



ALLIANCE OF OHIO TRAUMA REGISTRARS Bylaws

ARTICLE I: NAME

The name of the organization shall be the *Alliance of Ohio Trauma Registrars*, an independent organization dedicated to the purposes stated below, hereafter referred to as AOTR.

ARTICLE II: PURPOSE

The purpose of AOTR shall be the following:

1. To promote research and education in the trauma registry field.
2. To provide assistance to registrars in their professional development.
3. To actively participate in the continued development and preservation of the statewide trauma registry in Ohio.
4. To encourage standardization among Ohio trauma registries.

ARTICLE III: MEMBERSHIP

Section A: Eligibility for Membership

Membership is open to any person who meets the following criteria:

1. Responsible for maintaining trauma information within the State of Ohio or actively involved in establishing the same.
2. Payment of membership dues (See Standing Rules – Membership Dues)

Section B: Classes of Membership

Member in Good Standing:

1. A member in good standing shall have membership dues paid in full by January 31st of each year. If payment has not been received, per the treasurer by this date, membership deliverables will not be permitted until payment is received.

ARTICLE IV: EXECUTIVE BOARD

Section A: Membership

The Executive Board shall consist of the Officers of AOTR. The five officers and the most recent past president of the AOTR shall be members of the Executive Board. The President, in consultation with the Executive Board, shall appoint the Chairmen of the Standing Committees. All members of the Executive Board shall be members in good standing (Article III, Section B) of AOTR.

Section B: Duties

The Executive Board shall supervise the business of AOTR. A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business. The Executive Board shall appoint a secondary officer to be a signer on all accounts to the Treasurer.

Section C: Appropriation of Funds:

The AOTR Board, with a majority vote of 2/3s, will be permitted to authorize fund distribution of up to \$300 per quarter for reimbursement in accordance with bylaws Article V, Finance, Section C Finances without the approval and review of the AOTR membership prior to expending the funds.

Section D: Endorsements

Requests for AOTR name endorsement will be submitted in writing to the AOTR Board no later than sixty (60) days prior to the next scheduled AOTR meeting. The written request must include all applicable items as identified on the AOTR Endorsement Request Form (see attached form). Incomplete forms will be returned to the requestor for further documentation.

The AOTR President or identified representative will present a copy of the written request to the AOTR membership for review no less than fourteen (14) days prior to the next scheduled AOTR meeting. Upon sufficient review of the submitted request, the AOTR membership will vote to approve, reject or amend the proposed request.

The endorsement requestor will be notified of the outcome of the AOTR membership vote by written communication (email, letter, etc) identifying the AOTR membership's commitment to the endorsement, expected response from the endorsement, rejected reasons of the endorsement or amended request for the endorsement.

ARTICLE V: OFFICERS

The Officers of the AOTR shall be: President, Vice-President, Secretary, Treasurer, and Education Chair. The duties of the Officers shall be published in the Standing Rules of the AOTR. The term of each office shall be for two years beginning January 1 of even numbered years. Officers shall serve no more than two consecutive terms in the same office. The election of Officers shall be in accordance with the procedure set forth in ARTICLE VIII of the Bylaws.

Section A: Compensation

The AOTR officers shall receive no compensation for their services as officers. The AOTR may, however, authorize the reimbursement of actual and necessary reasonable expenses incurred by the officers while performing duties as officers (postage, paper, etc) with presentation to the treasure of appropriate documentation. This reimbursement must be approved by the AOTR voting membership.

Section B: Removal of Officers:

Any Officer may be removed by a two-thirds (2/3) majority vote of all the members of the AOTR group. Reasons for removal include, but are not limited to:

1. Unpaid membership dues
2. Less than 50% annual attendance to meetings
3. No longer working in a trauma-related line of work
4. Death

Should any vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the AOTR Board may delegate the powers and duties of such office to any Officer until such time as a successor for the office has been elected.

ARTICLE VI: STANDING AND SPECIAL COMMITTEES

Section A: Standing Committees

Standing Committees are those committees, which are directly concerned with the management and/or operation of the AOTR. The Executive Board shall establish additional committees at the discretion of the President with Board approval.

Standing Committees Include:

- Nominating Committee
- Finance Committee
- Education Committee

Section B: Special Committees

Special Committees shall be appointed and dissolved by the President as need for them arises. The Chairmen of such committees shall report to the Executive Board.

ARTICLE VII: NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members who are in good standing and the chair is appointed by the Executive Board. All members shall serve for a term of two (2) years.

ARTICLE VIII: ELECTIONS

Section A: Authority

The Nominating Committee shall actively seek nominations for all offices. Nominees shall have been members in good standing for at least the previous two (2) years. For Officers' positions, a slate of at least two (2) candidates for each position shall be presented to the membership. No two persons from one facility may serve as officers at the same time.

