

**Tennessee Nurses Association  
District 2 (Smoky Mountain District) Bylaws**

**Article 1 NAME, MISSION, AND FUNCTIONS**

**SECTION 1 NAME**

The name of the organization shall be the Smoky Mountain District of the Tennessee Nurses Association (TNA), hereafter referred to as the District or Association. This District shall be comprised of the counties of Anderson, Blount, Campbell, Claiborne, Knox, Loudon, Morgan, Roane, Scott, Sevier, and Union as designated by the Tennessee Nurses Association.

**SECTION 2 MISSION**

- a. The mission of the Smoky Mountain District is to:
  1. Foster high standards of nursing practice
  2. Advance health care quality and access for all populations within the District
  3. Support the professional development of nurses and promote their economic and general welfare
- b. This mission shall be unrestricted by nationality, race, color, creed, religion, disability, lifestyle, gender, health status, sexual orientation or age. (To be compatible with TNA)

**SECTION 3 FUNCTIONS**

The functions of the Smoky Mountain District TNA include, but are not limited to:

- a. Promote adherence to ANA standards of professional nursing and the ANA *Code of Ethics*;
- b. Initiate and influence legislation and health policy;
- c. Provide for the continuing professional and educational development of practitioners;
- d. Represent and speak for the nursing profession;
- e. Assume an active role as consumer health advocate;
- f. Collaborate with the other recognized organizations in health care initiatives; and
- g. Promote the recruitment and retention of nursing professionals.

**ARTICLE II MEMBERSHIP**

**SECTION 1 COMPOSITION**

The Smoky Mountain District TNA consists of members who meet the qualifications and responsibilities specified by these bylaws.

**SECTION 2 QUALITIFATIONS**

- a. Membership qualifications include:
  1. Current license to practice as a registered nurse in at least one state, territory, possession, or District of Columbia of the United States; and who does not have a license under suspension or revocation in any state (unless under the Peer Assistance Program)
  2. RN who does not have a license under suspension or revocation (exception if participating in the Peer Assistance Program)
  3. Payment of membership due in appropriate dues in accordance with TNA policy
  4. Compliance with the Code for Nurses and these bylaws.

**SECTION 3 MEMBERSHIP RIGHTS AND OBLIGATIONS**

- a. A **Full** member is entitled to
  1. Participate as a district member of the Tennessee Nurses Association with board representation and vote
  2. ANA/ TNA membership card, ANA & TNA publications, and District 2 communications;
  3. Candidacy for elected and appointed positions at the District, State, and National levels Participation in nominations and elections of the association;

4. Attend meetings of TNA and ANA House of Delegates, the conventions, and other TNA and ANA activities;
5. Hold membership in ANA councils;
6. Attend the Congress of International Councils of Nurses;
7. A fair hearing before any disciplinary action related to the Code of Ethics and the TNA bylaws is taken;
8. Other rights as provided under common parliamentary and statutory law

b. A **State Only** member shall be entitled to

1. Participate as a district member of the Tennessee Nurses Association with board representation and vote
2. TNA membership card, TNA publications, and District 2 communications;
3. Candidacy for elected and appointed positions in the district and state association;
4. Participation in nominations and elections of state association
5. Attend meetings of TNA House of Delegates and other TNA activities;
6. Hold membership in TNA councils;
7. A fair hearing before any disciplinary action i related to the Code of Ethics and the TNA bylaws s taken;
8. Other rights as provided under common parliamentary and statutory laws

**SECTION 4 DISCIPLINARY ACTION**

- a. Disciplinary action against a member shall be consistent with TNA policies and the ANA Code of Ethics.
- b. Disciplinary action taken by another District or state nurses' association against one of its members shall be given full recognition and enforcement by the Smoky Mountain District, providing such action was taken in accordance with the disciplining district, SNA or TNA bylaws or disciplinary procedures.
- c. Appeals may be made by the member in accordance with association procedure.

**ARTICLE III DUES**

**SECTION 1 AMOUNT AND PAYMENT OF DUES**

- a. The TNA House of Delegates shall establish the rate of dues for TNA/ANA Full membership in accordance with TNA/ANA policies and bylaws. State only dues are established by TNA.
- b. A member may transfer to or from another district without additional dues payment or refund of dues.

**SECTION 2 CHANGE OF DUES NOTIFICATION AND VOTE**

- a. Members shall be notified in writing of any proposed changes in membership dues at least sixty (60) days prior to the TNA House of Delegates at which the proposal is to be voted upon.
- b. A vote of two thirds (2/3) of the Delegates present and voting is required to change membership dues.

