

LA CROSSE DISTRICT NURSES ASSOCIATION

BYLAWS

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Revised May 2005

BYLAWS  
La Crosse District Nurses Association

**ARTICLE I: NAME AND MISSION STATEMENT**

**Section 1: Name**

The name of this association shall be the La Crosse District Nurses Association, hereinafter called LDNA. The LDNA is the seventh (07) District of the Wisconsin Nurses Association, Incorporated, hereinafter called WNA. Through WNA, members of LDNA shall have representation in the American Nurses Association, hereinafter called ANA, and the International Council of Nurses.

**Section 2: Mission Statement**

The Mission Statement of LDNA shall be:

La Crosse District Nurses Association is nurses caring for nurses, and nursing, by preserving, supporting, and advancing the profession of nursing.

**ARTICLE II: PURPOSES AND FUNCTIONS**

**Section 1: Purposes**

The purposes of LDNA shall be:

1. To foster high standards of nursing.
2. To work for the availability and improvement of health care services for all people.
3. To promote professional practice and advance the economic and general welfare of nurses.
4. To articulate the practice of nursing to the community.
5. To provide peer support.

These purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

**Section 2: Functions**

The functions of LDNA shall be:

1. To promote the standards of nursing practice, nursing education, and nursing services as defined by the ANA.
2. To participate in and support the legislative program of the WNA and ANA and promote local legislation to further the purposes of LDNA.
3. To promote the efforts of the ANA and WNA in protecting the health, welfare, and economic status of nurses.
4. To represent nurses and serve as their spokesperson with allied professional, nonprofessional, and government groups and with the public.
5. To encourage adherence to the code of ethical conduct established by the ANA for practitioners.
6. To foster common goals with clinical, occupational and specialty groups of nurses.
7. To promote relationships with the Student Nurse Associations in the District.
8. To maintain communications with members through the official LDNA Newsletter and Web page.

## **ARTICLE III: MEMBERSHIP AND DUES**

### **Section 1: Eligibility**

The LDNA shall maintain a membership that meets the qualifications in these Bylaws unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

1. The LDNA shall consist of members, each of whom holds concurrent membership in WNA.
2. Eligibility for membership is limited to someone:
  - a. Who holds or is eligible to hold a current licensure to practice as a registered nurse in at least one state, territory, or possession of the United States or the District of Columbia.
  - b. Who does not have a license under suspension or revocation in any state.
  - c. Who holds or is eligible to hold a permit to practice as a graduate nurse in any of the geographic areas delineated in (a.) above.
  - d. Who has completed a nursing education program qualifying the individual to take the NCLEX for registered nurses as a first-time writer.
  - e. Who is an impaired nurse in treatment and/or in recovery who has surrendered a license to practice.
3. Renewal of membership shall be contingent upon having been granted RN licensure.
4. Membership rights shall be forfeited for failure to pay dues within 60 days following expiration of the current membership period.

### **Section 2: Membership Rights**

LDNA members shall have membership privileges as follows:

1. To attend meetings and other unrestricted activities of LDNA.
2. To participate in the election of officers and members of the Board of Directors of LDNA.
3. To serve in any LDNA elected or appointed positions.
4. To receive regular LDNA communications.

### **Section 3: Membership Obligations**

1. To abide by the ANA, WNA and LDNA Bylaws.
2. To abide by the ANA Code for Nurses.
3. To pay dues according to current policies.

### **Section 4: Disciplinary Procedure**

1. Cause for disciplinary action against a member shall be limited to:
  - a. Violation of LDNA Bylaws.
  - b. Violation of ANA Code for Nurses.
  - c. Other actions which are harmful to the purposes, goals, and functions of ANA, WNA, or other constituent District Nurses Associations.
2. Disciplinary proceedings shall be conducted in accordance with the policies and procedures established by the Board of Directors, which shall have final disciplinary authority over members.
3. The Board of Directors shall determine the disciplinary action to be taken.
4. Any disciplinary action taken by WNA or any other District Nurses Association against one of its members shall be given full recognition and enforcement, provided that such action was taken in accordance with the bylaws and disciplinary procedures of the Associations.

