

**CONSTITUTION AND BY-LAWS OF THE
CALIFORNIA TUBERCULOSIS CONTROLLERS ASSOCIATION**

ARTICLE I.

NAME:

The name of this Association shall be the California Tuberculosis Controllers Association (CTCA).

ARTICLE II.

MISSION STATEMENT:

Our mission is the elimination of the threat of tuberculosis from California through leadership and the development of excellence in tuberculosis prevention and treatment.

PURPOSES:

1. To act in an advisory capacity to the Communicable Disease Control and Prevention Committee of the California Conference of Local Health Officers in the establishment of recommended goals, standards and priorities in tuberculosis control.
2. To consult with, advise, and make recommendations in establishing standards and on other matters affecting the control of tuberculosis to the organizational entity within the California Department of Public Health which has primary responsibility for tuberculosis control in California.
3. To act as consultants on problems related to tuberculosis to voluntary health organizations and professional societies.
4. To promote the adoption of uniform standards for the operation of tuberculosis control programs.
5. To improve communication and notification related to tuberculosis among health jurisdictions.
6. To promote appropriate professional education and interchange of experiences among persons actively engaged in tuberculosis control activities.
7. To promote awareness of the need for active, ongoing tuberculosis control efforts at the local level within the professional community at large and on the part of the general public.
8. To promote and encourage research on tuberculosis.

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ARTICLE III.

MEMBERSHIP:

1. This Association shall consist of active, associate, and honorary members, who together shall constitute the general membership.
2. Active members are those persons who have been named as the Tuberculosis Control Officer in a local California health-jurisdiction, on a part-time or full-time basis, or who have been designated as active member for that jurisdiction in lieu of their respective tuberculosis control officer or who have been elected to the executive committee.
3. Associate members shall be all those in attendance at an annual meeting or who have attended an annual meeting within the past two years. Associate members may take part in all activities of the Association but shall have no vote.
4. Honorary members are defined as individuals, retired from active work in the field of TB control, who have made a significant contribution to TB control efforts. Former Renteln Award winners are also eligible. The Executive Committee (EC) shall approve new honorary members upon nomination from the Nominating Committee, or from active or associate members. Honorary members may take part in all activities of the Association but shall have no vote. Honorary Members are entitled to attend all Conferences and Meetings without payment of the Registration Fee.

ARTICLE IV.

OFFICERS:

1. The officers of this Association shall be a President, a President-Elect, and a Secretary-Treasurer.
2. President
 - (a) The Office of the President shall be filled by succession of the President-Elect upon election by the active membership.
 - (b) The term of the office of the President shall be from the June CTCA EC meeting following the annual meeting at which (s)he is elected to the June EC meeting the following year. An individual may serve successive terms as President only in the event of resignation or inability to function of the President-Elect, and upon re-election by the active membership.
 - (c) In the event of resignation, inability to function, or death of the President, the President-Elect shall assume the duties of the President for the remainder of the current term and shall continue in this role through the following term upon re-election by the active membership.

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- (d) In the event of resignation or inability to function of the President and unavailability of the President-Elect, the Secretary-Treasurer shall assume the duties of the President for the remainder of the term.
- (e) In the event of resignation, or inability to function of the President, and the President-Elect or Secretary Treasurer is unable to assume the responsibilities, the EC will appoint an Interim President who shall serve until the end of the term.
- (f) The President's duties shall include, but not be limited to the following:
 - (1) Chair of the EC and responsibility for the overall functioning of the Association.
 - (2) Finalize and approve EC meeting agendas in conjunction with CTCA staff.
 - (3) Attend and chair CTCA EC meetings.
 - (4) Co-chair the Planning Committee for the annual educational conference.
 - (5) Appoint a co-chair for the Planning Committee for the annual educational conference.
 - (6) Chair the annual educational conference.
 - (7) Act as a liaison between the EC and TB Controllers of the local jurisdictions.
 - (8) Appoint members of the Nominating Committee, any ad-hoc workgroups of CTCA, and any newly formed committees.
 - (9) Represent, or appoint a representative from the EC, to attend meetings and participate in the work of the California Conference of Local Health Officers' (CCLHO) Communicable Disease Committee.
 - (10) Participate in the Finance Committee.
 - (11) Vet all surveys before sending them out to TB Controllers. Staff can be involved in follow up communication with the requester of the survey. The CDPH delegate will be the backup for this duty if the President is not accessible. In review of requests to send surveys to TB Controllers from outside researchers, consider the answers to the following questions:
 - Is the survey a reasonable task for controllers?
 - Is the survey's structure clear and does it make sense?
 - Who will be required to fill it out?
 - How much time it will take?
 - What will TB programs get back for their participation?
 - (12) Supervise the Executive Administrator.
 - (13) Upon completion of the term, assume the role of Immediate Past President and fulfill the duties of that position.

