



TANNA Constitution 2012

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TANNA's MISSION

To advocate for nurses, promote excellence in nursing and influence health policy.

VISION

A vibrant, reputable association representing all professional nurses, advancing their welfare and promoting excellence in nursing and healthcare.

VALUES

Trust- faith, confidence, reliance, dependable

Excellence- high quality, distinction, superior

Accountability- responsibility, trustworthy, reliable, dependable, conscientious

Honesty- sincerity, integrity, openness

Unity – unison, harmony, agreement

Transparency- clearness, openness

Partnership- collaboration, alliance, relationship

Collective ownership- own together, combined effort, shared approach

Effectiveness- usefulness, success, outcome, achieved aim.

**This constitution was approved by a Special Meeting of the TANNA National Council,
Dodoma, Tanzania, 13 March 2012**

Preamble

The Tanzania National Nurses Association, founded in 1971, is a nonpartisan nongovernmental nurses' organization.

In this document the singular serves also for the plural, and the masculine for the feminine according to the required context.

ARTICLE 1 Preliminary issue

1.1 Name

The name of the association shall be the Tanzania National Nurses Association, hereinafter referred to as TANNA.

1.2 Registered Office and Address

1.2.1 The headquarters of TANNA shall be in the city of Dar es Salaam.

1.2.2 The address of the association shall be:

TANNA

P.O.Box 11836

Dar es Salaam

ARTICLE 2 Objectives and Functions of TANNA

2.1 Objectives

The objectives of TANNA shall be to:

2.1.1 Strengthen and promote the professional development of nurses and advance their economic and general welfare.

2.1.2 Work for improvement of health standards and availability of quality nursing care for all people.

2.1.3 Stimulate interest and pride in the nursing profession and encourage the spirit of unity and service among nurses throughout Tanzania.

2.1.4 Represent and promote the views of the association on local, national, regional and international levels.

2.1.5 Develop and promote maximum adoption of ethical practices for nurses in Tanzania.

2.1.6 Advocate for nurses' rights and an enabling environment for nursing practice.

2.2 Functions

The functions of TANNA shall be to:

- 2.2.1 Promote standards of nursing practice, nursing research and nursing education in Tanzania;
- 2.2.2 Promote adherence to a code of ethical conduct for nurses;
- 2.2.3 Represent and speak for the nursing profession in Tanzania;
- 2.2.4 Play an active role in developing and influencing policy, regulation and legislation for the purpose of improving the health of people;
- 2.2.5 Promote and protect the profession;
- 2.2.6 Promote and protect the economic and general welfare of nurses;
- 2.2.7 Promote collaborative relationships with other groups in Tanzania that affect health care;
- 2.2.8 Play an active role in issues related to nurses' employment conditions;
- 2.2.9 Provide strong leadership of TANNA.

ARTICLE 3 Membership

3.1 Association membership categories and eligibility criteria are:

- 3.1.1 **Full:** open to any nurse or midwife licensed in Tanzania by the Tanzania Nursing and Midwifery Council or any other statutory organ vested with powers to regulate the nursing profession in Tanzania and who does not have a license under suspension or revocation.
- 3.1.2 **Associate:** open to nursing students of those schools of nursing approved by the Tanzania Nursing and Midwifery Council.
- 3.1.3 **Affiliate:** open to any individual or organisation that is interested in the purposes of TANNA.
- 3.1.4 **Honorary Life:** awarded to any individual who has made a significant contribution to TANNA as decided by the Annual General Meeting (AGM).
- 3.1.5 Membership shall be achieved by applying and paying fees as provided by rules and regulations under this constitution. However, honorary members shall not be required to submit application forms or pay fees.
- 3.1.6 Only full members who have paid their dues are eligible to vote.

3.2 Members Rights

- 3.2.1 **Full members** shall have the right to:
 - a) Participate in the election of TANNA leaders;
 - b) Participate in or attend TANNA, regional and international meetings;

- c) c)Participate in or attend unrestricted TANNA events and activities;
- d) Receive a membership card;
- e) Receive TANNA publications;
- f) Receive TANNA communications;
- g) Examine the books and registers of TANNA;
- h) Seek election or appointment to the TANNA office for which the member is qualified;
- i) Other rights as may be provided under this constitution from time to time.

