



Lymphology Association of North America®

**Policy & Procedures
Manual**

Updated April 2017

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I. INTRODUCTION TO LANA®

A. MISSION

The Lymphology Association of North America® (LANA®) is a non-profit corporation comprised of healthcare professionals experienced in the management of lymphedema. Having recognized the need for a national certification examination for lymphedema therapists, LANA® tests knowledge considered fundamental in the management of lymphedema.

The objectives and purposes of the organization shall be to promote standards for the certification of healthcare professionals who help individuals with lymphedema and/or related disorders manage their lymphedema and to promote lymphedema awareness and the science of lymphology.

B. BACKGROUND

As stated in the mission statement above, LANA® is a non-profit corporation specializing in the certification of healthcare professionals who diagnose and/or treat lymphedema and related disorders. LANA® was created following the 1998 American Cancer Society Lymphedema Workshop recommendation to establish certification guidelines to assure that specific treatments and facilities meet state-of-the-art criteria. The multidisciplinary LANA® Board of Directors (BOD), including physicians, nurses, and therapists, identified the need for and subsequently created a national certification examination.

The LANA® examination has been written and administered under the guidance of Schroeder Measurement Technologies, Inc. (SMT). SMT has been providing comprehensive examination development and administration services to certification organizations and licensing agencies worldwide since 1995.

LANA®'s alliance of medical professionals from diverse disciplines utilizes their comprehensive knowledge of the lymphatic system to assess, plan, and provide therapeutic intervention to help restore or maximize function and improve quality of life.

C. ORGANIZATIONAL CHARTS

See Appendices A, B and C

II. GENERAL OPERATING PROCEDURES

A. CORRESPONDENCE

All officers and committee chairs shall send copies of pertinent LANA® correspondence to the president and the executive director of LANA®. (Pertinent shall be defined as any legal correspondence or correspondence deemed necessary in running the organization.)

B. COMMITTEE ORGANIZATION AND GUIDELINES

1. Established committees develop and maintain the following information:
 - a) Goals and objectives according to the committee functions as defined by the LANA® BOD.
 - b) Mechanism of appointment of members.
 - c) Dates committee reports are due.
2. A chair and at least two additional members are recommended for each committee unless otherwise specified in the Bylaws or Policy & Procedures Manual.

3. The committees and chairs will be appointed by the president and shall serve a term of two-years renewable, or until a successor is appointed, unless otherwise specified in the Bylaws or Policy & Procedures Manual.
4. All committee chairs will be members of the LANA[®] BOD, however, the president may appoint members of the committee who are CLT-LANA[®] therapists but not a LANA[®] BOD member.
5. All BOD members shall sign LANA[®]'s Confidentiality and Non-disclosure Agreement.
6. All Non-BOD committee members shall sign LANA[®]'s Confidentiality and Non-disclosure Agreement.

C. FAMILIARIZATION WITH LANA[®] POLICIES AND BYLAWS

Committee chairs and officers must be familiar with LANA[®] Bylaws, Policy & Procedures Manual, and operate accordingly.

D. TRANSFER OF RECORDS

Upon change of officers or committee chairs it is the responsibility of the outgoing person who previously held that chair or office to insure a copy of the Policy & Procedure Manual, a copy of LANA[®]'s Bylaws, and any other pertinent materials, including records, are provided to the incoming officer or committee chair.

E. RESIGNATIONS, DISMISSAL AND COMPLAINTS, AND APPEAL PROCEDURES FOR OFFICERS AND COMMITTEE MEMBERS

1. Resignations

Resignations shall be submitted in writing through the president to the LANA[®] BOD, except for the president who shall submit a resignation through the vice president to the LANA[®] BOD.

2. Dismissal and Complaints

Dismissal must be by action of the LANA[®] BOD, in writing. Majority ruling from full COB will decide. Grounds for dismissal shall be clearly stated from including but not limited to:

- a) Noncompliance with Policy & Procedures or Bylaws.
- b) Failure to perform duties of elected office or appointed position.
- c) Failure to attend required meetings.
- d) Other complaints alleging and confirmed that a member has violated their professional code of ethics.
- e) Actions/statements deemed detrimental to LANA[®].

3. Appeal Procedures

Appeal must occur within 30 days of the dismissal notification, must be specifically defined, and must be submitted in writing through the President to the LANA[®] BOD, except for the president who must submit through the vice president to the LANA[®] BOD. The appeal must be acted upon at the next meeting of the LANA[®] BOD or via electronic discussion and vote with prior authorization of the Executive Committee.

F. LIMITATION OF EXPENDITURES

No officer or committee chair or member shall expend any money not provided for in the budget as proposed by the treasurer and adopted by the LANA[®] BOD, nor spend any money in excess of budget allotment, except by order of a majority of the LANA[®] Executive Committee. Lack of

adherence to this policy will result in personal responsibility for the cost.

III. PUBLICATION OF LANA[®] BUSINESS INFORMATION

- A. Any information regarding LANA[®] activities, proposals, programs, etc. must be submitted to the LANA[®] BOD or Marketing chair as appropriate, for verification and approval of the president before publication.
- B. All postings to the LANA[®] website will be approved by the president, the contracted website company and/or executive director.
- C. Committees submit items to be posted to the executive director for approval.

IV. FORMAT FOR LANA[®] BUSINESS AND BOARD OF DIRECTORS MEETINGS

A. GUIDELINES AND FORMAT

- 1. Officers and committee reports for each meeting should be submitted prior to that meeting. Report highlights are given orally. Proposals may be considered in detail under a new business.
- 2. Agenda will be created by the executive director with input from the Executive Committee.

B. MINUTES OF BUSINESS AND BOARD MEETINGS

During the meeting, minutes will be taken by the secretary or a duly designated individual. The secretary will be responsible for overseeing the distribution of the meeting minutes to the LANA[®] BOD in a timely fashion. All board members are responsible for reviewing the minutes for accuracy and to assure that their assigned tasks are carried out.

C. MOTION VOTING

- 1. Any motion presented from the floor at business meetings shall be logged and restated by the secretary or designated note taker before vote is taken.
- 2. All motions presented will receive adequate discussion before a vote is called.
- 3. Motions may be called for a vote by the president or secretary only if a quorum of the BOD exists. A quorum will be a majority of the LANA[®] BOD.
- 4. Motions may be tabled by the president, with input from the board, for action at future meetings.
- 5. Voting will be by verbal call of the secretary, with a yea, nay, or abstain vote, by the BOD present at the meeting.
- 6. A majority vote will rule.

V. BOARD OF DIRECTORS

A. COMPOSITION AND TERMS OF OFFICE

- 1. The Corporation shall have a minimum of three and a maximum of 22 LANA[®] BOD, approximately half being elected each year, for a two-year term.
- 2. The officers of LANA[®], known as the Executive Committee, are the president, president-elect, immediate past-president, vice president, secretary, and treasurer.
- 3. Newly-elected officers shall assume office and the duties of their offices at the close of the business meeting at which their election is validated.
- 4. All LANA[®] BOD are elected to a two-year term, without term limits.
- 5. Applications for new LANA[®] BOD will be submitted and reviewed by the Nominations & Election Committee with input from the Executive Board.

B. PURPOSE

The purpose of the LANA[®] BOD is to carry out the policies and mandates of LANA[®] and to serve as its representative and spokesperson.

C. DUTIES AND RESPONSIBILITIES

1. Provide coordination and continuity for both internal and external affairs of LANA[®].
2. Plan and administer LANA[®]'s business in accordance with the objectives and mission as stated in the bylaws.
3. Make and enforce policies which are consistent with the LANA[®] Bylaws/Policy & Procedures.
4. Actively participate on at least two committees.
5. Complete LANA[®] Performance Assessment biennially.

D. BOD MEETINGS

The LANA[®] BOD will meet at minimum twice yearly and additionally as necessary. A majority of the current LANA[®] BOD members present constitute a quorum.

1. LANA[®] Annual Spring Board Meeting

- a) Begin planning process and developing objectives.
- b) Review and evaluate previous year's progress and activities.
- c) Make any necessary adjustment in current programs and activities.
- d) Take action on other items including, but not limited to, changes in policies, procedures, and committee appointments as may be necessary.
- e) Prepare proposals for future activities of LANA[®].
- f) Develop preliminary agenda for fall board meeting.

2. LANA[®] Annual Fall Board Meeting

- a) Review, evaluate, and make necessary adjustments in current programs and activities.
- b) Take action on other items including, but not limited to, changes in policies, procedures, and committee appointments as may be necessary.
- c) Develop preliminary agenda for spring board meeting.

3. Conference Calls

- a) There will be conference call meetings of the LANA[®] BOD and/or Executive Committee as needed.
- b) There will be conference call meetings of the Regional Liaisons as needed.
- c) Calls will be scheduled 30 days in advance unless an emergency arises.
- d) A quorum will be required for a LANA[®] BOD conference call to take place if planning and implementation of LANA[®] business is to be undertaken.
- e) Committees may conference call outside of the LANA[®] BOD for the purposes of planning and implementation. An Executive Committee member must be notified of the call and a summary report will be given to the Executive Board.

E. REMUNERATION

1. Each board member will receive travel reimbursement for biannual BOD meetings. The level of travel reimbursement is contingent on the financial standing of the organization and will be determined prior to the meeting by the president with advice from the treasurer.
2. This travel reimbursement is contingent upon attendance at the meeting.

3. All travel reimbursement must be submitted with the correct travel reimbursement form with attached receipts.
4. The attendee shall not submit expenses that are otherwise reimbursed.
5. Members of the Examination Committee will receive rates of travel reimbursement consistent with the additional meeting time required by their position.
6. The Executive Board will vote on any additional meeting remunerations for special circumstances or meeting above and beyond those stated.