## **ARTICLE III: MEMBERSHIP AND DUES**

### **Section 5: Dues**

1. The amount of annual dues for LDNA shall be:
  - a. Established by the membership of LDNA.
  - b. Paid in addition to and at the same time as those for WNA.
2. Members who qualify for one of the following may elect to pay 50% of the annual dues:
  - a. Nurses who are employed 25 hours or less per week.
  - b. Registered nurse students in full-time study.
3. Members who qualify for one of the following categories may elect to pay 25% of the annual dues:
  - a. Nurses who are 62-years-of-age or older and are not employed.
  - b. Nurses who are totally disabled.
4. No monies shall be refunded, nor additional monies collected, upon resignation or change of dues classification within a membership year.
5. A nurse who has completed full payment of dues in another district association may transfer to LDNA without payment of additional district dues for the remainder of the membership year.

## **ARTICLE IV: OFFICERS**

### **Section 1: Composition**

The officers of LDNA shall be a past-president, a president, a president-elect, a vice-president, a secretary, and a treasurer.

### **Section 2: Elections**

The officers shall be elected by secret ballot at the annual meeting of the membership, as follows:

1. President-elect in the even-numbered years.
  - a. In the event that the President-Elect cannot assume the office of President, the election of a President shall be provided in the odd-numbered year.
2. Vice-President and Secretary in the even-numbered years.
3. Treasurer in the odd-numbered years.
4. Officers shall assume office at the adjournment of the annual meeting at which their elections are declared.

### **Section 3: Terms of Office**

1. Officers shall serve as follows:
  - a. The President-Elect shall serve a one-year term. The President-Elect shall assume the presidency at the end of the term as President-Elect.
  - b. The President, Vice-Presidents, the Secretary, and the Treasurer shall serve two-year terms or until their successors are elected or appointed
  - c. The Past-President shall serve a one-year term.
2. Removal from office.

The LDNA Board of Directors may remove an officer under any of the following conditions:

  - a. Two consecutive unexcused absences from the Board of Directors' meetings.
  - b. Inability to perform the duties of office.
  - c. Violation of the bylaws.
3. Procedure for suspension and removal:
  - a. The LDNA Board of Directors may suspend an officer by 2/3 votes of the voting members present.
  - b. Following the suspension, the person shall be given written notice of the proposed removal; this notice shall specify reasons for the action.
4. Vacancies
  - a. The Board of Directors shall fill all vacancies by means of appointment.

#### **Section 4: Duties**

Each officer shall assume duties defined by these Bylaws.

1. The President shall:
  - a. Chair meetings of the LDNA membership, the Board of Directors, and the Executive Committee.
  - b. Prepare an annual report and distribute it to all members attending the annual meeting and to non-attending members upon request.
  - c. Send the names and addresses of all officers, members of the Board of Directors and committee chairpersons of LDNA to the Executive Administration of WNA immediately after their election or by June
  - d. Notify WNA of actions of the LDNA and send a copy of the bylaws and all amendments adopted by LDNA to the Secretary of the WNA within one month after adoption.
  - e. Schedule facilities and host meetings.
  - f. WNA Involvement
  - g. Submit articles for publication in the LDNA Newsletter
2. The President-Elect shall:
  - a. Assume all of the duties of the President in the President's absence.
  - b. Organize the Annual Meeting, To decide upon the date and place of the annual meeting.
  - c. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - d. Submit articles for publication in the LDNA Newsletter
  - e. Assume such duties as shall be assigned by the President and/or Board of Directors.
3. The Vice-President shall:
  - a. Assume all of the duties of the President in the absence of the President and the President-Elect.
  - b. Organize orientation of all newly elected officers and committee members.
  - c. Review and update bylaws annually
  - d. Assess District needs for legislative action and utilize the district network to promote the WNA legislative agenda.
  - e. Act as a resource to the Board of Directors on legislative matters.
  - f. Updates membership on legislative issues
  - g. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - h. Submit articles for publication in the LDNA Newsletter
  - i. Assume other duties as assigned by the President and/or Board of Directors.
4. The Secretary shall:
  - a. Keep the minutes of all meetings of LDNA: meetings of the membership and Board of Directors.
  - b. Distribute copies of minutes of the Board of Directors' meetings to all members of the Board of Directors.
  - c. Issue notices of dates and places of Board of Directors meetings and LDNA functions.
  - d. Be custodian of LDNA records, with the exception of the Treasurer's books.
  - e. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - f. Submit articles for publication in the LDNA Newsletter
  - g. Assume other duties as assigned by the President and/or Board of Directors.
5. The Treasurer shall:
  - a. Report on the LDNA's financial condition at meetings of the membership and to the Board of Directors.
  - b. Be custodian of the Treasurer's books by maintaining records of bank statements and investment statements.
  - c. Fulfill such responsibilities as may be required by law.
  - d. Complete an annual financial report and distribute to the members at the annual meeting.