3.2.2 Associate members shall have the right to:

- a) Receive a membership card;
- b) Attend TANNA and regional meetings;
- c) Receive TANNA communications;
- d) Receive TANNA publications;
- e) Participate in or attend unrestricted TANNA events and activities.

3.2.3 Affiliate members shall have the right to:

- a) Receive a membership card;
- b) Attend TANNA meetings;
- c) Receive selected TANNA communications;
- d) Receive selected TANNA publications.

3.2.4 Honorary members shall have the right to:

- a) Receive a membership card;
- b) Attend TANNA meetings;
- c) Receive TANNA communications;
- d) Receive TANNA publications.

3.2.5 All rights of membership shall cease on the member's death, suspension, expulsion or resignation.

3.3 Suspension and Expulsion of Members

3.3.1 Any member of TANNA may terminate his membership by not paying or renewing his membership, or by informing the Executive Secretary of his intention to terminate his membership.

3.3.2 The Branch Executive Committee may, by resolution, suspend or expel a member of TANNA for contravention of rules, the Code of Conduct for Nurses, the TANNA bylaws or for behaviour unbecoming a member or prejudicial to the interest of TANNA.

No disciplinary action shall be taken against a member until such member has been served with specific charges and given a reasonable time to prepare a defence. Particulars of the charge shall be communicated to the member at least one calendar month before the meeting at which the matter will be determined.

3.3.3 Members who have not paid their dues for three (3) continuous years shall be suspended by the Branch Executive Committee until dues are paid in full. Suspended members who have not been reinstated within two (2) years shall have their membership terminated.

- 3.3.4 Any member suspended or expelled shall have the opportunity of appearing before the National Executive Committee (NEC) to exercise a right of appeal, provided that the appeal is lodged with the Executive Secretary within twenty-one (21) days of having received written notice informing him of the penalty. The NEC shall decide whether to confirm or revoke the resolution.

ARTICLE 4 Governance of TANNA

- 4.1** TANNA members in governance roles must always work for the best interest of the Association. National leaders should have prior leadership experience at the branch level.
- 4.2** The governance organs of TANNA include the National Council, the National Executive Committee and Branch Executive Committees.
- 4.3 The National Council**
- 4.3.1 The National Council (NC) is the highest governing authority and shall meet annually, and through special meetings, to carry out the business of TANNA.
- 4.3.2 Members of the National Council shall be the members of the National Executive Committee and three representatives from each Branch comprised of the Branch Chairperson, Branch Secretary and Branch Treasurer.
- 4.3.3 National Council members from the Branches who are unable to attend the AGM or a Special Meeting may be represented by another Branch member provided the Branch notifies the TANNA National Office in advance of the meeting.
- 4.4 The National Executive Committee (NEC)**
- 4.4.1 The National Executive Committee shall consist of the following members:
- a) President
 - b) Vice President
 - c) Executive Secretary
 - d) Vice Executive Secretary
 - e) Treasurer
 - f) Vice Treasurer
 - g) Publicity Secretary
 - h) Vice Publicity Secretary
- Appointed members
- i) Four other members to be appointed by the President.
- 4.4.2 Only Full members, who have paid their dues for the previous three (3) years, are eligible to hold any National office, whether elected or appointed. Such members should also have had no less than two (2) years' experience at the Branch leadership level.

4.5 The Branch Executive Committee (BEC)

- 4.5.1 The Branch Executive Committee shall consist of the following members:
- a) Chairperson
 - b) Deputy Chairperson
 - c) Secretary
 - d) Deputy Secretary
 - e) Treasurer
 - f) Deputy Treasurer
 - g) Publicity Secretary
 - h) Deputy Publicity Secretary.
- 4.5.2 The Branch may invite the Regional Nursing Officer or Nursing Officer in Charge of the Regional Hospital to serve as an advisor.
- 4.5.3 The Branch leadership shall have the power to co-opt any other member.
- 4.5.4 Only full members, who have paid their dues for the previous two (2) years, are eligible to hold any office at branch level, whether elected or appointed.

4.6 Vacating a Leadership Post

- 4.6.1 In addition to the conditions set out in Article 3.3, TANNA member shall vacate his leadership position if he:
- a) Is expelled from the Association;
 - b) Is unable to practice as a nurse as a result of an action by the licensing authority;
 - c) Resigns his post;
 - d) Is unable to fulfil his TANNA duties;
 - e) Fails to pay his dues while in office;
 - f) Is appointed to a senior post in government;
 - g) Is sick to such an extent as not to be able to fulfil his duties;
 - h) Is voted out of office by more than two-thirds of National Council members in attendance at an AGM and by following a procedure as provided by the bylaws;
 - i) Dies while in office.