VI. LANA[®] EXECUTIVE COMMITTEE (EXECUTIVE BOARD OR BOD)

A. PRESIDENT

1. Organization

a) Election Procedures

- (1) The term of office begins at the close of the annual fall board meeting
- (2) The president will serve for one year, or until the installation of his/her successor.
- (3) There are no term limits.

b) Responsibility

The president is directly responsible to the LANA[®] BOD.

c) Vacancy

- (1) If unable to complete his/her term, the president shall submit written resignation to the LANA[®] BOD through the vice president.
- (2) Dismissal, if indicated, is by action of the LANA[®] BOD.
- (3) In the event of the vacancy, the vice president will succeed to the presidency for the unexpired portion of the term.

d) Orientation:

Once the election results have been certified, the newly-elected president shall be oriented by the outgoing president following the close of the BOD meeting.

2. Operations

a) Meetings

- (1) The president shall attend the spring and fall board meetings.
- (2) The president shall attend and preside at all meetings of LANA[®] and the LANA[®] BOD, or delegate that authority.

b) Duties and Responsibilities

- (1) Coordinate and facilitate the BOD to keep on task for LANA[®]'s mission.
- (2) Serve on the BOD with one vote.
- (3) Preside at all LANA[®] and LANA[®] BOD meetings.
- (4) Serve as an ex-officio member of all committees, except Nominations & Election Committee.
- (5) Create and appoint all Special and Advisory committees necessary to accomplish the function of LANA[®] with the advice and consent of the board.

- (6) Compile and provide president's agenda items for board meetings, submitting to secretary or executive director prior to the board meeting.
- (7) Coordinate board meeting agenda with input from the BOD.
- (8) Compose an annual calendar, including LANA[®] deadlines and events, and distribute to the BOD at meeting.
- (9) Notify and prepare the vice president in the event of inability to perform any duty.
- (10) Orient the incoming president.
- (11) Indicate approval on LANA[®] travel reimbursement forms and forward for payment.
- (12) Act as spokesperson for LANA[®] based on the guidance of the BOD.
- (13) Complete performance assessment of executive director and/or LANA[®] BODs.
- (14) Review, approve, and sign all contracts for organization; assign designee for specific contracts.
- (15) Reaffirm commitment to LANA[®]'s policies through the BOD application or re-nomination form.

c) **Communication**

- (1) Share items of concern with the executive officers, BOD, and/or membership as appropriate.
- (2) Respond appropriately to requests received from any other components or special groups, sharing information with the board and others, as indicated.
- (3) Assure that the reports of the officers and committee chairs are submitted on time for meetings and edit final copies of minutes of meetings prior to distribution by secretary or designated individual to BOD.

3. **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

B. PRESIDENT-ELECT

The president-elect position is not currently utilized. If this position is activated, the Policy & Procedures Manual will be updated at that time.

C. IMMEDIATE PAST PRESIDENT

- 1. Ex-officio member of the Executive Committee
- 2. Non-voting status

D. VICE PRESIDENT

1. **Organization**

a) **Election Procedures**

- (1) The term of office begins at the close of the annual fall board meeting.
- (2) The vice president will serve for one year, or until the installation of his/her successor.
- (3) There are no term limits.

b) Responsibility

The vice president is directly responsible to the president.

c) Vacancy

- (1) If unable to complete his/her elected term, the vice president shall submit written resignation to LANA[®] BOD through the president.
- (2) Dismissal must be by action of half of the Executive Board plus the chair of the Nominations & Election Committee.
- (3) In the event of a vacancy, the president shall appoint a member to serve the unexpired portion of the term.

d) Orientation

Once the election results have been certified, the newly-elected vice president shall be oriented by the outgoing vice president following the close of the BOD Meeting.

2. Organization

a) Meetings

- (1) The vice president should attend the spring and fall board meetings.
- (2) The vice president should participate in all assigned committee meetings and conference calls of the board.

b) Duties and Responsibilities

- (1) Serve on the Executive Board with one vote.
- (2) Assumes the duties of the president if he/she is absent or incapacitated.
- (3) In the event of a vacancy in the office of president, the vice president shall succeed to the presidency as an interim until the board can elect a new official.
- (4) Serve as liaison officer to assigned committees.
- (5) Orient the incoming vice president.
- (6) Reaffirm commitment to LANA[®]'s policies through the BOD application or re-nomination form.

c) Communication

- (1) Share items of concern with the executive officers and LANA[®] BOD.
- (2) Respond appropriately to requests received from other components or special groups, notifying the president prior to response.

3. Travel Reimbursement

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

E. TREASURER

1. Organization

a) Election Procedures

- (1) The term of office begins at the close of the annual fall board meeting.
- (2) The treasurer will serve for one year or until the installation of his/her term.
- (3) There are no term limits.

b) **Responsibility**

The treasurer is directly responsible to the president.

c) **Vacancy**

- (1) If unable to complete his/her elected term, the treasurer shall submit written resignation to the president.
- (2) Dismissal must be by action of half of the Executive Board plus the chair of the Nominations & Election Committee.
- (3) In the event of a vacancy, the president shall appoint a member to serve the unexpired portion of the term.

d) **Orientation**

- (1) Once the election results have been certified, the newly-elected treasurer shall be oriented by the outgoing treasurer following the close of the BOD meeting.
- (2) Make appropriate changes with bank signature cards and accounts.

2. **Operations**

a) **Meetings**

The treasurer or designated person shall attend all meetings of the LANA[®] BOD and all formal and informal meetings of LANA[®].

b) **Duties and Responsibilities**

- (1) Submit financial report to the president by appropriate deadlines.
- (2) Submit financial records annually for audit by LANA[®] BOD, executive director, and/or Certified Public Accountant (CPA).
- (3) Oversee complete and accurate financial records including income and expenses as well as IRS paperwork including, but not limited to tax filings.
- (4) Submit proposed annual budget to the president for action at the LANA[®] BOD meeting.
- (5) Orient the incoming treasurer.
- (6) Oversee annual renewal of officers' and directors' insurance before deadline.
- (7) Obtain pre-authorization of checks written over \$5,000.
- (8) Reaffirm commitment to LANA[®]'s policies through the BOD application or re-nomination form.

c) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to designated individual.

F. SECRETARY

1. Organization

a) Election procedures

- (1) The term of office begins at the close of the annual fall board meeting.
- (2) The secretary will serve for one year or until the installation of his/her successor.
- (3) There are no term limits.

b) Responsibility

The secretary is directly responsible to the president.

c) Vacancy

- (1) If unable to complete his/her elected term, the secretary shall submit written resignation to the president.
- (2) Dismissal must be by action of half of the Executive Board plus the chair of the Nominations & Election Committee.
- (3) In the event of a vacancy, the president shall appoint a member to serve the unexpired portion of the term.

d) Orientation

Once the election results have been certified, the newly-elected secretary shall be oriented by the outgoing secretary following the close of the BOD meeting.

2. Operations

a) Meetings

The secretary or designated person shall attend all meetings of LANA[®] BOD and all formal and informal meetings of LANA[®].

b) Duties and Responsibilities

The secretary shall either directly or indirectly oversee the following:

- (1) Request agenda items from BOD one month prior to spring and fall meetings.
- (2) Compile and distribute agenda for BOD meetings. Keep minutes of all proceedings of BOD meetings.
- (3) Distribute minutes of BOD Meetings to the BOD, in a timely manner.
- (4) Maintain records of official actions of the BOD.
- (5) Maintain permanent files and historical data.
- (a) Serve as liaison to the Qualifications/Discipline Committee.
- (6) Maintain an updated list of officers, committee chairs, liaisons, including but not limited to addresses and phone numbers.
- (7) Orient the incoming secretary.
- (8) File the annual report with the Illinois Secretary of State prior to the June 23 incorporation anniversary date.
- (9) Reaffirm commitment to LANA[®]'s policies through the BOD application or re-nomination form.

c) Travel Reimbursement

Expenses incurred for LANA[®] business should be recorded on appropriate travel

reimbursement form and submitted to the treasurer or designated individual.

VII. LANA[®] STANDING COMMITTEES

Standing committees include: Executive, Bylaws/Policy & Procedures, CME, Examination, Marketing, NLN, Nominations & Election, Qualifications/Discipline, Recertification, Regional Liaisons, School Standards, Sponsorship, and Website & Social Media.

A. EXECUTIVE COMMITTEE

1. Organization

a) Purpose

The Executive Committee shall assist the president in decision-making when a full board vote is not necessary to resolve an issue.

b) Responsibility

The Executive Committee is responsible to the LANA[®] BOD. The committee members are responsible to the president.

c) Constituency

- (1) The committee consists of the president, president-elect, vice president, secretary and treasurer.
- (2) The immediate past-president is an ex-officio member of the Executive Committee.
- (3) The executive director will be included in all committee meetings to keep records unless deemed inappropriate by the president.

2. Operations

a) General

- (1) The committee functions primarily through correspondence and telephone consultation.
- (2) The members of the Executive Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential, private, or sensitive information are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee necessitates.

c) Duties and Responsibilities

- (1) Serve as counsel to the president in LANA[®] matters.
- (2) Serve as counsel to committee chairs.
- (3) Delegate responsibilities to appropriate BOD.

d) Travel Reimbursement

Expenses incurred for LANA[®] business shall be recorded on appropriate travel

reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

See individual orientation sections for president, vice president, secretary, and treasurer. Orientation for president-elect and immediate past-president will be added should these posts become active.

