

Bylaws and Policies of the Louisiana Association of Student Nurses

ARTICLE I

Name

The name of this organization shall be the Louisiana Association of Student Nurses, a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as LASN and NSNA, respectively.

ARTICLE II

Purposes and Functions

Section 1. The purpose of the LASN is:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the nursing student, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The function of the LASN shall include the following:

1. To have direct input into standards of nursing education and the educational process.
2. To influence health care, nursing education, and nursing practice through legislative activities, as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care.
4. To represent nursing students to the consumer, to institutions and other organizations.
5. To promote and encourage students' participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of person's race, color, creed, sex, age, lifestyle, health status, national origin or economic status.
7. To promote and encourage collaborative relationships with the Louisiana State Nurses' Association, the National Student Nurses' Association, the American Nurses' Association, the National League for Nursing, the International Council of Nurses, as well as other nursing and related health organizations.

ARTICLE III

Members

Section 1. Constituent Associations

1. Any school chapter whose membership is composed of active or associate members and who have submitted the Official Application for NSNA Constituency Status continuing the areas of conformity, and upon meeting such other policies as the NSNA Board of Directors and/or the LASN Executive Board may determine, shall be recognized as a constituent.
2. A school chapter shall be composed of at least 10 members, from a school, or the total school enrollment if less than 10 (NSNA House of Delegates, 1996). Schools with enrollment under 10 must notify the NSNA and LASN office directly with a letter of verification by the dean or director of the program. There shall be only one chapter on each school campus.
4. LASN shall be composed of at least two school constituents. Each school chapter in the State of Louisiana shall belong to LASN. No other state organizations will be recognized.

5. For annual recognition as an LASN constituent, constituent associations shall be required to submit (annually as required by NSNA) the Official Application for NSNA Constituency Status which shall include the following areas of conformity for active and associate members; purpose and function, membership, dues and representation. The constituency status form must be submitted to NSNA six (6) weeks PRIOR to the LASN State Convention in order to have delegates to the LASN Convention. This automatically assures meeting assures meeting the NSNA Convention deadline.
6. A constituent association, which fails to comply with the Bylaws and policies of LASN and NSNA, shall have its status as a constituent revoked by a 2/3 vote of the Executive Board, provided that written notice has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
7. School chapters are entities separate and apart from LASN in their administration of activities, with LASN exercising no supervision or control over these immediate daily and regular activities. LASN has no liability for any loss.

Section 2. Constituent Membership:

Members of the constituent associations shall be:

1. Active Members:

- a) Students enrolled in state approved programs leading to licensure as a registered nurse.
- b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- c) Active members shall have all the privileges of membership inclusive of NSNA and LASN.

2. Associate Members:

- a) Pre-nursing students and registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
- b) Associate members shall have all of the privileges of membership, inclusive of NSNA and LASN except the right to hold the office of president and/or vice-president of LASN or NSNA.

3. Individual Members:

When a membership in a constituent association is not available, individual membership shall be open at the LASN and NSNA levels to any eligible student. Individual members shall have the privileges of membership as prescribed in Article III, Section 2 Items 1 & 2.

Section 3. Categories of Non-Constituent Membership:

1. Sustaining Members:

Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of LASN, upon approval of the Executive Board. This membership category is not open to those eligible for active or associate membership. Sustaining members shall receive NSNA and LASN literature and other information deemed necessary by the LASN Executive Board.

2. Honorary Members:

Honorary Membership may be conferred by 2/3 vote of the House of Delegates upon recommendation by the Executive Board, upon person who have rendered distinguished service or valuable assistance to LASN. Honorary members shall have none of the obligations of membership; however, the honorary member shall receive *Horizons* and other LASN literature as so deemed by the LASN Executive Board.

Section 4. Membership Extension:

Active, associate and individual membership may be extended six months beyond completion of a student's program in nursing school, provided membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

Section 5. Dues:

1. Active, Associate and Individual Members
 - a) The annual dues for active, associate, and individual members shall be set by the LASN policies, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
 - b) The dues for active, associate, and individual members joining for two years shall be set by the LASN policies payable for the appropriate dues years. The dues year for these members shall be a period of twenty-four consecutive months.
 - c) Payment of NSNA and LASN dues is a prerequisite for membership.
 - d) NSNA and LASN dues shall be payable directly to NSNA. NSNA shall remit to LASN the dues received on behalf of LASN.
 - e) Chapter dues shall be set at the discretion of each school association. Chapter dues shall not be remitted to NSNA.
2. The annual dues for sustaining members shall be set by the LASN policies and shall be paid directly to NSNA. The membership shall be for a period of twelve consecutive months.
3. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article IV Officers

Section 1. Officers:

1. Elected officers of LASN shall be President, Vice President, Secretary, Treasurer, four Regional Directors, Breakthrough to Nursing/Membership Director, *LASN Horizons* Editor, Special Events Coordinator, and Recorder/ Historian.
2. The appointed officer of the LASN shall be a Parliamentarian.

Section 2. Eligibility:

1. Only active members with the privileges of membership shall be eligible for the offices of President and Vice-President.
2. Active and associate members with the privileges of membership shall be eligible for the offices of Secretary, Treasurer, Region Director, BTN/Membership Director, *LASN Horizons* Editor, Special Events Coordinator, and Recorder/Historian.
3. The elected State Officers may appoint any active, associate or individual member with the privileges of membership to the office of parliamentarian.
4. Elected and appointed state officers must be students through at least 2/3 of their term of office.
5. Only members who have held office on a state or chapter level, served on an NSNA or LASN committee or commission shall be eligible for the offices of President or Vice president.
6. No member shall hold more than one LASN office at any time.
7. Only members who have cumulative scholastic averages (GPA or QPA) of 2.5 or greater, on a 4.0 scale shall be eligible for any elected state office. All elected officers shall maintain student nurse status in accordance with his or her nursing school's guidelines during his or her term of office, as stipulated by LASN by-laws. Each officer must submit verification of his or her

student nurse status from the nursing school to the LSNA Elected Consultant at the end of each academic period during his/her term of office.

8. No member shall serve more than three terms as a voting state officer, with the stipulation that no more than two terms be served in the same position.
9. Any member removed from office for nonacademic cause shall not be eligible for election to any LASN office.

Section 3. Term of Office

The term of office, for each elected state officer, shall be one year from the adjournment of the annual meeting at which officers are elected, to the adjournment of the annual meeting at which their successors are elected.

Section 4. Duties of Officer

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically, shall include:

1. The President shall:

- a) Serve as the principal officer of the association and preside at all meetings of the association, the Executive Board, and the Executive Committee.
- b) Be responsible for seeing that lines of direction given by the General Body and the actions of the Executive Board are carried into effect, and for reporting to the Louisiana State Board of Nursing Advisory Board, the Louisiana State Board of Nursing Task Force on Entry into nursing, and LANPAC.
- c) Appoint committees and their chairpersons, subject to the approval of the Executive Board, and make other appointments as necessary, including representatives to the Louisiana State Board of Nursing Advisory Board, the Louisiana State Board of Nursing Task Force on Entry into nursing, and LANPAC.
- d) Serve as ex-officio member of all committees, except the Nominations and Elections Committee.
- e) Represent LASN in matter relating to the Association and perform all other duties pertaining to the office.
- f) Co-sign all checks written by the Treasurer. In the event of a large geographical difference between the President and Treasurer, a third elected Executive Board member may be appointed to co-sign checks.
- g) Have such other powers and perform such other duties as may be assigned by the General Body, the Executive Board, or the Executive Committee.

