



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

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

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 54 The officers and terms of office shall be as follows:

- 55 *President – 2 year*
- 56 *President Elect – 1 year and shall ascend to the position of President*
- 57 *Past President – 1 year after serving as president*
- 58 *Secretary – 2 Years*
- 59 *Treasurer – 2 Years*
- 60 *Parliamentarian – 2 Years*
- 61 *Historian – 2 Years*
- 62 *At-Large Representatives (2) - elected in opposite years for a 2 year term*
- 63 *At-Large Representative #1 At-Large Representative #2*

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- 65 A. The Executive Board will consist of the President, President – elect, Past
- 66 President, Secretary, Treasurer, Parliamentarian & Historian
- 67 B. Executive Board officers will not chair or co-chair standing committees
- 68 during their term in office.

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 70 **Section 2: Election Process:**

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

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

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- 84 4. The election process is defined in the organization’s standard operating
- 85 procedures.

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**Section 3: Duties of the officers:**

1. President

- a. Shall preside over all general membership and Board of Directors meetings.
- b. Shall be empowered to call emergency meetings of the Board of Directors in situations where action is needed prior to the next scheduled meeting.
- c. 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.
- d. Shall provide an agenda at each meeting.
- e. Shall mentor the president elect.
- f. Shall prepare an Annual Report with assistance from the Historian, for presentation at the 1<sup>st</sup> quarterly meeting.
- g. Shall lead annual assessment of projects and focus on upcoming year activities at annual strategic planning meeting.
- h. Shall be responsible for providing approval on articles submitted to the TTCF webpage.
- i. Shall attend general membership meetings, or in absence, make arrangements with the past president and/or president elect to assume necessary duties.

2. President Elect

- a. May assume the duties of the President in his/her absence.
- b. May serve as an ex-officio member of any/all committees.
- c. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.

3. Past President

- a. Shall act as a resource to the current president.
- b. Shall mentor in conjunction with the President, the President – elect.
- c. Shall assume the duties of the President in his/her absence.
- d. Shall attend general membership meetings, or in absence, make arrangements with the president to cover necessary duties.

5. Secretary

- a. Shall keep minutes of all general membership and Board of Directors meetings.
- b. Shall electronically post meeting notices to all members a minimum of thirty (30) days prior to the next scheduled meeting.
- c. Shall make copies of previous minutes available on TTCF webpage.
- d. Shall maintain records and copies of pertinent documents as directed by the President.

- 132 e. Shall provide copies of documents to webmaster for posting on the  
133 TTCF website.  
134 f. Shall keep records of current membership.  
135 g. Shall be responsible for maintaining the TTCF display board.  
136 h. Shall be responsible for maintaining the TTCF projector  
137 i. Shall attend general membership meetings, or in absence, make  
138 arrangements with the president to cover necessary duties.  
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140 6. Treasurer

- 141 a. Shall collect all funds and shall have custody of such.  
142 b. Shall make distribution of said funds upon order of the Board of  
143 Directors.  
144 c. Shall deposit all funds in an insured account in an insured financial  
145 institution.  
146 d. Shall submit a current written financial statement to the Board of  
147 Directors on a quarterly basis.  
148 e. Shall negotiate contracts for meeting facilities.  
149 f. Shall attend general membership meetings, or in absence, make  
150 arrangements with the president to cover necessary duties.  
151 g. Shall be responsible for maintaining the TTCF lap top.  
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153 7. Parliamentarian

- 154 a. Shall serve as a non voting member of the Executive Board and will  
155 not participate in the motion process, except to make sure the correct  
156 procedures are followed via the most current Roberts Rules of Order.  
157 b. Shall assist and support the President in maintaining order and  
158 adhering to time schedules as approved by the Board or membership.  
159 c. Shall assist with the coordination of motions and resolutions.  
160 d. Shall coordinate the election process of officers for the organization as  
161 well as all other voting procedures.  
162 e. Shall facilitate annual review and update of the organizational bylaws  
163 with report to Executive Board at 1<sup>st</sup> quarterly meeting.  
164 f. Shall attend general membership meetings, or in absence, make  
165 arrangements with the president to cover necessary duties.  
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167 8. Historian

- 168 a. Shall record and preserve the record of TTCF activities and  
169 achievements and assist the President in preparing the Annual Report.  
170 b. Shall coordinate with the general membership in obtaining TTCF  
171 historical material and other memorabilia reflecting the organizations  
172 history  
173 c. Shall submit revisions and changes to the webmaster for the History  
174 page on the TTCF website  
175 d. Shall include in the historical account of TTCF the following:  
176 1. List of officers and committee chairs with titles and addresses  
177 2. TTCF membership and meeting attendance numbers