B. EXAMINATION COMMITTEE

1. Organization

a) **Purpose**

The Examination Committee members are the only LANA[®] personnel with access to examination materials and shall be responsible for the development and maintenance of the certification examination of LANA[®].

b) **Responsibility**

The committee chair is responsible to the LANA[®] BOD. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair, and other committee members (minimum of four) as appointed by the president with advice from the chair and the LANA[®] BOD.
- (2) The chair of the committee shall be a current member of the BOD.
- (3) The committee members are not required to be members of the LANA[®] BOD.
- (4) All CLT-LANA[®] Certificants are eligible to apply.
The application process for non-BOD members is as follows:
 - (a) Applications are reviewed throughout the year. Acceptance is based on the point system below and upon need.
 - (i) Up to 10 points for application question answers.
 - (ii) Point for score on the examination (examination result is total number of points).
 - (iii) Up to 10 points for board member recommendations.
 - (b) A score total of 90 points or higher, is required for the applicant to be considered for the Examination Committee should there be availability.
- (5) To avoid conflict of interest, committee members may not be affiliated with any lymphedema school or lymphedema training program (LTP).
- (6) All Examination Committee members will sign LANA[®]'s Confidentiality and Non-disclosure Agreement. Failure to sign and comply with the agreement shall be grounds for dismissal.
- (7) Examination Committee members are asked to serve a minimum two-year term.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.

2. Operations

a) General

The committee will write and review test questions in consultation with the outside testing service that LANA[®] contracts for test validation purposes. The committee will meet annually unless otherwise needed. The committee functions through correspondence and telephone consultations throughout the year. The members of the Examination Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared by the chair with input from the committee members and submitted to the executive director or designated person one month prior to the board meetings.

c) Duties and Responsibilities

- (1) Create a reference list of all scientific sources used in the development of the examination questions and make such list available to test candidates. The reference list will be updated periodically.
- (2) Submit reports of examination candidate numbers and pass/fail to the BOD at meetings.
- (3) Participate in review of current database of questions to determine their applicability and accuracy according to current practice and research in the field of lymphology.
- (4) Participate in workshops with the testing agency to assure appropriate test question design.
- (5) Review questions and make determinations regarding their sensitivity and specificity based on the testing agency's statistical analysis of the current test question.
- (6) Recruit new members to the committee based on their knowledge base and level of expertise in the field of lymphology.
- (7) Provide review of the current examination.
- (8) Update examination content and question bank in conjunction with the testing agency.
- (9) Review and update the recommended reading list which is posted online. The list is based on current literature and examination questions.
- (10) Review any examination appeals, including special accommodation appeals, as described in the Candidate Information Booklet (CIB) under Appealing Decisions on Special Accommodations and Grounds for Examination Appeals.

d) Travel Reimbursement

Expenses incurred for LANA[®] business should be recorded on appropriate travel

reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of the Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.
- (4) Each new committee member shall receive a guide to writing examination questions.

C. QUALIFICATIONS/DISCIPLINE COMMITTEE

1. Organization

a) **Purpose**

The purpose of the Qualifications/Discipline Committee is to review LANA[®] examination applications that do not meet LANA[®] requirements and to assess complaints and appeals.

b) **Responsibility**

The committee chair is responsible to the LANA[®] BOD. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair and at least one other member.
- (2) The chair is appointed by the president with advice from the BOD.
- (3) The committee is appointed by the president with input from the committee chair.
- (4) The chair and committee members will serve a one-year term, renewable.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.

2. Operations

a) **General**

The chair and committee members are encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the Qualifications/Discipline Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information

unless authorized to do so.

b) **Written Reports**

Reports of committee action shall be prepared by the chair with input from the committee members and submitted to the executive director or designated person one month prior to the board meetings.

c) **Duties and Responsibilities**

- (1) Review applications for LANA[®] examination.
- (2) Recommend changes for qualifying to take the LANA[®] examination.
- (3) Support the executive director as needed to review applications of those submitting appropriate documentation to sit for the LANA[®] examination.
- (4) Review and determine eligibility of applications that are incomplete or do not meet the LANA[®] test criteria, as outlined in the Candidate Information Booklet (CIB).
- (5) See additional duties for appeals, complaints, and discipline under IX, F Appeals, Complaints, and Discipline, 2.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair, testing agency, and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

D. RECERTIFICATION COMMITTEE

1. Organization

a) **Purpose**

The purpose of the Recertification Committee is to create and maintain a recertification policy for CLT-LANA[®] certification.

b) **Responsibility**

The committee chair is responsible to the LANA[®] BOD. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair and at least one other member.
- (2) The chair is appointed by the president with advice from the BOD.
- (3) The committee is appointed by the president with input from the committee chair.

- (4) The chair and committee members will serve a one-year term, renewable.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.

2. **Operations**

a) **General**

The chair and committee members are encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the Recertification Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Written Reports**

Reports of committee action shall be prepared by the chair with input from the committee members and submitted to the executive director or designated person one month prior to the board meetings.

c) **Duties and Responsibilities**

- (1) Support the executive director, as needed, to review applications of those submitting appropriate documentation for LANA[®] recertification.
- (2) Expand, review, and redefine activities that meet recertification requirements regarding trends in the field.
- (3) Exercise judgment on applications that are incomplete or do not meet the LANA[®] recertification criteria as outlined in the Recertification Policy.
- (4) Review applications for recertification.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

E. BYLAWS/ POLICY & PROCEDURES COMMITTEE

1. **Organization**

a) Purpose

The purpose of the Bylaws/Policy & Procedures Committee is to review the LANA[®] Bylaws, as well as LANA[®]'s Policy & Procedures Manual, in accordance with the needs of the organization and recommends updates and changes as necessary.

b) Responsibility

The committee chair is responsible to the Executive Board. The committee members are responsible to the chair.

c) Constituency

- (1) The committee consists of the chair and at least one other member. The president appoints the chair with input from the BOD and committee members with input from the committee chair.
- (2) The committee consists of the chair and other committee members, as appointed by the president with advice from the chair and the LANA[®] BOD.
- (3) The chair and committee members will serve a one-year term, renewable.

d) Interruption of Committee Service

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.

2. Operations

a) General

- (1) The chair and committee members are encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year.
- (2) Amendments to the bylaws must be presented to the BOD prior to the anticipated vote in order for the proposed changes to be reviewed by all members and allow for questions and concerns to be raised.
- (3) Amendments to the bylaws will pass with a majority vote of the BOD.
- (4) Any BOD may submit a change to the Policy & Procedures Manual. All changes to LANA[®]'s Policy & Procedures Manual must be approved by the Executive Committee.
- (5) The members of the Bylaws/Policy & Procedures Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared by the chair with input from the committee members and submitted to the executive director or designated person one month prior to the board meetings.

c) **Duties and Responsibilities**

- (1) Maintain the current bylaws.
 - (a) Review bylaws prior to each meeting.
 - (b) Recommend changes to the bylaws to the committee members.
 - (c) Circulate written reports of suggested bylaws changes to the BOD.
 - (d) Implement approved bylaws into updated bylaws.
- (2) Maintain past bylaws for historical purposes.
- (3) Provide advice to LANA[®]'s BOD and Executive Committee regarding adherence to the bylaws according to Sturgis Standard Code of Parliamentary Procedure. (Now known as The Standard Code of Parliamentary Procedure.)
- (4) Maintain current Policy & Procedures Manual.
- (5) Review the Policy & Procedures Manual every three years with assistance from the Executive Director.
- (6) Distribute Policy & Procedures Manual to new LANA[®] BOD.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of the Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

F. NOMINATIONS & ELECTION COMMITTEE

1. Organization

a) **Purpose**

The purpose of the Nominations & Election Committee is to nominate candidates for the BOD and to conduct the annual BOD election.

b) **Responsibility**

The committee chair is responsible to the president. The committee members are responsible to the chair. The president serves as a liaison officer to the committee.

c) **Constituency**

- (1) The committee consists of the chair and two additional members. The president appoints the chair with input from the BOD and committee members with input from the committee chair.

- (2) The committee consists of the chair and other committee members as appointed by the president.
- (3) The chair and committee members will serve a one-year term.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.
- (3) Vacancy: In the event of a vacancy, the president shall appoint a member in good standing to serve the unexpired portion of the term.

