

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.
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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.
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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.
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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**

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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.
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103 **Section 2: Election Process:**
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- 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.
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 109 2. The Parliamentarian will be responsible for the coordination of the officer
 110 election process.
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 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.
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121 **Section 3: Duties of the officers:**
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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 ~~A~~annual ~~R~~report with assistance from the Historian,
138 for ~~publication in the newsletter. presentation at the 1st calendar year~~
139 ~~meeting of the General 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 e.f. Prepares, together with the President, other officers and committee
202 chairs, a recommended budget for the year and submits it to the Board
203 for approval.
204 f.g. Shall be responsible for maintaining the TTCF financial lap top
205 computer.
206 g.h. Shall mentor the Treasurer-Elect.
207 h.i. Shall attend 75% of the General Membership meetings, or in absence,
208 make arrangements with the President to cover necessary duties.

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210 8. Treasurer-Elect

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

217
218 9. Parliamentarian

- 219 a. Shall serve as a nonvoting member of the Executive Board and will
220 not participate in the motion process, except to make sure the correct
221 procedures are followed via the most current Roberts Rules of Order.
222 b. Shall assist and support the President in maintaining order and
223 adhering to time schedules as approved by the Board or membership.
224 c. Shall assist with the coordination of motions and resolutions.
225 d. Shall coordinate the election process of officers for the organization as
226 well as all other voting procedures.
227 e. Shall facilitate annual review and update of the organizational bylaws
228 with report to the Executive Board during the 1st calendar year meeting
229 of the General Membership.
230 f. Shall attend 75% of the General Membership meetings, or in absence,
231 make arrangements with the President to cover necessary duties.
232

233 10. Historian

- 234 a. Shall record and preserve the record of TTCF activities and
235 achievements and assist the President in preparing the Annual Report.
236 b. Shall coordinate with the General Membership in obtaining TTCF
237 historical material and other memorabilia reflecting the organizations
238 history.
239 c. Shall submit revisions and changes to the Secretary/webmaster
240 historical content on the TTCF website.
241 d. May include in the historical account of TTCF the following written
242 and photographic materials:
243 1. List of officers and committee chairs with titles and addresses
244 2. TTCF membership and meeting attendance numbers
245 3. Program and special activity topics
246 4. By-law changes
247 5. List of recipients of Lifetime Achievement Award and Trauma
248 Champion Award
249 6. President's annual report
250 e. Shall attend 75% of the General Membership meetings, or in absence,
251 make arrangements with the President to cover necessary duties.
252

253 11. At – large Representatives

- 254 a. May serve as interim chair or co-chair of different
255 committees/workgroups.
256 b. May represent the TTCF as a representative to different outside
257 organizations.
258 c. May serve in the position of an officer, with exception of President, if
259 one is not available or becomes vacant.
260 d. Shall attend 75% of the General Membership meetings, or in absence,
261 make arrangements with the President to cover necessary duties.
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264 **Section 4: Replacement of Officers and/or Committee or Workgroup Chairs:**

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

1. Vacancies

- a. In the event that any vacancy of an Officer, Committee Chair, or Workgroup Chair 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.
- b. The President shall notify the General Membership of said change.
- c. A special election will be called for replacement of vacancy at the next General Membership meeting.
- d. Should the role of President become vacant where there is a President-Elect, the President-Elect will ascend to the role of President fulfilling the remaining term, leaving the role of President-Elect vacant.
- e. Should the role of President become vacant where there is a Past President, the Past President will return to the role of President fulfilling the remaining term, leaving the role of Past President vacant.
- f. In the event that the role of President, President-Elect, Past President are vacated during the same year, the Board of Directors shall appoint an acting President to serve until the next election.