Section B: Nomination Procedure

The Nominating Committee shall initiate the call for nominations at the August AOTR meeting in odd numbered years. The Nominating Committee shall be responsible for the nomination form design and for implementing the requirements of this section. Nominations shall include the name of the person being nominated, the institution he/she represents and a brief statement of the qualifications of the nominee. The nomination forms will be emailed to AOTR members. The deadline for submission of nominations shall be set by the Nominating Committee.

Section C: Close of Nominations

The Nominating Committee shall present the completed slate of candidates and their qualifications at the October AOTR meeting.

Section D: Voting Procedure

A list of candidates with approved biographies and a link to an online ballot, shall be emailed to all members in good standing, no less than fourteen (14) days prior to the December AOTR meeting in odd-number years. Electronic voting will close at 23:59 on the Thursday prior to the December AOTR meeting of odd- number years.

Section E: Tabulation of Vote

The President shall appoint two (2) tellers, from outside the nominating committee, at the December AOTR meeting in odd-numbered years to validate the electronic voting results. Any person standing for election shall not participate in the ballot counting process. Observers of the ballot counting shall be allowed.

If the December meeting is canceled in an election year, election results will be reviewed with the nominating committee and two (2) additional tellers on the following business day via online conference call (with screen sharing). Announcement(s) will be made on same day of results being reviewed.

Section F: Election Results

The Nominating Committee will present the electronic voting results at the December AOTR meeting in odd-number years. The candidate receiving a majority of the votes shall be declared the winner. In the event of a tie, the AOTR members in good standing shall immediately be notified and a runoff election shall be held by written ballot.

If the December meeting is canceled in an election year, election results will be reviewed with the nominating committee and two (2) additional tellers on the following business day via online conference call (with screen sharing). Announcement(s) will be made on same day of results being reviewed. An electronic copy of all election results will be retained by the secretary for 7 years.

Section G: Vacancies

In the event of a vacancy, the Nominating Committee shall actively seek at least two (2) candidates to fill the vacancy following the voting procedures. Filling an unexpired term does not count toward the term limits stated within this document. The time-frame for a special election to fill vacancy will be adjusted to complete within a month of the announced vacancy.

Election results will be reviewed with the nominating committee and two (2) additional tellers on the following business day via online conference call (with screen sharing). Announcement(s) will be made on same day of results being reviewed.

ARTICLE IX: MEETINGS

Section A: Executive Board Meetings

The Executive Board shall meet on a quarterly basis or as necessary. The President may call emergency meetings of the Executive Board. Teleconferences and/or emails constitute a meeting.

Section B: Membership Meetings

There shall be at least four (4) meetings of the AOTR at a location and date agreed upon by the membership. Members present at a membership meeting shall constitute a quorum for the transaction of business. The December meeting of odd numbered years shall include the introduction of new Officers.

Section C. Meeting Cancellations

The President will confer with Executive Board regarding cancellation of an AOTR meeting. The President will also contact/be contacted by the current OSTNL President to reach a consensus regarding meeting cancellation because of weather. This will take place as soon as possible to provide adequate travel notice to the membership. When the decision is made to cancel a meeting, the President will immediately contact the webmaster for the AOTR website and have a cancellation notice posted as a banner on the top of the web page.

ARTICLE X: FINANCES

Section A: Budget

The Treasurer shall prepare an annual report for approval and adoption by the Executive Board and the AOTR membership by the April meeting.

Section B: Finance Committee

The Finance Committee shall consist of three (3) members who are in good standing and the chair is appointed by the Executive Board. An audit of the AOTR's financial records shall be conducted one to three months prior to the change of officers for the new voting year. If the Treasurer leaves the position during their term, an automatic audit will be done prior to the next Treasurer taking office.

Section C: Finances

1. The Alliance of Ohio Trauma Registrars is organized exclusively for educational and charitable purposes, including for such purposes, the making of distributions to organizations.
2. No part of the net earnings of the AOTR shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the group shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article X hereof. No substantial part of the activities of the group shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the group shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
3. Upon dissolution of the AOTR, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the group, dispose of all the assets of the group exclusively for the purposes of the group in such manner, or to such organizations or organizations, organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organization under 501[c](3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

Sections D: Donation of Funds and Services

Requests for donation of funds or services from the AOTR membership will be submitted in writing to the AOTR Board no later than sixty (60) days prior to the next scheduled AOTR meeting. The written request must include all applicable items as identified on the AOTR Donation Request Form (see attached form). Incomplete forms will be returned to the requestor for further documentation.