2. **Operations**

a) **General**

The chair and committee members are encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the Nominations & Election Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Reports**

- (1) Reports of committee action shall be prepared by the chair with input from the committee members and submitted to the executive director or designated person one month prior to the elections.
- (2) The committee chair will send the committee's recommendation for the BOD candidates to the Executive Committee prior to creating the ballot.
- (3) The committee solicits and prepares a list of appropriate nominees for the LANA[®] board. Interested parties submitting applications via the website will be reviewed and considered by the committee.
- (4) The chair shall send each potential nominee the appropriate application form.
- (5) The committee shall prepare the slate for the BOD.
- (6) The committee shall prepare the slate for the executive officer positions.
- (7) The committee shall conduct elections according to the procedures below.

c) **Duties and Responsibilities**

- (1) The committee solicits and prepares a list of appropriate nominees for the LANA[®] BOD. Interested parties submitting applications via the website will be reviewed and considered by the committee.
- (2) The chair shall send each potential nominee the appropriate application form.
- (3) The committee shall prepare the slate for the BOD.
- (4) The committee shall prepare the slate for the executive officer positions.
- (5) The committee shall conduct elections according to the procedures below.

d) Election Procedures

- (1) Election is by mail, fax, or other electronic ballot to be conducted each year prior to the fall meeting.
- (2) Only current BOD members are eligible to vote.
- (3) Coordinate the nominating and elections procedures with BOD meetings as follows:
 - (a) Spring Meeting
 - (i) Announce the executive offices are open, prepare a short description of that office. Nominations may be taken from the current BOD.
 - (ii) Identify BOD members whose terms are set to expire. Solicit their intent to run for re-election.
 - (b) Following the spring meeting, issue an announcement via the LANA[®] website of BOD positions open, announce deadline of receipt for nominations.
 - (c) During the fall meeting, the official election results are announced.
- (4) Ballots shall be prepared after June 1st.
- (5) BOD application shall be sent to all current BOD members along with a ballot.
- (6) Ballots must be received by designated date to be valid.
- (7) Nominee receiving a majority of votes shall be considered elected.
- (8) If a nominee is unable to be obtained for an executive office, nominations from the floor will be in order during the fall meeting, and the election for that office will be conducted at the meeting by the Nominations & Election Committee chair or committee representative.
- (9) The chair shall notify the president, executive director, and the candidates of the election results prior to the fall meeting.
- (10) Written election report is submitted to the executive director or secretary of LANA[®] within 30 days of election.

e) Travel Reimbursement

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement forms and submitted to the treasurer or designated individual.

f) Orientation

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

G. CONTINUING MEDICAL EDUCATION (CME) COMMITTEE

1. Organization

a) Purpose

The purpose of the CME Committee is to develop online continuing education credits for LANA[®] therapists' recertification only.

b) **Responsibility**

The chair is responsible to the BOD. The members of the committee are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair, and if requested by the chair, an additional committee member.
- (2) The chair and its members serve a one-year term, renewable.
- (3) The president appoints the chair with input from the BOD.
- (4) Committee members, if requested, are appointed by the president with input from the chair.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. Operations

a) **General**

The chair is encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the CME Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Written Reports**

Reports of the committee action shall be prepared by the chair with input from the committee members and submitted to the LANA[®] BOD one month prior to the meetings.

c) **Duties and Responsibilities**

- (1) The chair will assign two LANA[®] Board members to read and review articles on some aspect of lymphatic disorders.
 - (a) Specific articles are selected by the reviewer, however, the subject matter of the article may be chosen by the CME chair with input from the reviewer.
 - (b) Reviewers send chosen article to the chair for approval.
 - (c) Reviewing process and completions of rough draft of quiz consisting of 8-10 questions should be completed.

- (d) Reviewers may complete the work at any time during the first three months of the quarter.
- (2) Following completion of questions the two reviewers will exchange the chosen articles, questions and answer keys.
 - (a) Reviewers will check for clarity, fairness, and correctness of quizzes.
 - (b) The chair will provide reviewers with a copy of the Item Writing Guide for Subject Matter Experts created by the testing agency from the chair and are expected to follow that format.
- (3) Following completion of article review, the quiz and answer key will be sent to the CME chair for final review.
- (4) The CME chair will send completed work to the executive director, or designated person, to be placed on the website. The following must be submitted:
 - (a) Full reference
 - (b) Abstract or full article, depending on copyright
 - (c) Quiz
 - (d) Separate quiz with answer key
- d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.
- e) **Orientation**
 - (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
 - (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
 - (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

H. NATIONAL LYMPHEDEMA NETWORK (NLN) COMMITTEE

1. Organization

a) Purpose

- (1) Organize an event for the CLT-LANA[®] therapists to socialize and network with other CLT-LANA[®] therapists at the NLN Conference.
- (2) Coordinate booth activities.

b) Responsibility

The NLN Committee chair is responsible to the president. The committee members are responsible to the chair.

c) Constituency

- (1) The committee consists of the chair and at least one additional member.

The chair shall be a BOD; however, the members may be CLT-LANA[®] therapists.

- (2) The chair and members shall serve until the event is completed.
- (3) The president appoints the chair with input from the BOD and committee members with input from the chair.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. **Operations**

a) **General**

The committee functions through correspondence and telephone consultation throughout the year. The members of the NLN Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Written Reports**

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee necessitates.

c) **Duties and Responsibilities**

- (1) Participate in conference calls and/or email with committee members for event possibilities.
- (2) Participate in conference calls and/or email with Executive Committee and executive director for discussions of events.
- (3) Prepare potential events sites with budgets for each and distribute to the Executive Committee and executive director the Executive Committee and executive director.
- (4) Final decision of event is made by the Executive Committee with guidance from the NLN Committee and BOD.
- (5) Communicate with BOD members regarding recruitment of new committee members.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president along with the executive director will orient the new committee chair. The committee chair will orient new members.
- (2) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

- (3) If the outgoing chair is not available, a committee member will assume this responsibility.

I. SCHOOL STANDARDS COMMITTEE

1. Organization

a) Purpose

The purpose of the School Standards Committee is to create and maintain criteria for lymphedema schools and LTPs to qualify their graduates to sit for the LANA[®] examination.

b) Responsibility

The committee chair is responsible to the LANA[®] BOD. The committee members are responsible to the chair.

c) Constituency

- (1) The committee consists of the chair and at least one other member.
- (2) The chair is appointed by the president with advice from the BOD committee chair.
- (3) The committee is appointed by the president with input from the committee chair.
- (4) The chair and committee members will serve a one-year term, renewable.
- (5) To avoid COI, committee members may not be affiliated with any lymphedema school or LTP.
- (6) All School Standards Committee members will sign LANA[®]'s Confidentiality and Non-disclosure Agreement. Failure to sign and comply with the agreement shall be ground for dismissal.

d) Interruption of Committee Service

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the chair.
- (2) Dismissal of the committee chair must be by the LANA[®] BOD. Other committee members may be dismissed in writing by the committee chair with approval from the president.

2. Operations

a) General

The chair and committee members are encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the School Standards Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared by the chair with input from the

committee members and submitted to the executive director or designated person one month prior to the board meetings.

c) **Duties and Responsibilities**

- (1) Review applications of LTP submitted to the NLN with the assistance of the president and executive director.
- (2) Recommend any changes necessary for qualifying to meet LANA[®] criteria.
- (3) Review and determine eligibility of LTP in compliance with the CIB.
- (4) Review annually the criteria from the CIB for inclusion as a LTP.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement forms and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair, and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

J. WEBSITE & SOCIAL MEDIA COMMITTEE

1. Organization

a) **Purpose**

The Website & Social Media Committee shall be to promote LANA[®] via online and social media avenues.

b) **Responsibility**

The committee chair is responsible to the president. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair and at least one other member.
- (2) The chair and members serve a one-year term, renewable.
- (3) The president appoints the chair with input from the BOD and committee members with input from the chair.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. Operations

a) General

The chair is encouraged to attend all LANA[®] BOD and business meetings. If the chair is not a current BOD, the chair shall have a voice, but no vote, at the BOD meeting. The committee functions through correspondence and telephone information consultation throughout the year. The members of the Website and Social Media Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee necessitates.

c) Duties and Responsibilities

- (1) Assist in providing membership retention activities with other committees.
- (2) Act as public relations spokesperson for LANA[®] with advisement of the president, BOD, and executive director.
- (3) Coordinate and conduct public relations activities of LANA[®] with the assistance of the executive director.
- (4) Serve as promoter of lymphedema therapy and LANA[®].
- (5) Be responsible for the website updates with assistance from the executive director with advisement from the BOD.
- (6) Arrange for updated material to be posted to the website.
- (7) Review website content and advise the LANA[®] BOD of necessary updates with the assistance of the executive director.
- (8) Distribute information and press releases about LANA[®] to other constituencies of interest with the assistance of the executive director.
- (9) Respond to public requests and inquiries about LANA[®]'s mission, vision, and objectives, as needed, via social media.

d) Travel Reimbursement

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

e) Orientation

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

K. MARKETING COMMITTEE

1. Organization

a) Purpose

The purpose of the Marketing Committee shall be to promote LANA[®] through publications, events, and media.

b) Responsibility

The committee chair is responsible to the president. The committee members are responsible to the chair.

c) Constituency

- (1) The committee consists of the chair and at least one other member.
- (2) The chair and members serve a one-year term, renewable.
- (3) The president appoints the chair with input from the BOD and committee members with input from the chair.

d) Interruption of Committee Service

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. Operations

a) General

The chair is encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the Marketing Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) Written Reports

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee necessitates.

c) Duties and Responsibilities

- (1) Act as public relations spokesperson for LANA[®] with advice from the president, executive director, and the BOD.
- (2) Solicit sponsorship for LANA[®] in coordination with Sponsorship Committee.
- (3) Coordinate and conduct public relations activities of LANA[®] with the assistance of the executive director.
- (4) Promote CLT-LANA[®] examination and LANA[®].
- (5) Be responsible for the website updates with assistance from the executive director and Website & Social Media chair with advisement from the BOD.
- (6) Assist executive director or designated person with revising and

arranging for reprinting of LANA[®] brochures as needed with input from the BOD.

