

By-Laws

Amended and approved June 25, 2022

ARTICLE I

THE NAME OF THIS ASSOCIATION SHALL BE:
LOUISIANA FEDERATION OF LICENSED PRACTICAL NURSES INC.
HEREINAFTER REFERRED TO AS LFLPN

ARTICLE II

OBJECTIVES AND FUNCTIONS

- SECTION 1. The object of the LFLPN shall be to serve and protect the public by promoting quality patient care by Licensed Practical Nurses. To accomplish this, LFLPN shall:
- A. Establish standards of practice and a code of ethics for Licensed Practical Nurses and interpret them to the public;
 - B. Unite Licensed Practical Nurses for the purpose of securing recognition and promoting the most effective use of Licensed Practical Nurses;
 - C. To further continuing nursing education of all Licensed Practical Nurses;
 - D. Communicate and cooperate with other organizations of health care providers and with governmental agencies to maintain and improve standards of health care.
 - E. To promote, support and speak for all Licensed Practical Nurses in regard to legislative action.

ARTICLE III

MEMBERSHIP

- SECTION 1. All members of LFLPN shall be nurses who hold a current License as a Licensed Practical Nurse issued by the State of Louisiana. All duly paid members of LFLPN shall be members of the National Association of Licensed Practical Nurses, Inc. Application for membership shall be made to NALPN.ORG on-line at current membership dues for the appropriate category.
- SECTION 2. Categories of members of LFLPN shall be:
- A. Active Members
 - B. Retired members
 - C. Student members
 - D. Affiliate members
- SECTION 3. - Active members shall be:
- A. Licensed to practice as an LPN in the Compact State of Louisiana and shall have a current license for the current year.
 - B. Those who conform to the by-laws.
- SECTION 4. Retired members shall be:
- A. Those LPNs not working as a nurse who retired due to age or disability. They may become a Retired member with a reduction in annual dues.
- SECTION 5. Student affiliates shall be:
- A. Students enrolled in an approved school of Practical Nursing. They shall have the privilege of attending all meetings but may not vote nor hold office until such time as they may qualify for active membership.
- SECTION 6. Affiliate members shall be:
- A. A member who is not a Licensed Practical Nurse but who is interested in promoting the objectives of LFLPN and NALPN.

B. Affiliate members shall have the privilege of attending LFLPN meetings with the right to speak but may not hold office or vote.

-SECTION 7.

Charter members:

A. All members in good standing before 1969 are charter members of LFLPN.

SECTION 8.

Revocation of membership:

A. Membership in LFLPN shall be revoked upon date of revocation of licensure or upon non-payment of dues in the month when dues become delinquent.

SECTION 9.

Serving on external boards:

When a position become vacant on the board of the Louisiana State Board of PN Examiners or the NALPN, this information is to be publicized to all members...by mass e-mail and placed on the LFLPN web site. The position requires that the applicant must have been an active member of LFLPN for at least one year, and must remain a member throughout their service on the board.

ARTICLE IV

DUES

SECTION 1.

The dues of LFLPN are to be determined at the national level.

SECTION 2.

Dues shall be paid directly to the NALPN.ORG

SECTION 3.

Dues are payable on the anniversary date of the first payment which is the expiration date on the NALPN membership confirmation notice.

SECTION 4.

Members whose dues have not been received 30 days after the date shown on the NALPN membership notice shall be declared delinquent.

SECTION 5. If the dues are not paid within 60 days the name will be removed from the membership rolls unless the unpaid dues are paid within 60 days from expiration month.

SECTION 6. The state treasurer shall keep the record of LFLPN and NALPN portions of the membership dues.

SECTION 7. The fiscal year of LFLPN shall be from January 1 to December 31.

ARTICLE V

OFFICERS & DIRECTORS AND THEIR ELECTION

SECTION 1. The officers of LFLPN shall be:

- A. President, vice-president, secretary, treasurer and four (4) directors. In the event of a vacancy occurring in the office of the president, the vice-president shall assume duties of the president for the remainder of the term of office or until a successor is elected.
- B. Candidates for officers and directors shall be duly paid members of LFLPN for a minimum of two (2) years prior to date of election.
- C. An elected officer shall hold only one office.
- D. A member may be a candidate for only one elected office and elected member of only one committee at any one election.

SECTION 2. Officers and directors shall be elected for a term of two (2) years or until a successor is elected. Term shall begin at the adjournment of the convention at which the officer is elected.

SECTION 3. The officers and directors shall be divided into two groups and elected in alternate years.