2. The Vice-president shall:

- a) Assume the duties of the President in the absence or disability of the President.
- b) Accede to the office of the President in the event of a vacancy in the office.
- c) Be responsible for the Annual Convention of the Association.
- d) Perform other duties as assigned by the president.

3. The Secretary shall:

- a) Prepare and distribute the minutes of all Executive Board and General Body meetings to each LASN Executive Board member. These minutes are to be received by each Executive Board member for approval no later than three weeks after their last meeting.
- b) Distribute approved minutes to NSNA, LSNA, anyone deemed necessary by the LASN Executive Board and upon request to individual school associations.

- c) Receive all written motions and other written requests during the course of general body and executive board meetings.
- d) Serve as chairperson of the Public Relations Committee as outlined in the LASN Policies and Article IV Section 3a of the LASN By-laws. As such, advise NSNA, LSNA, the Executive Board and the constituent associations of all current programs and activities. and provide current mailing lists of the Executive Board, Consultants, State Committee Chairpersons, and constituent associations to all concerned.
- e) Prepare such correspondence as dictated by the General Body and/or the Executive Board.
- f) Submit information/materials to LASN archives.
- g) Perform other duties as assigned by the president.

4. The Treasurer shall:

- a) Act as custodian of association funds and see that an annual financial report/review is prepared.
- b) On receipt of the prepared expense vouchers and supporting documentation, disburse funds to reimburse members of the Executive Board, LASN's Elected Consultant, the appointed Presidential Consultant, and/or Committee Chairperson for expenses incurred in the execution of their duties; these amounts may include postage, telephone expenses, supplies, etc.
- c) Serve as Chairperson of the Finance Committee. As such, secure bonding for the LASN Officers; secure funds and appropriate signature documents for all banking operations; and act as liaison between the association and the Certified Public Accounting Firm for the preparation of annual reviews and IRS form 990 annually.
- d) Serve as Chairperson of the scholarship committee as outlined in the LASN Policies and Article IX, Section 3f of the LASN Bylaws.
- e) Upon receipt of the prepared expense vouchers and supporting documentation (except where billed directly to the association), disburse funds for the following:
 1. The Elected State Officers, the Parliamentarian, the LASN Elected Consultant, and the Presidential Consultant for the LASN Annual Convention.
 2. The voting delegate, the alternate (as defined by Article VI Section 4b1 of the LASN Bylaws), and presidential consultant to the NSNA Annual Convention as LASN funding permits.
 2. The President and Presidential Consultant to the NSNA Midyear Conference as funding permits.
 3. NOTE: The expenses of the LSNA Consultant to the LASN are borne by LSNA.
- f) Advise each Executive Board Member, Consultant, and Committee Chairperson of their budgeted expense amounts following approval by the Executive Board; and advise each officer that outside organizations requesting their appearance on a program are expected to assume the expenses of that officer unless otherwise voted by the Executive Board.
- g) Submit all financial records of the association for review at such times a requested by the Certified Public Accounting Firm.
- h) Perform other duties as assigned by the president.

5. The Region Directors shall:

- a) Each be a member of the Nomination and Elections Committee.
- b) Each be a chairperson of a State Program Committee.
- c) Each be responsible for the interchange of information between LASN and the constituent schools in his/her region.

- d) Each make at least one site visit to each school/college of nursing in his/her region during his/her term of office and submit a type written report of said visit at the next Executive Board Meeting.
- e) Perform other duties as assigned by the president.
- f) There shall be four region directors, one from each assigned geographic region of the state, as defined by the association Policies.

6. The Membership/Breakthrough to Nursing Director shall:

- a) Maintain current membership lists of LASN Active, Associate, Individual Sustaining and Honorary members
- b) Promote membership recruitment efforts at the state and local levels through innovative recruitment programs.
- c) Facilitate communication between NSNA, LASN, and school chapters regarding membership recruitment.
- d) After consultation with the Parliamentarian, recognize that each constituent school is informed of their delegate status two weeks prior to Annual Convention.
- e) Perform other duties as assigned by the President.

7. The *LASN Horizons* Editor shall:

- a) Publish the state newsletter, known as the *LASN Horizons*, as directed by the General Body and/or the Executive Board, in keeping with sound fiscal policies of the association.
- b) With advise and consent of the Executive Board, appoint an assistant *LASN Horizons* Editor if deemed necessary.
- c) At his/her option, appoint a representative at each constituent to serve as a news source can contact for the *LASN Horizons*.
- d) Perform other duties as assigned by the president.

8. The Special Events Coordinator shall:

- a) Coordinate the annual LASN Toga Party.
- b) Coordinate the annual LASN Leadership Camp.
- c) Perform other duties as assigned by the President.

9. The Recorder/Historian shall:

- a) Trace LASN history, past and present, both in print and photography in order to preserve LASN's history.
- b) Compile the LASN scrapbook annually for display at the LASN Annual Convention.
- c) Prepare an audio-visual presentation of LASN activities for LASN Annual Convention.
- d) Perform other duties as assigned by the President.

10. The Parliamentarian shall:

- a) Serve as parliamentary advisor for the association, become conversant with the Parliamentary Rules of the LASN and Robert's Rules of Order Newly Revised, and as such, shall rise to all parliamentary inquiries at each Executive Board Meeting and the Annual Convention.
- b) Advise and instruct the Executive Board, the General Body, and constituents in the correct usage of parliamentary procedures and those procedures specific to LASN and NSNA.
- c) Assist and advise the Bylaws and Policy Committee in the revision of the by-laws and the Policies of the association.

- d) Prepare for publication in the Convention Book rules and procedures for the conduct of LASN business.
- e) Perform other duties as assigned by the president.

Section 6. Vacancies

A vacancy on the Executive Board, other than President, shall be filled by the Executive Board.

ARTICLE V Nominations and Elections

Section 1. Nominations and Elections Committee:

1. The Nominations and Elections Committee shall be composed of four Regional Directors.
2. The Chairperson of the Nominations and Elections Committee shall be selected by the committee members.
3. A member of the committee nominated as a candidate for any position shall resign from the committee immediately upon acceptance of the nomination.

Section 2. Duties of Nominations and Elections Committee:

1. The committee shall consider the qualifications of the proposed candidates but shall not be limited or controlled by the nominations.
2. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket.
3. The Nominations and Elections Committee shall choose a ticket prior to the opening of the LASN Annual Convention with candidates for all elected state officers and the LASN Consultant. The report of the Nominations and Elections Committee shall be present on the first day of the annual convention.
4. Nominations may be made from the floor at the Annual Convention of the Association provided that the eligibility of the individual so nominated, as determined by these bylaws, can be established and the written consent of such individuals shall be immediately presented.

Section 3. Elections

1. The State officers and the LASN Consultant shall be elected at each Annual Convention by the General Body.
2. The Nominations and Elections Committee shall receive names of proposed candidates submitted in writing by any constituent association.
3. The elections shall be by ballot.
4. A plurality vote shall be elected.
5. A tie vote shall be decided first by a re-vote, and then, if necessary, by casting a lot.
6. Only credentialed delegates or their authorized alternate may participate in the voting process.

