

1 **TEXAS TRAUMA COORDINATORS FORUM BYLAWS**

2
3
4 **ARTICLE I - Name**

5
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.
9

10
11
12 **ARTICLE II – Statement of Purpose**

13
14 **Section 1: Mission Statement**

15
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.
20

21 **Section 2: Vision Statement**

22
23 TTCF encourages multidisciplinary participation in providing holistic healthcare across
24 the entire continuum of injury, from injury prevention through rehabilitation.
25

26
27
28 **ARTICLE III - Membership**

29
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.
45

46 **ARTICLE IV – Board of Directors**

47 **Board of Directors**

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

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

- 57
- 58 1. The Executive Board will consist of the President, President – Elect, Past
59 President, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect,
60 Parliamentarian & Historian.
 - 61 2. Executive Board officers will not chair or co-chair standing
62 committees/workgroups during their term in office.
 - 63 3. To be eligible to serve in an Executive Board position, the following
64 criteria must be met:
65 a. Current member of TTCF
66 b. Attend no less than 75% of the previous rolling 12-month General
67 Membership meetings
68 c. Total of ~~4~~³ years in a leadership role prior to initial term as an
69 Executive Board member. The years in a leadership role do not need to
70 be consecutive. Leadership roles include any committee chair or co-
71 chair position, workgroup chair or co-chair, or ~~Executive elected~~
72 Board position.
73
 - 74 4. The following officers shall serve a 2-year term:
75 a. President
76 b. Secretary
77 c. Treasurer
78 d. Parliamentarian
79 e. Historian
80 f. Director At Large #1
81 g. Director At Large #2
 - 82 5. The following officers shall serve a 1-year term:
83 a. Past President
84 i. Upon completion of the 2-year President term, the President
85 shall ascend to the position of Past President.
86 b. President Elect
87 i. Upon completion of the 1-year term as President-Elect, the
88 President-Elect shall ascend to the position of President.
89 c. Secretary-Elect
90

Commented [A1]: This allows for the DAL positions to be included in the "leadership" roles

- 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	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.
- 120
- 121

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

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

- 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 f.g. Shall represent TTCF in collaboration with other professional
141 organizations including Texas EMS, Trauma & Acute Care
142 Foundation and the Governor's EMS and Trauma Advisory Council as
143 requested with regular updates to the Board of Directors specific to
144 these activities.
- 145 g.h. Shall attend at least 75% of General Membership meetings, or in
146 absence, make arrangementsplan with the Past President and/or
147 President Elect to assume necessary duties.
- 148
- 149 2. President Elect
- 150 a. Shall be responsible for learning the duties and responsibilities of the
151 President.
- 152 b. May assume the duties of the President in his/her absence.
- 153 c. May serve as an ex-officio member of any/all committees.
- 154 d. Shall attend at least 75% of General Membership meetings, or in
155 absence, make arrangementsplan with the President to cover necessary
156 duties.
- 157
- 158 3. Past President
- 159 a. Shall act as a resource to the current President.
- 160 b. Shall mentor in conjunction with the President, the President – Elect.
- 161 c. Shall assume the duties of the President in his/her absence.
- 162 d. May serve as an ex-officio member of any/all committees.
- 163 e.e. Shall attend at least 75% General Membership meetings, or in absence,
164 make arrangementsplan with the President to cover necessary duties.
- 165
- 166 5. Secretary
- 167 a. Shall keep minutes of all General Membership and Board of Directors
168 meetings.
- 169 b. Shall electronically post meeting notices to all members a minimum of
170 thirty (30) days prior to the next scheduled meeting.
- 171 c. Shall make copies of previous minutes available on TTCF webpage.
- 172 d. Shall maintain records and copies of pertinent documents as directed
173 by the President.

