**National Tuberculosis Nurse Coalition**

**Bylaws**

**ARTICLE I. Name**

The name of this organization is the National Tuberculosis Nurse Coalition (NTNC), referred through this document as “Coalition.” The Coalition is a subgroup of the National Tuberculosis Controllers Association (NTCA).

**ARTICLE II. Purpose, Mission, and Objectives**

**Section A. Purpose**

The purpose of the Coalition is to support tuberculosis (TB) nursing practice, advance policies, and implement interventions that support the elimination of TB in the United States and its territories.

**Section B. Mission**

The Coalition works in partnership with federal, state, local, and territorial public health officials and others interested or involved in TB elimination, to provide expert guidance for initiatives involving TB nursing practice.

**Section C. Objectives**

1. Provide a platform for TB nurses to advance and advocate for positions, policies, and laws that support the mission of TB elimination.
2. Support the development and implementation of education and training standards to ensure a common body of knowledge applicable to the specialized practice of public health TB nursing.
3. Offer guidance and recommendations to:
   1. Define roles and functions of public health TB nurses;
   2. Maintain and update clinical guidelines for TB public health practice;
   3. Identify gaps in service delivery and develop strategies to address identified problems, promote access to care; and
   4. Identify areas where public health TB programs can integrate and/or collaborate to maximize resources, including nursing expertise.
4. Facilitate communication between the Coalition and the NTCA, National Society of TB Clinicians (NSTC) and Society for Epidemiology in Tuberculosis Control (SETC).
5. Actively engage survivors of TB to provide input into Coalition activities.

**ARTICLE III. Membership**

1. Membership is open to all practicing and retired nurses, social workers, or educators whose focus area includes TB.
2. NTCA members must declare Coalition membership during the registration process. Any unpaid dues result in Coalition membership forfeiture.

**ARTICLE IV. Office**

The office and mailing address of NTNC shall be the [Executive Office of the NTCA](http://www.tbcontrollers.org/contact/):

National Tuberculosis Controllers Association

2452 Spring Rd, SE

Smyrna, GA 30080-3828

**ARTICLE V. Offices of the Executive Board**

**Section A. Composition and Terms**

1. The Coalition is composed of:
   1. Executive Board
      1. President
      2. President-Elect
      3. Past-President
      4. Secretary
      5. NTCA Nurse Consultant
      6. High-Incidence State Representative
      7. Medium-Incidence State Representative
      8. Low-Incidence State Representative
   2. Members in good-standing
2. Terms:
   1. The President shall serve a three-year term:
      1. President-Elect, first year.
      2. Current President, second year.
      3. Immediate Past-President, third year.
   2. The Secretary and Incidence representatives shall serve two-year terms. To ensure continuity of leadership, elections shall be held as follows:
      1. The Secretary and High Incidence Representative elections will be held in even years.
      2. Medium/Low Incidence Representatives elections will be held in odd years.

**Section B. Elections**

Elections are held as per terms detailed in Section A.

1. Any candidate for office shall be:
   1. A Coalition member in good standing for at least one year prior to assuming office.
   2. A registered nurse.
2. Nominations for candidates:
   1. Shall be submitted to the Immediate Past-President prior to the specified date.
   2. The Immediate Past President shall submit nominees for each office to be filled, naming candidate(s) for each office by the specified date announced by the NTCA Board.
   3. The NTCA Executive Director shall ensure that all members are distributed a ballot giving the list of offices to be filled and the list of candidates for each office no later than 60 days prior to the annual meeting.
   4. Candidates will be announced to the general membership following NTCA general protocols, including electronic distribution of the ballot.
   5. The ballot shall be returned to the NTCA office by the designated deadline, no later than 45 days before the annual meeting. Election results shall be reported by the NTCA Executive Director to the President at the annual meeting.

**Section C. Vacancies**

1. Should the office of the President become vacant, the President-Elect shall complete the remainder of the term.
2. Should the office of President-Elect or Secretary become vacant, the members of the Executive Board shall appoint a member to fill the vacancy for the unexpired term.
3. Should the office of Incidence Representatives become vacant, the Executive Board shall fill positions at their discretion.
4. Should any committee chair position become vacant, the members of the Executive Board shall appoint another chair.

Executive Board Members shall attend at least ten (10) Coalition Board meetings annually.