Section 4. Credentials

A Credentials Committee shall consist of four LASN active members, who shall be in good standing with NSNA, LASN, and their school SNA chapter, one from each region, appointed by the LASN Executive Board, and the Parliamentarian, who shall be the Committee Chairperson. Their duties shall include:

- a) Ensuring that each delegate is a member in good standing with their local constituent association and certified by that association.
- b) Ensuring that each alternate delegate meets the same requirements as the delegate.

- c) Authority to settle any disputes concerning the legitimacy of any delegate's credentials.

ARTICLE VI

Meetings

Section 1. Annual Convention

The Annual Convention of the Association shall be held for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the General Body. The convention shall be held once a year at such time and place to be determined by the LASN Board of Directors with a goal of alternating between regions and / or coordinating with LSNA. The Executive Board shall determine the time and place within the specific region. Notice of the meeting shall be sent to the president of each Constituent Association and other members of the General Body.

Section 2. General body

The General Body shall be a governing and voting body and shall be composed of certified delegates from Constituent Associations and members of the Executive Board. The Parliamentarian serves without voting privileges. The consultants serve as ex-officio members of the General Body.

Section 3. Business Sessions

All business of the Annual Convention shall be conducted by, and before, the General body.

Section 4. Delegate Representation

1. Voting delegate representation at the LASN Annual Convention and for all General Body Meetings shall be computed in the following manner:
 - a. BTN/Membership Director shall contact NSNA two weeks prior to the Annual Convention and request a membership listing. (Thus only members that have been completely processed [meaning check received and name placed on the NSNA membership roster] through NSNA by the two week deadline would be included on the membership list; members obtained after the two week deadline would count toward delegates at the next convention.
 - b. The BTN/Membership Director will then notify the constituent schools by way of mail or phone of the number of delegates allowed to be seated in the House of Delegates at the LASN Annual Convention.
 - c. Each Constituent Association in good standing with both LASN and NSNA shall be entitled to delegates based on their total membership as noted:
 - 25 members or less: One (1) delegate;
 - 26 to 50 members: Two (2) delegates;
 - 51 to 75 members: Three (3) delegates;
 - 76 to 100 members: Four (4) delegates;
 - Over 100 members: One delegate for each portion of 25.
 - d. For each voting delegate allotted, the Constituent Association shall be entitled to one alternate delegate, to serve in absence of the voting delegate.
 - e. Voting delegates and alternate delegates must be members in good standing with their local Constituent Associations and certified by that Association.

2. A Credentials Committee shall consist of four LASN active members, who shall be in good standing with NSNA, LASN, and their school SNA chapter, one from each region, appointed by the LASN Executive Board, and the Parliamentarian, who shall be the Committee Chairperson. Their duties shall include:
 - a. Ensuring that each delegate is a member in good standing with their local constituent association and certified by that association.
 - b. Ensuring that each alternate delegate meets the same requirements as the delegate.
 - c. Authority to settle any disputes concerning the legitimacy of any delegate's credentials.
3. Delegate representation to NSNA shall be based on the following:
 - a. The State Delegate shall be the president. The Vice President shall serve as Alternate State Delegate. If these officers cannot serve, a designated representative shall be selected by the General Body, the Executive Body, the Executive Board, or the Executive Committee.
 - b. LASN's Constituent Associations shall be entitled to delegate representation as determined by the NSNA House of Delegates or Board of Directors.

Section 5. Privileges

The privilege of making motions and voting shall be reserved to the General Body members, with voting privileges, as stand in Article VI, Section 2. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the delegate or alternate, and in their absence, may not be assigned to, or exercised by, any other delegate or individual by means of a proxy or other written or oral assignments.

Section 6. Open Meetings

1. All meetings of LASN shall be open unless otherwise stated in these Bylaws or voted closed by the General Body.
2. Student members of LASN not part of the General Body may attend any open meeting of LASN. These members shall be seated separate from the General Body and may speak only once on each issue.
3. Meetings of the Executive Board shall be closed meetings unless voted otherwise by the Executive Board.

Section 7. Quorum

A quorum for the Annual Convention of the Association shall consist of at least four members of the Executive Board, one of whom shall be the President or Vice President, one consultant, and 2/3 credentialed delegates attending convention, with a minimum of 1/2 of LASN constituent associations represented.

Section 8. Interim General Body Meetings

1. General Body Meetings, between Annual Conventions of the Association, shall be held at such time and place as determined by the Executive Board.
2. Notice of General Body Meetings, including time, place, and purpose, shall be sent to the President of each Constituent Association, by the Secretary of LASN.
3. A quorum for the interim General Body Meetings shall consist of at least two members of the Executive Board, one of whom shall be the President or Vice President, and at least one

delegate from, at minimum, 1/3 of the Constituent Associations. One Consultant must also be present.

Section 9. Special Meetings

1. A special meeting may be called by the Executive Board. A special meeting shall also be called by the President, upon written request of 1/3 or more of the Constituent Association.
2. The voting body shall be the same, insofar as is possible, as that in the Annual Convention. Other members may attend and shall have only the privilege to speak once to each issue.
3. A quorum for special meetings shall consist of at least four members of the Executive Board, one of whom shall be the President or Vice President; and at least one delegate, from a minimum of 1/3 of the Constituent Association.

ARTICLE VII Executive Board

Section 1. Composition

1. The Executive Board shall consist of the elected State Officers and the appointed Parliamentarian.
2. The appointed Parliamentarian shall serve without voting privileges.
3. The Consultants shall serve as ex-officio members of the Executive Board.

Section 2. Powers

All the powers of the Association are vested in and shall be exercised by the Executive Board during the interim between meetings of the Association, except that the Board shall not nullify nor modify any action taken by the General Body, in convention, and subject to the provisions of these Bylaws.

Section 3. Responsibility

The Executive Board shall not be responsible for any contract, claim, or obligation of any kind incurred, for any position taken by any officer or member of the Constituent Association unless the same was duly authorized in writing by the Executive Board.

Section 4. Management

Management by the Executive Board shall include the following duties:

1. Review and approve the terms of official relationships with other organizations singly or in coalition.
2. Approve any commitment in the form of action, statement of policy or position, or financial obligations involving LASN's relationships with other organizations or individuals.
3. Approve the budget and provide the annual review of the Association's financial records at the close of the fiscal year, to be submitted to the General Body, in convention.
4. Have the power to fill vacancies for the unexpired term, unless otherwise specified in these Bylaws.
5. Have the power by a 3/4 vote to declare an office or position vacant.
6. In case of an emergency, votes by referendum may be taken by the Executive Board, provided the material is sent in the same words to each member.
7. Have such other powers assigned by the General Body, in convention.

Section 5. Meetings

1. Regular meetings of the Executive Board shall be held immediately before and after the Annual Convention, and at such other times as deemed necessary by a majority of the Board. A majority board vote will determine the place and date of Executive Meetings.
2. The quorum shall be a majority of the voting members of the Board, including the President or the Vice President, and one Consultant.

Section 6. Executive Committee

1. There shall be an Executive Committee of the Executive Board composed of the President and two other elected State Officers and one Consultant, appointed by the President.
2. The Executive Committee shall have the power to transact Association business of an emergency nature only.
3. The actions of the Executive Committee shall be fully reported by the President at the next regular meeting of the Executive Board.

