LOUISIANA SOCIETY OF HOSPITAL AUXILIANS  
OF THE LOUISIANA HOSPITAL ASSOCIATION  
BYLAWS  
(Update November 2001)

ARTICLE I - NAME

The name of this organization shall be the Louisiana Society of Hospital Auxiliaries of the Louisiana Hospital Association, hereinafter referred to as the "Society" and the "Association," respectively.

ARTICLE II - OBJECTIVES

The objectives of the Society shall be to unite hospital auxiliaries throughout the state as groups and auxilians throughout the state as individuals and to advance the development of effective programs of service to the hospitals of Louisiana. To that end:

SECTION 1. The Society shall serve as a medium for the interchange of ideas and the dissemination of information and materials relative to the work of auxiliaries and auxilians.

SECTION 2. The Society shall render assistance in the organization of new hospital auxiliaries and promote the further development of existing hospital auxiliaries.

SECTION 3. The Society shall, in concert with the Association, develop, promote and encourage educational programs and activities to strengthen the role of auxiliaries and auxilians in providing greater service to their individual hospitals.

SECTION 4. All activities of the Society shall coincide with the aims and philosophies of the Association as expressed in its Articles of Incorporation, its Bylaws, and by its Board of Trustees.

ARTICLE III - MEMBERSHIP

Membership criteria shall be as follows:

SECTION 1. Membership in the Society shall be open to all members in good standing of organized hospital auxiliaries whose institutions are members of the Louisiana Hospital Association.

SECTION 2. Application for membership shall be made by completing the application form provided by the Association. Membership shall be effective upon approval by the Board of Trustees of the Association.

SECTION 3. No dues shall be assessed for membership in the Society.

ARTICLE IV - VOTING

Each delegation of the Society shall have two voting delegates to vote on all matters, except election of district representative, which election is by said district.

ARTICLE V - TERMINATION OF MEMBERSHIP

Membership in the Society shall be terminated under the following conditions:

SECTION 1. If the individual is no longer a member in good standing of an organized hospital auxiliary whose institution is a member of the Association.

SECTION 2. If the organized hospital auxiliary's institution is no longer a member of the Association.

SECTION 3. If the individual member fails to comply with the pertinent provisions of these Bylaws and/or the Articles of Incorporation, Bylaws, and policies of the Board of Trustees of the Association.
ARTICLE VI - OFFICERS

The following shall pertain to the officers of the Society:

SECTION 1. Officers of the Society shall be a president, president-elect, and secretary elected by the membership of the Society.

SECTION 2. The treasurer of the Society shall be the president of the Association.

SECTION 3. Officers shall be elected annually at the Fall Educational Meeting and installed at the Annual Meeting of the Society for a term of one (1) year.

SECTION 4. (a) The president-elect of the Society shall assume the office of the president at the close of the Annual Meeting at which new officers are elected.

(b) The secretary of the Society shall assume the office of president-elect at the close of the Annual Meeting at which new officers are elected.

SECTION 5. (a) If the president becomes incapacitated, ineligible for membership in the Society, or otherwise unable to fulfill his/her term of office, the president-elect shall become the president and assume all pertinent duties and responsibilities.

(b) If the office of president-elect or secretary becomes vacant, the office may be filled by appointment by the Board of Directors until the next regular election.

ARTICLE VII - BOARD OF DIRECTORS

The Board of Directors of the Society shall consist of the following:

SECTION 1. The president, president-elect, secretary and immediate past president.

SECTION 2. During the Fall educational meeting of odd-numbered years, the following District representatives will be elected: Northwest, Southeast and Central and will take office at the next Annual Meeting. During the Fall educational meeting of even-numbered years, the following District representatives will be elected: New Orleans, Southwest, and Northeast and will take office at the next Annual Meeting.

SECTION 3. The NEWSLINK editor, who shall be appointed by the President.

ARTICLE VIII - DUTIES OF OFFICERS

The duties of the officers of the Society shall be as follows:

SECTION 1. The president shall preside at all meetings of the Society and shall serve as chairman of the Board of Directors; supervise the activities of the Society; appoint all committee members, except the Nominating Committee; be an ex-officio member of all committees, excluding the Nominating Committee; represent the Society on the Association’s Council of Affiliated Societies; work closely with the Association to promote and extend the growth and service of the Society and its members; present a report at the Annual Meeting of the Society; and perform all other duties pertinent to the accomplishment of the objectives of the Society and the Association.

SECTION 2. The president-elect shall, in the absence or incapacity of the president, perform all duties and
assume all responsibilities of the president, as well as such other functions as may be
delegated to him/her by the president.

SECTION 3. The secretary shall keep minutes of all meetings of the Society and the Board of Directors;
send notices of all meetings of the Society to the president of each auxiliary at least 30 days
prior to the date of such meetings and of the Board of Directors to its members at least 15
days prior to the date of such meetings; preserve all papers, letters and records of
transactions of the Society and pass them on promptly to his/her successor; and keep an
accurate list of names and addresses of the officers and members of the Board of Directors.