- 178 3. Program and special activity topics
- 179 4. By-law changes
- 180 5. List of recipients of Lifetime Achievement Award and Trauma
- 181 Champion Award
- 182 6. President’s annual report.
- 183 e. Shall attend general membership meetings, or in absence, make
- 184 arrangements with the president to cover necessary duties.
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- 186 9. At – large Representatives
- 187 a. Can serve as interim chair or co-chair of different committees.
- 188 b. Can represent the TTCF as a representative to different outside
- 189 organizations.
- 190 c. Can serve in the position of an officer, with exception of President, if
- 191 one is not available or becomes vacant.
- 192 d. Shall attend general membership meetings, or in absence, make
- 193 arrangements with the president to cover necessary duties.
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196 **Section 3: Replacement of Officers and/or Committee or Workgroup Chairs:**

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198 Members of the Board of Directors shall adhere to all policies and procedures established  
199 by the Board.

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

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209 The Board may remove any Officer, Committee Chair, or Workgroup Chair for cause by  
210 two-thirds (2/3) vote of all Board Members then in office, at any regular or special  
211 meeting of the Board, provided that a statement of the reason or reasons shall have been  
212 mailed by Registered Mail to the Officer, Committee Chair, or Workgroup Chair  
213 proposed for removal at least thirty (30) days before any final action is taken by the  
214 Board. This statement shall be accompanied by a notice of the time when, and the place  
215 where, the Board is to take action on the removal. The Officer, Committee Chair, or  
216 Workgroup Chair shall be given an opportunity to be heard and the matter considered by  
217 the Board at the time and place mentioned in the notice.

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221 **ARTICLE V – Committees and Workgroups**

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223 **Section 1: Standing Committees**

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- 225 Standing committees shall include:
- 226 • Mentorship Committee
  - 227 • Registry Committee
  - 228 • Special Populations Committee
  - 229 • Injury Prevention Committee
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  - 231 • Level III Committee
  - 232 • Level IV Committee
  - 233 • Level I/II Committee

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

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238 **Section 2: Standing Workgroups**

- 239 • Education Workgroup
- 240 • Fund Raising Workgroup
- 241 • Legislative/Public Relations Workgroup

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

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246 **Section 3: Committee and Workgroup Mission Statements**

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248 Education Workgroup:

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

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255 Mentorship Committee:

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

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261 Fund Raising Workgroup:

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

266

267 Legislative/Public Relations Workgroup:

- 268 1. Serve as a media for the communication of activities at the national, state
- 269 and local levels.

- 270 2. Responsible for publishing a newsletter on no less a schedule than bi-  
271 annually.  
272 3. Educate TraumaProgram leaders, other Texas organizations, and elected  
273 officials of the need for legislation that supports improved access to  
274 quality trauma care for all patients.  
275 4. Promote community and elected officials’ awareness of issues related to  
276 trauma.

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278 Registry Committee:

- 279 1. Provide a forum for discussion of problems encountered by  
280 registrars/program managers with various registry software programs in  
281 use throughout the state.  
282 2. Act as liaison with the Texas Department of State Health Services to  
283 identify problems and recommend solutions to problems encountered with  
284 the state Trauma Registry.  
285 3. Provide registry related educational opportunities for registrars/program  
286 managers to improve their skills.  
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288 Special Populations Committee:

- 289 1. Advocate and promote optimal trauma care of the injured special  
290 populations patient.  
291 2. Provide resources and information on current trends in special population  
292 trauma care.  
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294 Injury Prevention Committee

- 295 1. Develop collaborative statewide strategic initiatives aimed at controlling  
296 and preventing injuries.  
297 2. Collaborate with other identified Injury Prevention  
298 organizations/resources.  
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300 Level III / Level IV Committee / Level I/II Committee

- 301 1. To promote communication, education, mentorship and networking between  
302 facilities of similar designation level.  
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306 **ARTICLE VI – Special Recognition**

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308 **Section 1: Trauma Champion Award**

309 The Trauma Champion Award is designed to recognize one individual annually for  
310 his/her passion and outstanding contribution within the continuum of trauma care for the  
311 current annual period. The Trauma Champion Award will be presented at the first  
312 quarterly meeting of TTCF annually.  
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314 Nominations will be accepted during the 4<sup>th</sup> quarter via online electronic submission form  
315 located on the TTCF website.  
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**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 4<sup>th</sup> 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**



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1. All committee and workgroup 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, 08/14, 08/16

**EXECUTIVE BOARD ANNUAL BYLAW REVIEW**

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