**ARTICLE VIII
Consultants**

Section 1. Selection

1. The LASN Consultant is appointed by the Board of Directors of LSNA in consultation with the LASN Executive Board and shall serve for two years or until his/her successor is appointed.
2. The LASN Consultant shall be a graduate nurse, or graduating senior student, who was a member of the LSNA Executive Board or a State Committee and is elected annually at convention.
3. The Presidential Consultant is appointed by the President and shall serve a concurrent term with said President.

Section 2. Duties

1. **The LSNA Consultant shall:**
 - a. Provide the interchange of information between LASN and LSNA.
 - b. Serve as a resource person for the Executive Board.
 - c. Attend all meetings of the Executive Board and the General Body.
 - d. Perform other activities deemed appropriate by the LASN Board of Directors.
2. **The LASN Elected Consultant shall:**
 - a. Serve as a resource person for the Executive Board.
 - b. Attend all meetings of the Executive Board and the General Body.
 - c. Perform other activities deemed appropriate by the LASN Board of Directors.
3. **The LASN Presidential Consultant shall:**
 - a. Serve as a resource person for the President.
 - b. Attend all meetings of the Executive Board and the General Body.
 - c. Perform other activities deemed appropriate by the LASN Board of Directors.

**ARTICLE IX
Committees**

Section 1. Appointment

1. The Executive Board, at its direction, shall establish committees deemed necessary to carry on the work of the Association and determine the functions, terms, and members of those

committees, in addition to the Program and Standing Committees as outlined in Article IX, Sections 2 and 3.

2. Chairpersons for each committee shall be appointed by the Executive Board and that Chairperson shall select for confirmation, by the Executive Board, members of the committee.
3. A quorum for committee meetings shall be determined by a majority of the committee members.

Section 2. Program Committees

The Program Committees of LASN, as appointed by the Executive Board, shall include, but are not limited to, the following with responsibilities as noted:

1. **Community Health Committee:** This committee shall have charge of the development of new programs in community health for nursing students and the promotion of both new and existing programs among the constituent associations.
2. **Legislative Committee:** This committee shall have charge of increasing legislative awareness on the part of each constituent association and LASN, as a whole. The committee shall also work with other politically active, professional nursing organizations, within the student role.
3. **Bylaws, Policies and Resolutions Committee:** This committee shall have charge of reviewing annually the Bylaws and Policies of LASN and its constituent associations and, where necessary, make recommendations for revision. The committee shall also request resolutions from the Executive Board and the constituent associations.
4. **Image of Nursing Committee:** This committee shall have charge of educating the public and nursing students regarding the image of nursing; monitoring the media for the use of nursing images; and promoting a positive image of professional nursing.

Section 3. Standing Committees

The Standing Committees of LASN, their duties and designated Chairpersons are as noted:

1. **Public Relations Committee** (Chairperson: Secretary): This committee coordinates mailing lists, notifies official affiliates of programs and changes and seeks media coverage of activities and events.
2. **Finance Committee** (Chairperson: Treasurer): This committee coordinates and oversees financial operations of the Association.
3. **Convention Committee** (Chairperson: Vice President): This committee coordinates the Annual Convention.
4. **Awards Committee** (Chair: Changes Yearly): Chair of the committee with other appointed members are responsible for the selection of recipients and presentation of awards as stipulated by the Bylaws and any other deemed appropriate by the Executive Board.
5. **Executive Committee** (Chair: President): Composed of the President and two other elected State Officers and one Consultant, appointed by the President, who shall serve to carry out emergency business if the need arises.
6. **Scholarship Committee** (Chairperson: Treasurer): This committee interviews applicants and selects one recipient for each of the three scholarships given by LASN.
7. **Nominations and Elections Committee** (Chair: Region Director): This committee shall have charge of recruitment of nominees for the offices of the Louisiana Association of Student Nurses. This committee shall also be responsible for establishment and revision of campaign guidelines.
8. **Credentials Committee** (Chairperson: Parliamentarian): This committee shall ensure that delegates for constituent Associations meet the requirements as set forth in Article V, Section 4

ARTICLE X
Official Publications

The *LASN Horizons* shall be the official publication of this Association and shall be distributed to the members as one of the benefits of membership.

ARTICLE XI
Parliamentary Authority

All meetings of this Association shall be conducted according to the parliamentary law as set forth in Robert's Rule of Orders Newly Revised, where the rules apply and are not in conflict with these Bylaws.

ARTICLE XII
Amendments

Section 1.

These Bylaws may be amended at General Body Meetings of the association and the Annual Convention by a 2/3 vote of those present and voting, provided that notice of the proposed amendments has been sent to the Constituent Associations at least four weeks prior to the meeting.

Section 2.

Proper amendments shall be submitted in writing, carrying the proponent's signature, to the Executive Board for review, not later than the Executive Board meeting immediately preceding the opening of the Annual Convention.

Section 3.

These Bylaws may be amended at the Annual convention by a 3/4 vote of those present and voting, provided that previous notice shall have been given of at least an earlier session of the same Convention. If prior notice has not been given, a 99% vote shall be required for amendment.

Section 4.

Amendments to the Bylaws of LASN, adopted at the Annual Convention, which directly relate to the business of the Constituent Associations in the area of conformity, shall automatically and immediately effect the necessary amendments to the Bylaws of the Constituent Associations and shall promptly be incorporated into their Bylaws.

Section 5.

Amendments to the bylaws of NSNA, adopted at the Annual Convention, which directly relate to the business of LASN in the area of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of LASN and shall promptly be incorporated into LASN bylaws.

Article XIII
Authority

These Bylaws shall be the official Bylaws of LASN replacing any previous versions, and to be

amended only as stated in Article XII of this document.

This ends the LASN Bylaws.

POLICIES & PROCEDURES

PURPOSES

The purposes of the **LOUISIANA ASSOCIATION OF STUDENT NURSES** Policy Book are:

1. To record, in concise form, the policies accepted by the Association, not specifically set forth in the Bylaws;
2. To serve as a guide for the General Body, Executive Board, and LASN members in future actions;
3. To serve as a guide for Constituent School chapters organizing an initial policy book; and
4. To show the position LASN endorses on certainly timely issues, the actions we advocate for the Association and the measures we intend to take on our own behalf.

TYPES OF POLICIES

SUBSTANTIVE: Substantive policies are indicative of the position or attitude that LASN has taken on certain timely issues. They reflect the purposes and basic objectives of the organization.

PROCEDURAL: Procedural policies constitute guides for action and the daily operation of LASN. They are more flexible than the Bylaws and are designed for consistent, efficient business activities of the Association.

SUBSTANTIVE POLICIES

NURSING PRACTICE:

LICENSURE

LASN believes that to safeguard the public, nursing practice should be carried out by licensed practitioners of nursing, registered nurses, practical or vocational nurses and that responsibility for the assignment of patient care by practical or vocational nurses, and the various assistants to nurses (aides, for example), should rest with registered nurses. LASN believes that students should not be employed to replace licensed personnel or to carry out the functions of licensed personnel.

CODE FOR NURSES

LASN supports the ANA Code for professional nurses, which is the frame of reference for conduct as a professional nurse. The Code indicates that a professional nurse "does not lend professional status to advertising, promotion or sales" of commercial products. LASN believes that students should emulate the profession in discouraging inappropriate wearing of the uniform. LASN urges individual members to combat the unprofessional image of nursing by refraining from wearing or displaying articles or slogans demeaning to professional nursing and student

nurses.