**ARTICLE IV MEETING AND QUORUM**

**SECTION 1 MEETINGS**

- a. Regular meetings of the Smoky Mountain District shall be conducted at least 4 times/year.
- b. Special meetings may be called by the President, upon a majority vote of the Board of Directors, or upon written request of ten (10) members of the Association.
- c. The election of District officers and delegates to TNA House of Delegates will be conducted at the Annual meeting.

**SECTION 2 QUORUM**

- a. Two (2) officers and 10 members shall constitute a quorum for voting at any regular or special meeting.

## **ARTICLE V NOMINATIONS AND ELECTIONS**

### **SECTION 1 NOMINATIONS**

- a. Candidates for District office and TNA delegates shall meet established qualifications and shall consent to serve if elected.
- b. A member shall be considered eligible for only one elected office at any one time. A member may be a delegate to convention and hold an office simultaneously.
- c. The slate of candidates shall be distributed to members thirty (30) days prior to the Annual Meeting.

### **SECTION 2 ELECTIONS**

- a. Officers and Directors are elected at the Annual Meeting for a two year term.  
In the *even* years the following officers are elected; President, President-Elect, Corresponding Secretary, Treasurer, three Directors, and two members of the Nominating Committee.  
In the *odd years* the following officers are elected: Vice-President, Recording Secretary, and three members of the Nominating Committee.
- b. TNA Delegates and Alternates shall be elected at the Annual meeting. Each elected delegate shall serve for a one (1) year term or until a successor is elected.
- c. The ballots shall be presented to the members present at the Annual (Meeting, at which time opportunity shall be given for nominations from the floor.
- d. Elections shall be conducted by secret ballot in compliance with TNA policies and procedures. Ballots will be distributed to members no later than 72 hours prior to Annual (meeting. Member voting will also be conducted at this meeting.
- e. Proper instructions for voting and selection of the appropriate number of candidates will be clearly designated on the ballot. If a member casts too many votes in *any* category, the entire ballot will be declared null and void in all categories.
- f. A tally of votes will be conducted by three members as designated by the District president.
- g. A plurality vote of those voting shall constitute an election. In case of a tie, the choice shall be decided by lot.
- h. The term of the office for newly-elected officers shall begin after the TNA Convention.

### **SECTION 3 CHALLENGES**

Any challenge to an election must be filed with the District recording secretary within 30 days after the meeting.

### **SECTION 4 REMOVAL OF ELECTED OFFICERS**

Any elected officer may be removed by vote of the members whenever such action is deemed to be in the best interest of the District. A call for removal of an elected officer occurs with two thirds (2/3) vote of the Board of Directors, or upon written request by the majority of District members. Removal of an elected officer requires a two thirds (2/3) vote of those voting.

## **ARTICLE VI BOARD OF DIRECTORS**

### **SECTION 1 DEFINITION**

The Board of Directors is the corporate body composed of the officers and directors elected by the membership.

### **SECTION 2 COMPOSITION**

- a. The Board of Directors shall consist of District officers and directors
  1. There shall be six (6) officers: President, president-elect, vice-president, recording secretary, corresponding secretary, and treasurer.
  2. There shall be a total of three (3) directors representative of the membership at large.
  3. The Immediate Past President shall serve as ex-officio member of the Board of Directors for a two (2) year term.
- b. Members of the Board of Directors will be asked to declare any conflict of interest relative to other organizational positions and/or responsibilities.

### **SECTION 3 AUTHORITY**

The Board of Directors authority, as delegated by the membership, includes the duty and power to act on behalf of members between meetings as defined by these bylaws. shall have authority delegated to it by the membership, including the duty and power of acting for the Membership in the intervals between meetings as defined by these bylaws.

#### **SECTION 4 ACCOUNTABILITY**

The Board of Directors shall report and be accountable to the membership

#### **SECTION 5 RESPONSIBILITIES**

The Board of Directors will:

- a. Conduct regular and special meetings of the District Transact the general business of the association, establish policies, and report to the membership.
- b. Establish financial policies and procedures, conduct annual budget review, present an annual financial statement to District members and TNA
- c. Establish standing and special committees or special interest groups as necessary
- d. Fill vacancies of the Board of Directors except for a vacancy in the office of president or president-elect
- e. Refer to the TNA Ethics and Human Rights Committee issues related to disciplinary action which cannot be resolved at District level.
- f. Establish relationships and collaboration with the Tennessee Association of Student Nurses,
- g. Provide for the election of TNA delegates according to TNA and District policies and procedures.
- h. Assure the compliance of the Smoky Mountain District and its bylaws with all requirements of TNA bylaws and the TNA Uniform Requirements for the constituent association,
- i. Submit nominees for elected and appointed positions in TNA

#### **SECTION 6 TERM OF OFFICE**

- a. Officers and Directors shall be elected for a two year term or until a successor is elected. The term of office shall begin following the annual meeting.
- b. No officer or director shall serve more than two (2) consecutive terms in the same office, nor more than eight (8) consecutive years on the Board of Directors An officer or director who has served twelve (12) months or more shall be considered to have served a full term.

