

# TTCF Bylaws Substantial Revisions 2024

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*Texas Trauma Coordinators Forum*

# Article IV – Board of Directors

- Section 1: Composition and Terms of Office

- committees/workgroups during their term in office.
3. To be eligible to serve in an Executive Board position, the following criteria must be met:
    - a. Current member of TTCF
    - b. Attend no less than 75% of the previous rolling 12-month General Membership meetings
    - c. Total of ~~4~~<sup>3</sup> years in a leadership role prior to initial term as an Executive Board member. The years in a leadership role do not need to be consecutive. Leadership roles include any committee chair or co-chair position, workgroup chair or co-chair, or Executive-elected Board position.

# Article IV – Board of Directors

## • Section 3: Duties of the Officers

### 1. President

- a. Shall preside over all General Membership and Board of Directors meetings.

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- 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 President Elect.
  - f. Shall lead annual assessment of projects and focus on upcoming year activities at annual strategic planning meeting.
  - f.g. Shall represent TTCF in collaboration with other professional organizations including Texas EMS, Trauma & Acute Care Foundation and the Governor's EMS and Trauma Advisory Council as requested with regular updates to the Board of Directors specific to these activities.
  - g-h. Shall attend at least 75% of General Membership meetings, or in absence, make arrangementsplan with the Past President and/or President Elect to assume necessary duties.

### 2. President Elect

- a. Shall be responsible for learning the duties and responsibilities of the President.
- b. May assume the duties of the President in his/her absence.
- c. May serve as an ex-officio member of any/all committees.
- d. Shall attend at least 75% of General Membership meetings, or in absence, make arrangementsplan with the President to cover necessary duties.

### 3. Past President

- a. Shall act as a resource to the current President.
- b. Shall mentor in conjunction with the President, the President – Elect.
- c. Shall assume the duties of the President in his/her absence.
- d. May serve as an ex-officio member of any/all committees.
- e-e. Shall attend at least 75% General Membership meetings, or in absence, make arrangementsplan with the President to cover necessary duties.

# Article IV – Board of Directors

## • Section 3: Duties of the Officers

### 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.

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- e. Shall maintain records of current membership, confirm individual annual membership processing and distributing annual website passwords.
  - f. Shall provide copies of documents to webmaster for posting on the TTCF website or perform website operations, updates, revisions themselves.
  - g. Shall be responsible for maintaining the TTCF list serve.
  - h. Shall be responsible for overseeing the annual status of the TTCF domain name and URL.
  - i. Shall be responsible for maintaining possession of the TTCF display board, TTCF laptop computer and projectors.
  - i-j. Shall mentor the Secretary-Elect.
  - j-k. Shall attend 75% of the General Membership meetings, or in absence, make arrangements plan with the President to cover necessary duties.

### 6. Secretary-Elect

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

### 7. Treasurer

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

# Article IV – Board of Directors

## • Section 3: Duties of the Officers

### 8. Treasurer-Elect

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- a. Shall be responsible for learning the duties and responsibilities of the Treasurer.
  - b. May assume the duties of the Treasurer in his/her absence.
  - c. Shall attend 75% of the General Membership meetings, or in absence, [make arrangementsplan](#) with the Treasurer and President to cover necessary duties.

### 9. Parliamentarian

- a. Shall serve as a nonvoting member of the Executive Board and will not participate in the motion process, except to make sure the correct procedures are followed via the most current Roberts Rules of Order.
- b. Shall assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.
- c. Shall assist with the coordination of motions and resolutions.
- d. Shall coordinate the election process of officers for the organization as well as all other voting procedures.
- e. Shall facilitate annual review and update of the organizational bylaws with report to the Executive Board during the 1<sup>st</sup> calendar year meeting of the General Membership.
- f. Shall attend 75% of the General Membership meetings, or in absence, [make arrangementsplan](#) with the President to cover necessary duties.

### 10. Historian

- a. Shall record and preserve the record of TTCF activities and achievements, ~~and assist the President in preparing the Annual Report.~~
- b. Shall coordinate with the General Membership in obtaining TTCF historical material and other memorabilia reflecting the organizations history.
- c. Shall submit revisions and changes to the Secretary/webmaster historical content on the TTCF website.
- d. May include in the historical account of TTCF the following written and photographic materials:
  1. List of officers and committee chairs with titles and addresses
  2. TTCF membership and meeting attendance numbers
  3. Program and special activity topics
  4. Bylaw changes
  5. List of recipients of Lifetime Achievement Award and Trauma Champion Award
  - ~~6. President's annual report~~
- e. Shall attend 75% of the General Membership meetings, or in absence, [make arrangementsplan](#) with the President to cover necessary duties.
- f. Responsibility for safekeeping and accountability of TTCF booth banner.

### 11. Director At Large

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- a. May serve as interim chair or co-chair of different committees/workgroups.
  - b. May represent the TTCF as a representative to different outside organizations.
  - c. May serve in the position of an officer, with exception of President, if one is not available or becomes vacant.
  - d. Shall attend 75% of the General Membership meetings, or in absence, [make arrangementsplan](#) with the President to cover necessary duties.

# Article IV – Board of Directors

## Section 4: Replacement of Officers and/or Committee or Workgroup Chair

### 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 electronic provided with read receipt request 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.

# Article V – Committees and Workgroups

## Education Workgroup:

1. Provide members with educational offerings that address all aspects of the trauma patient. Educational topics chosen by the Education Workgroup are determined by topic suggestions by TTCF members, DSHS staff, or other trauma-related professionals dependent on timeframe, availability of speakers, costs involved, if any, and the overall subject materials.
2. Assist other TTCF committees/workgroups in presenting special topics or information as they are identified.
  - a. Provide members with resources needed to promote trauma emergency healthcare across the continuum.
  - b. Provide members with resources needed to promote emergency and disaster preparation and coordination.
  - c. Provide members with educational opportunities to strengthen individual role and organizational response to disaster situation.

2-3. Facilitates continuing educational credits.

3-4. All attempts will be made by the Education Workgroup to be financially responsible to the organization regarding honorariums, travel expenses, and costs when providing educational offerings.

4-5. Education Workgroup Chair shall be responsible for maintaining possession of the TTCF general laptop computer, and projector.

## Emergency & Disaster Preparedness Workgroup

1. Provide members with resources needed to promote emergency and disaster preparation and coordination.
2. Provide members with educational opportunities to strengthen individual role and organizational response to disaster situation.

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# Article V – Committees and Workgroups

## Legislative/Public Relations Workgroup:

1. Serve as a media for the communication of activities ~~at the national, state and local levels~~ impacting the trauma and emergency healthcare system within Texas.
2. Responsible for publishing a newsletter on no less a schedule than bi-annually.
3. Responsible for ~~maintaining all~~ facilitating 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.



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