- (7) Arrange for updated material to be posted to the website.
- (8) Review website content and advise the BOD of necessary updates with the assistance of the executive director and Website & Social Media chair.
- (9) Distribute information and press releases about LANA[®] to other constituencies of interest with the assistance of the executive director.
- (10) Create and review marketing plan.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

L. SPONSORSHIP COMMITTEE

1. Organization

a) **Purpose**

The purpose of the Sponsorship Committee shall be to solicit sponsorship for LANA[®].

b) **Responsibility**

The committee chair is responsible to the president. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee consists of the chair and at least one other member.
- (2) The chair and members serve a one-year term, renewable.
- (3) The president appoints the chair with input from the BOD and committee members with input from the chair.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. Operations

a) **General**

The chair is encouraged to attend all LANA[®] BOD and business meetings. If the chair is not a current BOD, the chair will have a voice, but no vote, at the BOD meeting. The committee functions through correspondence and telephone consultation throughout the year. The members of the Sponsorship Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Written Reports**

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee necessitates.

c) **Duties and Responsibilities**

- (1) Promote LANA[®] to potential sponsors.
- (2) Solicit sponsorship for LANA[®] along with the Marketing Committee, executive director, and president.
- (3) Create annual sponsorship campaign brochure.
- (4) Revise and arrange for reprinting of LANA[®] sponsorship brochure.
- (5) Arrange for updated material regarding sponsorship to be posted to the website.
- (6) Review sponsorship benefits and advise the BOD of necessary updates with the assistance of the executive director.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

M. REGIONAL LIAISON COMMITTEE

1. Organization

a) **Purpose**

The purpose of the Regional Liaison Committee shall be to promote LANA[®] and to advise the BOD of the needs of the CLT-LANA[®] therapists.

b) **Responsibility**

The committee chair is responsible to the president. The committee members are responsible to the chair.

c) **Constituency**

- (1) The committee shall have a chair.
- (2) Members of the committee shall representative each region.
If a region does not have an elected representative, a committee member from another region may be appointed as an acting liaison.
- (3) The chair and members serve a one-year term, renewable.
- (4) The president appoints the chair with input from the BOD and committee members with input from the chair.
- (5) All regional liaisons will be CLT-LANA[®] certified.
- (6) Voting Process for new regional liaisons.
 - (a) The regional liaisons are members of the BOD and will follow the same election process.
 - (b) The outgoing regional liaison will submit the names of CLT-LANA[®] BOD who may replace them to the Nominations & Election Committee.
- (7) Each regional liaison will be appointed from different regions of North America.
 - (a) Northeast - CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV.
 - (b) Southeast – AL, FL, GA, KY, NC, SC, TN, Puerto Rico
 - (c) Midwest – IA, IL, IN, KS, MI, MN, MO, NE, OH, WI
 - (d) Northwest – AK, ID, MT, ND, OR, SD, WA, WY
 - (e) Southwest – AR, LA, MS, NM, OK, TX, Mexico
 - (f) West – AZ, CA, CO, HI, NV, UT
 - (g) Canada.

d) **Interruption of Committee Service**

- (1) The chair shall submit a resignation in writing to the president. Committee members shall submit resignations in writing to the committee chair.
- (2) Dismissal of the committee chair must be by the BOD. Other committee members may be dismissed in writing by the committee chair with a copy sent to the president.

2. **Operations**

a) **General**

The chair is encouraged to attend all LANA[®] BOD and business meetings. The committee functions through correspondence and telephone consultation throughout the year. The members of the Regional Liaison Committee are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.

b) **Written Reports**

Reports of committee action shall be prepared and communicated to the LANA[®] BOD prior to board meetings and ongoing as the committee requires.

c) **Duties and Responsibilities**

- (1) Act as liaison and point of contact between CLT-LANA[®] therapists and their region to the BOD.
- (2) Assist in providing membership retention activities.
- (3) Make active efforts to communicate to therapists in their region about furthering LANA[®]'s mission and vision.
- (4) Seek feedback from therapists in their region regarding actions of the LANA[®] Board or proposed ideas and initiatives for BOD.
- (5) Distribute information and press releases about LANA[®] to the CLT-LANA[®] therapists.
- (6) Collaborate with the Marketing and Website & Social Media Committees to increase CLT-LANA[®] membership.
- (7) Respond to public requests and inquiries about LANA[®]'s mission, vision, and objectives, with assistance from the executive director or designated person.
- (8) Review website content and advise the BOD of necessary updates with the assistance of the executive director.

d) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

e) **Orientation**

- (1) The outgoing chair and the president will orient the new committee chair. The committee chair will orient new members.
- (2) Each newly-appointed chair will receive a copy of the LANA[®] Bylaws, a copy of LANA[®]'s Policy & Procedures Manual, and other materials as deemed necessary.
- (3) The outgoing chair will serve as an information resource for the newly-appointed chair for one year immediately following his/her term as chair.

VIII. EXECUTIVE DIRECTOR

- A. An executive director may be compensated and be a LANA[®] BOD.
- B. An executive director may be an employee of an association management company.

1. Organization

a) **Employment procedures**

- (1) Employment of the executive director is through recommendation of the Executive Committee to the BOD.
- (2) Determination of the employment shall be by majority vote of the BOD.
- (3) Salary is agreed upon by the BOD and is reviewed every two years.

b) **Responsibility**

The executive director is directly responsible to the president and the LANA[®] BOD.

c) **Vacancy**

- (1) The executive director shall submit written resignation to the president.
- (2) Dismissal must be by action of the LANA[®] BOD with one month written notice to the executive director.
- (3) In the event of a vacancy, the secretary shall assume all responsibilities of the executive director until a new executive director is hired.

d) **Orientation of New Executive Director**

- (1) Orientation of the new executive director shall take place 1-2 weeks prior to the current executive director leaving, if possible.
- (2) Orientation is performed by the current executive director, secretary and president.

2. **Operations**

a) **Meetings**

The executive director shall attend all LANA[®] BOD Meetings and all formal and informal meetings of LANA[®].

b) **Duties and Responsibilities**

- (1) Request agenda items and/or reports from BOD one month prior to spring and fall meetings.
- (2) Compile and distribute agenda for BOD meetings one week prior to meeting dates with the secretary's assistance.
- (3) Keep copies of minutes of the proceedings of all LANA[®] BOD meetings.
- (4) Distribute minutes of BOD Meetings to the BOD within 45 days of said meeting with the secretary's assistance.
- (5) Maintain records of official actions of the BOD.
- (6) Develop and maintain pertinent files of LANA[®] including historical data.
- (7) Send copy of all pertinent LANA[®] correspondence to the president.
- (8) Serve as liaison officer to all LANA[®] committees.
- (9) Maintain an updated list of officers, committee chairs, and liaisons including, but not limited to, addresses and phone numbers.
- (10) Review and approve all candidate applications to sit for the LANA[®] examination.
 - (a) Executive director will serve as a liaison between the candidate(s) and the BOD.
 - (b) Executive director will contact Qualifications/Discipline chair when uncertain about an application.
 - (c) Executive director will contact the president when Qualifications/Discipline chair and executive director are uncertain about an application.
- (11) Review and approve all recertification applications.
 - (a) Executive director will serve as a liaison between the candidate(s) and the BOD.
 - (b) Executive director will contact Recertification chair when uncertain about application.
 - (c) Executive director will contact the president when recertification chair and executive director are uncertain about an application.
 - (d) Issue replacement certificates on a case-by-case basis. A fee maybe assessed.

- (12) Be in charge of hiring and dismissing office Assistant(s) with approval of the president.
- (13) Shall supervise any office Assistant(s).
- (14) Shall have check-writing privileges.
- (15) Shall have limited access to accounting software to record expenses and receipts.
- (16) Assist in providing membership retention activities with other committees.
- (17) Act as a public relations spokesperson for LANA[®] with advisement of the president and BOD.
- (18) Coordinate and conduct public relations activities of LANA[®] with the assistance of the Website & Social Media chair.
- (19) Promote lymphedema therapy and LANA[®].
- (20) Review the Policy & Procedures Manual every three years with assistance from the Bylaws/Policy & Procedures chair/committee.
- (21) Be responsible for the website updates with assistance from the Website & Social Media chair with advisement from the BOD.
- (22) Assist the Website & Social Media chair or designated person with revising and arranging for reprinting of LANA[®] brochures as needed with input from the BOD.
- (23) Arrange for updated material to be posted to the website.
- (24) Review website content and advise the BOD of necessary updates with the assistance of the Website & Social Media Chair.
- (25) Distribute information and press releases about LANA[®] to other constituencies of interest with the assistance of the
- (26) Review website content and advise the BOD of necessary updates with the assistance of the Website & Social Media Chair.
- (27) Respond to public requests and inquiries about LANA[®]'s mission, vision, and objectives as needed via social media.
- (28) Respond to all telephone calls and emails in a timely manner.
- (29) Assist Nominations & Election Chair with election responsibilities.

c) **Travel Reimbursement**

Expenses incurred for LANA[®] business should be recorded on appropriate travel reimbursement form and submitted to the treasurer or designated individual.

IX. LANA[®] POLICIES

A. PRIVACY AND CONFIDENTIALITY

1. Policy on Privacy and Confidentiality

LANA[®] has created and abides by a strict privacy/confidentiality policy demonstrating its firm commitment to CLT-LANA[®] candidate and certificant privacy. The policy applies to all aspects of the CLT-LANA[®] credential including the secure handling and storage of application materials, examinations, scores, and candidate and certificant records. LANA[®] and its agents shall keep confidential all candidates' and certified persons' information (including name, address, telephone numbers, examination scores, and other confidential records) unless authorized for release by the candidate or certified person.

- a) It is the policy of LANA[®] that non-disclosed, protected information may NOT be released to or shared with:

- (1) Any member of the public unless there is applicable statutory exception or written release from the CLT-LANA[®] candidate or certificant.
 - (2) Any LANA[®] member unless the recipient has a legitimate interest for the use of protected information to perform a service (i.e. committee work).
- b) Furthermore, LANA[®] staff with access to protected information is expected to protect any information from unauthorized disclosure. This includes, as appropriate:
- (1) Computer Systems and Applications Security: Central processing units, peripherals, portable storage devices, operating system, applications software and data.
 - (2) Physical Security: The premises occupied by LANA[®] or its contractors using computer equipment storing or having access to protected information.
 - (3) Operational Security: Environmental control, power equipment, operational activities related to operations.
 - (4) Procedural Security: Established and documented security processes for information technology staff, vendors, management, and individual users of protected information.
 - (5) Network Security: Communications equipment, transmission paths, switches, terminals and adjacent areas.