#### **SECTION 7 VACANCIES**

In the event of a vacancy

- a. In the office of the President, the president-elect shall become president for the remainder of the term.
- b. In the office of the president-elect, the vice-president shall assume the office.
- c. In the office of another officer or a director, the Board of Directors shall fill the vacancy by appointment for the unexpired term.

#### **SECTION 8 DUTIES**

- a. The President will
  1. Serve as the official representative of the association and its spokesperson,
  2. Conduct all meetings of the association and Board of Directors.,
  3. Communicate regularly with the members,
  4. Serve as ex-officio member of all committees except the Nominating Committee,
  5. Serve as a director on the TNA Board of Directors,
  6. Serve as a delegate at large to the TNA convention,
  7. Present a written report of the Smoky Mountain District TNA activities at the TNA annual meeting.
  8. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors.
- b. The President-Elect will
  1. In the absence of the president, assume the duties of the president on an interim basis.
  2. Coordinate with program chairman and apply for continuing education recognition points as appropriate,
  3. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors.
- c. The Vice President will
  1. Serve as chairman of the membership Committee,
  2. Serve as liaison with area Tennessee Association of Student Nurse chapter
  3. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors
- d. The Recording Secretary will
  1. Record minutes of membership meetings and Board of Directors

2. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors
- e. The Corresponding Secretary will
  1. Conduct the general correspondence of the association and Board of Directors
  2. Notify the membership of all meetings
  3. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors.
  4. Assist the president in notifying winners of the annual election.
- f. The Treasurer will
  1. Monitor the fiscal affairs of the association, provide for the expenditure of funds, and report to the Board of Directors and membership
  2. Fulfill other duties specified in TNA policies and procedures and as requested by the Board of Directors.

**SECTION 9 MEETINGS**

- a. Regular meetings will be determined by action of the Board.
- b. Special meetings may be called by the president upon written request of four (4) or more members of the Board.
- c. If any member of the Board of Directors is absent from three (3) regular meetings in succession, and there is no communication made from the member to the Board, the office immediately becomes vacant and shall be filled as provided by these bylaws.
- d. If a vacancy is declared, the member will be notified by the President and the vacancy will be filled by a vote of the Board of Directors.
- e. Board meetings will be open to any association member.

**SECTION 10 QUORUM**

A majority of the Board of Directors (5), including a president or vice-president, shall constitute a quorum at any meeting of the Board of Directors.

**ARTICLE VII STANDING COMMITTEES**

**SECTION 1 DEFINITION**

There shall be standing committees of the membership as follows: Bylaws, Legislation and Policy, Finance and Fundraising, Nominating, Programs, Public Relations and Communications, Membership, and Practice and Workplace Advocacy.

**SECTION 2 COMPOSITION**

- a. A standing committee shall be composed of at least three (3) members. The Legislative and Nominating committees shall be composed of at least five (5) members
- b. The chairs of the Legislative, Bylaws, Public Relations, Ethics and Human Rights, Practice, and Special Events committees shall be appointed by the District President with the approval of the Board of Directors
- c. The Nominating Committee shall be composed of five(5) members, three (3) of whom shall be elected as provided by these bylaws. Not more than one (1) member of the nominating Committee is to be a member of any one area of nursing practice. The member receiving the highest votes shall be chairman.

**SECTION 3 TERM OF OFFICE**

- a. Members of the Standing Committees, except for the Nominating Committee, shall service two year terms or until a successor is appointed by the Board of Directors
- b. Chairpersons or their representatives shall regularly attend Board of Directors meetings

**SECTION 4 ACCOUNTABILITY**

Standing Committees shall be accountable to the membership and submit reports to the Board of Directors.

**SECTION 5 VACANCIES**

- a. A vacancy on Standing Committee, except for the Nominating Committee, shall be filled by Board of Directors appointment.
- b. If any member of a standing committee is absent from three (3) regular meetings in succession and there is no communication made from the member to the Board, a vacancy in the position is declared.
- c. If a vacancy is declared, the member will be notified by the President and the vacancy will be filled by a vote of the Board of Directors.
- d. A vacancy on the Nominating Committee shall be filled by an elected alternate.

