

**SOUTH CENTRAL
Regional Trauma Advisory Council
Organization Bylaws – January 2005**

Article I – NAME

The name of this organization is South Central Regional Trauma Advisory Council. It may also be referred to as South Central RTAC or SCRTAC.

Article II – PURPOSE

Section 1

The primary purpose of South Central RTAC is to design, implement, and evaluate a trauma system within the region that is data-based, confidential, and sensitive to the needs and limitations of the population served. The regional plan will incorporate pediatric and specialty issues. This will be accomplished within the scope of Wisconsin's State Trauma Plan and State Guidelines.

Section 2

The area served includes the following counties: Columbia, Dane, Dodge, Fond du Lac, Grant, Green, Highland, Iowa, Jefferson, Juda, Juneau, La Fayette, Marquette, Richland, Rock, Sauk, and Waushara.

Article III – MISSION STATEMENT

South Central RTAC is dedicated to design, implement, and evaluate a regional trauma system that is data-based, confidential, and sensitive to the needs, limitations, and resources of this area. It is intended that this will optimize the quality of care and outcomes for all trauma patients. This includes injury prevention, reducing the severity of injuries, and decreasing the number of deaths.

Article IV – MEMBERSHIP

Membership is free and will consist of organizations and entities involved in the provision of patient care within the trauma region. Examples include but are not limited to: trauma surgeons, emergency physicians, EMS medical directors, EMS educators, EMS providers, Trauma coordinators, EMS coordinators, hospital administration, air medical transport, nurses, firefighters, law enforcement, dispatchers, public health, county emergency management, and other interested parties.

Article V – MEETINGS

Section 1

Dates will be scheduled as far in advance as possible. The Executive Council will meet monthly. The General Membership will meet a minimum of quarterly. Secretary will notify members in a timely manner. There will be compliance with the open meeting laws.

Section 2

Executive Committee members will be required to attend at least 70% of the meetings, or they risk the loss of their position at the discretion of the Executive Committee.

Article VI– EXECUTIVE COUNCIL

Section 1

The Executive Council will function as the governing body. Membership consists of regionally dispersed representation to reflect the expertise, leadership, and diversity of the care area. The Executive Council will consist of : Hospital Administrator (1); Medical Directors/ED Physicians (2); Trauma Surgeon (1); Seat at Large (1); Trauma Coordinator (1); Pediatric Specialist (1); PreHospital Provider (Rural) (2); PreHospital Provider (Urban) (2); Nurses (1).

Section 2

Initial election of Executive Council members was February of 2003 by the general membership. Voting is limited to members present at the time of the voting. The size of the Executive Council is determined by South Central RTAC according to State Guidelines. Future elections will be based on State Guidelines. Initial terms will be for two years, thereafter, terms will be staggered so there is always a progression of members to maintain continuity. No more than three consecutive terms may be served.

Section 3

The SCRTAC Executive Council will be the decision-maker for:

- ◆ Establishing Bylaws
- ◆ Establishing appropriate committees
- ◆ Establishing special ad hoc task groups
- ◆ Determining membership quorums
- ◆ Determining positions and terms of office
- ◆ Budget determinations

Article VII – OFFICERS

Section 1

Officers for this organization will be:

- ◆ Chair
- ◆ Vice-Chair
- ◆ Secretary / Treasurer

Section 2

Officers will be elected by the membership present at the time of election. Initial officers will serve a term of two years. Thereafter, terms will be staggered so there is always a progression of officers to maintain continuity. No more than three consecutive terms may be served.

Section 3

Initial election of officers was March of 2003. Re-election of officer(s) will take place annually beginning in March of 2005. Officers may be re-elected to another term.

Section 4

Election for the replacement of an officer who is unable to serve will take place at a special meeting. This will be the earliest regular meeting of the membership following notification of said individual's inability to serve.

Article VIII – DUTIES OF OFFICERS

Section 1

The Chair will be responsible for:

- ◆ Leading all meetings
- ◆ Representing the group with other organizations
- ◆ Providing continuity during the year
- ◆ Supporting and executing decisions made by the Executive Council
- ◆ Providing the Annual Report to membership and State agencies

Section 2

The Vice-Chair will be responsible for:

- ◆ Leading meetings in the absence of the Chair
- ◆ Providing assistance to committees
- ◆ Other duties as may be designated by the Chair

Section 3

The Secretary / Treasurer will be responsible for:

- ◆ Recording and distribution of agendas and meeting minutes
- ◆ Maintaining ongoing files for the organization
- ◆ Maintaining the budget; documentation of receipts & expenditures
- ◆ Monthly budget report to membership; Annual Report to State agencies

Article IX– COORDINATING FACILITY

University of Wisconsin Hospital and Clinics will be the Coordinating Facility for South Central RTAC. The duties are:

- ◆ Contact person for the region
- ◆ Administrative support / Mailings
- ◆ Storage of South Central RTAC files
- ◆ Maintaining accounting / tax records for SCRTAC
- ◆ Fiscal agent

Article X – Subcommittees

Section 1

To facilitate South Central RTAC responsibilities, subcommittees will be established. Subcommittee Chairs will be members of the Executive Council. Subcommittees have the responsibility to address regional needs along with specialty issues such as

pediatric needs, geriatric needs, cultural needs, and other needs as designated by the Executive Council. The initial sub committees will consist of: Performance Improvement Committee, Communications Committee, Medical Resource Committee, Professional Education Committee, and Injury Prevention and Community Education Committee.

Section 2

Performance Improvement (PI) is a required subcommittee. This includes collection and analysis of data, oversight of patient care, and research. Other subcommittees may be formed based on regional needs.

Section 3

A Needs Assessment will be done. This will be the basis for future committee work and may show areas needing further study and attention. Initially, broader goals and objectives will be adopted to meet the regional needs. These will be the basis for the Action Plan.

Article XI – MEMBERSHIP VOTING

Section 1

Voting is restricted to members of the Executive Council. This is based on State Guidelines. Members must be present to vote. The general membership will need to convey their viewpoints on issues to the Executive Council.

Section 2

A quorum will be made up of members present at any regular meeting and will consist of a simple majority of the voting membership.

Article XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order will be followed in all formal proceedings unless there are conflicts with the South Central RTAC Bylaws. In such cases, the Bylaws will supersede.

Article XIII – AMENDMENTS TO BYLAWS

These Bylaws may be amended at any regular meeting of the South Central RTAC. It will require a two-thirds vote of the Executive Council membership present.

Approved by Executive Council: _____

Date: _____