- A. President, secretary and two directors shall be elected in years of even date to serve for two years or until their successors are elected.

B. Vice-president, treasurer and two (2) directors shall be elected in the years of odd date to serve for a term of two years or until their successors are elected.

SECTION 4. The terms for all officers and directors elected at any annual meeting shall commence at the adjournment of the meeting at which they are elected and shall continue until expiration of their respective terms; or until their successors are elected.

SECTION 5. Candidates for the office of president or vice-president must have served on the executive board of LFLPN for a minimum of two (2) years.

SECTION 6. NOMINATIONS: A nomination committee consisting of three members and three alternates shall be elected at each annual meeting (held during convention) to serve the following year. Not more than one member of the nominating committee of the proceeding term may be reelected.

A. Executive board members are not eligible to serve on the nominating committee.

B. A member of the nominating committee seeking an elected office must submit his/her resignation prior to the meeting of said committee.

C. The committee shall submit the name of one nominee for each office and director to be elected in that year, the number of delegates and alternates to the NALPN annual convention and six (6) names for the nominating committee. The committee shall consider the qualification and service record of the prospective candidates. The committee is guided by suggestions but is not controlled or limited by them.

D. The official meeting of the committee shall be each year at the time of the mid-term board meeting.

E. The report of the nominating committee shall be submitted to the voting membership of the state office at least thirty (30) days prior to the annual convention.

SECTION 7. Elections shall be by ballot. A plurality vote shall constitute an election of a candidate.
A. All ballots, and all records of the election shall be preserved for one (1) year after the election.

SECTION 8. In the event a member of the executive board becomes a candidate for another office she/he need not resign her/his present office until elected.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1. The president shall:
A. Serve as chief executive officer, preside at all meetings of executive board and the annual convention,
B. Have general command of the affairs of LFLPN subject to the approval of the executive board.
C. Co-Sign all checks greater than \$100 with the treasurer.
D. Appoint all special committees not otherwise provided for.
E. Appoint a committee of two (2) to approve all official minutes of LFLPN meetings
F. Attend the meetings of the committee of state presidents of NALPN. In case of inability to attend, the vice-president or an appointed representative shall attend.
G. Shall submit a verbal or written report at the annual convention.

SECTION 2. The Vice-president shall:
A. Serve as an assistant to the president and in the absence or inability of the president to serve shall perform the duties of that office.
B. Shall submit a verbal or written report at the annual convention.

SECTION 3. The secretary shall:
A. Record and send to all officers and directors copies of minutes of the annual convention and executive board meetings.

- B. Send copies of the approved minutes to all executive board members and district presidents as soon as possible.
- C. Read all official papers and communications to the executive board at the convention.
- D. Aid the president in preparing an agenda.
- E. Shall submit a verbal or written report at the annual Convention.

SECTION 4.

The treasurer shall:

- A. Co-Sign all checks over \$100 with the president.
- B. Serve as a member of the budget & finance committee.
- C. All bills are to be sent to the treasurer. All bills will be paid by invoice only.
- D. All checks over \$100 are to be filled out completely and signed by treasurer and then mailed to president for signature. Enclose stamped addressed envelope for mailing.
- E. Submit statements to executive board for review prior to annual state pre-convention executive board meeting.

SECTION 5.

All officers and committee chairmen shall submit to the state office all properties belonging to LFLPN within two (2) weeks following their retirement or change of office.

ARTICLE VII

EXECUTIVE BOARD

SECTION 1.

The officers and four (4) directors shall comprise the executive board.

SECTION 2.

To be eligible to serve on the executive board of LFLPN, candidates must have attended three out of four meetings in a calendar year.

SECTION 3.

The executive board shall

- A. Administer the affairs and funds of LFLPN during the interim between conventions.

- B. Appoint all standing committees, each with a chairman and two other members, except the nominating committee.
- C. Fill all vacancies on the executive board except the office of president until the next annual convention when there can be an election to fill the vacancy.
- D. Fix the convention and workshop registration fee at mid-term board meeting.

SECTION 4.

- A vacancy shall occur on the executive board when:
- A. A member has missed two consecutive meetings and has not given proper notice of absence before meeting, accompanied by sufficient reasons acceptable to the board.

ARTICLE VIII

STANDING COMMITTEES

SECTION 1.

- The standing committees shall consist of chairperson and one or two members as available and willing to serve.
- A. By-laws
 - B Education
 - C Budget and Finance
 - D Legislative
 - E Membership
 - F Convention Planning
 - G Ways and Means
1. Appointment is for two (2) years concurrently with the President and the nominating committee.
 2. A vacancy shall occur on a committee when a member has missed two consecutive meetings and has not given

proper notice of absence before meeting accompanied by sufficient reasons acceptable to the board.

- SECTION 2. The by-laws committee shall:
- A. Study and submit by-laws amendments as it deems advisable or as referred to it by the executive board of directors.
- SECTION 3. Education committee shall:
- A. Provide information on education facilities and opportunities for Licensed Practical Nurses.
 - B. Review educational material pertaining to Practical Nurses.
 - C. Work with the convention chairman in preparation of the educational program for the annual convention.
- SECTION 4. Budget and finance committee shall:
- A. Consist of a chairman, the treasurer and one (1) other member.
 - B. Consult with the officers and standing committees to ascertain the amount of money necessary to conduct their respective duties of that committee.
 - C. Prepare and submit to executive board at pre-convention meeting a proposed budget of estimated receipts and expenditures for the next year. This budget shall be referred to the post-convention board meetings for final adoption.
 - D. Meet prior to the pre-convention board meeting. A copy of their report shall be sent to each officer of the executive board and/or discussed at the pre-convention board meeting.
- SECTION 5. Legislative committee shall:
- A. Keep LFLPN informed of pending legislation.
 - B. Cooperate with legislative committee of NALPN and other allied nursing groups in maintaining standards of nursing service.

- SECTION 6. Membership committee shall:
A. Devise ways and means of increasing and returning LFLPN membership. Such action will be subject to the approval of the executive board.
- SECTION 7. Convention planning committee shall:
A. Prepare, organize and present an agenda for the annual LFLPN convention.
B. Consist of executive committee, host city and three other members. Enlist assistance from other members as required.
- SECTION 8. Ways and means committee shall:
A. Consider ways and means to generate funds for LFLPN. Such action will be subject to the approval of the executive board.
- SECTION 9. The president shall be an ex-officio member of all LFLPN committees except the nominating committee.

ARTICLE IX

MEETINGS

- SECTION 1. A. The annual convention shall be determined by the executive board.
B. Regular meetings of the executive board shall be held three (3) times a year: mid-term, pre and post convention.
C. Special meetings of the executive board shall be called by the president and/or upon signed request of a majority of the members of the executive board.
D. The executive board may when necessary conduct its

business by mail or E-mail or phone. A written record of any calls to action or decisions made in this manner should kept with other meeting minutes.

ARTICLE X

QUORUM

- SECTION 1. A majority of the attending members at the business meeting of the convention shall constitute a quorum.
- SECTION 2. A majority of the executive board shall constitute a quorum provided two elected officers are present.
- SECTION 3. A majority of the members of a standing committee shall constitute a quorum.

ARTICLE XI

CONVENTIONS

- SECTION 1. A delegate to the national convention must be a paid-dues member of LFLPN.
- SECTION 2. The state convention shall be held earlier in the calendar year prior to the national convention at which time delegates for national convention are elected and papers sent to NALPN.

- SECTION 3. The membership shall be notified of the time and place of the next state convention through the official publication, by E-mail, or US Mail if e-mail not available, as well as posting such information on the web site, or U.S. Mail following the decision of the executive board.
- SECTION 4. LFLPN shall be represented at the NALPN convention by elected delegates or alternates to fill the number allowed by NALPN.
- SECTION 5. If funds are available from the LFLPN treasury, the President of our state organization will be given the price of an airline ticket to the annual convention of the NALPN each year and his/her hotel accommodations at the site will be paid for by LFLPN . This is to insure that LFLPN will be represented in all national business even if the President should not be able to pay for herself.
- SECTION 6. Non-members may be permitted to attend the state convention with the exception of the business meeting.

ARTICLE XII

- SECTION 1. The rules contained in the current edition of Robert's Rules of Order-Newly Revised shall govern LFLPN in all cases to which they apply and in which they are not inconsistent with the rules of LFLPN.

STANDING RULES AND ORDERS
Of
Louisiana Federation of Licensed Practical Nurses

1. The outgoing president of shall receive a token of appreciation to be presented at the annual convention meeting. The vice-president shall assume this responsibility.
2. A member with ten (10) years continuity shall receive a certificate and every five (5) years thereafter. This recognition shall be at the annual convention. The Vice President shall assume this responsibility.
3. An appropriate Sympathy card will be sent to a member upon the death of an immediate family member (spouse, children, grandchildren, parents). A Thinking of You card will be sent to a member who is experiencing illness, serious illness of spouse or child or parent, or disruption of life due to damage to their home (example Hurricane related). The Vice President shall assume this responsibility.