ARTICLE 5 Meetings of the Association

The Association shall have the following meetings:

5.1 Annual General Meeting (AGM) of the National Council.

- 5.1.1 The Association shall convene an Annual General Meeting of the National Council each calendar year together with the host branch selected by the AGM of the previous year. The AGM venue and time shall be determined by the TANNA National Executive Committee in conjunction with the host branch at least nine (9) months in advance of the scheduled AGM.
- 5.1.2 Notice of the AGM, the order of business, and the proposed rules for conducting business shall be published and delivered to National Council members at least one (1) month prior to the date of the meeting, while minutes of the previous AGM shall be sent to the National Council within one (1) month of the said meeting.

- 5.1.3 Participation in the AGM by National Council members from the Branch level shall be limited to Branches whose dues are up to date and whose National Council representatives present a current membership card at the time of registration.
- 5.1.4 More than half of the National Council members attending the AGM shall constitute a quorum at the meeting.
- 5.1.5 The conduct and order of business at the AGM shall be in accordance with rules provided under this Constitution from time to time.
- 5.1.6 Observers, invited guests and Branch level National Council members from Branches which are not paid up may attend the meeting and may be allowed to speak at the discretion of the Chair but shall have no voting privileges.

5.2 Special Meetings

- 5.2.1 A Special Meeting of the National Council may be called by a two-thirds vote of National Executive Committee members or upon written request from more than one-third of National Council members. The request must show the purpose of the meeting and shall be signed by those National Council members calling for the meeting.
- 5.2.2 Notice of the Special Meeting, the agenda, and the proposed rules for conducting business shall be published and delivered to National Council members at least one (1) month prior to the meeting.
- 5.2.3 The Special Meeting shall be chaired by the President unless he is unable to do so, in which case members in attendance shall elect one of them to chair the meeting.

ARTICLE 6 The National Executive Committee

- 6.1 National Executive Committee members shall hold office for a period of three (3) years and may be re-elected for one more time to the same post.

A member may be re-elected for a third time to the same post only after one election period has expired. However, after either one or two consecutive or non-consecutive terms in the same post a member may be elected to a different NEC post.

6.2 The National Executive Committee shall:

- 6.2.1 Be the administrative authority of TANNA and shall be responsible for implementation of objectives of the Association;
- 6.2.2 Be responsible for conducting the AGM in collaboration with the hosting branch;
- 6.2.3 Be vested with power to authorize the expenditure of the Association assets as outlined by the annual budget of the Association;
- 6.2.4 Report to the AGM on key activities of the previous year;

- 6.2.5 Hear appeals, as set out in Article 3.3.2, in relation to disciplinary actions taken by a Branch Executive Committee against a member
- 6.2.6 Present an annual budget to the AGM and regularly monitor the approved budget;
- 6.2.7 Meet not less than four times in the year.
- 6.2.8 Appoint such other officers and employees who shall hold office on such terms and conditions as shall be determined by NEC.

ARTICLE 7 Officers of TANNA

- 7.1** The elected officers of TANNA shall be the President, Vice President, Executive Secretary, Vice Executive Secretary, Treasurer, Vice Treasurer, Publicity Secretary and Vice Publicity Secretary.
- 7.2** TANNA officers shall be nominated and elected in accordance with the rules under this constitution.
- 7.3** Officers shall perform the duties customary to the position held and such other duties as described in the by-laws or as assigned by the National Council.
- 7.4 Duties of the TANNA President**
The President shall:
 - 7.4.1 Serve as the official representative of TANNA and act as its spokesperson on matters of policy and positions;
 - 7.4.2 Preside over meetings of the National Council and NEC;
 - 7.4.3 Serve as ex-officio member of all TANNA committees, except the Nominations Committee;
 - 7.4.4 Direct activity and supervise the performance of the TANNA senior staff post;
 - 7.4.5 Appoint four (4) members of the National Executive Committee;
 - 7.4.6 Delegate duties to other NEC members as necessary and appropriate.
- 7.5 Duties of the TANNA Vice President**
The Vice President shall:
 - 7.5.1 Assume the duties of the President in the President's absence or at the discretion of the President;
 - 7.5.2 Succeed to the office of the President for the un-expired term if the office of the President is vacant;
 - 7.5.3 Serve as NEC liaison for planning the AGM and other TANNA events as decided by NE