Formatted: Tab stops: 1.25", Left + Not at 1.31" + 1.5"

Formatted: Indent: Left: 1", Hanging: 0.25", Tab stops: 1.25", List tab + Not at 1.5"

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

189
190 6. Secretary-Elect

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

197
198 7. Treasurer

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

217
218 8. Treasurer-Elect

- 219 a. Shall be responsible for learning the duties and responsibilities of the
220 Treasurer.
221 b. May assume the duties of the Treasurer in his/her absence.
222 c. Shall attend 75% of the General Membership meetings, or in absence,
223 ~~make arrangements~~plan with the Treasurer and President to cover
224 necessary duties.
225

226 9. Parliamentarian

- 227 a. Shall serve as a nonvoting member of the Executive Board and will
228 not participate in the motion process, except to make sure the correct
229 procedures are followed via the most current Roberts Rules of Order.
230 b. Shall assist and support the President in maintaining order and
231 adhering to time schedules as approved by the Board or membership.
232 c. Shall assist with the coordination of motions and resolutions.
233 d. Shall coordinate the election process of officers for the organization as
234 well as all other voting procedures.
235 e. Shall facilitate annual review and update of the organizational bylaws
236 with report to the Executive Board during the 1st calendar year meeting
237 of the General Membership.
238 f. Shall attend 75% of the General Membership meetings, or in absence,
239 ~~make arrangements~~plan with the President to cover necessary duties.
240

241 10. Historian

- 242 a. Shall record and preserve the record of TTCF activities and
243 achievements, ~~and assist the President in preparing the Annual Report.~~
244 b. Shall coordinate with the General Membership in obtaining TTCF
245 historical material and other memorabilia reflecting the organizations
246 history.
247 c. Shall submit revisions and changes to the Secretary/webmaster
248 historical content on the TTCF website.
249 d. May include in the historical account of TTCF the following written
250 and photographic materials:
251 1. List of officers and committee chairs with titles and addresses
252 2. TTCF membership and meeting attendance numbers
253 3. Program and special activity topics
254 4. Bylaw changes
255 5. List of recipients of Lifetime Achievement Award and Trauma
256 Champion Award
257 ~~6.—President's annual report~~
258 e. Shall attend 75% of the General Membership meetings, or in absence,
259 ~~make arrangements~~plan with the President to cover necessary duties.
260 f. Responsibility for safekeeping and accountability of TTCF booth
261 banner.
262

263 11. Director At Large

- 264 a. May serve as interim chair or co-chair of different
265 committees/workgroups.
266 b. May represent the TTCF as a representative to different outside
267 organizations.
268 c. May serve in the position of an officer, with exception of President, if
269 one is not available or becomes vacant.
270 d. Shall attend 75% of the General Membership meetings, or in absence,
271 ~~make arrangements~~plan with the President to cover necessary duties.
272
273
274

275 **Section 4: Replacement of Officers and/or Committee or Workgroup Chairs:**
276

277 Members of the Board of Directors shall adhere to all policies and procedures established
278 by the Board.
279

280 1. Vacancies

- 281 a. In the event that any vacancy of an Officer, Committee Chair, or Workgroup
282 Chair occurs, either voluntarily or involuntarily secondary to not fulfilling the
283 defined duties of the office, the President shall be responsible to appoint an
284 interim replacement for that position, based upon discussion with the
285 Executive Board.
286 b. The President shall notify the General Membership of said change.
287 c. A special election will be called for replacement of vacancy at the next
288 General Membership meeting.
289 d. Should the role of President become vacant where there is a President-Elect,
290 the President-Elect will ascend to the role of President fulfilling the remaining
291 term, leaving the role of President-Elect vacant.
292 e. Should the role of President become vacant where there is a Past President,
293 the Past President will return to the role of President fulfilling the remaining
294 term, leaving the role of Past President vacant.
295 f. In the event that the role of President, President-Elect, Past President are
296 vacated during the same year, the Board of Directors shall appoint an acting
297 President to serve until the next election.
298

299 2. Removal

- 300 a. The Board may remove any Officer, ~~or~~ Committee Chair, or Workgroup Chair
301 for cause by two-thirds (2/3) vote of all Board Members then in office, at any
302 regular or special meeting of the Board, provided that a statement of the
303 reason or reasons shall have been electronic provided with read receipt request
304 mailed by Registered Mail to the Officer, Committee Chair, or Workgroup
305 Chair proposed for removal at least thirty (30) days before any final action is
306 taken by the Board. This statement shall be accompanied by a notice of the
307 time when, and the place where, the Board is to ~~take action~~act on the removal.