ANA POSITION PAPER

LASN supports the ANA Position Paper on Nursing Education with the stipulation that the role and status of diploma graduates be defined.

MANDATORY REPORTING OF ELDER ABUSE

LASN encourages its members to become more aware of mandatory reporting of elderly abuse through education and workshops. LASN encourages its constituents to advocate for more emphasis on recognizing signs and symptoms of elder abuse or neglect. LASN encourages its members to advocate for the standardization of legislation regarding elder abuse and neglect.

EDUCATION:

GENERIC NURSING EDUCATION PROGRAMS

LASN recognizes the current contributions of associate, baccalaureate, diploma, generic masters in nursing, and the doctor or nursing programs for registered nurses.

GRANDPARENTING

LASN supports grand-parenting, specifically meaning that in the event of changes in the licensure laws, any currently licensed registered nurse would retain the same rights, title and privileges of that licensure.

IMPROVED QUALIFICATIONS FOR NURSING EDUCATORS

LASN supports educational standard requirements and encourages Master's Degree preparation as the minimum for nursing faculty and supports clinical experience for faculty beyond that which is obtained in the educational programs, as an additional requirement for nursing educators.

CONTINUING EDUCATION

LASN supports the concept of mandatory continuing education for nurses.

REHABILITATION NURSING EDUCATION

LASN supports the effort to increase awareness of disabled persons and their special needs for optimum health and health promotion and the effort of increasing values, specialized knowledge, and skills of rehabilitation nursing in educational programs. LASN encourages and supports local and national efforts to enhance clinical and educational rehabilitation promotion programs in nursing education to expose students to rehabilitation settings and inform students of the importance of rehabilitation nurses as a professional specialty group.

LEGISLATION:

LICENSURE

LASN is committed to the individual licensure in contrast to institutional licensure and also believes in mandatory licensure for practice.

FUNDS FOR EDUCATION

LASN believes that both the states and the federal government should support basic nursing education through appropriations. LASN supports and encourages Congress to legislate stronger laws for the collection of nursing student loans.

LEGISLATIVE AWARENESS

LASN supports legislative awareness on the part of all its members and encourages political activism, within the student role.

CIGARETTE ADVERTISING

LASN supports and encourages legislation to provide more stringent laws for the tobacco industry to follow in advertising the health hazards of their products.

TEENAGE CONTRACEPTION

LASN supports the adolescent's right to confidentiality in obtaining birth control and other health care. LASN opposes the concept of comprehensive legislation and regulations requiring teenagers to have parental consent or notification after obtaining birth control services.

NATIONAL SCHOOL LUNCH PROGRAM

LASN supports the National School Lunch Program and opposes any cut back in its funding. LASN will, if feasible, attempt to make the administration and the general public aware of the importance of the nutritional needs of children.

NURSE PRACTICE ACT

LASN supports the activities of the LSNA in its efforts to provide the State of Louisiana with on-going revisions of the Nurse Practice Act, and seeks to participate in that on-going revision as future colleagues in the nursing profession.

MEDICATION ADMINISTRATION

LASN supports the administration of therapeutic drugs in hospitals and nursing homes by licensed personnel.

RESPIRE CARE FOR ALZHEIMER'S PATIENTS

LASN encourages its constituents to support legislation that acknowledges respite care as a legitimate health care service for Alzheimer's patients who are cared for at home. LASN encourages nursing schools and continuing education programs to recognize that the treatment of Alzheimer's disease must include the needs of the caregiver as well as the patient. LASN encourages nurses to be knowledgeable and effective advocates for family caregivers. LASN encourages community health projects that address the needs for respite care for Alzheimer's patients (1997).

PATIENT'S RIGHTS:

AHA STATEMENT

LASN supports the American Hospital Association's statement on a Patient's Bill of Rights and urges students and schools of nursing to institute policy on the patient's right to know his diagnosis, prognosis, and inclusion in the decision-making process of treatments, hospitalization, and discharge planning.

DISCLOSURE OF BREAST CANCER TREATMENT ALTERNATIVES

LASN encourages its constituents to support legislation requiring disclosure of breast cancer

treatment alternatives to breast cancer patients. LASN encourages its constituents to become more aware of breast cancer and breast-conserving treatment alternatives through nursing curriculum education and continuing education. LASN encourages its constituents to act as patient advocates in the area of breast cancer treatment alternatives (1995).

ECONOMIC AND GENERAL WELFARE:

RESPONSIBILITY

LASN believes that it is the responsibility of nurses, and therefore, nursing students, to work collectively within their professional associations to: 1) provide quality nursing care; 2) promote professional self-determination; and 3) protect and advance the economic and professional status of nurses.

STUDENT ROLE IN NON-R.N. STRIKES

LASN supports the ANA Commission on Economic and General Welfare that in the event of a dispute between a hospital and an employee group, among other actions, nurses and student nurses should: 1) continue to perform their distinctive duties; and 2) refuse to assume any duties normally discharged by other personnel unless a clear and present danger to patients exists.

STUDENT ROLE IN R.N. STRIKES

LASN believes that in the event of a strike by registered nurses relating to economic or patient care issues, that student nurses should not be utilized to fill the resulting worker shortage. LASN believes that student nurses should not attempt to provide nursing services, as unlicensed personnel, and that such attempts would be detrimental to their education, and to the efforts to improve standards of nursing care.

RESOURCE RECOVERY

LASN supports state and national efforts to incorporate resource recovery into the present means of solid waste disposal and encourages research in this area.

DISARMAMENT

LASN opposes nuclear armaments, biological, or chemical agents and their deployment as a threat to the health and survival of the world. LASN views multilateral disarmament as a desirable goal and urges the United States to take immediate steps to halt the production of such weapons and to engage in discussion leading to multilateral disarmament.

STUDENT SUPPORT OF INCREASING EDUCATION AND AWARENESS OF THE MENTALLY IMPAIRED

LASN encourages student awareness concerning mental impairment and directs actions through publication of articles and scheduling of workshops on local and state levels.

DISABLED PERSONS

LASN supports efforts to both fully integrate disabled persons into community life and to sharpen public awareness of the problems of persons with disabilities.

ENVIRONMENTAL HEALTH HAZARDS

LASN supports legislation to monitor environmental health hazards and charges all student nurses to initiate and/or support programs to educate the public regarding environmental health hazards in their community and in Louisiana.

FETAL EFFECTS OF SMOKING

LASN encourages its constituents to encourage health care providers to supply pregnant women with information on the fetal effects of smoking. LASN encourages community health projects that address the fetal effects of smoking. LASN encourages inclusion of the fetal effects of smoking in nursing education and continuing education programs (1996).

EFFORTS TO REDUCE THE INCIDENCE OF DEATH AND UNINTENTIONAL INJURY BY FIREARMS

LASN encourages efforts to educate adults on proper use of handling and storage of firearms, use of gun safety devices, and support firearms statistical research and tracking of unintentional injuries and deaths resulting in firearms (1998).

MISCELLANEOUS:

PUBLIC IMAGE OF NURSING

LASN charges its Constituents and nonconstituent Student Nurses' Associations with the responsibility for promoting community awareness of the activities and contributions of professional nursing, and that the nature and results of these activities be submitted to LASN to be used as a basis for developing statewide public image enhancing activities.