7.6 Duties of the TANNA Executive Secretary

The Executive Secretary shall:

- 7.6.1 Record the minutes and ensure the maintenance of records for the AGM and meetings of the NEC. A summary of the minutes shall be available to the members;
- 7.6.2 Conduct the general correspondence of the Association;
- 7.6.3 Ensure distribution of meeting notices in accordance with this Constitution;
- 7.6.4 Ensure preservation of key TANNA documents;
- 7.6.5 Ensure safe keeping of the TANNA seal and affix the seal to duly executed documents as authorized by law or the provisions of the bylaws;
- 7.6.6 Ensure the maintenance of accurate lists of members;
- 7.6.7 Help advertise TANNA events and business.

7.7 Duties of the TANNA Vice Executive Secretary

The Vice Executive Secretary shall:

- 7.7.1 Assume the duties of the Executive Secretary in his absence or at the discretion of the Executive Secretary;
- 7.7.2 Succeed to the office of the Executive Secretary for the un-expired term if the office of the Executive Secretary is vacant.

7.8 Duties of the TANNA Treasurer

The Treasurer shall:

- 7.8.1 Hold funds of TANNA and disburse them upon authorisation of the National Executive Committee;
- 7.8.2 Be responsible for dues processing and collection in a timely fashion;
- 7.8.3 Issue receipts for dues and other funds collected;
- 7.8.4 Provide reports of TANNA's financial status as determined by the National Executive Committee;
- 7.8.5 Ensure sound, accurate and timely management of TANNA books and accounts;
- 7.8.6 Keep the President and the National Executive Committee informed of all financial conditions;
- 7.8.7 Ensure compliance with applicable TANNA, Governmental, and grant financial management and reporting requirements;
- 7.8.8 Facilitate opening of bank accounts for Branches.

7.9 Duties of the TANNA Vice Treasurer

The Vice Treasurer shall:

- 7.9.1 Assume the duties of the Treasurer in the Treasurer's absence or at the discretion of the Treasurer;
- 7.9.2 Succeed to the office of Treasurer for the un-expired term if the office of the Treasurer is vacant.

7.10 Duties of TANNA Publicity Secretary

The Publicity Secretary shall publicise TANNA by:

- 7.10.1 Advocating for membership and association business;
- 7.10.2 Collecting, compiling articles and producing TANNA newsletters, magazine and journals;
- 7.10.3 Linking the Association with other local and international organisations;
- 7.10.4 Promoting the Association through the media;
- 7.10.5 Educating members on their rights within the Association/profession.

7.11 Duties of the TANNA Vice Publicity Secretary

The Vice Publicity Secretary shall:

- 7.11.1 Assume the duties of the Publicity Secretary in his absence or at the discretion of the Publicity Secretary;
- 7.11.2 Succeed to the office of Publicity Secretary for the un-expired term if the office of the Publicity Secretary is vacant.

ARTICLE 8 National TANNA Trustees

- 8.1 The AGM shall approve three (3) trustees proposed by the National Executive Committee who shall be registered as the Registered Trustees of the Association;
- 8.2 Trustees shall hold office for the period of five (5) years but may be reappointed for a further term of five (5) years;
- 8.3 All movable and immovable properties of the Association, together with such funds as may be agreed by the National Executive Committee from time to time, shall be vested in the trustees.

ARTICLE 9 Committees of TANNA

- 9.1 The National Executive Committee may from time to time appoint committees for specific purposes.

- 9.2** The composition and functions of such committees shall be in accordance with regulations which will be made under this Constitution from time to time.

ARTICLE 10 Sources of Income and Control of Finances

- 10.1** Association income shall come from:
- a) Membership dues and subscriptions;
 - b) Fund raising programs;
 - c) Donations, gifts and grants;
 - d) Subsidies from the Government;
 - e) Loans from any financial institution;
 - f) Sale of Association assets;
 - g) Any other sources as authorised by the National Council.