## **SECTION 6 RESPONSIBILITIES**

- a. The Committee on Bylaws will
  1. Interpret TNA and District bylaws,
  2. Receive and prepare proposed amendments to these bylaws and report them to the Board of Directors
  3. Submit bylaws, amendments, and proposed amendments to TNA for approval
  4. Review the rules and advise each special interest group concerning proposed amendments in their rules to ensure there is no conflict with these bylaws
- b. The Committee on Legislation and Policy will
  1. Advise the Board of Directors on legislative matters
  2. Study proposed federal, state, and local legislation for professional implications, health impact, and inform the membership of the need for action
  3. Assist in promoting the TNA legislative program
  4. Assume such duties assigned by the Board of Directors and/or the TNA Committee on Legislation.
- c. The Committee on Finance and Fundraising will
  1. Appoint the treasurer of the District as chairman
  2. Prepare the annual budget and report the expenditures of funds and balances of accounts to the Board of Directors and the membership
  3. Seek potential sources of funding and identify strategies for fundraising for District 2 purposes and activities
- d. The Nominating Committee will
  1. Appoint the Chair of the Committee to be the member who receives the most votes for Committee membership at the Annual Election.
  2. Prepare a ballot of at least two (2) nominees for each elected office and the designated number of delegates and alternatives to the TNA Convention.
  3. Request current membership list from TNA office in July each year prior to contacting potential candidates
  4. Prepare and present the ballot to the District president in a timely fashion to ensure mailing to membership within 30 days prior to annual meeting.
  5. If only one nominee is available for an elected position and no other nominee is submitted from the floor, the available nominee will be declared the winner by acclamation.
- e. The Committee on Programs will
  1. The Vice-President is the chairman
  2. Be representative of the various areas of nursing practice, and
  3. Plan educational and social programs for the District.
- f. The Committee on Public Relations and Communications will
  1. Plan and promote the District's public relations program
  2. Write all news releases concerning the District
  3. Plan and promote all activities related to National Nurses' Week
  4. Identify communications that benefit District professionals in The Tennessee Nurse and other media.
- g. The Committee on Membership will
  1. Be representative of the areas of nursing practice
  2. Inform nurses about activities of the professional nursing organizations
  3. Devise methods for increasing membership and involve members in District programs
- h. The Committee on Practice and Workplace Advocacy will
  1. Address and respond to matters of professional standards of nursing practice
  2. Receive and disseminate information received from the TNA Practice and Health Policy Committee
  3. Work with related groups on matters of nursing practice
  4. Report information and identify strategies to enhance workplace advocacy in the District
- i. The Special Events Committee will
  1. Assume responsibility for planning and implementing special recognition events and
  2. Arrange for meeting sites, refreshments, meals or other appropriate accommodations.

## **ARTICLE VIII SPECIAL INTEREST GROUPS**

### **SECTION 1 DEFINITION**

A special interest group is an organizational unit through which members affiliate within a specific clinical or functional area.

### **SECTION 2 COMPOSITION**

A special interest group shall be composed of no less than ten (10) members. There shall be a chairman, vice chairman, and secretary for each group who shall be elected every two(2) years by the group. The chairman shall be currently engaged in the area of nursing practice for which the group is named.

### **SECTION 3 AUTHORITY**

- a. The Board of Directors shall recognize special interest groups and approve their organization, rules, purposes, and responsibilities.
- b. Special interest groups shall report to the Board of Directors and the membership and act in accordance with these bylaws.

### **SECTION 4 RESPONSIBILITIES**

Special Interest Groups shall

- a. Provide a forum for collaboration and interaction for professional growth,
- b. Plan a program for continuing education,
- c. Promote adherence to standards of nursing practice,
- d. Provide a forum for discussion of issues and concerns, and
- e. Maintain communication with the Board of Directors

### **SECTION 5 DISSOLUTION**

Special interest groups shall be dissolved automatically following a two-year period of inactivity

## **ARTICLE IX MEMBERSHIP YEAR**

The membership year of the Smoky Mountain District shall be one (1) year from acceptance of the member by the TNA.

## **ARTICLE X OFFICIAL PUBLICATION**

The official publication of the Smoky Mountain District of TNA will be *the Nursing Bulletin*.

## **ARTICLE XI AMENDMENTS**

### **SECTION 1 AMENDMENTS WITH NOTICE**

These bylaws may be amended with prior notice at any annual meeting or regular meeting by two third (2/3) vote of the members present and voting, provided the proposed amendments have been sent to all members at least two (2) weeks prior to the meeting.

### **SECTION 2 AMENDMENTS WITHOUT NOTICE**

These bylaws may be amended without previous notice at any annual or regular meeting by a 99% vote of all members present and voting.

### **SECTION 3 AMENDMENTS TO THE TNA BYLAWS**

Amendments to the bylaws of TNA, adopted at the annual meeting, which relate to the business of the District in the areas of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the District and shall be incorporated promptly into these bylaws.

## **ARTICLE XII PARLIMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order Revised shall govern meetings of the District in all cases to which they are not inconsistent with these bylaws.

Revised by Board of Directors      May 2010  
Approved by Membership              June 2010