- e. Present an annual budget for approval to the Board of Directors two months prior to the annual meeting and to the membership at the annual business meeting.
  - f. Arrange an audit before leaving office.
  - g. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - h. Submit articles for publication in the LDNA Newsletter
  - i. Assume other duties as assigned by the President and/or Board of Directors.
6. The Past President Shall:
- a. Serve as a reference for the President and Board of Directors
  - b. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - c. Submit articles for publication in the LDNA Newsletter
  - d. Assume other duties as assigned by the President and/or Board of Directors.

**Section 5: Disposition of LDNA Documents**

All officers shall deliver to the respective newly elected officers all accounts, record books, papers or other property belonging to the LDNA within two weeks following their retirement.

**ARTICLE V: BOARD OF DIRECTORS**

**Section 1: Composition**

The Board of Directors shall consist of the officers and a Education Director, a Activities Director, a Public Relations Director, a Membership Director, a Nominations Director, a Web page Director and a Newsletter Editor.

**Section 2: Elections**

The Board of Directors shall be elected by secret ballot at the annual meeting of the membership, as follows:

- 1. Education Director, Public Relations Director, Nominations Director, and Newsletter Editor in the even years.
- 2. Activities Director, Membership Director, and Web page Director in the odd years.
- 3. Directors shall assume office at the adjournment of the annual meeting at which their elections are declared.

**Section 3: Term of Office**

Board of Directors shall serve as follows:

- 1. The Education Director, Public Relations Director, Nominations Director, Newsletter Editor, Activities Director, Membership Director, and Web page Director shall serve two-year terms or until their successors are elected or appointed.
- 2. Removal from office:  
The LDNA Board of Directors may remove a director under any of the following conditions:
  - a. Two consecutive unexcused absences from the Board of Directors' meetings.
  - b. Inability to perform the duties of office.
  - c. Violation of the bylaws.
- 3. Procedure for suspension and removal:
  - a. The LDNA Board of Directors may suspend a director by 2/3 votes of the voting members present.
  - b. Following the suspension, the person shall be given written notice of the proposed removal; this notice shall specify reasons for the action.
- 4. Vacancies
  - a. The Board of Directors shall fill all vacancies by means of appointment.

#### **Section 4: Duties**

Each Board of Directors shall assume duties defined by these Bylaws.

1. The Education Director shall:
  - a. Develop biannual education programming at minimum.
  - b. Chair or appoint a chair and serve on the Education Committee.
  - c. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - d. Submit articles for publication in the LDNA Newsletter
  - e. Assume such duties as shall be assigned by the President.
2. The Public Relations Director shall:
  - a. Publicize all events by contacting Web page Director, Newsletter Editor, and Local media and through other such means as developed by the program organizers.
  - b. Serve as Liaison to community events.
  - c. Chair or appoint a chair and to serve on the Public Relations Committee.
  - d. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - e. Submit articles for publication in the LDNA Newsletter
  - f. Assume such duties as shall be assigned by the President.
3. The Nominations Director shall:
  - a. Organize and implement the electoral process.
  - b. Prepare a slate of candidates for LDNA elective positions prior to the annual meeting for presentation to the Board of Directors for the Boards approval and to the membership at the annual meeting.
  - c. Notify all Officers and Board of Directors of their election or appointment.
  - d. Submit election results to the President, Web page Director and Newsletter Editor.
  - e. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - f. Submit articles for publication in the LDNA Newsletter
  - g. Assume such duties as shall be assigned by the President.
4. The Newsletter Editor shall:
  - a. Publish a Quarterly Newsletter
  - b. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - c. Chair or appoint a chair and to serve on the Publications Committee.
  - d. Assume such duties as shall be assigned by the President.
5. The Activities Director shall:
  - a. Develop biannual membership activities at minimum, which may include but are not limited to Heritage Night and National Nurses' Week activities.
  - b. Chair or appoint a chair and to serve on the Activities Committee.
  - c. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - d. Submit articles for publication in the LDNA Newsletter
  - e. Assume such duties as shall be assigned by the President.
6. The Membership Director shall:
  - a. Develop and maintain membership packets and contact for new members.
  - b. Develop and implement plans for retaining and increasing membership.
  - c. Evaluate the effects of methods used for membership recruitment and retention.
  - d. Maintain current list of all membership and have copies available upon request.
  - e. Annually publish the LDNA membership list.
  - f. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - g. Submit articles for publication in the LDNA Newsletter
  - h. Assume such duties as shall be assigned by the President.

