

1                   **TEXAS TRAUMA COORDINATORS FORUM BYLAWS**

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4                   **ARTICLE I - Name**

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6                   The name of this organization shall be the Texas Trauma Coordinators Forum (TTCF), a  
7                   not-for-profit corporation incorporated in the State of Texas, hereinafter referred to as  
8                   TTCF.  
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12                   **ARTICLE II – Statement of Purpose**

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14                   **Section 1: Mission Statement**

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16                   The purpose of this organization is to provide a forum for networking, mentorship, and  
17                   education to professionals involved in trauma care. TTCF encompasses all aspects of  
18                   trauma system development as well as trauma care for both the injured and those at risk  
19                   of injury.  
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21                   **Section 2: Vision Statement**

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23                   TTCF encourages multidisciplinary participation in providing holistic healthcare across  
24                   the entire continuum of injury, from injury prevention through rehabilitation.  
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28                   **ARTICLE III - Membership**

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30                   General Membership shall be granted to individuals involved in the care of trauma  
31                   patients throughout the continuum of care. Voting privileges shall be granted to all  
32                   current paid general members.  
33

34                   Decisions to grant membership are made without regard to race, color, creed, national  
35                   origin, gender, physical or mental disability, age, lifestyle, or religion.  
36

37                   Each member shall have the right to be a candidate for TTCF elected and appointed  
38                   positions in accordance with TTCF bylaws and procedures, and attend TTCF meetings  
39                   and educational opportunities.  
40

41                   Each member shall have the responsibility to support the mission, vision and objectives  
42                   of TTCF, submit required membership dues to TTCF, and fulfill the requirements of an  
43                   office or committee if elected or appointed.  
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46 **ARTICLE IV – Board of Directors**

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48 **Board of Directors**

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50 The Board of Directors shall be composed of the President, the immediate Past President  
51 or President-Elect, all elected officers, the chairs and co-chairs of standing  
52 committees/workgroups, and the two at-large representatives selected from the voting  
53 membership. The Board of Directors shall be empowered to speak for the voting  
54 membership in situations where a quick response to an issue and/or make decisions that  
55 cannot be resolved at the General Membership level. In all other matters, the General  
56 Membership shall be consulted.

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

- 59  
60 1. The Executive Board will consist of the President, President – Elect, Past  
61 President, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect,  
62 Parliamentarian & Historian.
- 63 2. Executive Board officers will not chair or co-chair standing  
64 committees/workgroups during their term in office.
- 65 3. To be eligible to serve in an Executive Board position, the following  
66 criteria must be met:
- 67 a. Current member of TTCF
  - 68 b. Attend no less than 75% of the previous rolling 12 month General  
69 Membership meetings
  - 70 c. Total of 4 years in a leadership role prior to initial term as an  
71 Executive Board member. The years in a leadership role do not need to  
72 be consecutive. Leadership roles include any committee chair or co-  
73 chair position, workgroup chair or co-chair, or Executive Board  
74 position.
- 75 4. The following officers shall serve a 2-year term:
- 76 a. President
  - 77 b. Secretary
  - 78 c. Treasurer
  - 79 d. Parliamentarian
  - 80 e. Historian
  - 81 f. At-Large Representative #1
  - 82 g. At-Large Representative #2
- 83 5. The following officers shall serve a 1-year term:
- 84 a. Past President
    - 85 i. Upon completion of the 2-year President term, the President  
86 shall ascend to the position of Past President.
  - 87 b. President Elect
    - 88 i. Upon completion of the 1-year term as President-Elect, the  
89 President-Elect shall ascend to the position of President.
  - 90 c. Secretary-Elect

- 91 i. Upon completion of the 1-year term as Secretary-Elect, the  
 92 Secretary-Elect shall ascend to the position of Secretary.  
 93 d. Treasurer-Elect  
 94 i. Upon completion of the 1-year term as Treasurer-Elect, the  
 95 Treasurer-Elect shall ascend to the position of Treasurer.  
 96 6. The terms of offices for all members of the Board of Directors shall begin  
 97 on January 1 and end on December 31 or until a successor is named.  
 98 7. Members of the Board of Directors shall serve no more than two (2)  
 99 consecutive full terms. Fulfilling an incomplete term is not considered part  
 100 of the term limit.  
 101  
 102

