

Local Bylaws

**Los Angeles Chapter of
National Association of Hispanic Nurses
Bylaws
Article I
Office**

Section 1. Principal Office: The Los Angeles Chapter's Principal office shall be located at such a place, as the Executive Board shall determine. The Executive Board (herein called the Board) is granted full power and authority to change said principal office from one location to another.

Article II

Name

The name shall be Los Angeles Chapter of National Association of Hispanic Nurses (herein called the Chapter) and abbreviated as "LA-NAHN"

Article III

Purpose and Function

Section 1. Purpose: The purpose of this Chapter shall be to promote leadership, professional, and educational advancement of Hispanic/Latina(o) nurses to meet the health care needs of all people, in particular the Hispanic/Latino community through the concerted efforts of Hispanic/Latina(o) nurses.

Section 2. Function:

- a. To foster the development and improvement of nursing care for all people in particular the Hispanic/Latino community through tile concerted efforts of Hispanic/Latina(o) nurses.
- b. To participate in planning of health service delivery and policy making for tile Hispanic/Latino community of Los Angeles.
- c. To promote fellowship and mentorship to Hispanic/Latina(o) nurses.
- d. To promote and undertake research and seek solutions to health problems common to tile Hispanic/Latino community.
- e. To promote and identify the contribution of Hispanic/Latina(o) nurses make in nursing practices, education, and research. 1

- f. To promote the participation and influence of Hispanic/Latina(o) nurses in government and professional organizations.
- g. To support fellow chapters of the National Association of Hispanic Nurses.
- h. To award scholarships and provide professional recognition.

Article IV

Membership

Section 1. Voting Members: Membership in this Chapter is open to licensed nurses in the United States and its jurisdictions who are of the Hispanic/Latin ancestry and who have paid the dues and agree to abide by the Chapter's Bylaws. These individuals shall be known as the voting members and are entitled to hold office.

Section 2. Student Members: Any Hispanic/Latina(0) student enrolled in a program leading to nursing licensure is eligible for membership.

Section 3. Associate Members: Any licensed nurse who is not of Hispanic/Latina(o) descent but interested in helping to solve the problems and needs of the Hispanic/Latino community and has paid the dues called for by the Bylaws. These individuals shall be known as associate members.

Section 4. Annual Membership Dues: All members shall pay annual membership dues as determined by the board.

Article V

Dues and Membership Year

Section I. Dues:

- a. Voting members shall pay annual dues of \$75.00.
- b. Student members shall pay annual dues of \$30.00.
- c. Associate members shall pay annual dues of \$60.00.

Section 2. Membership: Dues payments should be submitted to NAHN National. They should pay annual dues as designated by the National Association and Local Chapter.

Article VI

Board of Directors

Section 1. Composition: The board shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and three Directors elected by the voting membership, and immediate past president.

Section 2. Duties: The board shall manage all the affairs of the Chapter unless prohibited in these Bylaws. The board may delegate its authority as it deems appropriate and is not in conflict with these or National Bylaws.

Section 3. Quorum: Two thirds of the Board shall constitute quorum. The act of the majority of the Board present at any meeting at which there is a quorum should be the act of the Board.

Section 4. Attendance: Any Board member with three consecutive unexcused absences from Board meetings, may be asked to resign by the Board. The vacancy thus created shall be filled by the board.

Section 5. Meetings: Meetings of the Board shall be held any time, date, and place the Board designates, but not less than four times a year.

Article VII

Officers

Section 1. Elected Officers: The elected officers of this Chapter shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and three directors who shall also serve on the Board.

Section 2. Qualifications: Voting Members of the Chapter shall be eligible to hold elected office.

Section 3. Term of Office: Officers shall not be eligible to serve in the same office for more than two consecutive terms. The term of office shall be for a period of two years.

Section 4. Vacancies: If a vacancy occurs in the position of President, the Vice President shall become President. If a vacancy occurs in any other office, the Board, by majority vote, shall elect a successor to hold office for the unexpired term.

Section 5. President: The president shall preside at all meetings of the Board. The President shall be a non-voting ex-officio member of all other committees, except the nominating committee. The President shall perform all such duties as are incident to the office or that may be assigned to the President by the Board.

Section 6. The Vice President: The Vice President shall perform the duties of the President during the President's absence or inability to act, function as the liaison between Board and Chairperson of the Newsletter Committee, and perform such duties as may be assigned by the Board.