- 308 b. The Officer, Committee Chair, or Workgroup Chair shall be given an
309 opportunity to be heard and the matter considered by the Board at the time and
310 place mentioned in the notice.
311
312

313 **ARTICLE V – Committees and Workgroups**

314 **Section 1: Standing Committees**

315
316 Standing committees shall include:

- 317 • Mentorship Committee
- 318 • Registry Committee
- 319 • Special Populations Committee
- 320 • Injury Prevention Committee
- 321 • Level I/II Committee
- 322 • Level III Committee
- 323 • Level IV Committee

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

327 **Section 2: Standing Workgroups**

- 328 • Education Workgroup
- 329 • Fund Raising Workgroup
- 330 • Legislative/Public Relations Workgroup

331 Ad-Hoc Workgroups may be created at the discretion of the Executive Board.
332
333

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

- 335 1. Nominations for committee/workgroup chairs and co-chairs:
 - 336 a. Annual nominations and approvals for committees/workgroups will be
337 held in the general membership meeting of the TTCF in the 4th calendar
338 year meeting of the General Membership.
 - 339 b. Committee/Workgroup chair and co-chair positions will be nominated and
340 voted on within the said committee by attendees present during the
341 committee/workgroup meeting.
 - 342 c. Chair and co-chairs will serve for the period of a 2-year term.
 - 343 d. Committee/Workgroup chair and co-chairs shall serve no more than two
344 (2) consecutive full terms. Fulfilling an incomplete term is not considered
345 part of the term limit.
- 346 2. Role of the committee/workgroup chair:
 - 347 a. Required to attend 50% of the TTCF General Membership and Board of
348 Director meetings per year.
349
350
351
352

- 353 b. Submit a record of attendance to the TTCF secretary 14-days following
354 any meeting of the committee/workgroup.
355 c. Develop an annual committee/workgroup plan with specific, measurable
356 goals.
357 d. Committee/workgroup specific goals will be submitted during the annual
358 strategic planning session and presented during the first calendar year
359 meeting of the General Membership. Goal progress will be measured and
360 reviewed during the Board meeting prior to the 4th calendar year meeting
361 of the general membership.
362 e. Arranges in advance for co-chair or leadership of the
363 committee/workgroup when unable to attend a general membership
364 meeting and communicates this to TTCF President.
365 f. Give a verbal report to the general membership and written summary of
366 the committee/workgroup activity and discussion to the TTCF Secretary
367 following a meeting of the committee/workgroup
368 g. Submit an annual budget as stated in the SOP. (see SOP).
369 3. Role of the committee/workgroup co-chair:
370 a. If the committee/workgroup chair is unable to attend a general
371 membership meeting the co-chair will assume the role of the
372 committee/workgroup chair as above.
373 b. If the committee/workgroup chair is unable to fulfill their commitment of
374 50% General Membership and Board meeting attendance, the co-chair will
375 assume the role as committee/workgroup chair.
376 c. Appointment of a new co-chair will be selected by said committee if the
377 current co-chair must assume chair position.
378
379

380 **Section 4: Committee and Workgroup Objectives**

381
382 The TTCF President will communicate with the Chair/Co-Chairs electronically, by phone
383 or in writing regarding these roles and responsibilities on a regular basis throughout the
384 calendar year.
385

386 Education Workgroup:

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

- 400 ~~2.3~~ Facilitates continuing educational credits.
401 ~~3.4~~ All attempts will be made by the Education Workgroup to be financially
402 responsible to the organization regarding honorariums, travel expenses,
403 and costs when providing educational offerings.
404 ~~4.5~~ Education Workgroup Chair shall be responsible for maintaining
405 possession of the TTCF general laptop computer, and projector.
406

407 ~~Emergency & Disaster Preparedness Workgroup~~

- 408 ~~1. Provide members with resources needed to promote emergency and~~
409 ~~disaster preparation and coordination.~~
410 ~~2. Provide members with educational opportunities to strengthen individual~~
411 ~~role and organizational response to disaster situation.~~

Formatted: Indent: Left: 0.75", Hanging: 0.25"

Formatted: Indent: Left: 0.75"

412
413 Mentorship Committee:

- 414 1. Provide resources needed to promote quality program development and
415 coordination.
416 2. Provide mentorship to new and existing members seeking assistance and
417 guidance.
418

419 Fund Raising Workgroup:

- 420 1. Provide funding opportunities for the organization to establish a sound
421 monetary base to pursue goals and objectives.
422 2. Provide, on a quarterly basis, updates to the organization on fund raising
423 activities.
424

