

TEXAS ASSOCIATION OF VOCATIONAL NURSE EDUCATORS

BY-LAWS

Article I – Name

- A. The official name of the organization shall be the Texas Association of Vocational Nurse Educators (TAVNE).

Article II – Purpose

- A. The purpose of this organization shall be to:
1. Work together in unified and concentrated effort for the good of vocational nursing education.
 2. Exchange ideas related to nursing trends and promote evidence-based educational goals.
 3. Adhere to best established practices associated with vocational nursing education.
 4. Issue as a single body any policy statements affecting vocational nursing education.
 5. Develop and sponsor educational programs to meet the needs of the membership.

Article III – Membership

- A. Membership – is open to any nurse with current or prior experience, or interest in vocational nursing education or vocational nursing practice. Eligibility for membership shall continue as long as dues are maintained.
- B. Associate Membership – may be extended to individuals or organizations who wish to show support for TAVNE by a contribution of \$100.00 per year. Monies generated from the Associate Membership will be used to promote vocational nursing education and TAVNE.
1. Associate Members do not have voting privileges and may not serve on the Executive Board.
 2. Associate Membership is also available to non-nurse individuals and/or non-nursing organizations.
- C. Membership Year – November 1st through October 31st
- D. Dues – shall be \$50.00 per year not to exceed \$75.00 per year for each member. An increase of dues will be determined by a membership vote.
- E. Voting - All voting shall occur by members present during a regularly scheduled TAVNE meeting. {Article VIII Section 46,47,48}
1. A simple majority is required to pass items up for vote. Votes may be taken by electronic or paper ballot.

2. Absentee voting is only permitted for officer elections. The nominating chair will provide the ballot (which may be electronic) and delineate the process for absentee voting.
3. Campaigning may occur outside a twenty foot perimeter from the polling station and may include word of mouth, engaging the public or written materials.
 - a. First violation of said perimeter will be met with a verbal warning.
 - b. Second violation may be met with removal from the ballot with majority rule of current executive board.

Article IV – Officers

- A. Eligibility – any member in good standing shall be eligible for nomination to any elected office.
- B. Elections of Officers – All elections shall be by a plurality of votes cast.
- C. Elected Officers of the Executive Board– The elected officers shall be: President, President-Elect, Vice-President, Recording Secretary, Media/Communications Director (old name Corresponding Secretary), Treasurer, and Parliamentarian (old name Parliamentarian/Historian).
- D. Duties:
 1. President - Shall preside at all meetings of the members and meetings of the Executive Board; appoint committee chairpersons with the endorsement of the Executive Board; be an ex-officio member, of all committees except the Nominations Committee and the Executive Board; perform all duties normal for that office. The President shall chair the Executive Board. {Article X Sect 58; Article IX Section51}
 2. President- Elect – Shall perform the duties of the President during the President’s absence or inability to act; shall direct efforts toward the development of an understanding of the association in preparation for the term as President at the expiration of the President’s term. The President-Elect shall serve on the Strategic Planning Committee.
 3. Vice-President – Shall serve as annual convention/fall conference coordinator; assume general responsibilities for the development of the convention; carry out all other duties as directed by the President. The Vice-President shall serve on the Education Committee. {Article X Sect58}
 4. Recording Secretary – Shall ensure the recording and the storage of the minutes of all meetings of the Executive Board, the standing committees and any special committees which from time to time the Board may appoint; perform all duties incident to the office of secretary; assume the responsibilities of the Media/Communications Director in his/her absence; and carry out all other duties as directed by the President. {Article X, Section 59; Article X Section 60}
 5. Media/Communications Director – Shall be responsible for coordinating with the webmaster the posting of information on the official TAVNE website as directed by the Executive Board; preparing and sending notices of meetings;

all correspondence; sending notes of thanks and appreciation to TAVNE donors, supporters and speakers at the annual conference; assuming the responsibility of Recording Secretary in his/her absence; and carry out all other duties as directed by the President. The Media/Communications Director shall serve on the Public Relations Committee.