3. President-Elect

- (a) The Office of the President-Elect shall be filled by the succession of the Secretary-Treasurer elected in the immediately preceding year upon election by the active membership.

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- (b) Following her/his term as President-Elect, and election by the active membership, the President Elect shall assume the office of President from the June CTCA EC meeting following the annual meeting at which (s)he is elected to the June EC meeting the following year. An individual may serve successive terms as President-Elect in the event of resignation or inability to function of the Secretary Treasurer and upon re-election by the active membership.
- (c) In the event of resignation, inability to function, or death of the President-Elect, the Secretary Treasurer shall assume the duties of the President-Elect for the remainder of the term. If the Secretary-Treasurer assumes the duties of the President-Elect for the remainder of the term, her/his progression to President will proceed in the subsequent term upon election by the active membership.
- (d) In the event of resignation, or inability to function of the President-Elect, and if the Secretary Treasurer is unable to assume the responsibilities, the EC will appoint an Interim President-Elect who shall serve until the end of the term.
- (e) The President-Elect shall assume the duties of the President for the remainder of this officer's term in the event of resignation, inability to function, or death of the President.
- (f) The President-Elect duties shall include, but not be limited to, the following:
 - (1) Assist the President in completing the duties of the EC and functions to provide continuity and stability for the organization.
 - (2) Attend CTCA EC meetings.
 - (3) In the absence of the President, chair CTCA EC meetings and/or annual educational conference.
 - (4) Serve on the Planning Committee for annual educational conference.
 - (5) Chair bi-annual TB Controllers' Meeting.
 - (6) Serve as the Guidelines .Coordinator.

4. Secretary-Treasurer

- (a) The Secretary-Treasurer shall serve for a term of one year upon election by the active membership. The term of the office of the Secretary-Treasurer shall be from the June CTCA EC meeting following the annual meeting at which (s)he is elected, to the June EC meeting of the following year.
- (b) Following her/his term as Secretary-Treasurer, and upon election by the active membership, the Secretary-Treasurer shall assume the office of the President-Elect. Alternatively, an individual may serve successive terms as Secretary-Treasurer upon election by the active membership.
- (c) In the event of resignation or inability to serve of the Secretary-Treasurer, the EC may appoint a Secretary-Treasurer to fill the vacancy for the remainder of the term. If a Secretary-Treasurer is appointed for the remainder of the term, her/his progression to President-Elect may proceed in the subsequent term, upon election by the active membership.

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- (d) The Secretary-Treasurer's duties shall include, but not be limited to, the following:
 - (1) Keep proper accounts of all monies received and all monies disbursed, and submit a financial report to general membership at least annually
 - (2) Work with the TBCB, the fiscal agent, or any other outside interests whereby CTCA receives funding to maintain proper accounting for CTCA finances.
 - (3) Review the EC and bi-annual TB Controllers Meeting minutes.
 - (4) Serve as chair of the Finance Committee.

5. Duties

- (a) The officers shall perform such other duties and have such other powers as prescribed by these By-Laws or as the EC may from time to time delegate, provided these designated powers are not in conflict with these By-Laws.

6. Election of Officers

- (a) The election of the President, the President-Elect, the Secretary-Treasurer, the TB Controller-at-large, the representative of Rural and Smaller Health Jurisdictions, and other EC members, shall take place at each annual meeting by majority vote of the active members or designees present and voting. The Nominating Committee will present its nominations for these positions.
Nominations will also be accepted from any active member in attendance.
- (b) The EC may appoint non-officer EC members throughout the year on an as-needed basis and with the majority vote of the EC.
- (c) In the event of resignation, inability to function, or death of a non-officer member of the EC, the EC may appoint an interim EC member who shall serve until the end of the term.

7. Active members or associate members shall be eligible to serve on the EC.

ARTICLE V.