Section 7. Recording Secretary: The Recording Secretary shall keep minutes of the meetings of the members and the Board and have minutes available to the general membership by the next meeting. The Secretary, within thirty days upon completion of term of office, shall deliver to the new secretary all books, papers, and reports covering all transactions that have taken place during the term of office.

Section 8. Corresponding Secretary: The Corresponding Secretary shall preserve all papers, letters, and records of transactions. The Corresponding Secretary shall issue all notices required by statutes, by these Bylaws, or by resolution of the Board. The Corresponding Secretary shall sign all instruments requiring the Secretary's signature. The Corresponding Secretary, within thirty days upon completion of term of office, shall deliver to the new secretary all books, papers, and records covering all transactions that have taken place during the Secretary's term of office.

Section 9. Treasurer: The Treasurer shall receive, have custody of, and be responsible for all bookkeeping and accounting of all funds of the Chapter, shall see that only the bills as have been approved by the President or Board are paid, and shall make financial statements at the meetings. The Treasurer shall deposit the funds of the association in such banks as determined by the board. Within thirty days upon completion of term of office the Treasurer shall deliver to the new Treasurer all papers, books, records, and money of the Chapter. Develop annual budget and submit to Board for approval.

Article VIII

Directors

Section 1. Directors: The Directors shall consist of three elected members.

Section 2. Qualifications: Directors shall require a current voting membership status in this Chapter.

Section 3. Term of Office: Directors shall not be eligible to serve more than two consecutive terms. The term of office shall be two years.

Section 4. Vacancies: If a vacancy occurs in the position of director, the Board, by majority vote, shall elect a successor to hold office for the unexpired term.

Section 5. Duties: The Duties of the Director shall be as follows:

- a. Serving as committee Chairperson for one major committee.
- b. Investigating and recommending to the Board any matter pertaining to the welfare of the Chapter.

Article IX

Committees

Section 1. Standing Committees: The Standing Committees shall be:

- a. Bylaws
- b. Membership
- c. Policy and Legislature
- d. Community 311d Public Relations e. Awards and Scholarships f. Newsletter
- g. Professional Education

Each committee shall consist of one chairperson and three volunteer members who are Voting members of the Chapter. Each committee shall submit a report upon request of the President or Board.

Section 2. Bylaws: This committee shall receive and study any proposals or amendments to the Bylaws and may initiate proposals for amendments to the same.

Section 3. Membership: This committee shall devise ways to recruit and retain members of the Chapter.

Section 4. Policy and Legislature: This committee shall keep the members at large abreast of , any legislative action that will influence or impact the Latino community and offer implementation strategies as needed.

Section 5. Community and Public Relations: This committee shall devise ways of promoting good will between the public and the association and promote and provide Chapter members with opportunities for community activities and service.

Section 6. Awards and Scholarships: This committee shall be responsible for scholarship fund raising activities and recommend recipients and awards to be approved by the Board and report to the membership at large.

Section 7. Newsletter: This committee shall publish and distribute the Chapter Newsletter- LA CONNEXION. The Vice-President shall be the liaison between the L.A. Chapter Board of Directors and the Newsletter Committee.

Section 8. Professional Education: This committee shall provide and coordinate educational and CEU opportunities for the members of the Chapter.

Section 9. Special Committees: The Board may establish such special or ad hoc committees, as they deem appropriate. Such committees shall have members, duties, and terms as determined by the Board.

Article X

Meeting of Members and Elections

Section 1. General Meetings: General meetings of the Chapter shall be monthly at such time and place as determined by the Board.

Section 2. Quorum: Quorum shall constitute of a majority of voting members at all general meetings.

Section 3. Biannual Elections: Nominations for office will be held at the June meeting of the Chapter with elections being held at the December meeting of the Chapter.

The election of officers and directors shall be held by mail ballot sent to the voting members. A ballot may be re-issued if the chair of the nominating committee or a designee deems appropriate. The elections shall be decided by a majority of votes cast. A tie shall be decided by lot.

Article XI

Fiscal Year

The Fiscal year of the chapter shall be set by the Board.

Article XII

Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the meetings of this Chapter where applicable, unless inconsistent with the Bylaws.

Article XIII

Official Publication

This Chapter shall establish and maintain the official publication, "LA-NAHN Connection." The chair of the newsletter committee shall be the editor.