MEMBERSHIP

LASN believes that all students in programs leading to initial licensure as a registered nurse, graduates of diploma and associate degree programs in baccalaureate programs in nursing, as well as students in prenursing programs in colleges having a nursing major, should be eligible for membership in LASN without coercion. LASN specifically disapproves of this practice by its constituents.

DISCRIMINATION

LASN is opposed to any form of discrimination in regard to membership rights. Further, it is LASN's policy to work toward the elimination of discrimination wherever it affects students and to work with others in ending discriminatory practices wherever they exist, but particularly in the health care industry, through the development of programs, publicity, and cooperation of other student health professionals and nursing organizations. LASN specifically supports the Breakthrough to Nursing Program to recruit and retain ethnic people of color and men into schools of nursing. LASN promotes the elimination of sex discrimination in its publications and commits itself to work to change the always female image of the nurse. LASN supports the study of the needs of the handicapped in nursing education. LASN supports nondiscriminatory practices regarding the education, employment, or utilization of nurses on the basis of sex in all areas of health care delivery.

PROCEDURAL POLICIES

DEFINITIONS

GENERAL BODY: The General Body shall be a governing and voting body and shall be composed of certified delegates from Constituent Associations and members of the Executive Board. The Parliamentarian serves without voting privileges. The Consultants serve as ex-officio members of the General Body.

EXECUTIVE BOARD: The Executive Board is composed of the elected State Officers and the appointed Parliamentarian. The appointed Parliamentarian shall serve without voting privileges. The Consultants shall serve as ex-officio members of the Executive Board. The elected state officers shall be: President; Vice president; Secretary; Treasurer; Region I Director; Region II Director; Region III Director; Region IV Director; BTN/Membership Director; Recorder/Historian; LASN Elected Consultant; and Horizon's Editor.

EXECUTIVE COMMITTEE: The Executive Committee is composed of the President and two other elected State Officers and one Consultant, appointed by the President. The Executive Committee shall have the power to transact Association Business of an emergency nature only. The actions of the Executive Committee shall be fully reported by the President at the next regular meeting of the Executive Board. The Executive Committee may, if necessary, conduct business by mail or telephone.

MEETINGS OF THE ASSOCIATION

SCHEDULING: The time and place of meetings of the Executive Board and the General Body shall be left to the discretion of the Executive Board, with the exception that a meeting shall be held immediately following the close of the State Convention, between the outgoing and incoming Executive Boards. This meeting shall be for the purpose of orienting the new Executive Board, to facilitate transfer of files between Board members, to schedule the first meeting of the new Executive Board, and to appoint State Program Committee Chairpersons.

AGENDA: The agenda shall be prepared by the President or his/her agent and distributed, at least one week prior to any meeting, to the following:

- Executive Board and Appointees
- Constituent Schools
- LSNA Headquarters
- NSNA Headquarters

ROLL CALL PROCEDURES: A permanent roll shall be prepared and used at each General Body and Executive Board meeting. The roll call shall proceed as noted:

- Executive board
- Consultants
- State Chairpersons
- Constituent School Delegates (by region)

NOTE: When a Constituent School delegation is called by the Secretary, the entire group of voting delegates from that school shall rise, count off and report to the Chair the number of delegates present, before re-taking their seats.

COMMITTEE MEETINGS: The time, place, and number of committee meetings shall be left to the discretion of the chairperson. It is suggested that committees meet prior to regularly scheduled meetings of the Executive Board.

ATTENDANCE PRIVILEGES: Only members of the Executive Board shall have the right to attend meetings of the Board. Others may attend only with permission of the Executive Board. Members of the Association may have the right to appear and present their views, at such times as the Executive Board shall request and appoint. During deliberations, no one has the right to be present other than members of the Executive Board.

ABSENTEEISM: Any elected Executive Board member who is absent from any two scheduled meetings and/or is not fulfilling the duties of his/her office, may be removed from office by three-quarters (3/4) vote of the Executive Board.

SPECIAL MEETINGS: Special meetings may be called by the Executive Board and must be called by the President, upon written request of one-third (1/3) or more of the Constituent Schools.

GENERAL REPORTS: An official typed report of the activities of each member of the Executive Board, each Consultant and each Committee Chairperson shall be prepared for each Executive Board Meeting and submitted to both the President and Secretary, prior to each meeting. A summary of the report shall be presented at the Board Meeting.

CONVENTION REPORTS: Each member of the Executive Board, each Consultant and each Committee Chairperson shall submit an annual typewritten report of his/her activities since the preceding Convention. The report shall be presented to the Vice President at least one month prior to the Convention and shall be published in the Convention booklet.

CORRESPONDENCE

COPIES: Two (2) copies shall be made of all correspondence made by members of the Executive Board, State Consultants and State Committee Chairpersons, regarding business of the Association. One copy shall be forwarded to the President and one copy shall be retained in the official files of the individual. Correspondence pertinent to the Association business shall be copied, with a copy being distributed to each of the Executive Board members and Consultants and one copy shall be retained in the official files of the individual.

PROFESSIONAL INTEREST: Copies of correspondence and reports regarding the interests of the professional organization shall be sent to the LSNA President and LSNA Headquarters.

MAILING REQUIREMENTS: Each Constituent School shall obtain a mailing address, specifically for their use only (not for the College/School of Nursing) in order to receive correspondence from the Association.

FILES: Official files shall be maintained by each member of the Executive Board, State Consultants and State Committee Chairperson. The files shall contain all correspondence and reports committed to, initiated or received by the individual and all materials pertinent to the

business of the Association.

ARCHIVES/OBSOLETE MATERIAL: Any materials no longer pertinent to the present situation (and over two years in age) shall be stored in the office area at LASN Archives. All written reports, minutes, bylaws, policies, and newsletters shall be kept on permanent file. Obsolete correspondence may be discarded. Submissions to the archives shall be made by the Secretary.

MAILING ADDRESS

LASN'S permanent mailing address shall be as follows:
(Name and/or titles of individual)
LOUISIANA ASSOCIATION OF STUDENT NURSES
P. O. Box 84559
Baton Rouge, LA 70884-4559

All correspondence mailed to this address shall have the name and/or title of the desired recipient on it for forwarding purposes.

GEOGRAPHICAL DIVISIONS

Louisiana shall be divided into four regions as follows:

- REGION I:** Shreveport; Natchitoches; Grambling; Ruston; Monroe
- REGION II:** Eunice; Lafayette; Lake Charles; Alexandria; Pineville
- REGION III:** Baton Rouge; Hammond; Thibodeaux
- REGION IV:** New Orleans metropolitan area

CONSULTANTS

LSNA CONSULTANT

The LSNA consultant is appointed by the Board of Directors of LSNA in consultation with the LASN Executive Board and shall serve for two years or until his/her successor is appointed. He/she will serve on the Evaluation Committee to review the cooperative relationship with LSNA.

LASN ELECTED CONSULTANT

The LASN consultant shall be a graduate nurse or graduating senior student, who was a member of LASN the previous year with experience of the LASN Executive Board; this consultant is elected annually at Convention.

PRESIDENTIAL CONSULTANT

The President Consultant is appointed by the President and serves a concurrent term.

DUTIES

The Consultants shall:

- a) Provide the interchange of information between LASN and LSNA.
- b) Serve as resource persons for the Executive Board, School Consultants, Constituents

and individual members.

- c) Attend all meetings of the Executive Board and General Body.

