TEXAS TRAUMA COORDINATORS FORUM BYLAWS

**ARTICLE I - Name**

The name of this organization shall be the Texas Trauma Coordinators Forum (TTCF), a not-for-profit corporation incorporated in the State of Texas, hereinafter referred to as TTCF.

## ARTICLE II – Statement of Purpose

# Section 1: Mission Statement

The purpose of this organization is to provide a forum for networking, mentorship, emergency preparedness, securing and maintaining of trauma financing and provision of education to professionals involved in trauma care. TTCF encompasses all aspects of trauma care for both the injured and those at risk of injury.

**Section 2: Vision Statement**

TTCF encourages multidisciplinary participation in providing holistic healthcare across the entire continuum of injury, from injury prevention through rehabilitation.

## ARTICLE III - Membership

General membership shall be granted to individuals involved in the care of trauma patients throughout the continuum of care. Voting privileges shall be granted to all current paid general members.

Associate Membership is available at the discretion of the executive board to those with special interest in the care of the trauma patient. Voting privileges are not granted to associate members.

Decisions to grant membership are made without regard to race, color, creed, national origin, gender, physical or mental disability, age, lifestyle, or religion.

Each member shall have the right to receive the official publication of TTCF, be a candidate for TTCF elective and appointive positions in accordance with TTCF bylaws and procedures, and attend TTCF meetings.

Each member shall have the responsibility to support the purpose, mission, vision and objectives of TTCF, submit required membership dues to TTCF, and fulfill the requirements of an office or committee if elected or appointed.

## ARTICLE IV – Board of Directors

# Board of Directors

The Board of Directors shall be composed of the President, the immediate PastPresident, all elected officers, the Chairs of the standing committees, and the two at-large representatives selected from the voting membership. The Board of Directors shall be empowered to speak for the voting membership in situations where a quick response to an issue and / or make decisions that can not be resolved at a general membership level. In all other matters, the general membership shall be consulted.

**Section 1: Composition and Terms of Office**

The officers and terms of office shall be as follows

*President –* 2 year

*President Elect –* 1 year and shall ascend to the position of President

*Past President –* 1 year after serving as president *Secretary –* 2 Years *Treasurer –* 2 Years *Parliamentarian –* 2 Years *Historian –* 2 Years *At*-*Large**Representatives (2) - elected in opposite years for a 2 year term*

 *At-Large Representative #1 At-Large Representative #2*

1. The Executive Board will consist of the President, President – elect, Past President, Secretary, Treasurer, Parliamentarian & Historian
2. Executive Board officers will not chair or co-chair standing committees during their term in office.

**Section 2: Election Process:**

1. Nominations will be held during the second quarter of each calendar year. Elections will be held and the election results will be announced at the general membership meeting during the third quarter of each year.
2. The Parliamentarian will be responsible for the coordination of the officer election process
3. Officers will be sworn into office at the conclusion of the fourth quarter meeting of each calendar year and will immediately transition into and assume the responsibilities of the position

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| --- | --- |
|  Odd Years | Even Years |
| President Elect |  |
|  Secretary | Treasurer |
| Parliamentarian |  Historian |
| At Large Representative #1 | At Large Representative #2 |

1. 4.

Section 3: Duties of the officers:

1. President
2. Shall preside over all general membership and Board of Directors meetings.
3. Shall be empowered to call emergency meetings of the Board of Directors in situations where action is needed prior to the next scheduled meeting.
4. Shall be the official to sign and/or authorize operations issues related to TTCF, but only after discussion and agreement of a majority of the Board of Directors.
5. Shall provide an agenda at each meeting.
6. Shall mentor the president elect.
7. Shall prepare an Annual Report with assistance from the Historian, for presentation at the 1st quarterly meeting.
8. Shall lead annual assessment of projects and focus on upcoming year activities at annual strategic planning meeting.
9. Shall be responsible for providing approval on articles submitted to the TTCF webpage.
10. Shall attend general membership meetings, or in absence, make arrangements with the past president and/or president elect to assume necessary duties.
11. President Elect
12. May assume the duties of the President in his/her absence.
13. May serve as an ex-officio member of any/all committees.
14. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.

