



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

49  
50 The officers and terms of office shall be as follows:

51 *President – 2 year*

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

53 *Past President – 1 year after serving as president*

54 *Secretary – 2 Years (~~odd~~ even years)*

55 *Treasurer – 2 Years (even ~~odd~~ years)*

56 *Parliamentarian – 2 Years (~~odd~~ even years)*

57 *Historian – 2 Years (even ~~odd~~ years)*

58 *At-Large Representatives (2)- elected in opposite years for a 2 year term*

59 *At-Large Representative #1 – (odd years)*

60 *At-Large Representative #2 – (even years)*

- 61  
62  
63 A. The Executive Board will consist of the President, President – elect, Past President,  
64 Secretary, Treasurer, Parliamentarian & Historian  
65 B. Officers will not chair or co-chair standing committees during their term in office.  
66

67  
68 **Section 2: Election Process:**

- 69  
70 1. Nominations will be held during the second quarter of each calendar year. The election  
71 results will be announced at the general membership meeting during the third quarter  
72 of each year.  
73  
74 2. The Parliamentarian will be responsible for the coordination of the officer election  
75 process  
76  
77 3. The election process is defined in the organization’s standard operating procedures.  
78  
79

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

- 81  
82 1. President  
83 a. Shall preside over all General Membership and Board of Directors meetings.  
84 b. Shall be empowered to call emergency meetings of the Board of Directors in  
85 situations where action is needed prior to the next scheduled meeting.  
86 c. Shall be the official to sign and/or authorize operations issues related to TTCF, but  
87 only after discussion and agreement of a majority of the Board of Directors.  
88 d. Shall provide an agenda for each meeting.  
89 e. Shall mentor the President-Elect.  
90 f. Shall prepare an Annual Report with assistance from the Historian, for presentation  
91 at the 1<sup>st</sup> quarterly meeting.  
92  
93 2. President Elect  
94 a. Shall assume the duties of the President in his/her absence.  
95 b. May serve as an ex-officio member of any/all committees.

96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143

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. May assume the duties of the President in his/her absence.

4. Secretary

- a. Shall keep minutes of all General Membership and Board of Directors meetings.
- b. Shall mail 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 to members upon request.
- d. Shall maintain records and copies of pertinent documents as directed by the President.
- e. Shall provide copies of documents to webmaster for posting on the TTCF website.

5. Treasurer

- a. Shall collect all funds and shall have custody of such.
- b. Shall make distribution of said funds upon order of the Board of Directors.
- c. Shall deposit all funds in an insured account in an insured financial institution.
- d. Shall make a current financial statement available on a regular basis, but not less than every six (6) months.
- e. Shall negotiate contracts for meeting facilities.

6. Parliamentarian

- a. 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 Roberts Rules of Order.
- b. Shall assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
- c. Shall assist with the coordination of motions and resolutions.
- d. Shall coordinate the election process of officers for the organization as well as all other voting procedures.
- e. Shall facilitate annual review, **and update**, of the organizational bylaws with report to Executive Board at 1<sup>st</sup> quarterly meeting.

7. Historian

- a. Shall record and preserve the record of TTCF activities and achievements and assist the President in preparing the Annual Report.
- b. Shall coordinate with the General Membership in obtaining TTCF historical material and other memorabilia reflecting the organization's history.
- c. Shall submit revisions and changes to the webmaster for the History page on the TTCF website.
- d. 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 awards.

144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190

8. 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 if one is not available or becomes vacant.

**Section 3: Replacement of Officers:**

In the event that any vacancy of an officer occurs, 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
- Membership/Mentorship Committee
- Finance/Fund Raising Committee
- ~~Public Relations Committee~~
- Registry Committee
- Pediatric Committee
- Injury Prevention Committee
- **Legislative/Public Relations Committee**
- Level III Committee
- Level IV Committee

Ad-Hoc Committees may be created at the discretion of the general membership.

**Section 2: Committee Mission Statements**

Education Committee:

1. Provide members with educational 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. Provide and maintain continuing educational credits.

191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238

Membership/Mentorship Committee:

1. Expand the membership of the TTCF so that the entire continuum of care is reflected and the membership is inclusive of all entities involved in that continuum.
2. Keep records of current membership.
3. Provide resources needed to promote quality trauma care.
- ~~4. Review and update the organizational bylaws.~~
5. Provide mentorship to new and existing members seeking assistance and guidance.

Finance/Fund Raising Committee:

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

**Legislative**/Public Relations Committee:

1. Serve as a media for the communication of activities at the national, state and local levels.
2. Responsible for maintaining the web page and publishing a newsletter.
- 3. Educate Trauma Coordinators, 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 and Coordinators with various registry software programs in use throughout the state.
2. Act as liaison with the Texas Department of **State Health Services** to identify problems and recommend solutions to problems encountered with the **State of** Trauma Registry.
3. Provide registry related educational opportunities for Registrars/Coordinators to improve their skills.

Pediatric Committee:

1. Advocate and promote optimal trauma care of the injured child.
2. Provide resources and information on current trends in pediatric trauma care.
3. Coordinate pediatric educational opportunities with the Education Committee Chair.

239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284

## Injury Prevention Committee

1. Develop a collaborative statewide strategic plan aimed at controlling and preventing injuries. Strategies include:
  - a. education/behavior changes
  - b. legislative enforcement
  - c. effective engineering technology

## ~~Legislative Committee~~

- ~~1. Educate Trauma Coordinators, other Texas organizations, and elected officials of the need for legislation that supports improved access to quality trauma care for all patients.~~
- ~~2. Promote community and elected officials' awareness of issues related to trauma.~~

## Level III / Level IV Committee

1. To promote communication 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.

### 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.

285 **ARTICLE VII - Meetings**

286  
287 **Section 1: Meetings**

288  
289 All meetings of the general membership shall be open to the public. The Board of  
290 Directors meetings shall be open to the membership and invited guests. Robert’s Rules of  
291 Order shall be the guide to parliamentary procedure. Regular meetings of the General  
292 Membership and Board of Directors shall be held at least quarterly. Other meetings may  
293 be called by the President as needed. ~~A quorum shall be defined as referenced in~~  
294 ~~Robert’s Rules of Order~~ **The members present at any properly announced meeting**  
295 **shall constitute a quorum.**  
296

297  
298 **ARTICLE VII – Bylaws**

299  
300 **Section 1: Review and Amendment of the Bylaws**

301  
302 Bylaws shall be reviewed annually and as requested.  
303

304  
305 **Section 2: Amendments**

306  
307 Bylaw amendments shall be circulated at least thirty (30) days prior to the meetings at  
308 which time they will be considered for adoption. Bylaw amendments ~~shall require a two-~~  
309 ~~thirds (2/3) vote of the general membership present for passage.~~ **shall be approved**  
310 **with a passing vote of the majority of the general membership present.**  
311

312  
313 **ARTICLE VIII – Budgetary Process**

314  
315 **Section 1: Budget**

- 316  
317 1. All committee chairs must submit a budget for their committee to the Treasurer by  
318 the third quarter meeting.  
319 2. The Treasurer will develop an annual budget. The Treasurer will submit a draft of  
320 the budget to the Board of Directors within one month of the fourth quarter meeting  
321 for review.  
322 3. The Treasurer will present the budget to the general membership during the fourth  
323 quarter meeting for approval.  
324 4. Fiscal year is the same as calendar year.  
325  
326  
327  
328  
329  
330  
331

332 **ARTICLE IX - Dissolution**

333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381

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, **8/10**

**EXECUTIVE BOARD ANNUAL BYLAW REVIEW**

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