

CONSTITUTION AND BY-LAWS OF THE CALIFORNIA TB CONTROLLERS ASSOCIATION

ARTICLE I. NAME

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

ARTICLE II. MISSION STATEMENT

The mission shall be to eliminate the threat of tuberculosis (TB) from California through leadership and the development of excellence in TB prevention and treatment.

ARTICLE III. PURPOSES

1. Advise health organizations and professional societies on TB prevention and treatment goals, standards, priorities and research, in partnership with the California Department of Public Health (CDPH) TB Control Branch (TBCB) and as an affiliate of the California Conference of Local Health Officers (CCLHO), Communicable Disease Control and Prevention (CD) Committee.
2. Promote professional education and interchange of experiences among persons actively engaged in TB control and prevention activities, promote adoption of uniform standards and practices, and improve communication between local health jurisdictions (LHJs) through guidelines development, an annual educational conference and a biannual TB Controllers Meeting.
3. Promote awareness of the need for active, ongoing TB prevention and treatment activities through all activities and specific committee work.

ARTICLE IV. MEMBERS

1. The Association shall consist of active, associate, and honorary members.
2. Active members shall be TB Controllers in California (CA), including all LHJs (61) and the CDPH TB Controller, on a part-time or full-time basis, or be designated an active member by the TB Controller, or be an officer or another member of the Executive Committee (EC). See ARTICLE VIII. Only Active members have shall vote on behalf of the Association.
3. Associate members shall be those in attendance at a CTCA Conference or who have attended a CTCA Conference within the past two years.
4. Honorary members shall be designated such by a vote of the EC and entitled to attend all CTCA conferences and meetings without payment of a registration fee. Nominating Committee, Active, and Associate members may nominate retirees who have made a significant contribution to TB prevention and treatment efforts before the CTCA Conference each year.

ARTICLE V. GOVERNANCE

1. Voting during TB Controller Meetings
 - a) For elections and the transaction of business at TB Controller Meetings, only one Active member from each LHJ shall vote. Delegation of a vote shall be in writing and filed with CTCA staff/volunteer as directed prior to the vote.
 - b) One-third of Active members, including persons delegated to vote, present in person/by teleconference, or who have submitted vote via email/text, shall constitute a quorum.
2. Voting between TB Controller Meetings
 - a) Require a period of 15 days to review and respond.
 - b) To pass, the number of voting members must reach a quorum, one third of active members or their delegates, and the item must receive a majority vote of those responding.
 - c) If the item fails to get a majority vote from a quorum, the vote is held open for another 30 days, and if a majority is not evident, the item expires.
 - d) The EC shall be authorized to act on behalf of the general membership between meetings. A majority of voting members present in person or by teleconference shall constitute a quorum of the EC, e.g. six members of a ten- or eleven-member EC. The EC shall NOT vote on behalf of the general membership on revisions to the bylaws or on NEW guidelines.

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ARTICLE VI. OFFICERS

1. President, President-Elect, and Secretary-Treasurer shall be the Officers of the Association. When possible, officers shall progress through this officer roster.
2. Officers shall serve a term of one year from one Transition Meeting to the next. The exception is that the President may serve in this role for two successive years, in the event of resignation/inability to function of the President-Elect, if re-elected by the active membership.
3. In the event of resignation/inability to function, the officer roles shall be filled by the officer positioned to succeed them in the next term. The officers shall leave the role they were occupying. If early succession is not possible, the EC shall appoint an interim officer who shall serve until the end of the term.
4. 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.
 - a) President (See also Table 1 below.)
 - (1) Supervise the Executive Administrator whose employer of record is the fiscal agent for CTCA, currently the San Francisco Public Health Foundation. Supervision includes authorizing time off, facilitating his/her annual performance review, meeting weekly, to ensure workplan progress.
 - (2) Vet all surveys before they are sent to TB Controllers. The CDPH delegate will be the backup for this duty if the President is not accessible. Before approving distribution, consider the answers to the following questions: Is the survey a reasonable task? Is it 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?
 - (3) Upon completion of the term, assume the role of Past President.
 - b) President-Elect assists the President in completing their duties as needed. (See also Table 1.)
 - c) Secretary-Treasurer (See Table 1.)
5. Election of Officers
 - a) The election of the officers shall occur at each Spring TB Controllers Meeting by majority vote of the active members. 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.

ARTICLE VII. MEETINGS

1. TB Controllers Meetings shall be held bi-annually, in the Fall and in the Spring. Additional TB Controllers Meetings shall be held as determined by petition of one-third of the active members or by the EC. TB Controllers Meetings are open to all members and invited guests. The EC shall determine the time, place and registration fee for the TB Controllers Meetings.
2. The EC shall start and end their term at the Transition Meeting, which shall be held once a year, following the election of officers and other EC members.
3. EC members shall attend regular monthly meetings. Agendas and invitations to participate in these meetings shall be shared with all active members. Notices and agendas of monthly EC calls shall be sent to all active members. Active, associate and honorary members are welcome to attend all EC meetings.
4. Provisions for the participation of disabled persons to participate in the full scope of activities shall be made for all meetings.

