

# 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.

### 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 nurse education
  2. Exchange ideas related to nursing trends and promote uniform educational goals.
  3. Issue as a single body any policy statements affecting vocational nurse education.
  4. 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 in vocational nursing education or vocational practice. Eligibility for membership shall continue as long as dues are maintained. Former TAVNE members may join under current membership by-laws.
- B. Dues – shall be \$50.00 per year not to exceed \$75.00 per year for each member. Five dollars (\$5.00) from each member's dues will be used for an additional scholarship fund. An increase of dues will be determined by a membership vote. Monies are due and payable to the Treasurer in January of each year.
- C. Voting - All voting shall be by attendance at the meetings with the single exception of election of officers. If a member wishes to vote absentee for officers, it is their responsibility to notify the nominating chair six weeks before the annual meeting. To be counted, absentee ballots shall be returned postmarked according to directions.

### Article IV – Officers

- A. Eligibility – any member in good standing shall be eligible for nomination to any association or committee.
- B. Adjunct/Associate Sponsors – do not have voting privileges and may not serve on the Executive Board.

- C. Tie votes – The elections provided for shall be by a plurality of votes cast. A tie vote shall be decided by the drawing of lots by the nominating committee and the President.
- D. Number of Elected Officers – The elected officers shall be: President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian-Historian.
- E. Duties:
1. President - Shall preside at all meetings, appoint committee chairpersons with the approval of the Executive Board; be an ex-officio member of all committees, perform all duties normal for that office.
  2. President- Elect – 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.
  3. Vice-President – Shall preside at all meetings in the absence of the President; 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.
  4. Recording Secretary – Shall be responsible for records of the Association and the Executive Board; assume the responsibilities of the Corresponding Secretary in his/her absence; and carry out all other duties a directed by the President.
  5. Corresponding Secretary – Shall be responsible for the publication of the official TAVNE newsletter, preparing and sending notices of meetings, all correspondence, assuming the responsibility of Recording Secretary in his/her absence, and carry out all other duties as directed by the President.
  6. Treasurer – Shall be responsible for the monies; keep an account of receipts and expenditures; pay bills; make reports at regular meetings; and carry out all other duties as directed by the President.
  7. Parliamentarian/Historian – Shall serve as chairperson of the Resolutions/By-laws Committee. At Association business meeting shall advise the chair on matters of parliamentary procedure. Shall collect, organize and maintain historical information related to TAVNE including its purpose, events, and accomplishments, and carry out all other duties as directed by the President.
- F. Terms:
1. Election of President-Elect, Vice-President, and Recording Secretary shall be held in even numbered years. Election of Corresponding Secretary, Treasurer, and Parliamentarian/Historian shall be in odd numbered years.
  2. The office of President-Elect shall be for one year. All other offices shall be for a term of two years.

- G. 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 approval of the Executive Board. These individuals shall serve the unexpired term to which appointed.

#### **Article V – Meetings**

- A. A business meeting shall be held annually at the convention.
- 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**

- A. Membership: The Executive Board shall consist of the elected officers and standing committee chairpersons.
- B. Vacancies: Vacancies in the Executive Board will follow Article IV or VII of the By-laws as applicable.
- C. Powers and Duties:
  1. Transact the business of TAVNE in the interim between annual meetings.
  2. Decide on the exact date and place of the annual convention considering as much as possible the wishes of all members.
  3. Approve refunding of necessary travel expenses incurred by the officers and committees.
  4. Report to the members at each meeting the business transacted by the Executive Board since the last annual meeting.
  5. Select a place for the deposit of all funds, provide for and authorize their investment.
  6. Provide for the auditing of the Association account annually.
  7. Approve the appointment of committee chair vacancies made by the President.
  8. Create special committees as need arises.
  9. Appoint officer vacancies as specified in Article IV.

10. The Executive Board shall approve, by majority vote, the membership and associated fees prior to joining other organizations/coalitions.
    - a. If a representative is required, the TAVNE President (with majority Executive Board approval) will make the appointment.
  11. 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.
- D. Meetings:
1. Executive Board shall hold a business meeting immediately preceding and following the annual membership meetings.
  2. Other meetings of the Executive Board shall be held on call of the Executive Board.
- E. Quorum - a majority of the members of the Executive Board shall constitute a quorum at all Board meetings.

### **Article VII – Committees**

- A. Standing Committees: Standing committees shall be Goals and Priorities, Educational/Professional, Legislative, Nominating, Resolutions/By-laws, Registration, Membership, Scholarship, and Public Relations.
- 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.
- D. Term: Committee chairs and members shall serve until their respective successors are appointed following the annual membership meeting.
- E. Duties:
1. Goals and Priorities: 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.
  2. Educational/Professional: Shall promote growth of members personally and professionally by:
    - a. the development of a resource directory of individuals and data available for educational assistance and evaluating to members;
    - b. planning, coordinating and evaluating all aspects of the educational sessions.

3. Legislative: Shall encourage interest in legislative matters which are pertinent to the membership.
  4. Nominating: Shall prepare a slate of qualified candidates for membership vote at the annual meeting. Shall be responsible for preparation and security of ballots; handle all elements of absentee and on-site voting; tally and certify results; report results to presiding officer.
  5. Resolutions/By-laws: Shall periodically review the By-laws and recommend amendments. Shall prepare resolutions to be presented to membership to vote.
  6. Registration: Shall develop and implement methods and processes for conference registration and conference material distribution.
  7. Fall Conference: Shall provide guidance, support, and measures appropriate to assist membership to enhance their role, keep aware of current issues and trends. Shall be responsible for the Fall Conference.
  8. Membership: Shall maintain a current list of all members and, develop and implement membership recruitment methods and standards.
  9. Scholarship – Shall distribute and screen applications and award scholarship(s) according to current guidelines.
  10. Public Relations – Shall promote Vocational Nursing and TAVNE as a significant part of nursing.
- F. Ad Hoc Committees: Shall be created on advice of the Executive Board and/or the membership. 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.

### **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.

### **Article XI – Amendments**

- 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 Spring Convention.

#### **Article XIII – Adjunct/Association Sponsorship**

- A. Adjunct Association Sponsorship may be extended to individuals or organizations who wish to show support for TAVNE and the LVN by contribution of \$100.00 yearly sponsorship. Monies generated from the Associate Sponsorship will be used to promote Vocational Nursing and TAVNE.
  - 1. Adjunct/Associate sponsors do not have voting privileges and may not serve on the Executive Board.