COMMITTEES – ASSOCIATIONS - WORKGROUPS:

1. Executive Committee (EC)

- (a) The EC is authorized to act on behalf of the general membership between meetings and, if necessary, conduct emergency votes of the active members. Duties include initial review of joint guidelines and other formal documents, development of conference programs, review and advocacy of legislation, and service on key external committees.
- (b) Voting members of the EC shall consist of the President, President-Elect, Secretary-Treasurer, Immediate Past President, NAHPF chair, TB Controller-at-large, the representative from the Rural and Small Health Jurisdiction, the representative from the

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largest morbidity jurisdiction, other EC members who have joined the EC by majority vote of TB Controllers or EC members, and the CDPH State TB Controller.

(1) The duties of the Officers of the Association are defined in Article IV.

Immediate Past President is a member of the Finance and Conference Planning Committees and a liaison to the Francis J. Curry National Tuberculosis Center.

- The NAHPF Chair's duties are defined within the separate NAHPF By-Laws.

2. TB Controller-at-Large

(2) Serves a term from June CTCA EC meeting following the annual meeting at which (s)he is elected to the June EC meeting the following year. Appointee from the Jurisdiction with the Largest Number of Cases

- Serves as a liaison between the EC and said Jurisdiction to highlight and monitor relevant issues.
- Is a member of conference Planning Committee
- Is selected by the Jurisdiction they represent
- If the Jurisdiction with the Largest Number of Cases holds a position in the officer roster, then they will forgo this position on the EC.

(3) Representative of the Rural & Other Smaller Health Jurisdictions

- Serve successive years upon re-election by the active membership. This representative shall serve as a liaison between the EC and the rural and other smaller health jurisdictions to highlight and monitor relevant issues to both.

(4) CDPH State Tuberculosis Control Officer

- Provide regular updates of CDPH activities at the EC meetings, the TB Controllers meetings, and to the full membership at the annual meetings.
- Appoint a CDPH representative to be a member of conference planning committees.

(c) The EC shall report on its activities at meetings of the general membership.

(d) A majority of voting members present in person or by teleconference shall constitute a quorum of the EC.

(e) Notices and agendas of EC meetings will be sent to all active membership. Active members are welcome to attend any and all meetings of the EC. Associate and honorary members may attend upon request.

3. Nominating Committee

(a) Is appointed annually by the CTCA President to select nominees to the CTCA EC: President, President-Elect, Secretary-Treasurer, TB Controller at Large and the Representative of the Rural & Other Smaller Health Jurisdictions, and other EC members as deemed necessary. The Committee also selects the Renteln Award recipient, and new Honorary Members.

(b) Shall consist of three active or associate members who shall not be members of the EC.

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- (c) Members shall be appointed for a term of one year and may not serve more than two successive years.
4. The Nursing and Allied Health Professional Forum (NAHPF)
- (a) Provides a forum for nurses and allied health care professionals to identify, discuss, and solve common issues which affect TB Case Management, thus promoting networking and sharing of information to enhance the quality of patient care.
 - (b) The Chair should report on NAHPF's activities at the meeting of the general membership and to the EC.
 - (c) Shall be governed internally by its own By-Laws, approved by, or as amended by, a majority vote of NAHPF members present at the first NAHPF meeting of the year.
5. Finance Committee
- (a) Shall be chaired by the Secretary-Treasurer. Membership shall include the president, president elect and other members appointed by the Secretary-Treasurer.
 - (b) Oversees the financial operations of the CTCA through developing an annual projected budget and oversees CTCA bookkeeping.
 - (c) Shall meet at least twice a year – at start of fiscal year and at mid-year – or upon request of the EC.
7. CTCA Conference Planning Committee
- (a) The role (duties) of the committee include:
 - (1) Determine conference theme and title
 - (2) Determine the speakers, sessions, and learning objectives for the educational day of the conference
 - (3) Determine criteria for travel grants and select travel grant recipients
 - (4) Work with Francis J. Curry National TB Center or other groups to obtain approval for CEUs and CMEs
 - (5) Obtain faculty agreements and handouts
 - (6) Select submitted abstracts for poster session
 - (b) The President will appoint the committee co-chairs who in turn will select the members.
 - (c) EC will
 - (1) Provide guidance and suggestions to the Planning Committee for conference format, theme and speakers based on prior year's evaluations and previous conference themes.
 - (2) Approve conference site and dates based on input from staff
 - (3) Approve conference budget, including travel reimbursement and fee waivers for faculty and others
 - (4) Set registration fees

