The National Tuberculosis Nurse Coalition:
Bylaws

Revised January 2022
Revised June 2009;
Revised December 2007;
Revised December 2005;
Revised November 2001;
National Tuberculosis Nurse Coalition

Bylaws

ARTICLE I. Name

The name of this organization is the National Tuberculosis Nurse Coalition (NTNC), referred to through this document as the “Coalition.” The Coalition is a section 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, tribal 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

The Coalition works to achieve the following 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:
   a. Define roles and functions of public health TB nurses;
   b. Maintain and update clinical guidelines for TB public health practice;
   c. Identify gaps in service delivery and develop strategies to address identified problems, promote access to care; and
   d. Identify areas where public health TB programs can integrate or collaborate to maximize resources, including nursing expertise.

5) Facilitate communication between the Coalition and the NTCA, including its other two sections: National Society of TB Clinicians (NSTC), and Society for Epidemiology in Tuberculosis Control (SETC).

6) Actively engage survivors of TB to provide input into Coalition activities.

ARTICLE III. Membership

1) Membership shall be open to nurses, social workers, or educators.

2) NTCA members must declare Coalition membership during the registration process. Any unpaid dues shall result in Coalition membership forfeiture.
ARTICLE IV. Office

The office and mailing address of NTNC shall be the Executive Office of the NTCA:
National Tuberculosis Controllers Association
2452 Spring Road, SE
Smyrna, GA 30080-3828

ARTICLE V. Offices of the Executive Board

Section A. Composition and Terms

1) The Coalition shall be composed of:
   a. Executive Board
      i. President
      ii. President-Elect
      iii. Past-President
      iv. Secretary
      v. NTCA Nurse Consultant (when this position is occupied)
      vi. High-Incidence Jurisdiction Representative
      vii. Medium-Incidence Jurisdiction Representative
      viii. Low-Incidence Jurisdiction Representative
   b. Members in good standing

2) Terms:
   a. The President shall serve a three-year term:
      i. President-Elect, first year.
      ii. Current President, second year.
      iii. Immediate Past President, third year.
   b. The Secretary and Incidence Representatives shall serve two-year terms.
   c. To ensure continuity of leadership, elections shall be held on the following schedule:
      i. Elections for president-Elect shall be held every year.
      ii. Elections for Secretary and High-Incidence Representative shall be held in even years.
      iii. Elections for Medium- and Low-Incidence Representatives shall be held in odd years.

Section B. Elections

Elections shall be held each year as for Coalition offices as specified in Article V Section A.2.c.

1) Any candidate for office shall be:
   a. A Coalition member in good standing for at least one year prior to assuming office; and
   b. A registered nurse.
2) Annual election tasks shall be performed as specified below:
   a. Nominations for candidates for Coalition offices shall be submitted to the Immediate Past President prior to the specified date.
   b. 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.
   c. The NTCA Executive Director shall ensure that all Coalition members are emailed a ballot giving the list of NTNC Board positions to be filled and the list of candidates for each office no later than 60 days prior to the annual meeting.
   d. Candidates will be announced to the general membership following NTCA general protocols, including electronic distribution of the ballot.
   e. The electronic ballot will be closed by the NTCA office by the designated deadline, no later than 45 days before the leadership transition is scheduled to occur. Election results shall be reported by the NTCA Nurse Consultant or NTCA executive director, to the NTNC president prior to public announcement of results. The election results are reported to the Coalition membership prior to designated leadership transition.

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 any Incidence Representative position become vacant, the Executive Board shall fill the position at its discretion.
4) Should any committee chair position become vacant, the members of the Executive Board shall appoint another chair.

ARTICLE VI. Roles and Responsibilities

Section A. Monthly Coalition Executive Board Meetings
Executive Board Members shall attend at least ten (10) Coalition Executive Board meetings annually.

Section B. Roles and Responsibilities of Coalition Officers
1) The President shall:
   a. Preside over the annual meeting of the Coalition and all meetings of the Coalition officers. In his or her absence, the presiding member of the Executive Board shall be President-Elect;
   b. Serve as a voting member of the Coalition and NTCA Board;
   c. Organize Executive Board meetings and provide the agenda to the Coalition Secretary for distribution;
   d. Supervise affairs of the Coalition;
   e. Serve on the NTCA Executive Board;
f. Set term priorities and ensure continuity between presidential terms;
g. Participate in planning the Coalition business meeting;
h. Participate in committee meeting calls when possible;
i. Provide support to committee chairs and board members; and
j. Preside over meetings in accordance with Robert's Rules of Order.

2) The President-Elect shall:
   a. Preside over meetings in the absence of the President;
b. Automatically become the President the next year;
c. Lead the planning committee for the annual Coalition meeting; and
d. Fulfill the obligations of the President as stated in Article VI, 1) as necessary and appropriate.

3) The Immediate Past-President shall:
   a. Serve as non-voting consultant to the Executive Board;
b. Coordinate nominations for a one-year period following his or her term of office;
c. Assist the President-Elect in planning the annual coalition meeting; and
d. Vote in instances when a tiebreaker is needed.

4) The Secretary shall:
   a. Issue all notices of meetings;
b. Distribute upcoming agenda and previous month’s minutes to the Executive Board at least one week prior to the next Executive Board meeting;
c. Document executive board and annual meeting attendance; and
d. Request annual membership list from NTCA.

5) The Incidence Representatives shall:
   a. Serve as voting members of the Executive Board; and
   b. Serve as a liaison with states on Executive Board activities.

Section C. Roles and Responsibilities of the NTCA Nurse Consultant
   (when this position is occupied)
   1) The NTCA Nurse Consultant shall:
      a. Act as a non-voting member of the Executive Board.
b. Serve as liaison to the NTCA, as required; and
c. Support activities of the Secretary.

ARTICLE VII. 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 VIII. Meetings and Voting**

**Section A. Membership Meeting and Voting**

1) There shall be at least one membership meeting each calendar year.

2) Issues that require a vote shall be clearly communicated to the full membership at least ten (10) business days prior to an electronic vote.

3) The Board shall provide an opportunity for question and answer prior to the voting date, as appropriate.

4) Outcomes of any vote shall be shared electronically with the full membership.

**ARTICLE IX. Bylaw Amendments**

**Section A. Process**

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

**Section B. Voting**

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

**ARTICLE X. 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 XI. Dissolving of the Coalition**

Coalition dissolution would occur in consultation with the NTCA.