

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.
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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.
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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.
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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.

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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 2 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 elected Board position.
 - 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 i. Upon completion of the 1-year term as Secretary-Elect, the
91 Secretary-Elect shall ascend to the position of Secretary.

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

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Section 2: Election Process:

1. Nominations will be opened during the second calendar year meeting of the General Membership. Elections will be held, and the election results announced at the third calendar year meeting of the General Membership.
2. The Parliamentarian will be responsible for the coordination of the officer election process.
3. Officers will be sworn into office at the conclusion of the fourth calendar year meeting of the General Membership and will transition into and assume the responsibilities of the position.

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

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4. The election process is defined in the organization's standard operating procedures. In matters of voting, a majority represents 50% of members present at said meeting.

Section 3: Duties of the officers:

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

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

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

- 149 a. Shall be responsible for learning the duties and responsibilities of the
150 President.
151 b. May assume the duties of the President in his/her absence.
152 c. May serve as an ex-officio member of any/all committees.
153 d. Shall attend at least 75% of General Membership meetings, or in
154 absence, plan with the President to cover necessary duties.
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156 3. Past President

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

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

- 178 g. Shall be responsible for maintaining the TTCF list serve.
- 179 h. Shall be responsible for overseeing the annual status of the TTCF
- 180 domain name and URL.
- 181 i. Shall be responsible for maintaining possession of the TTCF display
- 182 board, TTCF laptop computer and projectors.
- 183 j.
- 184 k. Shall mentor the Secretary-Elect.
- 185 l. Shall attend 75% of the General Membership meetings, or in absence,
- 186 plan with the President to cover necessary duties.

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188 6. Secretary-Elect

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

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195 7. Treasurer

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

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215 8. Treasurer-Elect

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

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222 9. Parliamentarian

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

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

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

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, 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 electronically provided with read receipt request 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 act 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

- 315 • Registry Committee
- 316 • Special Populations Committee
- 317 • Injury Prevention Committee
- 318 • Level I/II Committee
- 319 • Level III Committee
- 320 • Level IV Committee

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

325 **Section 2: Standing Workgroups**

- 326 • Education Workgroup
- 327 • Fund Raising Workgroup
- 328 • Legislative/Public Relations Workgroup

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

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

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

- 360 f. Give a verbal report to the general membership and written summary of
361 the committee/workgroup activity and discussion to the TTCF Secretary
362 following a meeting of the committee/workgroup.
363 g. Submit an annual budget as stated in the SOP.
- 364 3. Role of the committee/workgroup co-chair:
- 365 a. If the committee/workgroup chair is unable to attend a general
366 membership meeting the co-chair will assume the role of the
367 committee/workgroup chair as above.
- 368 b. If the committee/workgroup chair is unable to fulfill their commitment of
369 50% General Membership and Board meeting attendance, the co-chair will
370 assume the role as committee/workgroup chair.
- 371 c. Appointment of a new co-chair will be selected by said committee if the
372 current co-chair must assume chair position.
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375 **Section 4: Committee and Workgroup Objectives**

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377 The TTCF President will communicate with the Chair/Co-Chairs electronically, by phone
378 or in writing regarding these roles and responsibilities on a regular basis throughout the
379 calendar year.
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381 Education Workgroup:

- 382 1. Provide members with educational offerings that address all aspects of the
383 trauma patient. Educational topics chosen by the Education Workgroup
384 are determined by topic suggestions by TTCF members, DSHS staff, or
385 other trauma-related professionals dependent on timeframe, availability of
386 speakers, costs involved, if any, and the overall subject materials.
- 387 2. Assist other TTCF committees/workgroups in presenting special topics or
388 information as they are identified.
- 389 a. Provide members with resources needed to promote trauma
390 emergency healthcare across the continuum.
- 391 b. Provide members with resources needed to promote emergency
392 and disaster preparation and coordination.
- 393 c. Provide members with educational opportunities to strengthen
394 individual role and organizational response to disaster situation.
- 395 3. Facilitates continuing educational credits.
- 396 4. All attempts will be made by the Education Workgroup to be financially
397 responsible to the organization regarding honorariums, travel expenses,
398 and costs when providing educational offerings.
- 399 5. Education Workgroup Chair shall be responsible for maintaining
400 possession of the TTCF general laptop computer.
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402 Mentorship Committee:

- 403 1. Provide resources needed to promote quality program development and
404 coordination.
- 405 2. Provide mentorship to new and existing members seeking assistance and
406 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 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 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.

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.

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455 **ARTICLE VI – Special Recognition**
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457 **Section 1: Trauma Champion Award**

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

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

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469 **Section 2: Lifetime Achievement Award**

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

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

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484 **ARTICLE VII – Meetings**
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486 **Section 1: Meetings**

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

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494 Special meetings of the General Membership may be called at the request of the
495 President, a majority of the Board of Directors, or at the written request of a majority of
496 the TTCF voting members. The time and place for holding special meetings shall be
497 determined by the Board of Directors.
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499 Meetings of the General Membership or Board of Directors may be held entirely by
500 electronic means, telephone or other communication facility that permits all participants
501 to communicate adequately with each other during the meeting. Participation in a
502 meeting by this means constitutes presence in person at the meeting.

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ARTICLE VIII – Bylaws

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Section 1: Review and Amendment of the Bylaws

508 Bylaws shall be reviewed annually.
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Section 2: Amendments

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

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Section 1: Budget

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

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ARTICLE X – Dissolution

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

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544 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,
545 5/13, 3/17, 03/18, 06/19, 02/20, 05/21, 7/22, 2/23, 7/24.

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548 EXECUTIVE BOARD ANNUAL BYLAW REVIEW

549 YEAR: 2024