2. Removal

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

ARTICLE V – Committees and Workgroups

Section 1: Standing Committees

Standing committees shall include:

- Mentorship Committee
- Registry Committee
- Special Populations Committee

- 311 • Injury Prevention Committee
- 312 • Level I/II Committee
- 313 • Level III Committee
- 314 • Level IV Committee

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

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319 **Section 2: Standing Workgroups**

- 320 • Education Workgroup
- 321 • Fund Raising Workgroup
- 322 • Legislative/Public Relations Workgroup

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

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

328 1. Nominations for committee/workgroup chairs and co-chairs:

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- a. Annual nominations and approvals for committees/workgroups will be held in the general membership meeting of the TTCF in the 4th calendar year meeting of the General Membership.
 - b. Committee/Workgroup chair and co-chair positions will be nominated and voted on within the said committee by attendees present during the committee/workgroup meeting.
 - c. Chair and co-chairs will serve for the period of a 2-year term.
 - d. Committee/Workgroup chair and co-chairs shall serve no more than two (2) consecutive full terms. Fulfilling an incomplete term is not considered part of the term limit.
2. Role of the committee/workgroup chair:
- a. Required to attend 50% of the TTCF General Membership and Board of Director meetings per year.
 - b. Submit a record of attendance to the TTCF secretary 14-days following any meeting of the committee/workgroup.
 - c. Develop an annual committee/workgroup plan with specific, measurable goals.
 - d. Committee/workgroup specific goals will be submitted during the annual strategic planning session and presented during the first calendar year meeting of the General Membership. Goal progress will be measured and reviewed during the Board meeting prior to the 4th calendar year meeting of the general membership.
 - e. Arranges in advance for co-chair or leadership of the committee/workgroup when unable to attend a general membership meeting and communicates this to TTCF President.
 - f. Give a verbal report to the general membership and written summary of the committee/workgroup activity and discussion to the TTCF Secretary following a meeting of the committee/workgroup

- 357 g. Submit an annual budget (see SOP).
358 3. Role of the committee/workgroup co-chair:
359 a. If the committee/workgroup chair is unable to attend a general
360 membership meeting the co-chair will assume the role of the
361 committee/workgroup chair as above.
362 b. If the committee/workgroup chair is unable to fulfill their commitment of
363 50% General Membership and Board meeting attendance, the co-chair will
364 assume the role as committee/workgroup chair.
365 c. Appointment of a new co-chair will be selected by said committee if the
366 current co-chair must assume chair position.
367
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369 **Section 4: Committee and Workgroup Objectives**

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371 The TTCF President will communicate with the Chair/Co-Chairs **electronically**, by phone
372 or in writing regarding these roles and responsibilities on a regular basis throughout the
373 calendar year.
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375 Education Workgroup:

- 376 1. Provide members with educational offerings that address all aspects of the
377 trauma patient. Educational topics chosen by the Education Workgroup
378 are determined by topic suggestions by TTCF members, DSHS staff, or
379 other trauma-related professionals dependent on timeframe, availability of
380 speakers, costs involved, if any, and the overall subject materials.
381 2. Assist other TTCF committees/workgroups in presenting special topics or
382 information as they are identified.
383 3. Facilitates continuing educational credits.
384 ~~3.4.~~ All attempts will be made by the Education Workgroup to be financially
385 responsible to the organization regarding honorariums, travel expenses,
386 and costs when providing educational offerings.
387

388 Mentorship Committee:

- 389 1. Provide resources needed to promote quality program development and
390 coordination.
391 2. Provide mentorship to new and existing members seeking assistance and
392 guidance.
393

394 Fund Raising Workgroup:

- 395 1. Provide funding opportunities for the organization to establish a sound
396 monetary base to pursue goals and objectives.
397 2. Provide, on a quarterly basis, updates to the organization on fund raising
398 activities.
399

400 Legislative/Public Relations Workgroup:

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

- 403 2. Responsible for publishing a newsletter on no less a schedule than bi-
404 annually.
405 3. Responsible for maintaining all social media communications such as,
406 Facebook and Twitter.
407 4. Educate Trauma Program leaders, other Texas organizations, and elected
408 officials of the need for legislation that supports improved access to
409 quality trauma care for all patients.
410 5. Promote community and elected officials' awareness of issues related to
411 trauma.
412 6. Responsibility for safekeeping and accountability of TTCF booth banner.
413

414 Registry Committee:

- 415 1. Provide a forum for discussion of issues encountered by
416 Registrars/program managers with various registry software programs in
417 use throughout the state.
418 2. Serves as a liaison with the Texas Department of State Health Services to
419 identify issues and recommend opportunities for improvement
420 encountered with the state Trauma Registry.
421 3. Provide registry related educational opportunities for registrars/program
422 managers to improve their skills.
423

