

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. Membership runs annually according to
32 calendar year. Voting privileges and benefits of membership shall be granted to all
33 current paid general members. Institutional memberships are prohibited.
34

35 Decisions to grant membership are made without regard to race, color, creed, national
36 origin, gender, physical or mental disability, age, lifestyle, or religion.
37

38 Each member shall have the right to be a candidate for TTCF elected and appointed
39 positions in accordance with TTCF bylaws, procedures, and attend TTCF meetings and
40 educational opportunities.
41

42 Each member shall have the responsibility to support the mission, vision and objectives
43 of TTCF, submit required membership dues to TTCF, and fulfill the requirements of an
44 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 Director At Large representatives selected from the
53 voting 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.

57
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. Director At Large #1
 - 82 g. Director At Large #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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 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	Secretary-Elect
Treasurer-Elect	Historian
Parliamentarian	Director At Large #2
Director At Large #1	

- 116
 117 4. The election process is defined in the organization's standard operating
 118 procedures. In matters of voting, a majority represents 50% of members present at
 119 said meeting.
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122 **Section 3: Duties of the officers:**

123
 124 The officers shall assume the duties prescribed by the bylaws and standard operating
 125 procedures and any other such duties as may be required to enact the bylaws.
 126

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

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

144 2. President Elect

- 145 a. Shall be responsible for learning the duties and responsibilities of the
146 President.
147 b. May assume the duties of the President in his/her absence.
148 c. May serve as an ex-officio member of any/all committees.
149 d. 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 mentor the Secretary-Elect.
- 179 k. Shall attend 75% of the General Membership meetings, or in absence,
- 180 make arrangements with the President to cover necessary duties.

181

182 6. Secretary-Elect

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

189

190 7. Treasurer

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

207

208 8. Treasurer-Elect

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

215

216 9. Parliamentarian

- 217 a. Shall serve as a nonvoting member of the Executive Board and will
- 218 not participate in the motion process, except to make sure the correct
- 219 procedures are followed via the most current Roberts Rules of Order.

- 220 b. Shall assist and support the President in maintaining order and
221 adhering to time schedules as approved by the Board or membership.
222 c. Shall assist with the coordination of motions and resolutions.
223 d. Shall coordinate the election process of officers for the organization as
224 well as all other voting procedures.
225 e. Shall facilitate annual review and update of the organizational bylaws
226 with report to the Executive Board during the 1st calendar year meeting
227 of the General Membership.
228 f. Shall attend 75% of the General Membership meetings, or in absence,
229 make arrangements with the President to cover necessary duties.
230

231 10. Historian

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

253 11. Director At Large

- 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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266 **Section 4: Replacement of Officers and/or Committee or Workgroup Chairs:**

267
268 Members of the Board of Directors shall adhere to all policies and procedures established
269 by the Board.

270
271 1. Vacancies

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

289
290 2. Removal

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

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305 **ARTICLE V – Committees and Workgroups**

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307 **Section 1: Standing Committees**

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309 Standing committees shall include:

- 310 • Mentorship Committee
311 • Registry Committee

- 312 • Special Populations Committee
- 313 • Injury Prevention Committee
- 314 • Level I/II Committee
- 315 • Level III Committee
- 316 • Level IV Committee

317
318 Ad-Hoc Committees may be created at the discretion of the Executive Board.

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321 **Section 2: Standing Workgroups**

- 322 • Education Workgroup
- 323 • Fund Raising Workgroup
- 324 • Legislative/Public Relations Workgroup

325
326 Ad-Hoc Workgroups may be created at the discretion of the Executive Board.

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

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

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

372
373 The TTCF President will communicate with the Chair/Co-Chairs electronically, by phone
374 or in writing regarding these roles and responsibilities on a regular basis throughout the
375 calendar year.
376

377 Education Workgroup:

- 378 1. Provide members with educational offerings that address all aspects of the
379 trauma patient. Educational topics chosen by the Education Workgroup
380 are determined by topic suggestions by TTCF members, DSHS staff, or
381 other trauma-related professionals dependent on timeframe, availability of
382 speakers, costs involved, if any, and the overall subject materials.
383 2. Assist other TTCF committees/workgroups in presenting special topics or
384 information as they are identified.
385 3. Facilitates continuing educational credits.
386 4. All attempts will be made by the Education Workgroup to be financially
387 responsible to the organization regarding honorariums, travel expenses,
388 and costs when providing educational offerings.
389 5. Education Workgroup Chair shall be responsible for maintaining TTCF
390 general laptop computer and projector.
391