2. Procedures on the Privacy and Confidentiality Policy

In provision of its duties concerning LANA[®]'s Policy on Privacy and Confidentiality, LANA[®] shall perform the following tasks:

- a) Ensure all CLT-LANA[®] members affirm their commitment to the policy initially during the start of service and again during recertification.
- b) Require LANA[®] Board members to affirm their commitment to the policy upon initial BOD application and reaffirm biennially.
- c) Ensure any providers of outsourced services acting on behalf of LANA[®] affirm their commitment to the policy at the start of service.
- d) Review the policy every three years to ensure its efficacy, and compliance with regulations.
- e) Update the policy as required.
- f) Supervise the implementation of the tenets of the policy through the creation of procedures in the LANA[®] Policy & Procedures Manual.
- g) Post the policy, providing access to all stakeholders and CLT-LANA[®] members in the CIB and the website.
- h) Act upon allegations of violations to the policy as outlined in the Policy on Appeals, Complaints, and Discipline.

B. IMPARTIALITY

1. Policy on Impartiality

- a) Policy

LANA[®] shall act impartially in relation to its applicants, candidates, and CLT-LANA[®] members. Decisions on certification programs shall be made in accordance with policies and procedures. Policies and procedures affecting applicants, candidates, and CLT-LANA[®] members shall be made public and shall fairly and accurately convey information about the certification program. LANA[®] shall understand threats to impartiality that include, but are not limited to, self-interest, activities from related bodies, and relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation. LANA[®] Board shall periodically conduct a threat analysis to determine the potential, both real and perceived, of an individual or an organization influencing LANA[®]'s certification programs.

b) **Statement of Impartiality**

LANA[®] provides an objective and balanced certification awarding service. LANA[®] adheres to transparent procedures based on ISO/IEC Standard 17024, which contain checks and balances to ensure the objectivity of the certification activities. LANA[®]'s Policies and Procedures and the Bylaws address potential and actual Conflicts of Interest (COI). Our organizational structure is designed to manage any COI and to ensure the objectivity of our Board of Directors and the LANA[®] Certification Examination.

2. **Procedures concerning Impartiality**

In provision of its duties concerning the Policy of Impartiality, LANA[®]'s Board shall perform the following tasks:

- a) Require LANA[®] Board members to affirm their commitment to the policy upon initial BOD application and reaffirm biennially.
- b) Update the Policy on Impartiality as required.
- c) Post the Policy on Impartiality, providing access to all stakeholders and certification holders; posted on LANA[®] website as Statement of Impartiality and in LANA[®]'s Policy & Procedures Manual.
- d) Act upon allegations of violations to the policy as outlined in the Policy on Appeals, Complaints, and Discipline.

C. ETHICS

1. **Policy on Ethics**

It is the policy of LANA[®] that its CLT-LANA[®] members and LANA[®] Board members uphold the highest standards of ethical, professional behavior.

To that end, LANA[®] members and LANA[®] Board members shall dedicate themselves to carrying out the mission of the organization and shall demonstrate:

- a) **Integrity in actions**
 - (1) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all actions in order to inspire confidence and trust in such actions.
 - (2) Maintain the highest degree of integrity in dealing with potential, current and past members including respecting and protecting privileged information accessed through the course of professional actions.
 - (3) Strive for personal and professional excellence and encourage the

professional development of others.

b) **Responsibility to professional development**

- (1) Advance skills through participation in continuing education.
- (2) Promote lymphedema awareness and the science of lymphology.
- (3) Collaborate with and support other professionals in carrying out LANA[®]'s mission.

c) **Respect and compassion for all**

- (1) Respect diversity through fair and objective advice and actions without influence on the basis of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.
- (2) Respect the structure and responsibilities of the LANA[®] BOD, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the LANA[®] BOD.
- (3) Maintain national standards of care and service for the lymphedema community.

2. **Procedures concerning Ethics**

In provision of its duties concerning the ethics policy, LANA[®] shall perform the following tasks:

- a) Require LANA[®] Board members to affirm their commitment to the policy upon initial BOD application and reaffirm biennially.
- b) Ensure that all other CLT-LANA[®] members affirm their commitment to LANA[®]'s Ethics Policy initially during the application process and again during recertification.
- c) Review LANA[®]'s Ethics Policy every three years to ensure it continues to address the ethics of practice.
- d) Update LANA[®]'s Ethics Policy as required.
- e) Post LANA[®]'s Ethics Policy on the LANA[®] website and in the CIB, providing access to all stakeholders and certification holders.
- f) Act upon allegations of violations to the policy as outlined in the Policy on Appeals, Complaints, and Discipline.

D. CONFLICT OF INTEREST (COI)

1. **Policy on Conflict of Interest**

LANA[®] shall function under a Conflict of Interest Policy (COI) designed to ensure that no Board member of LANA[®] shall use his or her position, or the knowledge gained therefrom, in such a manner that creates a conflict between the interests of the organization or any of its affiliates and his or her personal interests. The Bylaws/Policy & Procedures Committee and LANA[®] Board shall hold responsibility for maintaining the relevance and efficacy of the policy and has the authority to change the policy as required.

2. **Procedures on Conflict of Interest**

In provision of its duties concerning the COI, LANA[®] shall perform the following tasks:

- a) Require LANA[®] Board members to affirm their commitment to the policy upon

- b) initial BOD application and reaffirm biennially.
- b) Review LANA[®]'s COI Policy every three years to ensure its efficacy, and compliance with regulations.
- c) Update the policy as required.
- d) Post LANA[®]'s COI Policy, providing access to all stakeholders and CLT- LANA[®] members on the LANA[®] website.
- e) Act upon allegations of violations to the policy as outlined in the Policy on Appeals, Complaints and Discipline.
- f) Ensure LANA[®] Board members place the interests of LANA[®] foremost in any dealings involving or relating to LANA[®].

E. NON-DISCRIMINATION

1. Policy on Non-Discrimination

a) Statement of Non-Discrimination

LANA[®] does not discriminate in the participation in LANA[®] certification programs and prohibits discrimination against its applicants, candidates, CLT-LANA[®] members, employees, and volunteers on the basis of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.

b) LANA[®] BOD

LANA[®] BOD holds responsibility for ensuring that this policy is adhered to in all facets of LANA[®] operations.

2. Procedures relating to the policy on Non-Discrimination

In provision of its duties concerning the Policy on Non-Discrimination, LANA[®] shall perform the following tasks:

- a) Require LANA[®] Board members to affirm their commitment to the policy upon initial BOD application and reaffirm biennially.
- b) Review the policy every three years to ensure its efficacy, and compliance with regulations.
- c) Update the policy as required.
- d) Post the policy, providing access to all stakeholders and CLT-LANA[®] members on the LANA[®] website.
- e) Act upon allegations of violations to the policy as outlined in the Policy on Appeals, Complaints, and Discipline.

F. APPEALS, COMPLAINTS, AND DISCIPLINE

1. Policy on Appeals, Complaints, and Discipline

The LANA[®] Board provides for appeals, complaints, and discipline through the Qualifications/Discipline Committee who shall hold responsibility for hearing appeals in situations in which an adverse decision about candidate, CLT-LANA[®], or LANA[®] employee has been recommended. The committee also holds responsibility for ensuring allegations of practice incompetence or malfeasance and/or ethics violations by persons affiliated with LANA[®] are fairly and reasonably investigated and determined against LANA[®]'s policies on Impartiality, Ethics, COI, Non-Discrimination, and Privacy and Confidentiality, to which all LANA[®] persons have agreed to abide. The committee is

responsible for ensuring the protection of the public against unprofessional and unethical conduct by said persons.

2. Procedures for the Appeals, Complaints, and Discipline

The responsibilities of the Qualifications/Discipline Committee shall include:

- a) Understanding all policies and procedures pertaining to appeals, complaints and discipline.
- b) Reviewing, on an annual basis, the appeal, complaint and discipline procedures; making recommendations to the LANA[®] Board for changes as required.
- c) Ensuring stakeholders are informed of all appeal, complaint and discipline policies and procedures, and any changes therein.
- d) Recommending sanctions/discipline in findings of violations of the Ethics Policy, falsifying information on any application, or any of the statements candidates and CLT-LANA[®] attest to on the application and/or recertification application.
- e) Conducting fair and unbiased appeal, complaint and discipline proceedings.
- f) Making decisions for action, including sanctions and dismissal of appeals and complaints.
- g) Providing a mechanism whereby CLT-LANA[®] and stakeholders may file complaints.
- h) Upholding LANA[®] policies on Impartiality, Ethics, COI, Non-Discrimination, and Privacy and Confidentiality relating to appeals, complaints, investigations and discipline proceedings.
- i) Committing the time and resources required to perform the committee tasks and responsibilities.
- j) Completing all duties as assigned.

G. WEBSITE

1. Policy on the Website

The purpose of the website is to provide information regarding LANA[®], disseminating information of the CLT-LANA[®] test requirements, dates and application procedures, as well as providing information for CLT-LANA[®] therapists.

2. Procedures for the Website

All pages posted on the LANA[®] website will be published with the approval of the president or executive director.

