

PROPOSED AMENDMENTS AND CHANGES AS OF June 26, 2020

BYLAWS

**AMENDED AND RESTATED
BYLAWS OF THE
PEDIATRIC TRAUMA SOCIETY**

ARTICLE I: NAME

The name of this corporation is the Pediatric Trauma Society (hereinafter the "Society").

ARTICLE II: PURPOSE

The Society is organized exclusively for charitable purposes as defined in Section 501(c) (3) of the Internal Revenue Code.

The mission of the Society is improving pediatric trauma outcomes. The vision of the Society is to be a global leader in the field of pediatric trauma through optimal care.

ARTICLE III: MEMBERSHIP

Section 1. The Society shall have twelve classes of members: MD, DO; Academic Researcher (including PhD, MPH and Masters); Nurses, PAs, Program Managers, Allied Health Staff (including Injury Prevention, Critical Care Staff, Therapists, Advocacy, Research/Data Coordinator, Social Workers, Pharmacists);, Advanced Practice Nurse; EMS, Resident/Student, Fellow; International (with designations for categories above).

MD, DO – A MD, DO member must be an actively practicing physician appropriately credentialed to provide medical care for pediatric trauma patients. MD, DO members shall have all of the rights and privileges of membership, including the right to vote and the right to hold office.

Academic Researcher – An Academic Research member must be in an active research or teaching profession appropriately credentialed to provide knowledge of medical care for pediatric trauma patients. Academic Researcher members shall have all of the rights and privileges of membership, including the right to vote and the right to hold office.

Nurses, PAs, Program Managers, Allied Health Staff (including Injury Prevention, Critical Care Staff, Therapists, Advocacy, Research/Data Coordinator, Social Workers, Pharmacists)– Nurses, PAs, Program Managers, Allied Health Staff must be an actively practicing health care provider appropriately credentialed to provide medical care for pediatric trauma patients. These members shall have all of the rights and privileges of membership, including the right to vote and the right to hold office.

EMS – Must be an actively practicing EMS provider appropriately credentialed to provide medical care for pediatric trauma patients. These members shall have all of the rights and privileges of membership, including the right to vote and the right to hold office.

Resident/Student/Fellow – Resident/Student/Fellow membership is open to individuals actively enrolled in a post graduate training program or undergraduate institution who are interested in pursuing a career in the treatment, research or education of pediatric trauma. Resident/Student members are not permitted to vote, hold office, or chair committees.

International – Anyone who resides and practices in countries other than the United States. International members shall have the same privileges per membership category as set forth above.

Section 2. Application for voting membership shall be open to all pediatric trauma care providers including but not limited to physicians, nurses, nurse practitioners, physician assistants, psychologists, injury prevention coordinators, researchers, emergency medical services providers, and allied health professionals.

Section 3. Membership is granted after completion and receipt of a general membership application and annual dues. Members in good standing with the Society may vote, hold office, attend business meetings and serve on committees.

Section 4. A member may be removed from membership by the Executive Board under the following circumstances: Failure to adhere to the obligations and objectives of the association; Failure to remit dues within 90 days after the annual due date; Failure to maintain good standing in the medical / allied health field; Acts in a manner that discredits the Society. Members in good standing may resign at any time. Resignation shall not relieve a member of the obligation to pay outstanding dues or assessments.

ARTICLE IV: BOARD OF DIRECTORS (“EXECUTIVE BOARD”)

Section 1. The Board of Directors of the Society shall be called the Executive Board (Board) and shall be composed of the President, President-elect, Immediate Past-President, Secretary, Treasurer, and Four Members-At-Large. All Executive Board members will be assigned as liaisons to standing PTS committees with the assignments at the discretion of the President.

Section 2. No two offices shall be held by the same individual with the exception of the offices of Secretary or Treasurer.

Section 3. The Board shall meet at least quarterly, or more frequently if needed, either in person or by any authorized communication equipment acceptable to the officers.

Section 4. Four Members-At-Large shall be elected for two-year terms, with election years staggered for consistency amongst the Board and may serve no more than two consecutive terms. The Members-At-Large positions will be further divided into two MD positions and two non-MD positions.

ARTICLE V: OFFICERS

Section 1. The officers of the Society shall be a President, a President-Elect, a Secretary and a Treasurer.

Section 2. The President and President–Elect shall be elected annually with the President-Elect succeeding to the Presidency at the conclusion of a one-year term. The Secretary and Treasurer shall be elected for terms of two years and may serve no more than two consecutive terms.

Section 3. The President shall preside at all meetings of the membership of the Society and the Executive Board, have the responsibility for general supervision of the Society, form ad hoc committees as needed to conduct the business of the Society and shall appoint chairpersons, with the approval of the Executive Board, for all standing and ad hoc committees. In addition the president will assign all members of the executive board to serve as liaisons to all standing committees of PTS.

Section 4. The President-Elect shall serve for a term of one (1) year and shall succeed to the office of President in the month of January following the election. The President-Elect will, in the absence or incapacity of the President, assume all duties customarily pertaining to the office of President. The President-Elect shall have such other powers and perform such other duties as may be assigned by the President.