PROGRAM COMMITTEES

GENERAL

The program committees shall be as follows:

- Community Health
- Bylaws and Policies
- Legislative
- Nominations and Elections

CHAIRPERSONS

Each Regional Director shall be appointed as a Program Committee Chairperson. Appointments shall be made at the Executive Board meeting immediately following the Closing Business Session at the Annual Convention. Appointments shall be made by the President with the advice and consent of the Executive Board, whose decision shall be based on the individual's area of interest and previous experience.

COMPOSITION

- The Chairperson may choose the members of his/her Committee from their Constituent School or surrounding area to facilitate communication and decrease travel expenses, with the exception of the Nominations and Elections Committee.
- There shall be four members of the Nominations and Elections Committee, who shall be the Regional Directors.
- The Chairperson of the Nominations and Elections Committee shall be selected by the committee members.

DUTIES (GENERAL)

Each Committee shall:

- a) Submit a report of activities at each Executive Board meeting and for publication in the Convention Booklet.
- b) Have its Chairperson attend the Executive Board meeting.
- c) Carry out resolutions pertaining to their committee.
- d) Coordinate projects and activities statewide in their program area.
- e) Maintain an official file of activities for the reference of their successors.
- f) Stimulate interest and active participation by each Constituent School and individual members.

DUTIES (SPECIFIC)

COMMUNITY HEALTH

The Community Health Committee shall:

- a) Formulate and implement a statewide Community Health project or program on the advice and consent of the Executive Board and submit report of same to NSNA Headquarters.
- b) Promote interest and participation in Constituent School Community Health programs or projects.
- c) Advise and assist individual schools in formulating and implementing Community Health programs or projects.

BYLAWS, POLICIES AND RESOLUTIONS

The Bylaws and Policy committee shall:

- a) Request such materials as may be pertinent from NSNA for distribution to the Executive Board, State Consultants, Constituent Schools.
- b) Review and prepare amendments, where necessary, to the LASN Bylaws and Policy Manual, for the approval of the Executive Board and General Body.
- c) Incorporate changes/revisions in the appropriate documents and present same to the following:
 - NSNA Headquarters
 - Executive Board and Appointees
 - LSNA President and Executive Director
 - Constituent Schools
- d) Present prepared amendments/changes/revisions to the General Body at the Annual Convention for discussion and voting; these may be presented in advance of the Convention.
- e) Annually review Bylaws and Policies of Constituent Schools and make suggestions for revisions, as necessary.
- f) Request resolutions from the Constituent Schools and the Executive Board, for approval of the entire Executive Board at the last meeting before the Annual Convention.
- g) Distribute all adopted resolutions the listing noted in (c).

LEGISLATIVE

The Legislative Committee shall:

- a) Prepare and/or update annually a legislative handbook for distribution to the Executive Board and Constituent Schools.
- b) Formulate position statements on the advice and consent of the Executive Board regarding current legislative issues affecting the profession of nursing and distribute copies of the position paper in the following manner:
 - Governor
 - House and Senate Members
 - Executive Board and Appointees
 - LSNA President and Executive Director
 - NSNA Headquarters
 - Constituent Schools

IMAGE OF NURSING

The Image of Nursing Committee shall:

- a) Formulate and implement a statewide Image of Nursing project or program on the advice and consent of the Executive Board and submit report of same to NSNA Headquarters.
- b) Have charge of educating the public and nursing students regarding the image of nursing.
- c) Have charge of monitoring the media for the use of nursing images.
- d) Implement statewide projects or initiatives promoting a positive image of professional nursing.

STANDING COMMITTEES

GENERAL

The Standing Committees and General Duties shall be as follows:

- a) Public Relations (Chairperson: Secretary) coordinates mailing addresses, notifies official affiliates, and seeks media coverage of activities and events.
- b) Finance (Chairperson: Treasurer) coordinates and oversees financial operations of the Association.
- c) Convention (Chairperson: Vice President) coordinates the Annual Convention.
- d) Awards (Chairperson: Changes Yearly) Chair of the committee with other appointed members are responsible for the selection of recipients and presentation of awards as stipulated by the Bylaws and any other deemed appropriate by the Executive Board.
- e) Executive (Chair: President) Composed of the President and two other elected State Officers and one Consultant, appointed by the President, who shall serve to carry out emergency business if need arises.

- f) Scholarship (Chairperson: Treasurer) interview applicants and selects one recipient for each of the three scholarships given by LASN.
- g) Nominations and Elections Committee:
 - 1) Contact all Constituent Schools regarding nominations for State and National officers; they shall also distribute nomination forms and requirements for each office.
 - 2) Establish, distribute, and enforce campaign regulations, including: the area for poster and other campaign displays; an area set aside for the review of biographical data forms on each candidate; presentation of each candidate and affording him/her the opportunity to speak before the General Body; no campaign materials may be released before all candidates have been placed on the slate or have had at least one opportunity to be nominated from the floor; and shall maintain a campaign headquarters during the Annual Convention.
 - 3) Present a list of candidates to the Executive Board at the preconvention meeting.
 - 4) Prepare official ballots and a ballot box for the Annual Convention and dispose of same as directed by the General Body.
 - 5) A member of the committee nominated as a candidate for any position shall resign from the Committee upon acceptance of said nomination. A vacancy on the Committee shall be filled at the discretion of the Executive Board.

REPRESENTATIVES

GENERAL

Representatives to various allied organizations may be appointed by the President on the advice and consent of the Executive Board following submission of applications by interested LASN members. Letters of appointment will be forwarded to the selected individual, as well as the Policy Manual.

SPECIFIC

Representatives shall:

- a) Attend the meetings of the allied organization and submit a written report to the President and Secretary prior to the next scheduled Executive Board Meeting.
- b) Attend Executive Board meetings only upon invitation of the Executive Board.
- c) Be responsible for expenses incurred in fulfilling (a) and (b) unless otherwise directed by the Executive Board.
- d) Serve until the Annual convention after which he/she was appointed.

RESIGNATIONS

GENERAL

Resignations from any Office, Appointment, Consultanship, or other position shall be submitted in writing to the Executive Board and at least one Consultant.

APPOINTMENTS

GENERAL

Appointments to vacant positions, other than the office of President, shall be made by the President on the advice and consent of the Executive Board following submission of applications by interested LASN members. Letters of appointment shall be forwarded to the selected individual.

ANNUAL CONVENTION

GENERAL

The annual convention is to be booked one year in advance in the appropriate region. The newly elected executive board shall set all fees and honoraria and approve the site, speakers, agenda and meal plans. The site shall be announced not later than the second Executive Board meeting following the current year's Convention. The Executive Board shall acquaint themselves with the schedule and agenda, at the Pre-convention Board meeting, to facilitate the smooth operation of Convention business sessions. Financing of the Convention shall be from allotted budget income, registration and exhibitor fees. The theme of the Convention, as approved by the Executive Board, shall vary from year to year.

EXHIBITS

Constituent Schools may display projects and/or fund-raising articles in designated areas, with a reduced fee to be designated by the Executive Board. LSNA may have information tables and exhibits in reserved areas without charge. Recruiters and other exhibitors may display materials for a fee designated by the Executive Board in the area provided. All materials must conform to LASN and NSNA policy on professionalism.