103 **Section 2: Election Process:**  
 104

- 105 1. Nominations will be opened during the second calendar year meeting of the  
 106 General Membership. Elections will be held and the election results  
 107 announced at the third calendar year meeting of the General Membership.  
 108  
 109 2. The Parliamentarian will be responsible for the coordination of the officer  
 110 election process.  
 111  
 112 3. Officers will be sworn into office at the conclusion of the fourth calendar year  
 113 meeting of the General Membership and will transition into and assume the  
 114 responsibilities of the position.  
 115

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

- 116  
 117 4. The election process is defined in the organization's standard operating  
 118 procedures.  
 119  
 120

121 **Section 3: Duties of the officers:**  
 122

123 The officers shall assume the duties prescribed by the bylaws and standard operating  
 124 procedures and any other such duties as may be required to enact the bylaws.  
 125

- 126 1. President  
 127 a. Shall preside over all General Membership and Board of Directors  
 128 meetings.

- 129 b. Shall be empowered to call emergency meetings of the Board of  
130 Directors in situations where action is needed prior to the next  
131 scheduled meeting.  
132 c. Shall be the official to sign and/or authorize operations issues related  
133 to TTCF, but only after discussion and agreement of a majority of the  
134 Board of Directors.  
135 d. Shall provide an agenda at each meeting.  
136 e. Shall mentor the President Elect.  
137 f. Shall prepare an Annual Report with assistance from the Historian, for  
138 presentation at the 1st calendar year meeting of the General  
139 Membership.  
140 g. Shall lead annual assessment of projects and focus on upcoming year  
141 activities at annual strategic planning meeting.  
142 h. Shall attend at least 75% of General Membership meetings, or in  
143 absence, make arrangements with the Past President and/or President  
144 Elect to assume necessary duties.  
145

146 2. President Elect

- 147 a. May assume the duties of the President in his/her absence.  
148 b. May serve as an ex-officio member of any/all committees.  
149 c. Shall attend at least 75% of General Membership meetings, or in  
150 absence, make arrangements with the President to cover necessary  
151 duties.  
152

153 3. Past President

- 154 a. Shall act as a resource to the current President.  
155 b. Shall mentor in conjunction with the President, the President – Elect.  
156 c. Shall assume the duties of the President in his/her absence.  
157 d. Shall attend at least 75% General Membership meetings, or in absence,  
158 make arrangements with the President to cover necessary duties.  
159

160 5. Secretary

- 161 a. Shall keep minutes of all General Membership and Board of Directors  
162 meetings.  
163 b. Shall electronically post meeting notices to all members a minimum of  
164 thirty (30) days prior to the next scheduled meeting.  
165 c. Shall make copies of previous minutes available on TTCF webpage.  
166 d. Shall maintain records and copies of pertinent documents as directed  
167 by the President.  
168 e. Shall maintain records of current membership, confirm individual  
169 annual membership processing and distributing annual website  
170 passwords.  
171 f. Shall provide copies of documents to webmaster for posting on the  
172 TTCF website or perform website operations, updates, revisions  
173 themselves.  
174 g. Shall be responsible for maintaining the TTCF list serve.

- 175 h. Shall be responsible for overseeing the annual status of the TTCF  
176 domain name and URL.  
177 i. Shall be responsible for maintaining the TTCF display board.  
178 j. Shall be responsible for maintaining TTCF general laptop computer  
179 and projector.  
180 k. Shall mentor the Secretary-Elect.  
181 l. Shall attend 75% of the General Membership meetings, or in absence,  
182 make arrangements with the President to cover necessary duties.

183  
184 6. Secretary-Elect

- 185 a. Shall be responsible for learning the duties and responsibilities of the  
186 Secretary.  
187 b. May assume the duties of the Secretary in his/her absence.  
188 c. Shall attend 75% of the General Membership meetings, or in absence,  
189 make arrangements with the Secretary and President to cover  
190 necessary duties.

191  
192 7. Treasurer

- 193 a. Shall collect all funds and shall have custody of such.  
194 b. Shall make distribution of said funds upon order of the Board of  
195 Directors.  
196 c. Shall deposit all funds in an insured account in an insured financial  
197 institution.  
198 d. Shall submit a current written financial statement to the Board of  
199 Directors on a quarterly basis.  
200 e. Shall negotiate contracts.  
201 f. Shall be responsible for maintaining the TTCF financial lap top  
202 computer.  
203 g. Shall mentor the Treasurer-Elect.  
204 h. Shall attend 75% of the General Membership meetings, or in absence,  
205 make arrangements with the President to cover necessary duties.