The AOTR President or identified representative will present a copy of the written request to the AOTR membership for review no less than fourteen (14) days prior to the next scheduled AOTR meeting. Upon sufficient review of the submitted request, the AOTR membership will vote to approve, reject or amend the proposed request.

The project requestor will be notified of the outcome of the AOTR membership vote by written communication (email, letter, etc) identifying the AOTR membership's commitment to the project, expected response from the project, rejected reasons of the project or amended request for the project.

If funding has been requested, the Treasurer will be notified to submit a check to the appropriate requestor/organization within 14 business days, excluding weekends and holidays.

ARTICLE XI: TRAUMA REGISTRY ADVISORY WORKGROUP

The Executive Board shall appoint a representative to serve on the Trauma Committee's Trauma Registry Advisory Workgroup. This representative will serve a two-year term in that position as a liaison between the AOTR and the workgroup. The representative must have the ability to attend the scheduled meetings on a regular basis. Should the representative be unable to fulfill the term limits, the Executive Board will appoint a replacement.

ARTICLE XII: TRAUMA COMMITTEE

The AOTR members in good standing shall elect three (3) candidates following State of Ohio guidelines, to potentially represent the AOTR. The term is indefinite. Should the representative be unable to fulfill the term, a special election will be held by the AOTR at the first AOTR meeting after the vacancy occurs. The newly elected representative's name will then be submitted to the EMFTS Board for consideration as a replacement.

ARTICLE XIII: STANDING RULES

The AOTR may adopt Standing Rules as the need arises. These rules shall be adopted by a majority vote of the full members present at a general membership meeting. They may be rescinded by the same procedure. The Standing Rules shall be published annually.

ARTICLE XIV: BYLAWS REVISION/PUBLICATION

Bylaws may be changed by a two-thirds vote of the full members present at a membership meeting. Members shall receive written notice of the meeting along with a copy of the proposed change at least fourteen (14) days prior to the meeting. The Bylaws shall be published annually.

ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of 'Robert's Rules of Order Newly Revised' shall govern the *Alliance of Ohio Trauma Registrars* in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of order the AOTR may adopt. The meetings will be run according to Robert's Rules of Order. If there are any meeting issues, the decision will be clarified by the use of Robert's Rules and the group will agree to follow the guidance of the book. The President in consultation with the advice of the Executive Board appoints a Parliamentarian to ensure parliamentary authority is being followed.

ARTICLE XVI: INTERNET WEBSITE

The AOTR provides an internet website to AOTR members and limited access to non-members to assist them in staying informed with local and national trauma issues. The AOTR may restrict or limit website access if demands threaten to interfere with their business needs. The internet website will be supported by the AOTR membership through financial support and provision of appropriate information to be displayed on the site.

The webmaster will be appointed by the President in consultation with the Executive Board. The webmaster has the authority to appoint any committee member necessary to assist in projects.

The AOTR Minute and Roster section will be password protected. The password will be made available to all AOTR members in good standing or paid. The minutes will be uploaded to the website within 30 days of approval by the AOTR group.

All fees involved in maintaining the website will be paid from the AOTR treasury. Fees will be re-evaluated on an annual basis. Fees may include domain name, web hosting, webmaster, etc.

ARTICLE XVII: ELECTRONIC MAIL

Communication by electronic mail shall be considered equivalent to any communication otherwise required to be in writing. The AOTR shall take such steps as it deems appropriate under the circumstances to assure itself that communications by electronic mail are authentic.

ARTICLE XVIII: PERFORMANCE IMPROVEMENT WORKGROUP

The Executive Board shall appoint a representative to serve on the Trauma Committee's Performance Improvement Workgroup. This representative will serve a two-year term in that position as a liaison between the AOTR and the workgroup. The representative must have the ability to attend the bi-monthly meetings on a regular basis. Should the representative be unable to fulfill the term limits, the Executive Board will appoint a replacement.

Standing Rules:

I. General

1. Any member/individual who cannot support or promote the purpose of the *Alliance of Ohio Trauma Registrars* (ARTICLE II) shall not use the AOTR or any part thereof as a forum for the public expression of personal opinion.
2. Any member/individual shall not use, or allow anyone else to use, the names, addresses and email address of the AOTR membership to solicit funds or to promote any commercial service or product.
3. Any member/individual shall not use the name *Alliance of Ohio Trauma Registrars*, or any confusingly similar title or name, on any item or document without written permission of the AOTR Executive Board.
4. A member in good standing (Article III, Section B) receives the following member benefits annually:
 - a. Voting privileges
 - b. Eligible to run for office
 - c. CEU's for education
 - d. AOTR Newsletter on quarterly basis
 - e. Drawing at end of the year for an AOTR give away; such as apparel, ICD10 Book, Anatomy Book. Not to exceed \$100 and to be decided by current AOTR Officers.
 - f. Ability to chair committees
 - g. Access to online minutes and roster
 - h. Ability to participate in the CAISS and CSTR study groups
5. A member not considered in good standing, shall have no voting privileges, however, shall be heard in all discussions and debates.