1. The President shall:
   1. Preside over the annual meeting of the Coalition and all meetings of the Coalition officers. In his/her absence, the presiding member of the Executive Board shall be President-Elect;
   2. Serve as a voting member of the Coalition and NTCA Board;
   3. Organize Executive Board meetings and provide the agenda to the Coalition Secretary for distribution;
   4. Supervise affairs of the Coalition;
   5. Serve on the NTCA Executive Board;
   6. Set term priorities and ensure continuity between presidential terms;
   7. Participate in planning the Coalition business meeting;
   8. Participate in committee meeting calls when possible;
   9. Provide support to committee chairs and board members; and
   10. Preside over meetings in accordance with [Robert's Rules of Order](https://robertsrules.org/robertsrules.pdf).
2. The President-Elect shall:
   1. Preside over meetings in the absence of the President;
   2. Automatically become the President the next year;
   3. Lead the planning committee for annual Coalition meeting; and
   4. Fulfill the obligations of the President as stated in Article VI, 1) as necessary and appropriate.
3. The Immediate Past-President shall:
   1. Serve as non-voting consultant to the Executive Board;
   2. Coordinate nominations for a one-year period following his/her term of office;
   3. Assist the president-elect in planning the annual coalition meeting; and
   4. Vote in instances when a tie-breaker is needed.
4. The Secretary shall:
   1. Issue all notices of meetings;
   2. Distribute upcoming agenda and previous month’s minutes to the Executive Board at least one week prior to the next board meeting;
   3. document executive board and annual meeting attendance; and
   4. Request annual membership list from NTCA.

1. The NTCA Nurse Consultant shall:
   1. Act as a non-voting member of the Executive Board.
   2. Serve as liaison to the NTCA, as required; and
   3. Support activities of the Secretary.

1. The Incidence Representatives shall serve as voting members of the Executive Board and communicate with assigned states on Board activities.

**ARTICLE VII. Liability and Indemnification** **Section**

**A. Limitation of Liability**

No member of the Executive Board shall be personally liable to the Coalition or its members for monetary damages for breach of fiduciary duty as a member of the Executive Board not withstanding any provision of law imposing such liability, provided however, that this provision shall not eliminate the liability of a member of the Executive Board to the extent that such liability is imposed by applicable law, (i) for any breach of the member of the Executive Board’s duty of loyalty to the Coalition or its members, (ii) for acts or omissions not in good faith which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which there is improper personal benefit. This provision shall not eliminate the liability of a member of the Executive Board for any act or omission occurring prior to the date upon which this provision becomes effective. No amendment of or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any member of the Executive Board for or with respect to any acts or omissions of such officer occurring prior to such amendment or repeal.

**Section B. Indemnification**

The Coalition may, in the sole discretion of the officers, indemnify in whole or in part any person (and his/her heirs, executors, administrators, or other legal representatives) who is, or shall have been a member of the Executive Board of the Coalition, or any person who is serving or shall have served at the request of the Coalition against all liabilities and expenses (including judgments, fines, penalties, and attorney’s fees and all amounts paid, other than to the Coalition, in compromise or settlement) reasonably incurred by any such member of the Executive Board, or person who may be a party defendant or with which he/she may be threatened or otherwise involved, directly or indirectly, by reason of his being or having been a member of the Executive Board, of the Coalition or other such corporation, except in relations to matters as to which any such member of the Executive Board, or person shall be finally adjudged, other than by consent, in such action, suit, or proceeding to have been liable for bad faith or misconduct in their performance of his/her duty as such member of the Executive Board, or person serving the Coalition.

**ARTICLE VIII. Committees**

1. The Coalition maintains an Education Committee and a Corrections Committee. Ad-Hoc Committees may be established on an as-needed basis by the Executive Board.
2. Each Committee must meet a minimum of once per year to review current membership needs, discuss current and planned activities, and ensure active engagement with stakeholders.
3. Committee participation is voluntary and open to all Coalition members.
4. The Education Committee shall be chaired by the NTCA Nurse Consultant. The other Committees shall have a chair approved by the Executive Board.
5. Committee chairs shall provide a copy of meeting minutes to the Coalition Secretary who will distribute to the Executive Board prior to the next scheduled meeting.

**ARTICLE IX. Meetings and Voting**

**Section A. Membership Meeting and Voting**

1. There shall be at least one meeting each calendar year.
2. Issues that require a vote will be clearly communicated to the full membership at least ten (10) business days prior to an electronic vote.
3. The Board will provide an opportunity for question and answer prior to voting date, as appropriate.
4. Outcomes of any vote will be shared electronically to full membership.

**ARTICLE X. Bylaw Amendments**

**Section A. Process**

Members may submit proposed amendments to the Executive Board for study and necessary revisions. If approved, the amendment will be presented for membership vote.

**Section B. Voting**

Vote shall occur by electronic ballot. Passage of an amendment requires two-thirds membership approval.

**ARTICLE XI. Nondiscrimination**

All Coalition affairs shall be conducted without discrimination as to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

**ARTICLE XII. Dissolving of the Coalition**

Coalition dissolution would occur in consultation by the NTCA.