206  
207 8. Treasurer-Elect

- 208 a. Shall be responsible for learning the duties and responsibilities of the  
209 Treasurer.  
210 b. May assume the duties of the Treasurer in his/her absence.  
211 c. Shall attend 75% of the General Membership meetings, or in absence,  
212 make arrangements with the Treasurer and President to cover  
213 necessary duties.

214  
215 9. Parliamentarian

- 216 a. Shall serve as a nonvoting member of the Executive Board and will  
217 not participate in the motion process, except to make sure the correct  
218 procedures are followed via the most current Roberts Rules of Order.  
219 b. Shall assist and support the President in maintaining order and  
220 adhering to time schedules as approved by the Board or membership.

- 221 c. Shall assist with the coordination of motions and resolutions.
- 222 d. Shall coordinate the election process of officers for the organization as
- 223 well as all other voting procedures.
- 224 e. Shall facilitate annual review and update of the organizational bylaws
- 225 with report to the Executive Board during the 1<sup>st</sup> calendar year meeting
- 226 of the General Membership.
- 227 f. Shall attend 75% of the General Membership meetings, or in absence,
- 228 make arrangements with the President to cover necessary duties.
- 229

#### 230 10. Historian

- 231 a. Shall record and preserve the record of TTCF activities and
- 232 achievements and assist the President in preparing the Annual Report.
- 233 b. Shall coordinate with the General Membership in obtaining TTCF
- 234 historical material and other memorabilia reflecting the organizations
- 235 history.
- 236 c. Shall submit revisions and changes to the Secretary/webmaster
- 237 historical content on the TTCF website.
- 238 d. May include in the historical account of TTCF the following written
- 239 and photographic materials:
  - 240 1. List of officers and committee chairs with titles and addresses
  - 241 2. TTCF membership and meeting attendance numbers
  - 242 3. Program and special activity topics
  - 243 4. By-law changes
  - 244 5. List of recipients of Lifetime Achievement Award and Trauma
  - 245 Champion Award
  - 246 6. President's annual report
- 247 e. Shall attend 75% of the General Membership meetings, or in absence,
- 248 make arrangements with the President to cover necessary duties.
- 249

#### 250 11. At – large Representatives

- 251 a. May serve as interim chair or co-chair of different
- 252 committees/workgroups.
- 253 b. May represent the TTCF as a representative to different outside
- 254 organizations.
- 255 c. May serve in the position of an officer, with exception of President, if
- 256 one is not available or becomes vacant.
- 257 d. Shall attend 75% of the General Membership meetings, or in absence,
- 258 make arrangements with the President to cover necessary duties.
- 259

### 261 **Section 4: Replacement of Officers and/or Committee or Workgroup Chairs:**

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263 Members of the Board of Directors shall adhere to all policies and procedures established  
264 by the Board.

#### 265 1. Vacancies

266

- 267 a. In the event that any vacancy of an Officer, Committee Chair, or Workgroup  
268 Chair occurs, either voluntarily or involuntarily secondary to not fulfilling the  
269 defined duties of the office, the President shall be responsible to appoint an  
270 interim replacement for that position, based upon discussion with the  
271 Executive Board.
- 272 b. The President shall notify the General Membership of said change.
- 273 c. A special election will be called for replacement of vacancy at the next  
274 General Membership meeting.
- 275 d. Should the role of President become vacant where there is a President-Elect,  
276 the President-Elect will ascend to the role of President fulfilling the remaining  
277 term, leaving the role of President-Elect vacant.
- 278 e. Should the role of President become vacant where there is a Past President,  
279 the Past President will return to the role of President fulfilling the remaining  
280 term, leaving the role of Past President vacant.
- 281 f. In the event that the role of President, President-Elect, Past President are  
282 vacated during the same year, the Board of Directors shall appoint an acting  
283 President to serve until the next election.