II. Membership Dues (ARTICLE III, Section A)

1. Annual dues of thirty-five dollars (\$35.00) are due by January 31st.

III. Standing Committees (ARTICLE VI)

1. Except for the Education Committee, the President in consultation and with the advice of the Executive Board appoints the Chairmen of the Standing Committees. The Chairmen shall select their committee members. All Committees shall keep permanent minutes of meetings and records of the actions taken and decisions made during the year. At the end of the tenure these records shall be given to the incoming Chairman.

Standing Committees Include:

- Nominating Committee
- Finance Committee
- Education Committee

IV. Continuing Education

1. Develop educational programs for the AOTR members.

V. Parliamentary Assistance

President shall appoint an ad hoc committee to:

1. Conduct a yearly review of existing Standing Rules and Bylaws to ensure they are current and appropriate.
2. Ensure that proposed Standing Rules and Bylaws are clearly worded and in correct parliamentary form.
3. Assist members in motions to be brought to the membership
4. Assist any member in drafting a proposed Standing Rule or Bylaw.
5. Develop new Standing Rules and Bylaws at the request of the President or Executive Board.

Duties of Officers (Bylaws: ARTICLE V)

President

1. Presides at all meetings of the Executive Board and the general membership.
2. Is the official spokesman of the AOTR or delegates a liaison with other professional organizations to speak on behalf of the AOTR.
3. Is responsible for the efficient functioning of the AOTR.
4. Appoints the Parliamentarian and Chairmen of all Standing Committees (with the exception of the Finance Committee) in consultation with the Executive Board.
5. Appoints all Special Committees as needed.
6. President ensures only members in good standing vote during the voting process.
7. Serves as ex-officio member of all committees.
8. Shall each term have appointed from the Executive Board a signer for all financial accounts.
9. Assumes other duties prescribed by the Executive Board.
10. Maintains a current contact list (Roster) of all Members

Vice-President

1. Has all the powers and performs all duties of the President in his/her absence.
2. Serve as the editor for a quarterly AOTR newsletter publication
3. Shall automatically succeed the President in the event the President cannot fulfill the duties of his/her term of office.
4. Serves as coordinator and publisher of the Liaisons report for AOTR meetings.
5. Performs other duties as assigned by the President.

Secretary

1. Records all minutes of the Executive Board and general membership meetings.
2. Provides copies of the Executive Board meeting minutes to all members of the Board for their correction and/or approval.
3. Provides copies of the general membership meeting minutes to all members for their correction and/or approval.
4. Will serve as a backup to the webmaster for the purpose of updating information.
5. Acts as point of contact and organizer for AOTR Mentorship program

6. Performs other duties as assigned by the President.

Treasurer

1. Is accountable for all moneys received and disbursed.
2. Is responsible for seeing that all financial obligations of the AOTR are met.
3. Prepares a monthly financial statement detailing receipts and disbursements for presentation at meetings of the Executive Board and general membership.
4. Is responsible for the AOTR's use of accepted methods of accounting.
5. By February 1, submits the AOTR's books to the Audit Committee appointed by the President.
6. Maintains a current list of members in good standing and shall report at each general meeting whether a quorum has been met.
7. A secondary signer, appointed by and from the Executive Board, shall be a signer on all accounts.
8. Performs other duties as assigned by the President.

Education Chair

1. Responsible for scheduling, tracking and issuing certificates for continuing education offerings at 4 of 6 AOTR meetings annually
2. Responsible for the Ohio Trauma Registry Course
3. Responsible for soliciting educators to participate in the education committee for meeting presentations and instructing at OTRC, CAISS, CSTR study groups.
4. Performs other duties as assigned by the President.
5. Responsible for holding Education Committee meetings, as well as completing meeting minutes.



Alliance of Ohio Trauma Registrars Endorsement Request Form

We appreciate your interest in seeking the Alliance of Ohio Trauma Registrars (AOTR) endorsement and your commitment to providing trauma support in the state of Ohio. Please fill out all fields. Upon review, if the AOTR determines your request fits within our current mission, then the AOTR will contact you. Written request **must** be submitted to the AOTR Board **60-90 days prior** to the next scheduled AOTR meeting.

Date of Request to AOTR: _____

Person/Organization requesting endorsement:

Date Endorsement is needed for Requestor: _____

Reason for Endorsement Request:

Endorsement Benefit to the AOTR organization:
