

**BYLAWS FOR
THE TRIAD REGIONAL ADVISORY COMMITTEE**
Revised February 1, 2005

Article I

Section I: Name

This Regional Advisory Committee (RAC) shall be known as:

TRIAD REGIONAL ADVISORY COMMITTEE

It shall serve North Carolina counties which are registered with the North Carolina Office of Emergency Medical Services in the Triad Regional Advisory Committee area, shall be referred to in this document as the RAC's "area":

See Appendix A: Counties

See Appendix B: Hospitals

Section II: Purpose

The purpose of TRAC shall be to facilitate the development, implementation, and operation of a comprehensive trauma care system based on accepted principals of care to decrease morbidity and mortality resulting from Trauma. The TRAC will encourage multi-community participation in providing Trauma Care, work toward the improvement of facilities and services and cooperate with all member entities, agencies and organizations in the establishment of an efficient system of care for all injured patients. TRAC shall develop a plan for a Regional Comprehensive System that meets as a minimum the requirements of the State of North Carolina as specified in the rules and regulations governing Ambulance Service and Trauma Systems, and which shall address:

Public Information and Education Programs

Written Trauma System Protocols

Transfer Agreements.

Article II

Section I: Membership

The TRAC shall consist of the following individuals, at a minimum:

- The Trauma Medical Director from each Level I, II and III Trauma Centers participating in the RAC.
- A Trauma Program Manager
- An Emergency Physician
- An Emergency Medical Services Representative from each EMS system in the TRAC area
- A Hospital Representative from each hospital in the TRAC area
- A Community Representative
- EMS System Physician involved in medical oversight
- A Senior Level Hospital Administrator

Consideration will be given to any county within the TRAC area that does not include a

hospital so as to ensure adequate participation in the work of the TRAC.
Other interested organizations may be elected to membership by a two-thirds vote of the current membership.

TRAC members may include individuals from other states.

Section II: Membership and Voting Privileges

A. Voting Representatives

Each organization or entity member shall designate one individual as its voting representative with respect to the business of TRAC. Notification of the appointment and name of such representative shall be sent by the organization member to the Secretary of TRAC. A representative so named by an organization member shall be empowered to represent that organization until the organization has otherwise notified TRAC. All elected officers of TRAC shall have voting privileges.

B. Non-Voting Representatives

In addition, member organizations may send non-voting representatives to TRAC meetings. Non-voting representatives shall have all rights and be subject to all qualifications and requirements of voting representatives except non-voting representatives shall not be entitled to vote on any matters submitted to a vote of the membership. Non-voting representatives shall be eligible to serve and vote on Standing Committees and Ad Hoc Committees.

Membership Privileges:

Members who have joined the TRAC shall have the right to:

- Vote as outlined above in A and B,
- Attend all meetings,
- Work on assigned committees and subcommittees,
- Provide input into the decision-making process,
- Recommend members for nomination.

Article III: Officers and Duties of Officers

Section I: Designation of Officers and Terms

Officers and Terms

The Officers of TRAC shall consist of Chair, Vice Chair, Secretary and Treasurer to be elected by the membership of TRAC. No organization may have more than two persons elected to simultaneous terms of officers as outlined below.

The terms of office shall be as follows:

Chair: Two years,

Vice Chair: Two years,

Secretary: Eighteen months initially and two years, thereafter,

Treasurer: Eighteen months initially and two years, thereafter,

Immediate Past Chair: Two years, ex-officio.

Duties of Officers:

Chair:

- Shall preside at all membership and Executive Committee meetings.
- Shall be empowered to call emergency or special meetings of the membership in situations where an action is needed prior to the next scheduled meeting.
- Shall be the official to execute and/or authorize such acts, including execution of documents, relating to TRAC's operational issues.
- Shall be empowered to nominate to the Executive Committee individuals to serve as the chairs of Standing Committees. Consideration should be given to geographic balance in the appointment of such committees.
- Shall be empowered to appoint all Ad Hoc Committees and their chairs.
- Shall be empowered to appoint from among voting members, designees, subject to the approval of the Executive committee, officers to fill vacancies for officers who resign, retire or removed from office, or who otherwise fail to complete their term.
- Represent the T-RAC at the State Trauma Advisory Committee meetings.