10.2 Membership Dues

- 10.2.1** The amount and categories of dues shall be established by the National Council at an Annual General Meeting.
- 10.2.2** Part of the collected dues shall be submitted to TANNA headquarters and the other part used by the branches. Determination of the percentage of each shall be set in bylaws and approved by National Council.
- 10.2.3** Proposed changes in dues shall be published and delivered to members at least six (6) weeks prior to the Annual General Meeting and shall be voted on and passed or rejected by a simple majority of the National Council members who are present and voting at the AGM.
- 10.2.4** Dues may be changed without prior notice by a decision of a three-fourths majority of National Council members present and voting at the AGM.
- 10.2.5** No dues shall be refunded or additional dues collected when a change in dues category is made within a membership year.

10.3 Control of Finances

- 10.3.1** The Association shall open and operate bank accounts for keeping its cash.
- 10.3.2** The Treasurer, along with the President, the Executive Secretary and a National Executive Committee member appointed by NEC, are empowered to operate bank accounts. Two of the four must sign, with the Treasurer or the President being one of the signatories.
- 10.3.3** The Treasurer may hold an amount of petty cash, as determined by NEC.
- 10.3.4** The Treasurer shall maintain accounts in keeping with NEC policy and standard accounting procedures.
- 10.3.5** NEC shall ensure regular audits of TANNA finances and administrative policies.

ARTICLE 11 TANNA Branches

11.1 Branches of the Association shall be composed of TANNA members who reside within one region or are employed in a particular consultant hospital or any other health facility as the AGM may decide to grant a status of a Branch from time to time.

11.2 TANNA Branches shall function within the parameters set out in this constitution.

11.3 The Branch Officers shall be the Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer, Publicity Secretary and Deputy Publicity Secretary.

11.4 Branch leaders shall hold office for a period of three (3) years and may be re-elected or re-appointed only once in the same post. A member may be re-elected or re-appointed for a third time to the same post only after one election period has expired. However, after either one or two consecutive or non-consecutive terms in the same post a member may be elected or appointed to a different post.

11.5 Duties of Branch Officers

11.5.1 Duties of the Branch Chair

The Branch Chair shall:

- a. Serve as the official representative of the TANNA Branch and as its spokesperson on matters of policy and positions;
- b. Preside over meetings of the Branch Executive Committee;
- c. Serve as ex-officio member of all Branch committees, except the Nominations Committee should one exist;
- d. Direct the activity and supervise the performance of Branch staff;
- e. Delegate duties to other Branch Executive Committee members as necessary and appropriate.

11.5.2 Duties of the Deputy Chair

The Branch Deputy Chair shall:

- a. Assume the duties of the Chair in his absence or at the Chair's discretion;
- b. Succeed to the office of the Chair for the un-expired term if the office of the Chair is vacant;
- c. Serve as Branch liaison with NEC for planning the AGM; plan and organize other Branch events as decided by the Branch Executive Committee.

11.5.3 Duties of the Branch Secretary

The Branch Secretary shall:

- a. Record the minutes and ensure the maintenance of records for all Branch meetings;
- b. Conduct the general correspondence of the Branch;
- c. Ensure distribution of meeting notices;
- d. Ensure preservation of key Branch documents;
- e. Ensure the maintenance of accurate contact information and membership numbers of members;
- f. Help advertise branch events.

11.5.4 Duties of the Branch Deputy Secretary

The Branch Deputy Secretary shall:

- a. Assume the duties of the Secretary in his absence or at the discretion of the Secretary;
- b. Succeed to the office of the Secretary for the un-expired term if the office of the Secretary is vacant.

11.5.5 Duties of the Branch Treasurer

The Branch Treasurer shall:

- a. Hold Branch funds and disburse them upon authorisation of the Branch Executive Committee;
- b. Be responsible for dues processing and collection in a timely fashion;
- c. Issue receipts for dues and other funds collected;
- d. Provide regular reports of the Branch financial status to the Branch Executive Committee and to the National Office as required;
- e. Ensure sound, accurate and timely management of Branch books and accounts;
- f. Keep the Chair and the Branch Executive Committee informed of all financial conditions;
- g. Ensure compliance with applicable TANNA, Governmental, and grant financial management and reporting requirements;
- h. Act as one of the signatories of the Branch bank account(s).

11.5.6 Duties of the Deputy Treasurer

The Branch Deputy Treasurer shall:

- a. Assume the duties of the Treasurer in the Treasurer's absence or at the discretion of the Treasurer;
- b. Succeed to the office of Treasurer for the un-expired term if the office of the Treasurer is vacant.