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- (5) Develop and approve MOU with Curry Center and other groups involved in planning
 - (6) Set amount to be spent on travel grants
 - (7) Approve travel grant awards recommended by Planning Committee
 - (d) Finance Committee will work with staff to prepare conference budget and recommendations for registration fees to submit to EC
 - (e) NAHPF will
 - (1) Determine the speakers, sessions and learning objectives for the NAHPF meeting and will obtain faculty agreements and handouts if applicable.
 - (2) Communicate with the CTCA conference planning committee to coordinate the NAHPF section of the meeting.
8. Guidelines Revision Workgroup(s)
- (a) Will be convened as necessary for guideline revisions, as decided by the Guidelines Coordinator (President-Elect) and the EC
 - (b) Will consist of a Workgroup Chair, appointed by the Guidelines Coordinator. Other members will be appointed by the Workgroup Chair.
 - (c) Will present revised guidelines to the EC for approval and adoption. Minor revisions may be adopted by majority vote of the EC.
9. Ad Hoc Committees/Workgroups
- (a) Other Committees/Workgroups may be created by vote of the EC. Generally, the CTCA President selects the chair (co-chairs) of the workgroup. The members of such committees shall be selected by the co-chairs from a group of volunteers. There shall be no limit on reappointments.
 - (b) Each of these committees will have its charge reviewed annually by the EC
10. All Standing and Ad Hoc Committees
- (a) All committees and workgroups of the CTCA shall report on their activities at meetings of the EC on request and to general membership at least annually.
 - (b) Each standing and ad hoc committees of the CTCA will have its charge reviewed annually by the EC
11. Conflict of Interest Agreement: Whenever a voting member has a financial or personal interest in any matter coming before a committee the voting member will withdraw from discussion, lobbying, and voting on the matter.

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ARTICLE VI.

MEETINGS:

A meeting of the active membership, the TB Controllers Meeting, shall be held semi-annually (twice each year). Additional TB Controllers Meetings shall be held as determined by petition of one-third of the active membership or by the EC. TB Controllers Meetings are open to active, associate, and honorary members and invited guests. The EC shall determine the time, place and registration fee for meetings of the general membership.

3. Provisions for the participation of disabled persons to participate in the full scope of activities will be made for all meetings.

ARTICLE VII.

AMENDMENTS:

Proposed amendments to these By-Laws should be submitted to the EC for approval and distribution to the active membership. Active members may submit amendments at any time during the year for consideration and approval at any time.

1. These By-Laws may be amended at meetings of the general or active membership by two-thirds vote of active members present and voting, *or who have submitted an electronic vote by the 15th day of the review period*, provided the proposed changes have been e-mailed to each active member at least-fifteen (15) days prior to the meeting.

ARTICLE VIII.

PARLIAMENTARY AUTHORITY:

Where it is not in conflict with the By-Laws, Robert's Rules of Order shall govern the conduct of the Association. However, such rules may be suspended by a two-thirds vote of those present at any duly called meeting, in accordance with the procedure designated in the above-mentioned Robert's Rules of Order.

ARTICLE IX.

GOVERNANCE:

1. General Membership
 - (a) For elections and the transaction of business at meetings of the active or general membership, only active members may vote. For any vote, an active member may delegate her/his voting authority to another member from the same jurisdiction or vote

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electronically up to the day the vote occurs. Such delegation shall be in writing and filed with the Secretary-Treasurer prior to the exercise of the delegated vote.

- (b) One-third of active members, including persons delegated to vote, present in person/by teleconference, or who have submitted an electronic vote prior to the in person/teleconference vote, shall constitute a quorum at meetings of the active or general membership.
2. Voting outside of Meetings
- (a) The EC is authorized to act on behalf of the general membership between meetings and, if necessary, conduct emergency votes of active members.
 - (b) A vote outside of an active or general meeting can be done electronically (by E-mail). Items should be sent electronically to all active members and have a 15 day review period.
 - (c) To pass, the numbers of voting members must reach a quorum, and the item must receive a majority vote of those responding. As described above, one-third of active members shall constitute a quorum.
 - (d) If the item fails to get a majority vote, the vote is held open for another 30 days, and if a majority is not evident, the item expires.

ARTICLE X.

REPRESENTATIVES:

The President, with the approval of the EC, may appoint such representatives of the Association as may be necessary to any and all appropriate organizations which shall further the interests and carry out the objectives and purposes of the Association.

ARTICLE XI.

DUES:

- 1. Honorary Members shall pay no dues.
- 2. Dues and benefits for Members, if any, shall be-determined by the EC.