Vice Chair:

- Shall assist the chair in their activities and assume the activities of the Chair in his or her absence.
- Attend State Trauma Advisory Committee meetings.
- Be ex-officio member of all standing committees and keep chair informed of committee activities.

Secretary:

- Shall keep minutes and attendance records of all membership and Executive Committees meetings.
- Shall email meeting reminders, agenda, and minutes of past meetings to all members a minimum of ten (10) days and not more than sixty (60) days prior to the scheduled meetings.
- Shall maintain a current membership list including a listing of the designated voting representatives.
- Shall maintain a record of reports, pertinent documents and correspondence.
- Shall provide an agenda.
- Shall provide for an orderly transmission of records to their successor.

Treasurer:

- Shall collect and maintain custody of all funds.
- Shall make distribution of funds upon order of the Chairman following approval of the Executive Committee.

Immediate Past Chair:

- The Chair of the TRAC for the immediate preceding year shall be the Immediate Past Chair and shall be a voting ex-officio member of the Executive Committee.

Article IV Committees

Section I: Executive Committee

- The business and affairs of TRAC shall be managed by an Executive Committee which may exercise all powers of TRAC and do all such lawful acts and things as are not otherwise prohibited by statute or by these bylaws and are consistent with purpose as defined in Article I, Section II of TRAC.
- The Executive Committee shall be chaired by the Chair of TRAC.
- The Executive Committee shall be comprised of the elected officers of TRAC.
- The Executive Committee shall further include, to the extent available, an individual representative employed by or on the staff of each of the following facilities/agencies each having a three-year term:

Representative from a State OEMS Designated Level I Trauma Facility,
Representative from a State OEMS Designated Level II Trauma Facility,
Representative from a State OEMS Designated Level III Trauma Facility,
Representative from non-designated hospital,
Representative from Piedmont Regional Trauma System (PRTS).

- The Executive Committee members shall participate in at least seventy-five (75%) of all Executive Committee meetings.
- Each Executive Committee member shall hold office until his or her successor shall be qualified and elected or until his or her death, resignation, retirement or removal from office. Any officers or Executive Committee members who are unable to meet their time and service commitment (including, but not limited, to attendance requirements as may be imposed on Executive Committee members) may be removed by a majority vote of the Executive Committee.

Section II: Standing Committees and AD Hoc Committees

The Standing Committees established by TRAC shall include:

- 1) Performance Improvement Committee,
- 2) Medical Advisory Committee,
- 3) Injury Prevention Committee,
- 4) Education Committee, and
- 5) Emergency Medical Services Committee.

Standing Committees may be comprised of voting and nonvoting members. The Standing Committee members and the chair of each such committee shall be nominated by the Executive Committee. Consideration will be given to geographic balance.

Standing Committees:

Performance Improvement Committee:

Performance Improvement Committee shall be responsible for:

- Reviewing pre-hospital activities, hospital care, and system response and access to rehabilitation.
- The committee shall be responsible for identification and analysis of data, develop audit criteria and develop a system to implement a performance improvement plan for TRAC.
- The committee shall include, but not be limited to, one trauma surgeon, one emergency medicine physician, one trauma program manager, an emergency nurse, and one EMS representative, hospital administrator and an EMS Medical Director.

Medical Advisory Committee:

Responsibilities of the committee shall include:

- Making recommendations for trauma system protocols and practice guidelines and parameters for trauma care providers participating in TRAC. The Chair of the Medical Advisory Committee shall be a surgeon actively involved in trauma care.
- The committee shall include, but not be limited to, one trauma surgeon, one emergency medicine physician, one emergency medical service medical director, one trauma program manager, one emergency nurse, and one pre-hospital provider.

Injury Prevention Committee:

- This committee shall be charged with the responsibility of ensuring prevention and public awareness through education, with professional education to be given a high priority throughout TRAC. The chair shall be actively involved in trauma education and prevention.
- The committee shall include but not be limited to one physician, one trauma program manager, one trauma nurse, one pre-hospital representative, one law enforcement representative and one community representative.
- Shall be a liaison to the State Injury Prevention Committee

Education Committee:

- This committee shall be charged with identifying educational needs of TRAC hospitals and counties.
- Design and facilitate programs to meet the educational needs of the TRAC.
- Shall be a liaison to the State Education Committee
- This committee shall include but not be limited to one physician, one trauma program manager, one trauma nurse, and one pre-hospital representative

Emergency Medical Services Committee:

- This committee shall be charged with developing triage guidelines, mutual aid agreements between EMS agencies and hospitals.
- This committee shall include but not be limited to one physician, one trauma program manager, one trauma nurse, one pre-hospital representative, and one 911 communications representative.