11.5.7 Duties of Branch Publicity Secretary

The Branch Publicity Secretary shall:

- a. Work to recruit members for the Branch;
- b. Monitor local news media for issues affecting nurses, the Branch and TANNA nationally;
- c. Promote the Branch and nursing through the media;
- d. Educate members on their rights within the Association/profession.

11.5.8 Duties of the Deputy Publicity Secretary

The Branch Deputy Publicity Secretary shall:

- a. Assume the duties of the Publicity Secretary in his absence or at the discretion of the Publicity Secretary;
- b. Succeed to the office of Publicity Secretary for the un-expired term if the office of the Publicity Secretary is vacant.

11.6 The Branch Executive Committee may from time to time appoint committees for specific purposes.

11.7 Branch meetings of members shall be held not less than four (4) times per year.

11.8 Branches shall remit annual financial contributions to the National level, the amount of which shall be determined by the AGM from time to time.

11.9 Branch income shall come from:

- a) The retained portion of the TANNA membership dues;
- b) Fund raising programs;
- c) Donations, gifts and grants;
- d) Loans from any financial institution;
- e) Sale of Branch assets;
- f) Any other sources as authorised by the Branch Executive Committee.

11.10 The Branch may open and operate bank accounts for keeping its cash.

11.11 The Treasurer, along with the Chair, the Secretary and a Branch member appointed by the Branch Executive Committee, are empowered to operate bank accounts. Two of the four must sign, with the Treasurer or the Chair being one of the signatories.

11.12 The Treasurer may hold an amount of petty cash as determined by the Branch Executive Committee.

11.13 The Treasurer shall maintain accounts in keeping with TANNA policy and standard accounting procedures.

11.14 The Branch shall undertake regular audits of its finances and administrative policies as set out by TANNA.

11.15 Branch TANNA Trustee

11.15.1 The Branch Executive Committees shall appoint a trustee for the Branch.

11.15.2 The Trustee shall hold office for a period of five years (5) and may be reappointed for another term.

11.15.3 The Trustee shall be a key advisor and shall nurture the Branch, both in kind and material and help to maintain its integrity.

ARTICLE 12 Dissolution of the Association

12.1 The Association may at any time be dissolved at an Annual General Meeting or a Special Meeting called for that purpose provided that:

- a. National Council members are notified of the purpose, date, place and time six (6) weeks in advance of the meeting;
- b. at least three-fourths of the Branches are present;
- c. that at least two-thirds of the National Council members present at the meeting vote in favor of dissolution of the organization.

12.2 Should the meeting approve dissolution of the Association, the following shall apply:

- a) All liabilities shall be honoured;
- b) All remaining assets, both real and monetary, shall be passed to the Trustees.

RULES

1. Meetings

- a) These rules shall be applicable to all AGM, NEC and Branch meetings.
- b) Meetings shall, subject to the presence of a quorum, start at the time set out in the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- c) If no quorum is present within 30 minutes of the starting time set out in the notice, the meeting shall lapse and, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
- d) Any member entitled and desiring to speak at the meetings shall raise his hand and, when called upon by the Chairperson, shall address the meeting. If two or more members raise their hands simultaneously, the Chairperson shall call upon the member who first caught the eye of the Chairperson.
- e) No member entitled to vote, other than the one opposing a motion or an amendment, shall speak to it until it has been seconded. A motion or amendment lapsing for lack of being seconded shall not be recorded in the minutes.
- f) If required to do so by a Chairperson, a member proposing any motion or amendment shall submit it in writing.
- g) Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- h) Voting during debates shall be done by a show of hands of those entitled to vote.
- i) When a member rises to speak, he is to state his name for the minutes.

2. Order of Business for the Annual General Meeting (AGM)

The order of business for the AGM shall be:

Apologies;

- a) Approval of minutes of the last AGM;
- b) Address matters rising from the previous year's meeting;
- c) Address by the President;
- d) Individual reports from the Executive Secretary and Treasurer of the Association;
- e) Receive and approve the budget for next the financial year;

- f) Receive the report from the branches for the preceding financial year;
- g) Address new business matters;
- h) Select the next host of the AGM.

3. Grievance Procedures

- a) If a formal complaint of a member or non-member finds action taken by a NEC member to be detrimental to the Association, NEC shall take appropriate action to investigate and implement remedial action as necessary.

If a formal complaint of a member or non-member finds action taken by the President or NEC as a whole to be detrimental to the Association, the matter shall be taken up at a regular or special meeting of the National Council.