3. Past President

1. Shall act as a resource to the current president.
2. Shall mentor in conjunction with the President, the President – elect.
3. Shall assume the duties of the President in his/her absence.

Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.

1. Secretary
2. Shall keep minutes of all general membership and Board of Directors meetings.
3. Shall electronically post meeting notices to all members a minimum of thirty (30) days prior to the next scheduled meeting.
4. Shall make copies of previous minutes available on TTCF webpage.
5. Shall maintain records and copies of pertinent documents as directed by the President.
6. Shall provide copies of documents to webmaster for posting on the TTCF website.
7. Shall keep records of current membership.
8. Shall be responsible for maintaining the TTCF display board.
9. Shall be responsible for maintaining the TTCF projector
10. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.
11. Treasurer
12. Shall collect all funds and shall have custody of such.
13. Shall make distribution of said funds upon order of the Board of Directors.
14. Shall deposit all funds in an insured account in an insured financial institution.
15. Shall submit a current written financial statement to the Board of Directors on a quarterly basis.
16. Shall negotiate contracts for meeting facilities.
17. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.
18. Parliamentarian
	1. Shall serve as a non voting member of the Executive Board and will not participate in the motion process, except to make sure the correct procedures are followed via the most current Roberts Rules of Order.
	2. Shall assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
	3. Shall assist with the coordination of motions and resolutions.
	4. Shall coordinate the election process of officers for the organization as well as all other voting procedures.
	5. Shall facilitate annual review and update of the organizational bylaws with report to Executive Board at 1st quarterly meeting.
	6. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.
19. Historian
20. Shall record and preserve the record of TTCF activities and achievements and assist the President in preparing the Annual Report.
21. Shall coordinate with the general membership in obtaining TTCF historical material and other memorabilia reflecting the organizations history
22. Shall submit revisions and changes to the webmaster for the History page on the TTCF website
23. Shall include in the historical account of TTCF the following:
	1. List of officers and committee chairs with titles and addresses
	2. TTCF membership and meeting attendance numbers
	3. Program and special activity topics
	4. By-law changes
	5. List of recipients of Lifetime Achievement Award and Trauma Champion Award
	6. President’s annual report.
24. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.
25. At – large Representatives

 a. Can serve as interim chair or co-chair of different committees.

b. Can represent the TTCF as a representative to different outside organizations.

c. Can serve in the position of an officer, with exception of President, if one is not available or becomes vacant.

d. Shall attend general membership meetings, or in absence, make

 arrangements with the president to cover necessary duties.

Section 3: Replacement of Officers:

In the event that any vacancy of an officer occurs, either voluntarily or involuntarily secondary to not fulfilling the defined duties of the office, the President shall be responsible to appoint an interim replacement for that position, based upon discussion with the Executive Board. The President shall notify the general membership of said change. A special election will be called for replacement of vacancy at the next general membership meeting.

## ARTICLE V - Committees

# Section 1: Standing Committees

Standing committees shall include:

* Education Committee
* Mentorship Committee
* Fund Raising Committee
* Registry Committee
* Special Populations Committee
* Injury Prevention Committee
* Legislative/Public Relations Committee
* Level III Committee
* Level IV Committee
* Level I/II Committee

Ad-Hoc Committees may be created at the discretion of the Executive Board.

##### Section 2: Committee mission statements

Education Committee:

1. Provide members with education offerings that address all aspects of the trauma patient.
2. Assist other TTCF committees in presenting special topics or information as they are identified.
3. Facilitates continuing educational credits.

Mentorship Committee:

1. Provide resources needed to promote quality program development and coordination.
2. Provide mentorship to new and existing members seeking assistance and guidance.

Fund Raising Committee:

1. Provide funding opportunities for the organization to establish a sound monetary base to pursue goals and objectives,
2. Provide, on a quarterly basis, updates to the organization on fund raising activities.