6. Treasurer – Shall be responsible for the monies; keep an account of receipts and expenditures; pay bills; provide a report at each meeting of the Executive Board and regular business meetings regarding the financial status of TAVNE; shall manage finances of the organization in compliance with state and federal tax laws; serve on the Finance Committee; and carry out all other duties as directed by the President. {Article X, Section 62}
7. Parliamentarian – Shall serve as chairperson of the By-laws Committee; at TAVNE business meetings shall advise the President on matters of parliamentary procedure; and carry out all other duties as directed by the President. The Parliamentarian shall serve on the Nominating Committee.

E. Terms:

1. The office of President-Elect shall be for one year. All other offices shall be for a term of two years.
2. Election of President-Elect, Vice-President, and Recording Secretary shall be held in even numbered years. Election of Media/Communications Director, Treasurer, and Parliamentarian shall be in odd numbered years.

F. Vacancies:

1. President – the office of President shall be filled by the President-Elect who shall complete the unexpired term and then continue in office as President for the term specified in the By-laws.
2. President-Elect – the office of President-Elect shall be filled by the Vice-President. This individual shall complete the unexpired term of President-Elect and then continue in office as President for the term specified in the By-laws.
3. All other offices – shall be filled by appointment of the President with the endorsement of the Executive Board. These individuals shall serve the unexpired term to which appointed.

Article V – Meetings

{Article XII}

Article XII Section 71 refers to conference requirements and proceedings. Should there be something in the bylaws or is that policy and procedure?

- A. A regular business meeting shall be held annually at the conference.
- B. Additional meetings or workshops shall be scheduled at the discretion of the Executive Board or upon the written request of twenty-five (25) percent of the membership.
- C. Transaction of business at any regular or special membership meeting shall be conducted by the majority of active members present and voting.

Article VI – Executive Board
{Article IX Section 50,53,54,57}
{Article XI Section 63,64,65}

- A. Membership: The Executive Board shall consist of the seven elected officers, six standing committee chairpersons and appointed representatives to professional organizations and committees.
- B. Vacancies: Vacancies in the Executive Board will follow Article IV or VII of the By-laws as applicable.
- C. Voting: At Executive Board meetings, the seven elected officers and the six standing committee chairpersons are entitled to cast a vote. The appointed representatives to professional organizations and committees are not voting Executive Board members.
- D. Powers and Duties:
1. The Board shall oversee, direct and transact all the business of TAVNE.
 2. Determine the date and place of the annual conference.
 3. Report to the members at each meeting the business transacted by the Executive Board since the last annual meeting.
 4. Create special committees as need arises.
 5. Appoint officer vacancies as specified in Article IV.
 6. Approve, by majority vote, the membership and associated fees prior to joining other organizations/coalitions.
 7. Referendum Votes Between Meetings
 - a. Between membership meetings, the TAVNE President may submit urgent matters to the members of the Executive Board for referendum vote.
 - b. A majority vote of the Executive Board shall be controlling on the matter.
 - c. The referendum and its results shall be recorded in the minutes of the next Executive Board meeting.
- E. Meetings:
1. Executive Board shall hold a business meeting preceding and following the annual membership meetings.
 2. Other meetings of the Executive Board shall be held at the discretion of the President.
- F. Quorum - a majority of the members of the Executive Board (seven) shall constitute a quorum at all Board meetings.