392 Emergency & Disaster Preparedness Workgroup

- 393 1. Provide members with resources needed to promote emergency and disaster
394 preparation and coordination.
395 2. Provide members with educational opportunities to strengthen individual role and
396 organizational response to disaster situation.
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398 Mentorship Committee:

- 399 1. Provide resources needed to promote quality program development and
400 coordination.
401 2. Provide mentorship to new and existing members seeking assistance and
402 guidance.

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Fund Raising Workgroup:

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

Legislative/Public Relations Workgroup:

1. Serve as a media for the communication of activities at the national, state and local levels.
2. Responsible for publishing a newsletter on no less a schedule than bi-annually.
3. Responsible for maintaining all social media communications such as, Facebook and Twitter. Work in partnership with the Secretary to facilitate TTCF website content.
4. Educate Trauma Program leaders, other Texas organizations, and elected officials of the need for legislation that supports improved access to quality trauma care for all patients.
5. Promote community and elected officials' awareness of issues related to trauma.

Registry Committee:

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

Special Populations Committee:

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

Injury Prevention Committee

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

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

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

450 **ARTICLE VI – Special Recognition**

451
452 **Section 1: Trauma Champion Award**

453 The Trauma Champion Award is designed to recognize one individual annually for
454 his/her passion and outstanding contribution within the continuum of trauma care for the
455 current annual period.

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457 Nominations will be opened during the fourth calendar year meeting of the General
458 Membership via online electronic submission form located on the TTCF website. Voting
459 will occur by a President-led ad hoc group of members of the Board of Directors. The
460 Trauma Champion Award will be presented prior to the subsequent third calendar year
461 meeting of TTCF annually.

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464 **Section 2: Lifetime Achievement Award**

465 The Lifetime Achievement Award will be given to honor an individual who has made
466 significant fundamental contributions to trauma care. These contributions whether they
467 have been in injury prevention, research, leadership or mentorship, must have had a
468 lasting impact on the trauma field and must have demonstrated a lifetime commitment to
469 injury prevention and trauma care.

470
471 Nominations will be accepted during the fourth calendar year meeting via online
472 electronic submission form located on the TTCF website. Voting will occur by a
473 President-led ad hoc group of members of the Board of Directors. The Lifetime
474 Achievement Award will be presented prior to the subsequent third year meeting of
475 TTCF annually.

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479 **ARTICLE VII - Meetings**

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481 **Section 1: Meetings**

482 All meetings of the General Membership shall be open to the public. The Board of
483 Directors meetings shall be open to the membership. The most current version of
484 Robert’s Rules of Order shall be the guide to parliamentary procedure. Meetings of the
485 General Membership and Board of Directors shall be held at least four times annually at a
486 time and place established by the Board of Directors. Other meetings may be called by
487 the President as needed.

488
489 Special meetings of the General Membership may be called at the request of the
490 President, a majority of the Board of Directors, or at the written request of a majority of
491 the TTCF voting members. The time and place for holding special meetings shall be
492 determined by the Board of Directors.

493
494 Meetings of the General Membership or Board of Directors may be held entirely by
495 electronic means, telephone or other communication facility that permits all participants

496 to communicate adequately with each other during the meeting. Participation in a
497 meeting by this means constitutes presence in person at the meeting.

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501 **ARTICLE VIII – Bylaws**

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

504 Bylaws shall be reviewed annually.

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507 **Section 2: Amendments**

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

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514 **ARTICLE IX – Budgetary Process**

515
516 **Section 1: Budget**

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

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530 **ARTICLE X - Dissolution**

531
532 This organization shall be dissolved by a two-thirds (2/3) vote of the General
533 Membership present. Any existing funds and assets shall be transferred to an
534 appropriate, non-profit organization entity, which will use the funds to continue the
535 mission of improving trauma care for the citizens of the State of Texas.

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539 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,
540 5/13, 3/17, 03/18, 06/2019, 02/2020, 05/21, 7/22, 2/23

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543 EXECUTIVE BOARD ANNUAL BYLAW REVIEW

544 **YEAR:** 2023