- b) Whenever a majority of the National Council members agrees that the President or NEC has been grossly negligent or is acting contrary to the best interest of the Association, they shall see that such office (s) is vacated and election for replacement shall be scheduled immediately.

4. Nominations Process for National Office Elections

Beginning with the 2015 elections, the National Council shall, during the AGM in the year preceding National Executive Committee elections, name a Nominating Committee of at least 4 persons, one of whom shall be named to chair the Committee.

In doing so, the National Council members shall, during the AGM, put forward names of individuals to serve on the Nominating Committee and will verify that such individuals are fully paid up members, agree to let their name be put forward, and confirm the individual's intention not to stand for NEC elections the following year.

Selection of the four (4) members shall be determined by secret ballot should more than four (4) names be put forward.

The Nominating Committee shall meet in person and/or electronically to fulfil its functions and shall submit its report to NEC.

The Nominating Committee is charged to:

- a) Develop and/or approve the nomination forms for NEC elections;
- b) Receive from the Executive Secretary the results of the nominations process five (5) months before the elections;
- c) Together with the Executive Secretary verify that the nominees are eligible to stand for election as set out in the TANNA constitution and rules;
- d) Solicit nominations for those posts for which there are no candidates;
- e) Submit a report to NEC four (4) months prior to the AGM. Such report will contain the list of candidates for each post.

The Executive Secretary shall distribute the Nominations forms to all branches at least six (6) months before the date of AGM. Forms shall clearly state the date that nominations close and the date when the completed forms must be received by the Executive Secretary, which shall be no less than five (5) months before the elections.

Nominees must submit to the Branch Executive Committee a current Curriculum Vita, along with the completed application form.

The Branch Executive Committee must review the documents and forward these to the TANNA Executive Secretary, confirming that the individual is a TANNA member, has completed the application form, and meets any stipulated criteria for the post.

If the contested position has only one contestant, that member will appear and will have to be voted for that position, the will be a vote of agree or disagree.

If there is more than one candidate for a post, voting shall be by secret ballot. While the Nominating Committee shall ensure correct ballots are prepared, the Secretary shall ensure the security of the ballots until the voting begins, with the winning candidate being the one who receives more than half of votes (the one will be deemed as passed if obtains 50% of all votes of the Council members).

Three (3) months before the elections the Secretary shall submit to the National Council the names of nominees for each post.

5. Campaigning for NEC Elections

- a) Campaigning by candidates may begin as soon as the official list of candidates is approved, which shall be no later than three (3) months prior to the elections.
- b) Any funds raised in campaigning must be free of conflict and must not make any commitments related to TANNA.
- c) No campaigning shall take place if the candidate is representing TANNA at an event or while engaged in TANNA business activities.
- d) No gifts should be given by candidates to voting delegates at any point during the campaign.
- e) Neither TANNA resources nor the logo may be used by candidates during campaigning.
- f) Candidates are expected to behave in a dignified, professional manner and to run a positive campaign.

6. Elections of the National Executive Committee (NEC)

Elections for NEC shall be held every three (3) years prior to the close of the Annual General Meeting.

At the beginning of the meeting the President shall appoint 4-6 TANNA members who are present and non-voting who shall be the Tellers, one of whom shall be appointed the Chief Teller.

The Tellers shall be responsible for:

- a) Explaining the voting process before the ballots are distributed;
- b) Distributing the ballots at the time of the voting process;

- c) Indicating when voting shall begin and end;
- d) Ensuring all completed ballots are collected;
- e) Finding a secure place to count the ballots;
- f) Counting and recording the votes cast;
- g) Reporting to the Assembly the results of the vote, including for each candidate:
 - 1. number of votes cast
 - 2. Number of spoiled ballots
 - 3. Number of valid ballots
 - 4. Number of votes in favour
 - 5. Number of Votes against
 - 6. Naming the successful candidate.

Immediately preceding the voting, the Chief Teller shall ensure that all persons present and not voting leave the voting area. This includes the current NEC members and any National Council members who are present but not permitted to vote.

The winning candidate shall be the one who receives more than half of the votes cast.

Where there is a tie vote, subsequent rounds of voting shall occur until the tie is broken.

Prior to announcing the results the Chief Teller shall invite the others attending the AGM to return. Following the reading of the results the Chief Teller shall invite the successful candidates onto the stage to be recognised by the assembly.