving publications and other materials before their distribution.
- i. Establish policies and procedures for nominations and elections.
- j. Establish ad hoc committees for the board as deemed necessary for the performance of its duties and define the purpose and authority of such committees.
- k. Make appointments and fill vacancies as delegated to the board in these bylaws.
- l. Ensure the maintenance of the district archives for the collection and preservation of documents and other materials that contribute to the historical and cultural development of nursing.
- m. Provide for representation at meetings of voluntary organizations and of public or governmental agencies.
- n. Establish relationships and collaborate with the local chapters of the Student Nurses' Association.
- o. Approve the recommendations and activities of all standing and appointed committees of BRDNA.
- p. Provide reports to LSNA as required.
- q. Assume other duties as may be provided elsewhere in these bylaws.
- r. Deliver to the newly elected officers at the first Board of Directors meeting following elections, all accounts, record books, papers, or other property belonging to this association within one (1) month following completion of term of office.

Section 5: Duties of the Board of Directors

- a. The President shall
 - i. Preside at all meetings of the BRDNA and Board of Directors

- ii. Serve as an ex-officio member of all committee, except the Nominating Committee
- iii. Prepare an agenda for each meeting
- iv. Represent the association at all official functions
- v. Attend the annual meeting of the District Nurses Association (DNA) presidents as called by the LSNA Board of Directors to communicate the status of the association and the DNAs. An alternate may be designated by the president to attend
- vi. Serve as an ex-officio member of the BRDNA Board of Directors for one (1) year following the end of the term as president and act in an advisory capacity with no voting power.
- vii. Appoint the chair(s) of Ad Hoc Committees
- viii. Appoint three (3) members to an Ad Hoc Audit Committee by the October meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report at the annual meeting.
- ix. Represent the BRDNA at the LSNA convention and serve as delegate-at-large.
- x. Appoint three (3) tellers to count ballots for elections.
- xi. Furnish the Nominating Committee with a complete list of members prior to each election
- xii. Provide names of delegates and alternates to the LSNA House of Delegates
- xiii. Perform all other duties of the office as delegated by the voting body.
- b. The President-Elect shall
 - i. In the absence of the President, perform the duties of the President
 - ii. Server as the chair of the Bylaws Committee
 - iii. Orient to the duties of the president and assume other duties as delegated.
- c. The Vice President shall
 - i. In the absence of both President and President-elect, assume the duties of the President
 - ii. Server as chair of the Program Committee.
- d. The Recording Secretary shall
 - i. Keep the minutes of all meetings of the association and the Board of Directors
 - ii. Preserve all papers, letters, and records of transactions of the association
 - iii. Server as chair of the Archives Committee
 - iv. Send to the LSNA Office
 - 1. Names and addresses of newly elected officers
 - 2. Names of committee chairs immediately after appointment.
- e. The Corresponding Secretary shall
 - i. Send notices of the time and place of all meetings
 - ii. Conduct the general correspondence of BRDNA and the Board of Directors
 - iii. Keep an accurate list of names and addresses of all members of this association as distributed by LSNA
 - iv. Serve on the Program Committee
 - v. Proposed an annual budget for the activities of this office and submit to the Treasurer by September 30th.

- f. The Treasurer shall
 - i. Provide reports and interpretation of financial status to the Board of Directors and voting body
 - ii. Server as chair of the Finance Committee
 - iii. Conduct fiscal affairs of the association according to the guidelines established by the Finance Committee and the ad hoc Audit Committee
 - iv. Submit all books of account for audit at the request of the Audit Committee
 - v. Propose an annual budget for the this office and the Finance Committee and submit by September 30th
 - vi. Present an annual budget for BRDNA as approved by the Board of Directors for adoption by the membership at the annual meeting
 - vii. Review an annual income and expense statement based on prior years budget activity at the annual meeting.
- g. Board members shall
 - i. Server as member of the Board of Directors in fulfilling duties and responsibilities inherent in these bylaws
 - ii. Be appointed by the President and Board of Directors to server as chair of one of the standing committees
 - 1. Health Policy
 - 2. Membership
 - 3. Professional Practice
 - 4. Public Relations

Section 6: Meetings

- a. Regular meetings of the Board of Directors shall be held preceding the business meeting of this association.
- b. Special meetings of the Board of Directors may be called by the President and shall be called upon request by four (4) or more members of the board.
- c. If a member of the Board must be absent, the President must be notified and a written report of the Board Member's committee activities must be submitted.
- d. Absence by any member of the Board of Directors from three (3) consecutive board meetings shall constitute a resignation and the vacancy shall be filled as provided by the bylaws.

Section 7: Quorum

A majority of members of the Board of Directors, including President or Vice President of the Association, shall constitute a quorum at any meeting of the Board of Directors.

Article VII

Standing Committees

Section 1: Names of Standing Committees

There shall be standing committee of the BRDNA on

- a. Bylaws
- b. Health Policy
- c. Membership
- d. Finance
- e. Program

- f. Professional Practice
- g. Archives
- h. Public Relations

Section 2: Composition

A standing committee shall consist of no fewer than three (3) members (including the specified board member). Standing committee chair shall select members of the committee and present their names to the Board of Directors.

Section 3: Term of Office

Members of the standing committee shall serve a two (2) year term without limitations on the number of terms.

