

**Colorado Transplant Nurses Society**  
**CHAPTER OF THE INTERNATIONAL TRANSPLANT NURSES SOCIETY**  
**CHAPTER BYLAWS**  
**(REINSTATED APRIL 2002 – UPDATED March 2025)**

**ARTICLE I: Name**

Section 1 The name of this chapter of The International Transplant Nurses Society (ITNS) shall be the Colorado Transplant Nurses Society.

Section 2 The Chapter shall be incorporated as a non-for-profit corporation under the laws of the state of Colorado.

Section 3 Mission Statement

*The Colorado Transplant Nurses Society, Chapter of the International Transplant Nurses Society is committed to the promotion of excellence in clinical transplant nursing through the provision of educational and professional growth opportunities, interdisciplinary networking, collaborative activities and nursing research.*

**ARTICLE II: Goals**

- A. To provide a network for communication among nurses and associated transplant professionals with a focus and commitment to transplantation.
- B. To provide a means of continuing education for nurses and associated transplant professionals with a focus in transplant nursing.
- C. To examine trends in all types of transplantation affecting patient care and role of the transplant professional.
- D. To promote and support research in transplant nursing.
- E. To discuss the results of scientific investigations among nurses and associated transplant professionals.
- F. To foster an awareness of ongoing ethical considerations in procurement, donation, and recipient selection.
- G. To maintain fiscal responsibility and establish financial stability in order to support the objectives of the *Colorado Transplant Nurses Society* Chapter and the International Society.
- H. To do all that is necessary and proper for the accomplishment of all of the foregoing or other proper and lawful purposes and objectives of the Society.<sup>20</sup>

## **ARTICLE III: Membership**

### **Section 1 Categories**

The *Colorado Transplant Nurses Society* Chapter, ITNS shall have two member categories: *Active and Associate*. No person shall be denied membership because of gender, age, race, national origin, political affiliation, sexual orientation, or religious belief.

### **Section 2 Qualifications and Privileges**

#### **A. Active Member**

- a. Any member who is licensed to practice as a Registered nurse in the United States or Canada, or any individual licensed or registered to practice professional nursing outside the United States.
- b. Entitled to vote, hold office and serve on committees.
- c. Shall have all benefits of membership

#### **B. Associate Member**

- a. Any health professional involved in transplantation or full-time student enrolled in an accredited professional nursing program.
- b. Entitled to vote, hold office and serve on committees in the *Colorado Transplant Nurses Society* Chapter.
- c. Shall have all benefits of membership

### **Section 3 Application for Membership**

Any individual eligible for membership under these bylaws may become a member upon completion of the written application for and payment of dues to both the ITNS Society and the *Colorado Transplant Nurses Society* Chapter.

### **Section 4 Duration of Membership and Resignation**

Membership in this Society is voluntary. Any member may, by giving written notice of such intention, terminate by voluntary withdrawal. All rights and privileges shall cease on termination of membership. No dues shall be refunded.

### **Section 5 Dues**

#### **A. Amount**

The annual dues for each member of the *Colorado Transplant Nurses Society* Chapter, ITNS shall be twenty-five dollars. Any change in membership dues shall be determined by the *Colorado Transplant Nurses Society* Chapter Board of Directors and announced to all members at the October meeting and member newsletter to go into effect at the start of the following calendar year.

#### **B. Failure to Pay**

Members who fail to pay their dues within thirty (30) days from the time they become due shall be notified. If payment is not made within the next thirty (30) days, the member may be terminated from active membership.<sup>21</sup>

## **Section 6 Responsibilities of Membership**

A. Active members are expected to attend as many meetings as possible, as attendance and participation will support the effective functioning and growth of the *Colorado Transplant Nurses Society* Chapter, ITNS and the Society.

B. Members are expected to keep confidential any patient or professional information discussed at meetings, educational or professional growth opportunities, or when participating in collaborative or research activities.

C. All members are encouraged by not required to be members of ITNS.

## **Section 7 Membership Meetings**

### **A. Planning Meetings**

There shall be a planning meeting of the *Colorado Transplant Nurses Society* Chapter Board of Directors prior to each dinner meeting. This will be held at a time to be determined by the Board of Directors. The purpose of the meeting will be for installation of Officers, planning for future meetings, for receiving annual reports, and the transaction of other chapter business.

### **B. Dinner Meetings/Journal Clubs**

Dinner Meetings and/or journal clubs of the *Colorado Transplant Nurses Society* Chapter shall be held four times each year for the purpose of the provision of educational and growth opportunities, interdisciplinary networking, collaborative activities, transplant research, and other activities. The dates of the meetings have been set by the Board of Directors and will take place the second Wednesday of January, April, July, and October. Members are encouraged to attend. Members present shall constitute a quorum. Active members will pay \$5 for dinner meeting ticket. In-active or nonmembers will pay \$15 for dinner meeting ticket.