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ARTICLE VIII. COMMITTEES/WORKGROUPS

1. Executive Committee (EC)

a) Members Roles and Responsibilities (See Table 1)

(1) All EC members shall participate in routine monthly EC calls and respond to electronic voting requests on urgent matters between scheduled calls.

b) The EC shall report on its activities at TB Controllers Meetings.

c) Regarding Conference Planning Committee (CPC) the EC shall:

(1) Approve the following for the conference: location and dates, overall budget, including the number of faculty travel reimbursement, fee waivers, the theme and featured speakers based on prior year's evaluations and previous conference themes, financial aspects of MOUs with other groups, and travel grant awards recommended by the CPC.

(2) Set registration fees and the amount to be spent on travel grants each year.

Table 1. EC members shall attend EC meetings and fulfill the following duties:

EC Members	Responsibilities	Leadership/Roles
President (officer) (See ARTICLE VI 4. a)	Assume responsibility for the overall functioning of the Association. Appoints members of the Nominating Committee, and any ad-hoc workgroups. Ensures representation from the EC to the CCLHO CD Committee and Board Meetings	Chairs the EC Co-Chair CPC Member of Finance
President-Elect (officer)	Chairs TB Controller Meetings. (See ARTICLE VI 4. b)	Member of Finance Member of CPC Chair, Guidelines Revision Steering Committee
Secretary-Treasurer (officer)	(Reviews minutes and by-laws) (See ARTICLE VI 4. c)	Chair, By-laws Committee Member of CPC Chair, Finance Committee
Past President	Attends EC meetings	Member of By-laws Cmte Member of Nominations Cmte
Controller-At-Large	Represents his/her perspective in all matters.	Member of By-laws Cmte Member of Nominations Cmte
Rural and Small Jurisdiction (RSHJ) Representative	Liaison between the EC and RSHJs (as defined by CDPH TBCB).	
Nurses and Allied Health Professionals Forum (NAHPF) Chair	Selected by NAHPF members, represents the interests of NAHPF members at all meetings	Member of CPC
Appointee from the Highest Morbidity Jurisdiction (L.A.)	Represent their LHJ to the EC. If LHJ is represented by an officer, they shall forego this position.	Member of CPC
Extra EC Members	Elected by TB Controllers/EC members, as needed, to ensure robust discussions and voting on the EC	
State TB Control Officer/Ex-Officio	Provides regular updates of CDPH TBCB activities at all meetings	Appoints TBCB member rep/s to CPC

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2. All Other Named and Ad Hoc Committees (See Table 2)
 - a) Shall report on their activities at meetings of the EC and to the membership at least annually.
 - b) Shall have their objectives reviewed annually by the EC.

Table 2. Committees	Members	Charge
Communications	Open to Active and Associate Members, survivors and other partners/ volunteers	Determines goals and objectives of the committee at the start of the committee cycle. Meets regularly/monthly to make progress on objectives.
Conference Planning (CP)	President co-chairs with recruited co-chair, President-Elect, Secretary Treasurer, NAHPF Rep, Appointee from L.A., open to all members and partners/volunteers	Develops agenda, secures faculty, creates learning objectives, and ensure paperwork for CMEs gathered by deadlines. Determines the criteria for travel grants and nominates travel grant recipients to receive support.
Finance	Secretary-Treasurer chairs, President, President-Elect Meeting twice each year, establishing the conference budget and fees and reviewing the conference budget and performance. A financial report to general membership at least annually.	Oversees the financial operations, develop an annual projected budget and oversee tracking the three Association accounts: CDPH TCB local assistance award supports the overall functioning of the Association: staff salary and travel, EC travel, and operations. Conference account supports conference production and EC discretionary efforts, such as patient advocate trainings. This account is replenished by conference fees. Travel Grant account, used only for approved applications for travel/accommodations/ registration fees to attend the Conference.
Guidelines Revision Steering	Open to Active and Associate Members, survivors and other partners/volunteers	Convene as necessary for guideline revisions. Present revised guidelines to the EC for approval and membership for adoption.
NAHPF	Open to Active and Associate members who are nurses and/or allied health professionals	Convene as necessary for recommendations to the EC or membership regarding nursing and allied-health specific issues in TB control.
Nominating	A total of three active/ associate, non-EC members	Follows committee guidelines. Nominates open EC positions, Renteln Award and Honorary Members.
Other/Ad hoc	Open to Active and Associate Members, survivors and other partners/ volunteers	May be created by an EC vote
By-Laws	Secretary-Treasurer chairs, at least one additional EC or Active member	As needed or as requested by the EC, audit and recommend changes to the By-Laws for ratification at the next TB Controllers meeting.

ARTICLE IX. Conflict of Interest Agreement

Whenever a voting member has a financial or personal interest in a matter coming before a committee or the active members for a vote, the voting member will withdraw from discussion, lobbying, and also voting on the matter.

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ARTICLE X. AMENDMENTS

Proposed amendments to these By-Laws as advanced by the By-Laws Committee chair shall be submitted to the EC for approval and distribution to the active membership. Active members may submit amendments at any time. These By-Laws may be amended at TB Controllers Meetings by two-thirds vote of active members present and voting, or who have submitted an e-vote by the 15th day of the review period.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Where it is not in conflict with the By-Laws, Robert's Rules of Order (RRO) 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 RRO.

ARTICLE XII. REPRESENTATIVES

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

ARTICLE XIII. DUES

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