

The Board of Directors shall be composed of the President, the immediate Past President or President-Elect, 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 cannot be resolved at the general membership level. ~~In~~ 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*

- A. The Executive Board will consist of the President, President – elect, Past President, Secretary, Treasurer, Parliamentarian & Historian.
- B. 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.

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

4. The election process is defined in the organization’s standard operating 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 ~~P~~resident elect.
- f. Shall prepare an Annual Report with assistance from the Historian, for presentation at the 1st quarter~~ly~~ 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 ~~P~~resident and/or ~~P~~resident 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 ~~P~~resident to cover necessary duties.

3. Past President

- a. Shall act as a resource to the current ~~P~~resident.
- 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 ~~P~~resident 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 ~~P~~resident 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 ~~P~~resident to cover necessary duties.
151 g. Shall be responsible for maintaining the TTCF lap top.
152 ~~g.~~h. Shall be responsible for maintaining the TTCF list serve.
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154 7. Parliamentarian

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

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

- 178 2. TTCF membership and meeting attendance numbers
 179 3. Program and special activity topics
 180 4. By-law changes
 181 5. List of recipients of Lifetime Achievement Award and Trauma
 182 Champion Award
 183 6. President’s annual report.
 184 e. Shall attend general membership meetings, or in absence, make
 185 | arrangements with the ~~P~~resident to cover necessary duties.
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 187 9. At – large Representatives
 188 a. Can serve as interim chair or co-chair of different committees.
 189 b. Can represent the TTCF as a representative to different outside
 190 organizations.
 191 c. Can serve in the position of an officer, with exception of President, if
 192 one is not available or becomes vacant.
 193 | ~~d. Shall~~ Shall attend general membership meetings, or in absence,
 194 | make
 195 | arrangements with the ~~P~~resident to cover necessary duties.
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198 **Section 3: Replacement of Officers and/or Committee or Workgroup Chairs:**
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200 Members of the Board of Directors shall adhere to all policies and procedures established
 201 by the Board.
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203 In the event that any vacancy of an Officer, Committee Chair, or Workgroup
 204 Chair occurs, either voluntarily or involuntarily secondary to not fulfilling the
 205 defined duties of the office, the President shall be responsible to appoint an
 206 interim replacement for that position, based upon discussion with the Executive
 207 Board. The President shall notify the general membership of said change. A
 208 special election will be called for replacement of vacancy at the next general
 209 membership meeting.
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211 | The Board may remove any Officer, -or Committee Chair, or Workgroup Chair for cause
 212 | by two-thirds (2/3) vote of all Board Members then in office, at any regular or special
 213 | meeting of the Board, provided that a statement of the reason or reasons shall have been
 214 | mailed by Registered Mail to the Officer, Committee Chair, or Workgroup Chair
 215 | proposed for removal at least thirty (30) days before any final action is taken by the
 216 | Board. This statement shall be accompanied by a notice of the time when, and the place
 217 | where, the Board is to take action on the removal. The Officer, Committee Chair, or
 218 | Workgroup Chair shall be given an opportunity to be heard and the matter considered by
 219 | the Board at the time and place mentioned in the notice.
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 223 | **ARTICLE V = Committees and Workgroups**
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225 **Section 1: Standing Committees**

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227 Standing committees shall include:

- 228 • Mentorship Committee
- 229 • Registry Committee
- 230 • Special Populations Committee
- 231 • Injury Prevention Committee
- 232 • Level ~~I/III~~ Committee
- 233 • Level ~~III/V~~ Committee
- 234 • Level ~~IV/H~~ Committee

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

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239 **Section 2: Standing Workgroups**

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

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

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

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249 Education Workgroup:

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

255
256 Mentorship Committee:

- 257 1. Provide resources needed to promote quality program development and
- 258 coordination.
- 259 2. Provide mentorship to new and existing members seeking assistance and
- 260 guidance.
- 261 2.3. Allows for 2 co-chairs to be elected for this committee.

262
263 Fund Raising Workgroup:

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

268
269 Legislative/Public Relations Workgroup:

- 270 1. Serve as a media for the communication of activities at the national, state
 271 and local levels.
 272 2. Responsible for publishing a newsletter on no less a schedule than bi-
 273 annually.
 274 ~~2.~~3. Responsible for maintaining all social media communications such as,
 275 Facebook and Twitter.
 276 ~~3.~~4. Educate Trauma Program leaders, other Texas organizations, and elected
 277 officials of the need for legislation that supports improved access to
 278 quality trauma care for all patients.
 279 ~~4.~~5. Promote community and elected officials' awareness of issues related to
 280 trauma.

281
 282 Registry Committee:

- 283 1. Provide a forum for discussion of problems encountered by
 284 Registrars/program managers with various registry software programs in
 285 use throughout the state.
 286 2. ~~Serves As~~ a liaison with the Texas Department of State Health Services
 287 to identify problems and recommend solutions to problems encountered
 288 with the state Trauma Registry.
 289 3. Provide registry related educational opportunities for registrars/program
 290 managers to improve their skills.

291
 292 Special Populations Committee:

- 293 1. Advocate and promote optimal trauma care of the injured special
 294 pPopulations patient.
 295 2. Provide resources and information on current trends in special population
 296 Trauma care.

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 298 Injury Prevention Committee

- 299 1. Develop collaborative statewide strategic initiatives aimed at controlling
 300 and preventing injuries.
 301 2. Collaborate with other identified Injury Prevention
 302 organizations/resources.

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 304 Level III / Level IV Committee / Level I/II Committee

- 305 1. To promote communication, education, mentorship and networking between
 306 facilities of similar designation level.

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 310 **ARTICLE VI – Special Recognition**

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 312 **Section 1: Trauma Champion Award**

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

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318 Nominations will be accepted during the 4th quarter via online electronic submission form
319 | located on the TTCF website. Voting will occur during the annual strategic planning
320 | meeting.

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323 **Section 2: Lifetime Achievement Award**

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

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331 Nominations will be accepted during the 4th quarter via online electronic submission form
332 | located on the TTCF website. Voting will occur during the annual strategic planning
333 | meeting.

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ARTICLE VII - Meetings

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339 **Section 1: Meetings**

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

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ARTICLE VII – Bylaws

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

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354 Bylaws shall be reviewed annually and as requested.

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357 **Section 2: Amendments**

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

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ARTICLE VIII – Budgetary Process

Section 1: Budget

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, 3/17

EXECUTIVE BOARD ANNUAL BYLAW REVIEW

YEAR: _____