425 Legislative/Public Relations Workgroup:

- 426 1. Serve as a media for the communication of activities ~~at the national, state~~
427 ~~and local levels, impacting the trauma and emergency healthcare system~~
428 ~~within Texas.~~
429 2. Responsible for publishing a newsletter on no less a schedule than bi-
430 annually.
431 3. Responsible for ~~maintaining all~~ facilitating social media communications
432 such as, Facebook and Twitter. Work in partnership with the Secretary to
433 facilitate TTCF website content.
434 4. Educate Trauma Program leaders, other Texas organizations, and elected
435 officials of the need for legislation that supports improved access to
436 quality trauma care for all patients.
437 5. Promote community and elected officials' awareness of issues related to
438 trauma.
439

440 Registry Committee:

- 441 1. Provide a forum for discussion of issues encountered by
442 Registrars/~~P~~program ~~M~~managers with various registry software programs
443 in use throughout the state.

- 444 2. Serves as a liaison with the Texas Department of State Health Services to
445 identify issues and recommend opportunities for improvement
446 encountered with the state Trauma Registry.
447 3. Provide registry related educational opportunities for registrars/program
448 managers to improve their skills.
449

450 Special Populations Committee:

- 451 1. Advocate and promote optimal trauma care of the injured special
452 populations patient.
453 2. Provide resources and information on current trends in special population
454 trauma care.
455

456 Injury Prevention Committee

- 457 1. Serve as a resource for injury prevention information to the membership.
458 2. Collaborate with other identified Injury Prevention
459 organizations/resources.
460

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

- 462 1. To promote communication, education, mentorship and networking
463 between facilities of similar designation level.
464
465
466

467 **ARTICLE VI – Special Recognition**

468 **Section 1: Trauma Champion Award**

469 The Trauma Champion Award is designed to recognize one individual annually for
470 his/her passion and outstanding contribution within the continuum of trauma care for the
471 current annual period.
472

473
474 Nominations will be opened during the fourth calendar year meeting of the General
475 Membership via online electronic submission form located on the TTCF website. Voting
476 will occur by a President-led ad hoc group of members of the Board of Directors. The
477 Trauma Champion Award will be presented prior to the subsequent third calendar year
478 meeting of TTCF annually.
479

480 **Section 2: Lifetime Achievement Award**

481 The Lifetime Achievement Award will be given to honor an individual who has made
482 significant fundamental contributions to trauma care. These contributions whether they
483 have been in injury prevention, research, leadership or mentorship, must have had a
484 lasting impact on the trauma field and must have demonstrated a lifetime commitment to
485 injury prevention and trauma care.
486

487
488 Nominations will be accepted during the fourth calendar year meeting via online
489 electronic submission form located on the TTCF website. Voting will occur by a
490 President-led ad hoc group of members of the Board of Directors. The Lifetime

491 Achievement Award will be presented prior to the subsequent third year meeting of
492 TTCF annually.

493
494
495
496

ARTICLE VII – Meetings

497
498
499
500
501
502
503
504
505

Section 1: Meetings

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

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

510
511
512
513
514

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

515
516
517

ARTICLE VIII – Bylaws

518
519
520
521
522
523

Section 1: Review and Amendment of the Bylaws

Bylaws shall be reviewed annually.

524
525
526
527
528

Section 2: Amendments

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

529
530

ARTICLE IX – Budgetary Process

531
532
533
534
535
536

Section 1: Budget

1. All committee and workgroup chairs must submit an itemized budget for their committee to the Treasurer by the fourth calendar year meeting of the General Membership.

- 537 2. The Treasurer will develop an annual budget. The Treasurer will submit a
538 draft of the budget to the Board of Directors prior to the annual strategic
539 planning meeting for review.
540 3. The Treasurer will present the budget to the Board of Directors during the
541 annual strategic planning meeting for discussion and approval.
542 4. The fiscal budget must be approved by the Board of Directors no later than the
543 first calendar year meeting of the General Membership.
544 5. Fiscal year is the same as calendar year.
545

546
547 **ARTICLE X – Dissolution**

548
549 This organization shall be dissolved by a two-thirds (2/3) vote of the General
550 Membership present. Any existing funds and assets shall be transferred to an
551 appropriate, non-profit organization entity, which will use the funds to continue the
552 mission of improving trauma care for the citizens of the State of Texas.
553

554
555
556 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,
557 5/13, 3/17, 03/18, 06/19, 02/20, 05/21, 7/22, 2/23, 7/24

558
559
560 EXECUTIVE BOARD ANNUAL BYLAW REVIEW
561 **YEAR:** 2024