Ad Hoc Committees:

- Ad Hoc committees may be established by the Chair of TRAC from time to time for specific purposes and duration. Ad Hoc Committees may be comprised of voting and non-voting representatives of TRAC.

Article V: Election of Officers and Executive Committee**Section I: Election Procedure**

The election process is as follows:

The membership shall be delivered recommendations for officers and Executive Committee members from a Nominating Committee comprised of at least three members appointed by the Chair. The Nominating Committee shall include the immediate past Chair of TRAC. The Nominating Committee shall establish the criteria for nominee selection and recommendations. The Secretary shall notify the membership at least fourteen (14) days prior to the election date and shall provide the membership a short written biography on each nominee. Additional nominations shall be accepted from the membership at the election meeting. To be elected, officers and Executive Committee members must receive a majority vote from the voting members present.

Article VI: Meetings**Section I: General meetings**

The membership meetings shall be held at least biannually at such time as may be determined by the Executive Committee. Each voting representative designee shall be entitled to one vote at a membership meeting. A quorum at membership meeting and Executive Committee Meetings shall be established by the physical presence in person of a simple majority of voting representatives present.

At any membership meeting, a voting member may be represented and vote by a proxy appointed by an instrument in writing. Such proxy shall be filled with the Secretary or designee of TRAC prior to or at the time of the meeting. No such proxy shall be valid after the expiration of fourteen (14) days from the date of execution unless otherwise provided in the proxy.

Section II: Books and Records

TRAC shall keep correct and complete books and records of accounts together with minutes of the proceedings of its Membership, Executive Committee and Standing Committees. The Executive Committee shall maintain current and historical, true and accurate financial records with full and correct entries made with respect to all financial transactions of TRAC including all income and expenditures.

The Executive Committee shall keep regular minutes of its proceedings and which minutes shall be placed in the minute book of TRAC.

Article VII: Bylaws

Bylaws of TRAC shall be reviewed periodically as may be requested by the Chair, the Executive Committee, or the membership. Copies of proposed Bylaws amendments, additions and deletions shall be delivered to members at least thirty (30) days prior to the meeting in which they shall be considered for adoption. Amendments, additions or deletions of the Bylaws, as contained in the notice of such meeting may be adopted upon the affirmative vote of two-thirds (2/3) of the voting representatives present at the meeting. Amendments to the Bylaws shall be effective on their date of adoption.

Article VIII: General Provisions

Section I: Fiscal year

The fiscal year of TRACS shall end on December 31st.

Section II: Contributions

The Executive Committee may accept on behalf of TRAC any contribution, gift, bequest, grant, or device for the general purpose or for any special purpose of TRAC. Such gifts shall be reported at the Executive Committee Meetings and Membership Meetings.

Appendix A: County EMS Systems

Alexander
Alleghany
Ashe
Caldwell
Davidson
Davie
Forsyth
Guilford
Iredell
Randolph
Rockingham
Rowan
Stokes
Surry
Watauga
Wilkes
Yadkin

Appendix B: Hospitals

Alleghany Memorial Hospital
Annie Penn Hospital
Ashe Memorial Hospital
Blowing Rock Hospital
Caldwell Memorial Hospital
Catawba Memorial Hospital
Davie County Hospital
Davis Regional Medical Center
Forsyth Medical Center
Frye Regional Medical Center
Frye Regional Medical Center – Alexander Campus
High Point Regional Health System
Hoots Memorial Hospital
Hugh Chatham Memorial Hospital
Iredell Memorial Hospital
Lexington Memorial Hospital
Morehead Memorial Hospital
Moses Cone Hospital
North Carolina Baptist Hospital
Northern Hospital of Surry County
Randolph Hospital
Stokes-Reynolds Memorial Hospital
Thomasville Medical Center
VA Medical Center – Salisbury
Watauga Medical Center
Wesley Long Community Hospital
Wilkes Regional Medical Center