7. The Web page Director shall
  - a. Maintain and update the official LDNA web page.
  - b. Prepare an annual report and send it to the President one month prior to the annual meeting.
  - c. Submit articles for publication in the LDNA Newsletter
  - d. Assume such duties as shall be assigned by the President.

Powers and Duties include:

1. The Board of Directors is legally responsible for the organization.
2. The Board of Directors shall not incur liabilities in excess of 10% of the net worth of the LDNA.
3. To define the goals and objectives of the LDNA.
4. To transact the general business of the LDNA.
5. To attend Board of Director meetings, the Annual meeting, and Committee meetings.
6. To provide for the adoption of financial policies, adoption of the budget, and the audit.
7. To bond appropriate LDNA members.
8. To designate the depository for funds and to authorize the investment and disposition of such funds.
9. To make appointments and fill vacancies as provided in these bylaws.
10. To establish special committees.
11. To identify and recommend LDNA members willing to serve as advisors to Viterbo and WWTC Student Nurses Associations.
12. To recommend appointments and appoint representatives to voluntary organizations, public, and government bodies.
13. To approve the slate of candidates prepared by the Nominations Committee.

**Section 5: Disposition of LDNA Documents**

All Board of Directors shall deliver to the respective newly elected officers all accounts, record books, papers or other property belonging to the LDNA within two weeks following their retirement.

**ARTICLE VI: COMMITTEES**

**Section 1: Standing Committees**

1. Executive Committee
2. Education Committee
3. Activities Committee
4. Public Relations Committee
5. Nominations Committee
6. Publications Committee

**Section 2: Ad Hoc Committees**

1. Ad hoc committees are called at the discretion of the President or Board of Directors. They may include but are not limited to Scholarship Committee and Fundraising Committee.

**Section 3: Executive Committee**

1. Composition
  - a. The Executive committee shall be composed of all of the officers of LDNA.
2. Meetings
  - a. Meetings shall be held at the call of the President.
3. Quorum
  - a. A majority of the Executive Committee shall constitute a quorum.
4. Powers and Duties
  - a. The Executive committee shall have all of the powers of the Board of

- Directors to transact business of an urgent nature between Board of Directors' meetings.
- b. May give direction and act in an advisory capacity to the President.
- c. Report all transactions to the members at the next regular meeting of the Board of Directors.

#### **Section 4: Education Committee**

1. Composition
  - a. Committee membership shall be determined by the Education Director.
  - b. The Education Director will chair or appoint a chair to the committee.
  - b. The committee membership shall serve a one-year term.
2. Powers and Duties
  - a. Plans a minimum of two educational events for the membership.
  - c. Prepare an annual report and send it to the Secretary one month prior to the annual meeting.
  - d. Submit articles for publication in the LDNA Newsletter.

#### **Section 5: Activities Committee**

1. Composition
  - a. Committee membership shall be determined by the Activities Director
  - b. The Activities Director will chair or appoint a chair to the committee.
  - c. The committee membership shall serve a one-year term.
2. Powers and Duties
  - a. Plans a minimum of two social or community service events for the membership
  - b. Prepare an annual report and send it to the Secretary one month prior to the annual meeting.
  - c. Submit articles for publication in the LDNA Newsletter.
  - d. Develop an annual calendar of program activities to be submitted to the Board of Directors.

#### **Section 6: Public Relations Committee**

1. Composition
  - a. Committee membership shall be determined by the Public Relations Director. The Director shall attempt to obtain representation from all of the major health care institutions and the educational facilities.
  - b. The Public Relations Director will chair or appoint a chair to the committee
  - c. The committee membership shall serve a one-year term.
2. Powers and Duties
  - a. Keeps Board and membership informed of events within the community.
  - b. Publicizes and advertises LDNA events.
  - c. Contacts local media of LDNA events.
  - d. Prepare an annual report and send it to the Secretary one month prior to the annual meeting.
  - e. Submit articles for publication in the LDNA Newsletter.