424 Special Populations Committee:

- 425 1. Advocate and promote optimal trauma care of the injured special
426 populations patient.
427 2. Provide resources and information on current trends in special population
428 Trauma care.
429

430 Injury Prevention Committee

- 431 1. Serve as a resource for injury prevention information to the membership.
432 2. Collaborate with other identified Injury Prevention
433 organizations/resources.
434

435 Level I/II Committee / Level III / Level IV Committee

- 436 1. To promote communication, education, mentorship and networking
437 between facilities of similar designation level.
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442 **ARTICLE VI – Special Recognition**

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444 **Section 1: Trauma Champion Award**

445 The Trauma Champion Award is designed to recognize one individual annually for
446 his/her passion and outstanding contribution within the continuum of trauma care for the
447 current annual period. ~~The Trauma Champion Award will be presented at the second~~
448 ~~calendar year meeting of TTCF annually.~~
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450 Nominations will be opened during the fourth calendar year meeting of the General
451 Membership via online electronic submission form located on the TTCF website. Voting
452 will occur by a President-led ad hoc group of members of the Board of Directors. The
453 Trauma Champion Award will be presented prior to the at the second subsequent third
454 calendar year meeting of TTCF annually.

457 **Section 2: Lifetime Achievement Award**

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

465 Nominations will be accepted during the fourth calendar year meeting via online
466 electronic submission form located on the TTCF website. Voting will occur by a
467 President-led ad hoc group of members of the Board of Directors. The Lifetime
468 Achievement Award will be presented prior to the subsequent third at the second
469 calendar year meeting of TTCF annually.

473 **ARTICLE VII - Meetings**

475 **Section 1: Meetings**

476 All meetings of the General Membership shall be open to the public. The Board of
477 Directors meetings shall be open to the membership. The most current version of
478 Robert's Rules of Order shall be the guide to parliamentary procedure. Meetings of the
479 General Membership and Board of Directors shall be held at least four times annually at a
480 time and place established by the Board of Directors. Other meetings may be called by
481 the President as needed. A quorum shall be defined as 50% of members present at said
482 meeting.

484 Special meetings of the General Membership may be called at the request of the
485 President, a majority of the Board of Directors, or at the written request of a majority of
486 the TTCF voting members. The time and place for holding special meetings shall be
487 determined by the Board of Directors.

489 Meetings of the General Membership or Board of Directors may be held entirely by
490 electronic means, telephone or other communication facility that permits all participants
491 to communicate adequately with each other during the meeting. Participation in a
492 meeting by this means constitutes presence in person at the meeting.

496 **ARTICLE VIII – Bylaws**

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

499 Bylaws shall be reviewed annually ~~and as requested~~.

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502 **Section 2: Amendments**

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

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508 **ARTICLE IX – Budgetary Process**

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511 **Section 1: Budget**

- 512 1. All committee and workgroup chairs must submit an itemized budget for their
- 513 committee to the Treasurer by the fourth calendar year meeting of the General
- 514 Membership.
- 515 2. The Treasurer will develop an annual budget. The Treasurer will submit a
- 516 draft of the budget to the Board of Directors prior to the annual strategic
- 517 planning meeting for review.
- 518 3. The Treasurer will present the budget to the Board of Directors during the
- 519 annual strategic planning meeting for discussion and approval.
- 520 4. The fiscal budget must be approved by the Board of Directors no later than the
- 521 first calendar year meeting of the General Membership.
- 522 5. Fiscal year is the same as calendar year.

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525 **ARTICLE X - Dissolution**

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527 This organization shall be dissolved by a two-thirds (2/3) vote of the General
528 Membership present. Any existing funds and assets shall be transferred to an
529 appropriate, non-profit organization entity, which will use the funds to continue the
530 mission of improving trauma care for the citizens of the State of Texas.

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534 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,
535 5/13, 3/17, 03/18, 06/2019, 02/2020

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538 EXECUTIVE BOARD ANNUAL BYLAW REVIEW
539 YEAR: 201920