- a) **Deadlines:**
 - (1) New pages requiring development.
 - (a) Content must be submitted two weeks prior to the intended final finished product.
 - (b) Processing will begin upon receipt of the content and will be published as soon as possible.
 - (c) The submitter will be held responsible for the accuracy of all facts provided for use on the web pages and correct spelling of such items. Facts include proper names, titles, dates, times, locations, etc.
 - (2) Existing pages requiring updating.

- (a) Processing will begin upon receipt of the content and will be published as soon as possible.
 - (b) Updating may take a week to complete depending on the complexity of the pages involved.
 - (c) The submitter will be held responsible for the accuracy of all facts provided for use on the web pages and correct spelling of such items. Facts include proper names, titles, dates, times, locations, etc.
- (3) Non-publishable Website Items
- (a) Creation or transmission of any offensive, obscene, or indecent images, data, or other material.
 - (b) Creation or transmission of material that is designed or likely to cause annoyance, inconvenience, or other needless concern.
 - (c) Creation or transmission of defamatory material.
 - (d) Transmission of material that infringes the copyright of another person or organization.
- (4) Commercial Endeavors
- (a) The use of the website to support commercial endeavors is at the discretion of the Executive Board.
- (5) Observation of Copyright Laws
- (a) Pictures, images, documents, audio clips, video clips, or software should not be placed on pages, unless written permission has been obtained from the creator.

H. SOCIAL MEDIA

1. Policy on Social Media

The purpose of social media (including, but not limited to, Facebook[®], LinkedIn[®], and Twitter[®]) is to provide information regarding LANA[®], disseminating information of the CLT-LANA[®] test requirements, dates and application procedures, as well as providing information for CLT-LANA[®] therapists.

2. Procedure for Social Media

- a) All postings on the LANA[®] social media will be published with the approval of the president or executive director.
- b) Deadlines:
 - (1) New content requiring development.
 - (a) Content must be submitted two weeks prior to the intended final finished product.
 - (b) Processing will begin upon receipt of the content and will be published as soon as possible.
 - (c) The submitter will be held responsible for the accuracy of all facts provided for use on the web pages and correct spelling of such items. Facts include proper names, titles, dates, times, locations, etc.

- (2) Existing content requiring updating.
 - (a) Processing will begin upon receipt of the content and will be published as soon as possible.
 - (b) Updating may take a week to complete, depending on the complexity of the pages involved.
 - (c) The submitter will be held responsible for the accuracy of all facts provided for use on the web pages and correct spelling of such items. Facts include proper names, titles, dates, times, locations, etc.

- (3) Non-publishable Social Media Items
 - (a) Creation or transmission of any offensive, obscene, or indecent images, data, or other material.
 - (b) Creation or transmission of material that is designed or likely to cause annoyance, inconvenience, or other needless concern.
 - (c) Creation or transmission of defamatory material.
 - (d) Transmission of material that infringes the copyright of another person or organization.

- (4) Commercial Endeavors
 - (a) The use of Social Media to support commercial endeavors is at the discretion of the Executive Board.
 - (b) Observation of Copyright Laws: pictures, images, documents, audio clips, video clips, or software should have approval by the Executive Board.

I. RECERTIFICATION

1. Recertification Policy

LANA® Certification is valid for six years. Each certificate given to the candidate indicates the expiration date. All certifications expire on December 31st, six years from the last certification date. An individual whose certification is set to expire must submit an application for recertification or an application for inactive status postmarked by December 31st of the year their certification expires. Failure to apply for recertification or apply for inactive status by the deadline will place the individual in expired status. **It is the responsibility of the CANDIDATE to recertify at the appropriate time** (see “Extensions” for additional information).

Please check website (www.clt-lana.org) for updates and changes

2. Application for Recertification

- a) All candidates for recertification must submit the following:
 - (1) Proof of a current and unrestricted U.S. professional state license, registration or equivalent Canadian provincial or territorial license, or registration as stated in initial certification process
 - (2) A completed recertification application
 - (3) Current recertification fee
 - (4) Documentation of meeting the criteria for recertification as outlined below. **It is the responsibility of the candidate to provide documentation identifying the activities AND hours earned toward**

recertification.

3. Options for Recertification

CLT- LANA[®] therapists may attain recertification status through **ANY** combination of the options listed below as long as the total reaches a **minimum** of 24-contact hours. Documentation of required hours is the responsibility of the candidate. **Options are:**

- a) Continuing education. Topics must relate to the management of individuals with lymphedema. Examples include but are not limited to: anatomy or physiology of the lymphatic system, treatment of lymphedema, wound care, therapeutic bandaging/taping, cancer rehabilitation, chronic venous insufficiency, lymphedema self-management programs, and various upper and/or lower extremity courses providing they take into consideration the circulatory system (candidates may be required to show syllabi from such courses). **Documentation must include a copy of certificate(s) of attendance indicating the name of the continuing education course and MUST show hours earned.**
- b) Attendance at a national or international lymphology or lymphedema related conference. **Documentation must include a copy of certificate(s) of attendance indicating the name of the conference and MUST show hours earned.**
- c) Teach college-level courses related to lymphedema management. Topics include but are not limited to: anatomy or physiology, lymphedema treatment, therapeutic taping, wound care, vascular and/or integumentary disorders. **Documentation must include course outline with hours in classroom.**
- d) Participate in literature reviews available to LANA[®] members only, thru the LANA[®] website. Abstracts of articles are available for review and each article has a corresponding quiz. Candidates must be able to obtain the article; only the abstract is provided. To receive one credit per quiz toward recertification, candidates must score 70% per quiz. Candidates may earn up to 10 credits by completing the quizzes. (Quizzes are not approved for CME/CEU credits by any other organization.)
- e) Teach an approved, educational-lymphedema course. Teaching an approved, educational lymphedema course will be counted as two-contact hours for every in-class contact hour. A one-time additional two-contact hour preparation time will be accepted. **Documentation must include course outline with hours in classroom.**
- f) Author an article in a peer-reviewed journal, author a chapter in a published book, or edit a multiple-author published book. Authoring an article, authoring a chapter, or editing a book will each be counted as 15-contact hours. **Documentation must include a copy of evidence of completion of the activity.**
- g) Make a peer-reviewed poster or platform-research presentation. A peer-reviewed poster or platform-research presentation will be counted as five-contact hours. **Documentation must include a copy of evidence of completion of the activity.**
- h) Retake the LANA[®] certification examination (including payment of the full examination fee). Eligible candidates are invited to consider the option of retaking the LANA[®] examination as a means of recertification. No continuing education contact hours are required for individuals taking this option.
- i) Participants on LANA[®]'s Examination Committee will be awarded five-contact hours per day towards recertification for examination development meetings (2.5 –contact hours for a half day or two- to four-hour examination development conference calls).

4. Inactive Status

Upon petition, an inactive status may be granted on a case-by-case basis. Candidates petitioning for inactive status must submit **in writing** a request for inactive status, stating the reason for the request. Decisions to grant inactive status and the details regarding what a candidate must do to obtain said status will be made by the Recertification Committee of LANA[®]. The length of the inactive status will also be decided on a case-by-case basis by the Recertification Committee at the time of the request. Individuals who have their certification placed on inactive status will be removed from the LANA[®] website and other LANA[®] relevant materials. Candidates who apply for inactive status must pay the current fee to be placed on inactive status. Once the inactive status has expired, the individual will be required to meet all the current recertification requirements and any requirements stipulated in their inactive status.

5. Expired Status

Individuals, who do not apply for inactive status and allow their LANA[®] certification to expire, will be required to apply for certification by examination as a non-LANA[®] certified therapist. Candidates must meet the eligibility requirements for recertification and successfully complete the certification examination. Therapists who allow their certification to expire will be removed from the LANA[®] website and other relevant materials.

6. Extensions

In unusual situations, special extensions may be arranged allowing a candidate to recertify if the deadline has passed, but the request to recertify falls within one year of the original deadline. A candidate in this situation should contact LANA[®] to learn the details of the extension policy. The granting of special extensions is rare and will be determined by the Recertification Committee of LANA[®].

7. Denial of Recertification Application

Candidates submitting incomplete recertification applications will be notified in writing of any deficiencies and will be provided 30 days to address issues as described. If the candidate does not complete the recertification application in the 30-day window, the application and supporting documents are destroyed. Any monies paid will be returned and the candidate must re-submit the application in its entirety. Candidates who suspect they may not meet CLT-LANA[®] recertification eligibility requirements are strongly encouraged to contact LANA[®] prior to submitting a recertification application.

J. EMAIL MARKETING SERVICE/EMAIL BLAST

1. Email marketing service email shall be approved by the executive director or designated person prior to sending.
2. LANA[®] will receive approval from the submitter of test-email prior to sending.
3. The submitter will be held responsible for the accuracy of all facts provided for use on email marketing service emails and correct spelling of such items. Facts include proper names, titles, dates, times, locations, etc.
4. LANA[®] will not send out any email marketing service emails containing the following:
 - a) Creation or transmission of any offensive, obscene, or indecent images, data, or other material.
 - b) Creation or transmission of material that is designed or likely to cause annoyance, inconvenience, or other needless concern.

- c) Creation or transmission of defamatory material.
- d) Transmission of material that infringes the copyright of another person or organization.