SECTION 4. The treasurer shall receive all funds of the Society and pay such bills as are proper and in
accordance with policies of the Association; serve as an ex-officio member of the Board of
Directors, providing guidance in the implementation of approved policies and in
relationships with the Association and other allied groups; keep an accurate record of the
name and address of the president of each hospital auxiliary; maintain the membership
records of the Society; and perform such other functions and duties as may be necessary to
coordinate and advance the Society's objectives.

ARTICLE IX - DUTIES OF BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall have authority to make policy decisions for the Society
provided they are not in conflict with the Charter or Bylaws of the Association; to carry on
the business of the Society; to establish rules and procedures for the Board of Directors and
the Society; to approve or disapprove reports, resolutions or actions of officers and
committees with the proviso that no action of the Society shall be binding upon the
Association until it is approved by the Board of Trustees of the Association; and to plan, in
cooperation with the staff of the Association, the Annual Meeting and such other meetings
and educational seminars as may be appropriate. In addition, directors from each District
shall be responsible to maintain contact with the other auxiliaries within the District,
courage the growth of these auxiliaries and their individual member auxilians through
participation in seminars and workshops, and provide personal assistance in the formation of
new hospital auxiliaries within the District when requested to do so.

SECTION 2. In addition to those responsibilities as a member of the Board of Directors, the NEWSLINK
editor shall also have the responsibilities of gathering information for and the preparation of
the newsletter for the Society.

ARTICLE X - NOMINATING COMMITTEE

The officers and Board of Directors shall serve as the Nominating Committee to make nominations for officers of the
Society.

SECTION 1. A questionnaire shall be mailed to the president of all hospital auxiliaries and members of
the Board of Directors requesting suggestions of names of members to serve as officers.

SECTION 2. Using these suggested names and others from whatever source, a slate of nominees shall be
selected, which shall be mailed to the president of each hospital auxiliary and to members of
the Board of Directors at least thirty (30) days prior to the election at the Annual Meeting.

SECTION 3. Additional nominations may be made from the floor. If there is more than one nominee for
office, voting shall be by secret ballot.

ARTICLE XI - OTHER COMMITTEES

The president shall appoint the chairmen and members of such other committees as may be necessary to fulfill properly
the objectives of the Society.
ARTICLE XII - AFFILIATIONS

The Society may enter into agreements of affiliation with a national society for auxilians under provisions determined and prescribed by the Board of Directors of the Society with the approval of the Board of Trustees of the Association.

ARTICLE XIII - MEETINGS

A minimum of two (2) educational meetings of the Society shall be held each year. The first meeting of the calendar year shall be designated as the Annual Meeting at which officers shall be elected.

SECTION 1. The Board of Directors, in cooperation with the Association staff, shall determine the time and place of the meetings of the Society.

SECTION 2. The secretary shall send a notice of every meeting to the president of each auxiliary at least thirty (30) days prior to the meeting.

The Board of Directors shall meet at least two (2) times each year to plan the programs for the educational meetings and to conduct the business of the Society.

SECTION 1. The president, in cooperation with the Association staff, shall call the meetings of the Board of Directors.

SECTION 2. The secretary shall send a notice of every meeting of the Board of Directors to its members at least fifteen (15) days prior to the meeting.

SECTION 3. A special meeting of the Board of Directors may be called upon the written petition to the president of the Society or to the Association by five (5) members of the Board of Directors.

ARTICLE XIV - QUORUM

The following shall constitute a quorum for a meeting of the Society and the Board of Directors.

SECTION 1. Upon proper notification of any meeting of the Society, a majority of members present shall constitute a quorum.

SECTION 2. Upon proper notification of any meeting of the Board of Directors, five (5) members of the Board of Directors present shall constitute a quorum.

ARTICLE XV - RULES OF PROCEDURE

Wherever not expressly provided for in these Bylaws, meetings of the Society and the Board of Directors shall be governed by Robert's Rules of Order Newly Revised.

ARTICLE XVI - AMENDMENTS

These Bylaws may be altered, amended or repealed by a two-thirds vote of the members present at a regular meeting or at a special meeting called for the purpose.

SECTION 1. Alterations, amendments or items for repeal may be proposed by the Board of Directors or by twenty-five (25) members of the Society in good standing.

SECTION 2. Written notice of proposed changes shall be sent to the president of each auxiliary at least thirty (30) days prior to the meeting at which a vote will be taken.

SECTION 3. Changes in these Bylaws must be approved by the Board of Trustees of the Association.
before they can become effective.

ARTICLE XVII - DISTRICTS

Unless and until rearranged, increased or consolidated as provided in Article X of the Articles of Incorporation of the Association, Districts of the Society shall be those which correspond to the Districts of the Association.

SECTION 1. The Districts of the Society shall be identified as follows:

a. Northwest Louisiana
b. Northeast Louisiana
c. Central Louisiana
d. Southwest Louisiana
e. Southeast Louisiana
f. New Orleans

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