Legislative/Public Relations Committee:

1. Serve as a media for the communication of activities at the national, state and local levels.
2. Responsible for publishing a newsletter on no less a schedule than bi-annually.
3. Educate TraumaProgram leaders, other Texas organizations, and elected officials of the need for legislation that supports improved access to quality trauma care for all patients.
4. Promote community and elected officials’ awareness of issues related to trauma.

Registry Committee:

1. Provide a forum for discussion of problems encountered by

registrars/program managers with various registry software programs in use throughout the state.

1. Act as liaison with the Texas Department of State Health Services to identify problems and recommend solutions to problems encountered with the state Trauma Registry.
2. Provide registry related educational opportunities for registrars/program managers to improve their skills.

Special Populations Committee:

1. Advocate and promote optimal trauma care of the injured special

populations patient.

 2. Provide resources and information on current trends in special population

 trauma care.

#### Injury Prevention Committee

1. Develop collaborative statewide strategic initiatives aimed at controlling and preventing injuries**.**
2. Collaborate with other identified Injury Prevention organizations/resources.

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##### Level III / Level IV Committee / Level I/II Committee

##### To promote communication, education, mentorship and networking between facilities of similar designation level.

**ARTICLE VI – Special Recognition**

**Section 1: Trauma Champion Award**

The Trauma Champion Award is designed to recognize one individual annually for his/her passion and outstanding contribution within the continuum of trauma care for the current annual period. The Trauma Champion Award will be presented at the first quarterly meeting of TTCF annually.

Nominations will be accepted during the 4th quarter via online electronic submission form located on the TTCF website.

**Section 2: Lifetime Achievement Award**

The Lifetime Achievement Award will be given to honor an individual who has made significant fundamental contributions to trauma care. These contributions whether they have been in injury prevention, research, leadership or mentorship, must have had a lasting impact on the trauma field and must have demonstrated a lifetime commitment to injury prevention and trauma care. The Lifetime Achievement Award will be presented at the first quarterly meeting of TTCF annually.

Nominations will be accepted during the 4th quarter via online electronic submission form located on the TTCF website.

## ARTICLE VII - Meetings

# Section 1: Meetings

All meetings of the general membership shall be open to the public. The Board of Directors meetings shall be open to the membership and invited guests. The most current version of Robert’s Rules of Order shall be the guide to parliamentary procedure. Regular meetings of the general membership and Board of Directors shall be held at least quarterly. Other meetings may be called by the President as needed. A quorum shall be defined as referenced in Robert’s Rules of Order.

### ARTICLE VII – Bylaws

**Section 1: Review and Amendment of the Bylaws**

Bylaws shall be reviewed annually and as requested.

**Section 2: Amendments**

Bylaw amendments shall be circulated at least thirty (30) days prior to the meetings at which time they will be considered for adoption. Bylaw amendments shall be approved with a passing vote of the majority of the general membership present

### ARTICLE VIII – Budgetary Process

# Section 1: Budget

1. All committee chairs must submit a budget for their committee to the Treasurer by the third quarter meeting.
2. The Treasurer will develop an annual budget. The Treasurer will submit a draft of the budget to the Board of Directors within one month of the fourth quarter meeting for review.
3. The Treasurer will present the budget to the general membership during the fourth quarter meeting for approval.
4. Fiscal year is the same as calendar year.

### ARTICLE IX - Dissolution

#### This organization shall be dissolved by a two-thirds (2/3) vote of the general membership present. Any existing funds shall be transferred to an appropriate, non-profit organization entity, which will use the funds to continue the mission of improving trauma care for the citizens of the State of Texas.

Revised: 01/96, 05/96, 07/97, 08/99, 07/01, 5/02, 3/03, 11/04, 5/05, 2/09, 2/10, 3/12, 5/13

#### EXECUTIVE BOARD ANNUAL BYLAW REVIEW

YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_