## **Section 8 Voting**

Voting by members on all items of business may be conducted by either mail ballot, email or by vote at any meeting of members.

## **ARTICLE IV: Governance**

### **Section 1 Responsibilities**

The Board of Directors will be composed of the *Colorado Transplant Nurses Society* Chapter Officers. The Officers shall have supervision, control, and direction of the affairs of the Chapter, shall determine its policies or changes within the limits of the bylaws, shall actively execute its purposes, and shall have discretion in the distribution of its funds. It may adopt such resolutions, policies, and procedures for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary. In addition, a CTNS representative from each Denver metro area transplant center will be encouraged to attend these meetings.

### **Section 2 Officers**

CTNS Article IV Governance

Section 2 Officers

- A. **President**- Oversees all Colorado Society activities, leads chapter meetings, and acts as the chapter representative to the ITNS Board of Directors (this includes monthly conference calls with ITNS representatives). Attendance at the annual ITNS symposium is strongly encouraged. Term of office will be 2 years. Must be actively working in Transplant.
- B. **President Elect**- Will succeed the President. May be delegated by the President to perform duties in his/her absence. Acts as the Program committee chairperson for the chapter. Shall have a major role in organizing meetings, fundraising, and journal club activities. May perform other duties as assigned by the President. Term of office will be 1 year. Must be actively working in Transplant.
- C. **President Emeritus**- Assist the President as a resource for 1 year after their President term. May perform duties as assigned by the President. Must be actively working in Transplant
- D. **Secretary**- Keeps the minutes of CTNS board meetings and general meetings. Is responsible for distributing minutes to Society members (i.e. in form of newsletter). The secretary shall also provide an annual report of CTNS activities at the end of the fiscal year to be distributed to the members. Will facilitate all necessary requirements to obtain Continuing Education Units (CEU) for all active members of the society. The CEC will maintain a record of all CE's offered, including dates and topics. In addition, the CEC will present a summary of the previous CTNS meeting evaluations to the board members at the next planning meeting. Responsible for chapter correspondence such as thank you notes to supporters and maintaining social media and/or websites for the chapter. May perform other duties as assigned by the President. Term of office will be 2 years. Must be actively working in Transplant.
- E. **Treasurer**- Responsible for fiscal activities of the Colorado Society, such as forming the budget, producing fiscal reports, paying Society bills, filing appropriate tax documents, and collecting Chapter fees from members. Term of office will be 2 years or until successor has been elected and qualified. Must be actively working in Transplant.
- F. **Board Representatives**- CTNS strives to be all inclusive to all transplant programs in Colorado. As such, a non-elected representative from a transplant program (that is not represented on the board) will be invited to all board meetings and will hold an equal vote during any decision making. Must be actively working in transplant.

### **Section 3 Election and Voting**

A list of candidates for each office will be revealed at the October meeting. Ballots will be distributed and voting will take place during the meeting. Results will be revealed at the end of the meeting and final approval will be voted on by all members.

### **Section 4 Vacancies**

A. In the event a vacancy occurs in the office of President, the President-Elect shall assume the duties of President.

B. Vacancies in any office may be filled for the balance of the term thereof by appointment by the BOD at any regular or special meeting of the Board.

### **Section 5 Resignation**

Any Board member may resign at any time by giving written notice to the Board. Such resignation shall take effect at any time specified therein upon the acceptance of the Board of Directors.

#### **ARTICLE V: Revision of Bylaws**

These bylaws may be amended by the October meeting every other year or at any special meetings duly called for the purpose of amending the Bylaws by a majority vote of those present. Notice of the proposed amendments will be provided to the members at least thirty (30) days prior to the meeting. Amendments that have been approved by a majority vote of the members voting shall become effective at the conclusion of the meeting at which the results are presented

#### **ARTICLE VI: Fiscal Year**

The fiscal year shall begin January 1 and end December 31 each year.

#### **ARTICLE VII: Indemnification**

The Chapter may, by resolution of the Officers, provide for indemnification by the Chapter of any and all of its Officers against expenses actually necessarily incurred by them in connection with the defense of any action, suit, or proceeding, in which they or any of them are made parties, by reason of having been Officers of the Colorado Transplant Nurses Society Chapter, except in relation to matters as to which such Officer or former Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty. Indemnification shall also not be allowed in matters that are settled by agreement based on the existence of such liability for negligence or misconduct.<sup>24</sup>

#### **ARTICLE VIII: Parliamentary Authority**

All meetings of the Chapter shall be conducted according to parliamentary law set forth in Robert's Rules of Order.

#### **ARTICLE IX: Dissolution Statement**

On dissolution of the Chapter, any remaining funds shall be reverted to the ITNS International home office:

1739 East Carson Road  
P.O. Box 351  
Pittsburgh, PA 15203

These Bylaws have been voted on and accepted on: 03/05/2025



Shereena Sylvester  
CTNS President