#### **Section 7: Nominations Committee**

1. Composition
  - a. Committee membership shall be determined by the Nominations Director.
  - b. The Nominations Director will chair or appoint a chair to the committee
  - c. The committee membership shall serve a one-year term.
2. Powers and Duties
  - a. Recruits members to run for Board of Directors.
  - b. Organizes and implements the electoral process.
  - c. Prepare an annual report and send it to the Secretary one month prior to the annual meeting.
  - d. A mail ballot for election of officers and the LDNA Board of Directors

shall be available upon written request to the LDNA Secretary at least 10 working days prior to the election. The completed ballot must be received by the Secretary at least two working days prior to the annual meeting.

- e. Submit articles for publication in the LDNA Newsletter.

### **Section 8: Publications Committee**

1. Composition
  - a. Committee membership shall be determined by the Newsletter Director
  - b. The Publications Director will chair or appoint a chair to the committee.
  - c. The committee membership shall serve a one-year term.
2. Powers and Duties
  - a.* Publishes a quarterly Newsletter
  - b.* Obtains information to be posted on the LDNA web page and forwards that information to the Web page director.
  - c.* Prepare an annual report and send it to the Secretary one month prior to the annual meeting.
  - d.* Submit articles for publication in the LDNA Newsletter.
  - e.* Utilize media within the boundaries of LDNA District to promote nursing concerns and announce activities of the organization.

## **ARTICLE VII: MEETINGS**

### **Section 1: Meetings of the Board and Membership**

1. Frequency - Regular meetings of the board and membership shall be held monthly.
3. Quorum - A quorum of the membership shall consist of three members of the Board of Directors, including the President or Vice-President and 5% of the total membership. A majority of the Board of directors, one of whom shall be President or Vice-President, shall constitute a quorum at any Board of Directors meeting.
4. Order of Business - Shall include call to order, roll call, approval of last meetings minutes, approval of agenda, officer reports, board of director reports, committee reports, old business, new business, announcements, adjournment.
5. Voting –
6. Meetings shall be held at the call of the President.
7. The President within 3 working days shall call additional meetings after receiving a written request from three members of the Board of Directors.
8. Special meetings of the Board of Directors may be called by the President on five working days' notice to each member of the Board of Directors, either personally, by mail, telephone, e-mail, or fax and shall be held at such time and place as may be specified in the notice thereof.
9. Meetings of the Board of Directors are open to all members of the LDNA and the District Student Nurses Associations, with active participation limited to recognition by the presiding officer.
10. Members of the Board of Directors may be excused from attendance at meetings by prior notification of an officer.
11. Notice of the meetings shall be published in LDNA Newsletter and web page.

### **Section 2: Annual Meeting**

The Board of Directors shall determine the date, time and place of the annual meeting with the President-Elect in charge of organizing the meeting.

The order of business at the annual meeting shall include the usual order of business as well as the financial report for the immediately ending fiscal year and the adoption of the budget.

A quorum of the membership shall consist of three members of the Board of Directors, including the President or Vice-President and 5% of the total membership.

**Section 3: Committee Meetings**

1. Frequency - Regular committee meetings shall be held monthly prior the meetings of the board and membership or as called by the chairperson
2. Quorum – A majority of the committee members shall consist of quorum.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The rules contained in Robert’s Rules of Order Newly Revised shall govern meetings of the LDNA in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE IX: AMENDMENTS**

**Section 1: Procedure**

These bylaws may be amended at any annual meeting or regular meeting by 2/3 vote of the members present and voting, providing the proposed amendments have been sent to all of the members at least 14 working days prior to the meeting.

**Section 2: Annual meeting**

These bylaws may be amended without prior notice at any annual meeting by a 99% vote of all members present and voting.

**ARTICLE X: OFFICIAL PUBLICATION**

The official publication of the LDNA shall be the Newsletter and web page.

**ARTICLE XI: FISCAL YEAR**

The fiscal year of the LDNA shall be June 1 to May 31.

Revised May 2005