Article VII – Committees
 {Article IX Section 49, 51, 52}

- A. Standing Committees: Standing committees shall be Strategic Planning (old name Goals and Priorities), Education, Legislative, Nominating, Finance, and Public Relations. (Scholarship committee deleted and duties moved to Finance.)
- B. Chair: The chair for committees shall be appointed by the President. The chair shall determine the committee membership taking into account the geographic distribution of membership.
- C. Ex-officio: The President shall be an ex-officio member of all committees, except the committee for nominations. {Article IX Section 51}
- D. Term: Committee chairs and members shall serve until their respective successors are appointed following the annual membership meeting.
- E. Duties:
1. Strategic Planning: Membership shall include the Chair and the President-Elect at a minimum.
 - a. Shall plan measures for the growth and prosperity of the Association by identifying short- and long-term objectives. Objectives shall be presented to and voted on by membership at the annual meeting.
 - b. Shall determine the view/stance of TAVNE on current issues which affect vocational nursing education.
 - c. Shall periodically review the By-laws and recommend amendments presented to membership for vote.
 - d. Shall prepare resolutions to be presented to membership to vote.
 2. Education: Membership shall include the Chair and the Vice-President at a minimum.
 - a. Shall promote professional growth of members.
 - b. Shall plan, coordinate and evaluate all aspects of the Annual Fall Conference educational sessions.
 - c. Shall develop and implement methods and processes for conference registration and conference material distribution.
 - d. Shall assist membership to enhance their role, keep aware of current issues and trends.
 - e. Shall follow contemporary and evidence-based curriculum trends and communicate to membership.
 3. Legislative: Membership shall include the Chair and the Legislative Liaison for Texas Nursing Legislative Agenda Coalition (NLAC) at a minimum.
 - a. Shall encourage interest in legislative matters which are pertinent to the membership.
 - b. Shall represent TAVNE on the Texas Nursing Legislative Agenda Coalition (NLAC) committee of The Texas Nurses Association (TNA).
 4. Nominating: Membership shall include the Chair and the Parliamentarian at a minimum.
 - a. Shall publish on the TAVNE website the open offices for election.
 - b. Shall publish the nomination form on the website and the process for

- submission to the Chair.
- c. Shall prepare and announce a slate of qualified candidates for membership vote at the annual meeting.
 - d. Shall be responsible for preparation and security of ballots.
 - e. Shall handle all elements of absentee and on-site voting.
 - f. Shall tally and certify results and report results to the Executive Board.
5. Public Relations: Membership shall include the Chair and the Media Director at a minimum.
- a. Shall promote Vocational Nursing and TAVNE as a significant part of nursing.
 - b. Shall maintain a current list of all members and, develop and implement membership recruitment methods and standards.
 - c. Shall collect, organize and maintain historical information related to TAVNE including its purpose, events, and accomplishments.
6. Finance: Membership shall include the Chair and the Treasurer at a minimum.
- a. Shall provide financial oversight for TAVNE including assuring adequate financial resources and review of expenditures and fund-raising.
 - b. Shall serve as an internal auditing body and review external auditing.
 - c. Shall distribute, receive, screen and award scholarship(s) according to current guidelines.
- F. Ad Hoc Committees: Shall be created on advice of the Executive Board and/or the membership for a specific task or duty. Such committees shall be dissolved upon completion of the task for which appointed. Chair of Ad Hoc Committees will be appointed by the President. The chair shall appoint committee members taking into account the geographic distribution of the membership.
- G. Representatives to Professional Organizations and Committees: One or more representatives may be periodically appointed by the President to various professional organizations and committees, including, but not limited to:
- a. Texas Peer Assistance Program for Nurses (TPAPN)
 - b. Nursing Practice Advisory Committee (NPAC) of the Texas Board of Nursing
 - c. Texas Center for Nursing Workforce Studies (TCNWS) of the Texas Department of Health Services
 - d. Advisory Committee on Education (ACE) of the Texas Board of Nursing
 - e. Legislative Liaison to the Texas Nursing Legislative Agenda Coalition (NLAC)
- Representatives shall provide a verbal or written report to the Executive Board after each meeting attended and as requested by the Board.

Article VIII – Bonding Signatures

- A. The Treasurer shall be bonded. All persons responsible for the receipt, custody or disbursement of funds may be required to give bond for the faithful discharge of their duties as the Executive Board shall determine.

Article IX – Fiscal Year

- A. The fiscal year shall be January 1 through December 31.

Article X – Parliamentary Authority

- A. Business meetings shall follow rules of parliamentary procedure such as contained in Robert’s Rules of Order, in all cases to which they are applicable and in which they are not inconsistent with these By-laws.
- B. The Parliamentarian shall oversee parliamentary procedure and keep business conducted as such

Article XI – Amendments

{Article XI Section 68}

- A. These By-laws may be altered, amended or changed by an affirmative vote of two-thirds of the members present and voting at any regular meeting of the organization or at any meeting called for that purpose provided a full statement of a proposed amendment shall have been published in the notice calling the meeting.

Article XII – Dissolution

- A. In the event of the dissolution of the Association, the Treasurer shall, after payment of debts and obligations, transfer any remaining monies to a charitable organization decided upon by the membership at the Annual Convention.