K. EVENTS ON WEBSITE CALENDAR

- 1. Sponsors shall submit events to post on LANA[®]'s Events Calendar.
- 2. No initial lymphedema courses will be posted on the calendar.
- 3. Persons, organizations, and companies requesting events to be posted must be approved by a member of the Executive Committee or executive director prior to posting.
- 4. Submissions shall include:
 - a) Event date
 - b) Description
 - c) Contact Information
 - d) Start date and time
 - e) End date and time
 - f) Location
 - g) Number of seats (if applicable)
 - h) Cost

L. ADDITIONS AND DELETIONS TO LANA[®]'S POLICY & PROCEDURES MANUAL

- 1. A policy or procedure added to LANA[®]'s Policy & Procedures Manual may be submitted by any LANA[®] BOD with approval from the president.
- 2. A policy or procedure deleted from LANA[®]'s Policy & Procedures Manual may be submitted by any LANA[®] BOD with approval from the president.
- 3. Additions will be added within document with date and a copy maintained on file for historical reference.
- 4. Deletions will be lined out with date and a copy maintained on file for historical reference.
- 5. Bylaws/Policy & Procedures Committee will review manual in its entirety every two years.
- 6. All prior Policy & Procedures Manual versions will be kept on file for historical reference.

M. RECORDS RETENTION POLICY

- 1. LANA[®] BOD, employees, and independent contractors for LANA[®] are required to treat all LANA[®] related information and activities with the utmost confidentiality. All with access to confidential private or sensitive information are not to divulge this information unless authorized to do so.
- 2. Applicant Information
 - a) Examination Application for the current year will be kept in a locked cabinet then transferred to LANA[®]'s locked external storage facility. Applications older than seven years will be shredded.
 - b) All applications are scanned onto a thumb at the time they are received as a back-up. Thumb drives are kept longer than seven years.

N. LANA[®] TRADEMARK POLICY

- 1. Introduction

- a) The Lymphology Association of North America[®] (LANA[®]) provides a high-quality and vetted North American certification examination to certify healthcare professionals in the treatment of lymphedema. LANA[®] trademarks are important assets which must be used properly.
- b) To preserve its reputation and protect its trademarks, LANA[®] diligently guards against any violation of its trademarks. LANA[®] acknowledges the desire of third parties to show affiliation with LANA[®]. Without written permission from LANA[®], LANA[®]'s trademarks, service marks, or names used in a manner that suggests affiliation or association with LANA[®] is not permitted. Only parties with written permission from LANA[®] are allowed to use LANA[®] trademarks in accordance with applicable terms.

2. LANA[®] Trademarks

- a) The following is list of LANA[®] North American and Canadian Trademarks which are subject to this policy and may not be used without prior written authorization. This list is subject to modification from time to time and anyone seeking to use any LANA[®] trademark or logo is advised to secure a current list when wanting to use such trademarks:

- (1) LANA[®]
- (2) Lymphology Association of North America[®]
- (3) CLT-LANA[®]

- b) Please review the following list of ways to avoid unauthorized use of LANA[®]'s trademarks:

- (1) Do not use a LANA[®] trademark or name in a manner that is likely to cause confusion about the origin of any product, service material, course, technology, program, or other offerings.
- (2) Without prior permission from LANA[®], do not use a LANA[®] trademark or name in a manner that is likely to give the impression or otherwise imply an affiliation or association between products or services and LANA[®], or any of its products, services, programs, materials, or other offerings.
- (3) Do not use any of the LANA[®] logos in materials without the written permission of LANA[®].
- (4) Do not use any LANA[®] trademark or name as or as part of a company, product, service, solution, technology, or program name.
- (5) Do not use a LANA[®] trademark or name in a manner that is likely to dilute, defame, disparage, harm the reputation, or depreciate the goodwill of LANA[®].
- (6) Do not use any trademark, name, or designation that is confusingly similar to the LANA[®] name or any LANA[®] trademark.
- (7) Do not copy or imitate any LANA[®] type style, logo, product packaging, or the look, design, or overall commercial impression of any LANA[®] website, social media, or other materials.
- (8) Do not register or use any domain name that consists of or incorporates any LANA[®] mark or name.
- (9) Do not register or seek to register a LANA[®] trademark or name or any mark or name that is confusingly similar to a LANA[®] mark or name.
- (10) Do not modify any LANA[®] logo.

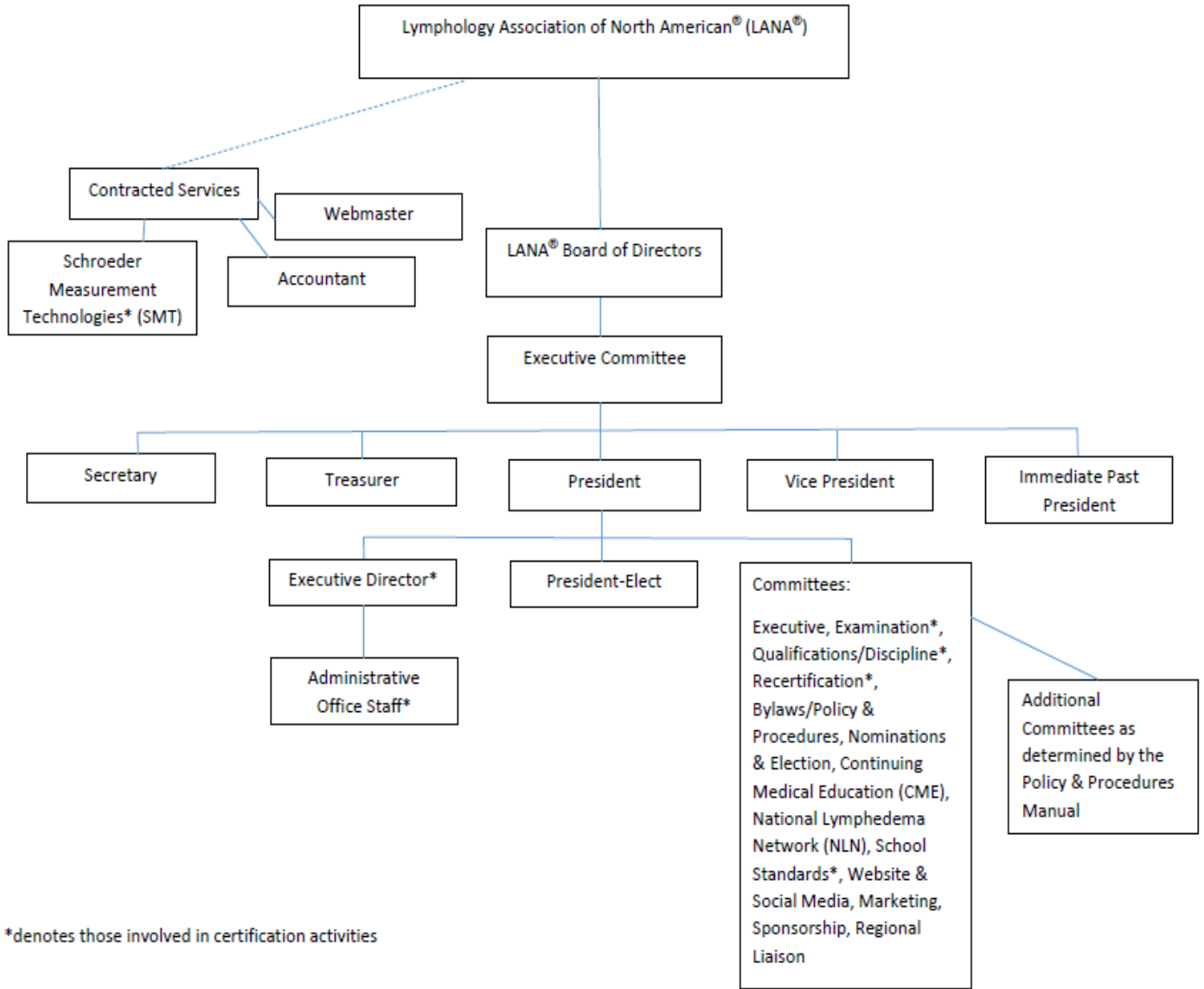
c) Uses of LANA[®]'s Trademarks

- (1) Any commercial use of the LANA[®] trademarks **must first be approved** by the Lymphology Association of North America[®]. In general, we will approve the use of LANA[®], the name Lymphology Association of North America[®], and/or CLT-LANA[®] logos when referring to our certification examination for lymphedema treatment providers. Any approved materials that use the marks Lymphology Association of North America[®], LANA[®], CLT-LANA[®], or the unaltered logos also will be required to include a notice that the particular mark(s) being used "is/are a registered trademark of the Lymphology Association of North America[®], and is/are being used with permission".
- (2) Nominative use involving accurate statements that a training program meets the LANA[®] minimal educational training requirements without implying sponsorship or other relationship with the Lymphology Association of North America[®] -- by stating: "The 135 hour training program provided by _(insert name of training program)_ meets minimum LANA[®] training requirements" -- is permissible and does not require our prior approval.
- (3) The professional designation CLT-LANA[®] may only be used by healthcare professionals who hold a valid LANA[®] certification.

d) Impermissible Uses

- (1) Proposed uses, including calling a training program a "LANA[®] training program" or "LANA[®] preparation course" or "LANA[®] approved...", **are impermissible and will be refused.**
- (2) **We also will NOT permit any of LANA[®]'s trademarks to be used:**
 - (a) to refer to any other certification examination;
 - (b) in a way that is misleading or may imply association of unrelated examinations, or training programs;
 - (c) in ways that confuse the community as to whether LANA[®] approves, endorses, or promotes one training program over another where both meet LANA[®] prerequisites; and/or
 - (d) in a manner that implies a training program can be completed in less than the prerequisites set forth by LANA[®].

Appendix A:
LANA[®] Organizational Chart



*denotes those involved in certification activities

Appendix B:
LANA[®] Interested Parties (Stakeholders) and Related Bodies

LANA[®] Interested Parties (Stakeholders) and Related Bodies



Appendix C:
LANA[®] Committee Chart

LANA[®] Committees