284  
285 2. Removal

- 286 a. The Board may remove any Officer, or Committee Chair, or Workgroup Chair  
287 for cause by two-thirds (2/3) vote of all Board Members then in office, at any  
288 regular or special meeting of the Board, provided that a statement of the  
289 reason or reasons shall have been mailed by Registered Mail to the Officer,  
290 Committee Chair, or Workgroup Chair proposed for removal at least thirty  
291 (30) days before any final action is taken by the Board. This statement shall be  
292 accompanied by a notice of the time when, and the place where, the Board is  
293 to take action on the removal.
- 294 b. The Officer, Committee Chair, or Workgroup Chair shall be given an  
295 opportunity to be heard and the matter considered by the Board at the time and  
296 place mentioned in the notice.
- 297  
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300 **ARTICLE V – Committees and Workgroups**

301

302 **Section 1: Standing Committees**

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304 Standing committees shall include:

- 305 • Mentorship Committee
- 306 • Registry Committee
- 307 • Special Populations Committee
- 308 • Injury Prevention Committee
- 309 • Level I/II Committee
- 310 • Level III Committee
- 311 • Level IV Committee

312

313 Ad-Hoc Committees may be created at the discretion of the Executive Board.  
314  
315

316 **Section 2: Standing Workgroups**

- 317 • Education Workgroup
  - 318 • Fund Raising Workgroup
  - 319 • Legislative/Public Relations Workgroup
- 320

321 Ad-Hoc Workgroups may be created at the discretion of the Executive Board.  
322  
323

324 **Section 3: Committee and Workgroup Composition**

- 325 1. Nominations for committee/workgroup chairs and co-chairs:
  - 326 a. Annual nominations and approvals for committees/workgroups will be  
327 held in the general membership meeting of the TTCF in the 4th calendar  
328 year meeting of the General Membership.
  - 329 b. Committee/Workgroup chair and co-chair positions will be nominated and  
330 voted on within the said committee by attendees present during the  
331 committee/workgroup meeting.
  - 332 c. Chair and co-chairs will serve for the period of a 2-year term.
  - 333 d. Committee/Workgroup chair and co-chairs shall serve no more than two  
334 (2) consecutive full terms. Fulfilling an incomplete term is not considered  
335 part of the term limit.
- 336 2. Role of the committee/workgroup chair:
  - 337 a. Required to attend 50% of the TTCF General Membership and Board of  
338 Director meetings per year.
  - 339 b. Submit a record of attendance to the TTCF secretary 14-days following  
340 any meeting of the committee/workgroup.
  - 341 c. Develop an annual committee/workgroup plan with specific, measurable  
342 goals.
  - 343 d. Committee/workgroup specific goals will be submitted during the annual  
344 strategic planning session and presented during the first calendar year  
345 meeting of the General Membership. Goal progress will be measured and  
346 reviewed during the Board meeting prior to the 4<sup>th</sup> calendar year meeting  
347 of the general membership.
  - 348 e. Arranges in advance for co-chair or leadership of the  
349 committee/workgroup when unable to attend a general membership  
350 meeting and communicates this to TTCF President.
  - 351 f. Give a verbal report to the general membership and written summary of  
352 the committee/workgroup activity and discussion to the TTCF Secretary  
353 following a meeting of the committee/workgroup
  - 354 g. Submit an annual budget (see SOP).
- 355 3. Role of the committee/workgroup co-chair:
  - 356 a. If the committee/workgroup chair is unable to attend a general  
357 membership meeting the co-chair will assume the role of the  
358 committee/workgroup chair as above.



- 359                   b. If the committee/workgroup chair is unable to fulfill their commitment of  
360                   50% General Membership and Board meeting attendance, the co-chair will  
361                   assume the role as committee/workgroup chair.  
362                   c. Appointment of a new co-chair will be selected by said committee if the  
363                   current co-chair must assume chair position.  
364  
365

366                   **Section 4: Committee and Workgroup Objectives**  
367

368                   The TTCF President will communicate with the Chair/Co-Chairs by phone or in writing  
369                   regarding these roles and responsibilities on a regular basis throughout the calendar year.  
370

371                   Education Workgroup:

- 372                   1. Provide members with educational offerings that address all aspects of the  
373                   trauma patient.  
374                   2. Assist other TTCF committees/workgroups in presenting special topics or  
375                   information as they are identified.  
376                   3. Facilitates continuing educational credits.  
377

378                   Mentorship Committee:

- 379                   1. Provide resources needed to promote quality program development and  
380                   coordination.  
381                   2. Provide mentorship to new and existing members seeking assistance and  
382                   guidance.  
383

384                   Fund Raising Workgroup:

- 385                   1. Provide funding opportunities for the organization to establish a sound  
386                   monetary base to pursue goals and objectives.  
387                   2. Provide, on a quarterly basis, updates to the organization on fund raising  
388                   activities.  
389