COMMITTEES

The standard Convention Committees and their functions are as noted:

- **REGISTRATION:** The Registration Committee should secure the names of members attending from each Constituent School. Name badges should be prepared in advance, giving particular note to Executive Board members, Consultants, Candidates for State Office or Awards, and local constituent officers. The committee should arrange for on-site registrations with both a typewriter and a change fund present. An accounting of total registrants, by name and Constituent School, should be prepared for both the Vice President and the Treasurer.

- **INFORMATION:** The Information Committee should set up a booth near the on-site registration booth to provide updated schedules and directions to activities. Information should also be provided on dining establishments and recreational activities.

- **HOST/HOSTESS:** The Host/Hostess Committee should act as official greeters during the Convention. They should act as ushers and monitors during programs and business sessions. They should insure that seating is adequate and that other requests receive attention.

- **PUBLICITY:** The Publicity committee should arrange for media coverage of the Convention, including speakers and the newly elected State Officers. They should also assist the Vice President in encouraging Constituent schools to attend the Convention.
- **SPEAKERS:** The Speakers Committee should secure speakers for the Convention, with approval of the Executive Board, and should provide ushers for speakers and appropriate background material to the presiding officer for introductions.
- **AWARDS:** The Awards Committee should notify each Constituent School of the Awards to be made at convention and deadline for applications at least 2 months prior to the first day of Convention. The Awards committee should arrange for judging of the Scrapbook Awards by a Committee of impartial judges (i.e. exhibitor, guest speakers, faculty, etc.). The Horizon's Editor and BTN Membership Director respectively are responsible for judging the following awards:
 - a) Most newsletter articles submitted by presentation of a certificate and a \$50 check (Judged by Horizons Editor).
 - b) Constituent with greatest percentage of increase in membership by presentation of a certificate and a \$50 check (Judged by BTN Membership Director).
 - c) Constituent with greatest number of new members, by presentation of a certificate and a \$50 check (Judged by BTN Membership Director).
 - d) Best Recruitment Project by presentation of a certificate and a \$50 check (Judged by BTN/Membership Director)
 - e) Best Image of Nursing Presentation (3 awards): 1st place, by presentation of a certificate and a \$50 check; 2nd place, by presentation of a certificate; 3rd place, by presentation of a certificate (Judged by the Image of Nursing Chair and Awards Committee)

Traditional Scrapbook Awards:

- a) Best Overall Scrapbook will be awarded a plaque and a \$50 check
 - b) Best Representation of SNA Activities
 - c) Best Cover
 - d) Most Creative
 - e) Any other categories the Recorder/Historian deems appropriate
- With "b - e" being awarded 1st, 2nd, and 3rd place by presentation of a certificate and/or ribbon.
 - Judged by a Committee of impartial exhibitors/speakers.

Multimedia Scrapbook Awards:

- a) Best Overall Scrapbook will be awarded a plaque and a \$50 check
 - b) Best Representation of SNA Activities
 - c) Best Presentation
 - d) Most Creative
 - e) Any other categories the Recorder/Historian deems appropriate
- With "b - e" being awarded 1st, 2nd, and 3rd place by presentation of a certificate and/or ribbon.
 - Judged by a Committee of impartial exhibitors/speakers.

Community Health Project Awards:

- a) Best Overall Project
- b) Largest Number of Projects

- Awarded to the Constituents best representing fulfillment of the needs of their community and well as most participation in community projects within their community
- Awarded by the presentation of a plaque and \$50 check
- Judged by the Awards Committee and Image of Nursing Chair

Image of Nursing Project Awards (3):

- a) Best Project of the Image of Nursing
 - Awarded to the Constituents best representing the positive image of today's Nurse or Nursing Student
 - 1st place awarded by presentation of a plaque and \$50 check; 2nd place, by presentation of a certificate; 3rd place, by presentation of a certificate (Judged by the Image of Nursing Chair and the Awards Committee)

LASN SCHOLARSHIP AWARDS (3)

- a) To financially aid a student who shows leadership, academic excellence, and demonstrates financial need.
 - b) To financially aid a student who is average academically and demonstrates financial need.
 - c) To financially aid a student who is average academically, considered to be a non-traditional nursing student, and who demonstrates financial need.
- A committee shall be composed of the four region directors, one consultant, and the LASN Treasurer, who shall serve as chairperson.
 - They shall judge the applications for the LASN scholarships and interview the finalist at the LASN Annual Convention.
 - They shall present their findings to the LASN President. The awards shall be given at the Convention by the President.
 - All scholarship applications must be submitted six weeks prior to the opening Business Meeting of the Annual Convention.
 - **AWARD:** A \$500.00 check presented by the LASN President at the LASN Annual Convention to each recipient.

• CRITERIA:

- 1) Nursing grade:
 - a) Average of "B" (3.0/4.0) for academic based/need.
 - b) Average of "C" (2.5/4.0) for need based.
- 2) A LASN member five months prior to opening Business Meeting of Annual Convention.
- 3) Active in LASN.
- 4) Involved in student activities and/or student government (not necessarily an officer).
- 5) A letter of recommendation from nursing faculty and student body.
- 6) A financial need form must be filled out and sent to the committee along with a copy of the candidate's tax return from the previous year.
- 7) A non-traditional nursing student shall be one who is either married, divorced, a single parent, widowed, over 30 years of age, in possession of a college degree in another field, is non-Caucasian, or male.

- 8) Finalists will be interviewed by the committee at the LASN Convention. The awards will be presented by the President at the Convention. Members of the LASN Executive Board are not eligible.

PREFACE: Student Nurse of the State description:

Each school may nominate ONE candidate for the following award.

STUDENT NURSE OF THE STATE AWARD

A committee should be chosen to select judges and assist candidates. The candidates are judged on personality, scholastic and social attributes, in addition to service within the community and involvement with LASN and local School Constituents. The following criteria must be met: (a) junior level, or above, student; (b) nursing grade average of "B" (3.0/4.0); (c) active member of LASN; (d) letters of recommendation from the nursing faculty and student body (or SNA chapter) must be submitted. An autobiographical sketch should be presented to the judges in advance, but is not the criteria for judging. Appropriate interviews with the judges are the bases for judging and should not interfere with other Convention activities. The LASN President and members of the committee are not eligible. The award will be made by presentation of a plaque and a \$500.00 check.

EVALUATION

The Evaluation Committee develops, distributes, and collects a Convention Evaluation Sheet for use by the Next Convention Chairman/Vice President in improving the next Convention. Final evaluation tallies are reported to the Executive Board.

OTHER

Other committees such as a Talent Show or Social Night committee shall be left to the discretion of the Executive Board and the Convention Chairman/Vice President.

INSTALLATION OF OFFICERS

New officers shall be installed at the final General Body Business Session at Convention, in an appropriate ceremony with the outgoing President presiding.

SCHOLARSHIP MONEY, FUNDS & DUES

TOGA PARTY

The profits from the annual LASN Toga Party shall be used for scholarships and scholarship funds only.

ANNUAL DUES: PAYMENT OPTION #2

Payment Option 2 allows members to join for two consecutive years at a slightly reduced rate.

Dues received under this option plan must be deposited into the LASN Savings Account to be utilized by the LASN Operating Fund of the following year to cover membership costs for that member in their second year of membership. The LASN Membership Director is to notify the Treasurer upon receipt of a Payment Option 2 Membership in order for this transaction to occur.

Revised by the LASN House of Delegates
Corrected October 14, 2000