Section 4: Accountability

At the beginning of the year, each standing committee shall review these bylaws and develop activities to fulfill the identified duties and responsibilities. The proposed activities shall be submitted to the Board of Directors for approval. Each standing committee chair shall present a written report of the committee's activities to the Board of Directors at each meeting.

Section 5: Vacancies

The absence of a member from three (3) consecutive meetings of a committee shall constitute a resignation and the vacancy shall be filled as provided in these bylaws.

Section 6: Quorum

A majority of the members of any standing or ad hoc committee shall constitute a quorum.

Section 7: Duties and Responsibilities of Standing Committees

The duties and responsibilities for individual committees are as follows:

- a. The Bylaws Committee shall:
 - i. Interpret the bylaws
 - ii. Review the bylaws for conformity with LSNA after each meeting of the LSNA House of Delegates
 - iii. Submit proposed bylaws revisions to the Board of Directors and voting body for approval
 - iv. Submit bylaws approved by BRDNA to LSNA for review for consistency with bylaws of LSNA
 - v. Submit bylaws approved by LSNA to voting body for adoption
 - vi. Proposed an annual budget for the activities of the committee and submitted to the Treasurer by September 30th.
- b. The Health Policy Committee shall:
 - i. Disseminate proposed federal, state, and local legislation for its impact on:
 - 1. Nursing, nurses, and health care
 - ii. Recommend a position on legislation related to nursing and health care issues to the Board of Directors and membership
 - iii. Develop lobbying strategies to promote the position approved by the voting body on pending legislation
 - iv. Keep members of the voting body informed of important legislation pertinent to nursing
 - v. Coordinate and promote the agenda of the LSNA Health Policy Committee

- vi. Propose an annual budget for the activities of the committee and submit to the Treasurer by September 30th.
- c. The Membership Committee shall:
 - i. Develop and implement a plan to increase and retain membership
 - ii. Participate in community activities that promote professional nursing
 - iii. Serve as a resource for schools of nursing and nurses desiring information on ANA, LSNA, and BRDNA
 - iv. Participate in a speakers bureau for schools of nursing and nursing groups on ANA membership
 - v. Participate in LSNA membership recruitment activities
 - vi. Receive a current list of members
 - vii. Propose an annual budget for the activities of the committee and submit to the Treasurer by September 30th.
- d. The Finance Committee shall:
 - i. Establish guidelines for the implementation of the fiscal affairs of the BRDNA
 - ii. Plan and implement activities to increase revenues of BRDNA.
- e. The Program Committee shall:
 - i. Plan educational and social programs in keeping with the purposes, functions, and responsibilities of the BRDNA
 - ii. Arrange for meeting sites, refreshments, and gifts/honoraria for speakers and planned programs
 - iii. Submit a list of planned programs and their locations to the Board of Directors for approval
 - iv. Inform the Corresponding Secretary of the planned programs of the district so that the notices of the programs can be distributed to the membership
 - v. Coordinate professional nurse recognition activities
 - vi. Propose an annual budget for the activities of the committee to the Treasurer by September 30th.
- f. The Public Relations Committee shall:
 - i. Inform the media and LSNA of activities of the district, in accordance with directives of the Board of Directors
 - ii. Prepare information for newspaper ads, write press releases and coordinate interviews
 - iii. Participate in activities relative to public relations through LSNA
 - iv. Submit relevant current information from the district to state and national nursing organizations
 - v. Develop and manage communications through social media
 - vi. Propose an annual budget for the activities of the committee and submit to the Treasurer by September 30th.
- g. The Professional Practice Committee shall:
 - i. Inform the voting body of changes in legal and professional standards as promulgated by the LSNA and ANA
 - ii. Participate in activities that amend the standards

- iii. Promote adherence to standards of nursing practice and to standards of nursing education
 - iv. Support programs and studies in nursing which contribute to improvement of health care for the citizens within the boundaries of BRDNA
 - v. Assist with the promotion and celebration of professional nurse activities
 - vi. Propose an annual budget for the activities of this committee and submit to the Treasurer by September 30th.
- h. Archives Committee shall:
- i. Preserve minutes of general body meetings and board meetings for a period of five (5) years, then submit documents for long term storage
 - ii. Preserve indefinitely the financial records received from the district Treasurer
 - iii. Preserve the slate of candidates from each election and the results from each election for five (5) years
 - iv. Serve as historian of the district by researching archives as needed and requested
 - v. Propose an annual budget for the activities of this committee and submit to the Treasurer by September 30th.

Article VIII

Parliamentary Authority

The rule contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern the BRDNA 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 BRDNA may adopt.

Article IX

Amendment to the Bylaws

The bylaws of BRDNA may be amended, repealed, or any new bylaws may be adopted by two-thirds vote of the membership present and voting at any regular meeting or special meeting called for that purpose provided that notice of such proposed amendment shall have been sent to each member at least ten (10) days before the meeting. A written vote opposing or accepting such proposal with member's signature can be accepted by the president if the member is unable to attend.

Approved: March 3, 1988

Amended: November 8, 1990

Amended: November 10, 1996

Amended: January 8, 1998

Amended: September 13, 2007

Amended: November 2011

Amended: November 12, 2015

Amended: March 13, 2022