390                   Legislative/Public Relations Workgroup:

- 391                   1. Serve as a media for the communication of activities at the national, state  
392                   and local levels.  
393                   2. Responsible for publishing a newsletter on no less a schedule than bi-  
394                   annually.  
395                   3. Responsible for maintaining all social media communications such as,  
396                   Facebook and Twitter.  
397                   4. Educate Trauma Program leaders, other Texas organizations, and elected  
398                   officials of the need for legislation that supports improved access to  
399                   quality trauma care for all patients.  
400                   5. Promote community and elected officials' awareness of issues related to  
401                   trauma.  
402                   6. Responsibility for safekeeping and accountability of TTCF booth banner.  
403

404                   Registry Committee:

- 405                   1. Provide a forum for discussion of issues encountered by

- 406 Registrars/program managers with various registry software programs in  
407 use throughout the state.
- 408 2. Serves as a liaison with the Texas Department of State Health Services to  
409 identify issues and recommend opportunities for improvement  
410 encountered with the state Trauma Registry.
  - 411 3. Provide registry related educational opportunities for registrars/program  
412 managers to improve their skills.

413  
414 **Special Populations Committee:**

- 415 1. Advocate and promote optimal trauma care of the injured special  
416 populations patient.
- 417 2. Provide resources and information on current trends in special population  
418 Trauma care.

419  
420 **Injury Prevention Committee**

- 421 1. Serve as a resource for injury prevention information to the membership.
- 422 2. Collaborate with other identified Injury Prevention  
423 organizations/resources.

424  
425 **Level I/II Committee / Level III / Level IV Committee**

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

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## 432 **ARTICLE VI – Special Recognition**

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### 434 **Section 1: Trauma Champion Award**

435 The Trauma Champion Award is designed to recognize one individual annually for  
436 his/her passion and outstanding contribution within the continuum of trauma care for the  
437 current annual period. The Trauma Champion Award will be presented at the second  
438 calendar year meeting of TTCF annually.

439

440 Nominations will be opened during the fourth calendar year meeting of the General  
441 Membership via online electronic submission form located on the TTCF website. Voting  
442 will occur by a President-led ad hoc group of members of the Board of Directors.

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444

### 445 **Section 2: Lifetime Achievement Award**

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

452

453 Nominations will be accepted during the fourth calendar year meeting via online  
454 electronic submission form located on the TTCF website. Voting will occur by a  
455 President-led ad hoc group of members of the Board of Directors.

## 456 457 458 459 **ARTICLE VII - Meetings**

### 460 461 **Section 1: Meetings**

462 All meetings of the General Membership shall be open to the public. The Board of  
463 Directors meetings shall be open to the membership. The most current version of  
464 Robert's Rules of Order shall be the guide to parliamentary procedure. Meetings of the  
465 General Membership and Board of Directors shall be held at least four times annually at a  
466 time and place established by the Board of Directors. Other meetings may be called by  
467 the President as needed. A quorum shall be defined as 50% of members present at said  
468 meeting.

## 469 470 471 472 **ARTICLE VII – Bylaws**

### 473 474 **Section 1: Review and Amendment of the Bylaws**

475 Bylaws shall be reviewed annually and as requested.

### 476 477 478 **Section 2: Amendments**

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

## 482 483 484 485 **ARTICLE VIII – Budgetary Process**

### 486 487 **Section 1: Budget**

- 488 1. All committee and workgroup chairs must submit an itemized budget for their  
489 committee to the Treasurer by the fourth calendar year meeting of the General  
490 Membership.
- 491 2. The Treasurer will develop an annual budget. The Treasurer will submit a  
492 draft of the budget to the Board of Directors prior to the annual strategic  
493 planning meeting for review.
- 494 3. The Treasurer will present the budget to the Board of Directors during the  
495 annual strategic planning meeting for discussion and approval.
- 496 4. The fiscal budget must be approved by the Board of Directors no later than the  
497 first calendar year meeting of the General Membership.
- 498 5. Fiscal year is the same as calendar year.

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**ARTICLE IX - Dissolution**

This organization shall be dissolved by a two-thirds (2/3) vote of the General Membership present. Any existing funds and assets 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, 03/18, 2019

EXECUTIVE BOARD ANNUAL BYLAW REVIEW

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