Section 5. The Secretary shall serve for a term of two (2) years. The Secretary shall perform any and all other duties incident to the office or that may be required by these By-Laws. Duties include: official correspondence, recording the proceedings of all Executive Board and membership meetings, maintaining a current roster of members, attendance record of meetings, providing notice of meetings to the members, and editorial responsibility for the PTS Newsletter.

Section 6. The Treasurer shall serve for a term of two (2) years. The Treasurer shall have the powers and duties generally incident to the office of Treasurer of an organization and such other duties as may be assigned by the President. The Treasurer will provide a financial report at the Annual Meeting. In the absence of the President and the President-Elect, the Treasurer shall perform all duties of the President. The Treasurer will serve as Chair to the Finance Committee. He/She may be bonded at the expense of the Society.

Section 7. The Immediate Past President shall serve as Chair of the Nominating Committee.

Section 8. Four Members at Large shall each serve for a term of two (2) years which shall be staggered.

Section 9. Any Executive Board member may be removed from office by a two-thirds (2/3) vote of the Executive Board. Such person may be removed for cause, defined as making a willful misrepresentation to the Executive Board, not fulfilling the duties of an office, violating one's fiduciary duties to the Society or acting in a manner counter to the mission and purposes of the Society, provided that the Executive Board member is first given written notice of the grounds for removal and an opportunity for due process is provided.

Section 10. In the event of death, resignation, incapacitation or removal of an elected officer, the Nominating Committee shall reconvene to propose nominees for the vacant office. The Executive Board will appoint an eligible member to serve the remainder of the term of the vacant office.

ARTICLE VI: DUES

Section 1. Members shall pay an annual membership fee.

ARTICLE VII: MEETINGS

Section 1. All meetings of the Society shall be conducted according to these bylaws and the most current revision of parliamentary procedures according to Robert's Rules of Order.

Section 2. All voting shall be carried out by written ballot or any authorized electronic communication equipment. With the exception of bylaw revisions, a simple majority (50% plus one) of the voting membership is needed for an issue to pass.

Section 3. A majority of the Executive Board shall constitute a quorum for the meetings.

Section 4. A special meeting of the Society may be called by the Executive Board or on the written request of ten members delivered to the Executive Board, the President or the Secretary. The specific purposes of the meeting must be stated in the request

Section 5. An Annual Meeting of the Society for the transaction of business shall be held at such time and place as designated by the Executive Board. Notice of the meeting shall be provided to members at least 90 days prior to the meeting. A majority of members present shall constitute a quorum.

Section 5.1 The Annual Meeting of the Society shall be presided over by the President, or if the President is absent, by the President-Elect. The Secretary of the organization or, in his / her absence, any designee of the Secretary, shall act as recorder for such meetings.

Section 5.2 Members shall approve any amendments to the Bylaws with a two-thirds (2/3) majority of responding membership votes.

ARTICLE VIII: ELECTIONS

Section 1. Any member in good standing must be considered for the ballot. Good standing shall mean that the member is current in their dues, has attended at least two (2) Annual Meetings, and has served on a PTS Committee. The Nominating Committee may nominate members for each vacant position and must nominate at least one (1) person for each position. Based on the approval of nominations, the Executive Board shall direct the Nominating Committee to prepare the ballots for electronic distribution at least 30 days prior to the Annual Meeting. Elections shall remain open for a period of 15 days with new officers assuming their positions at the conclusion of the Society Annual Meeting.

Two (2) members will be voted from the membership, to serve on the Nominating Committee, on an annual basis. The members voted from the membership shall be selected at the business meeting at the annual meeting No member of the Nominating Committee shall run for office.

ARTICLE IX: COMMITTEES

Section 1. STANDING COMMITTEES. There shall be standing committees in the Pediatric Trauma Society: Executive Board, Nominating, Program, Guidelines, Education, Membership, Injury Prevention, Publication, Research, Nurse Leadership and Advanced Practice Providers. (See Table 1)

TABLE 1. Committee Structure & Function

Name	Chair Selection*	Membership No.	Membership Selection	Report
Executive Board	Election	Officers & Members-at-Large	Election	Membership

Nominating	Constitutional	5	Constitutional	Board
Program	Presidential	12-15	Presidential	Board
Guidelines	Presidential	25-30	Online Application	Board
Education	Presidential	5-7	Online Application	Board
Membership	Presidential	5-7	Online Application	Board
Injury Prevention Steering Committee	Presidential	5-7	Online Application	Board
Publication	Presidential	20 (10 MD and 10 non-MD)	Online Application	Board
Research	Presidential	5-7	Online Application	Board
Nurse Leadership Steering Committee	Presidential	5-7	Online Application	Board
Advanced Practice Providers Steering Committee	Presidential	5-7	Online Application	Board

Section 1a. Governance. Standing committees are chaired by a Presidential appointee. The President may consider the recommendation of the outgoing Chair for committee leadership and membership. The Chair serves 2 years at the pleasure of the President.

Section 1.1. The Education Committee is responsible for promoting any aspect of pediatric trauma care through educational endeavors.

Section 1.2. The Research Committee is responsible for developing and implementing an infrastructure for collaborative, multi-center, multi-specialty pediatric research.

Section 1.3. The Guidelines Committee is responsible for developing and disseminating evidence-based information related to pediatric trauma care for the purpose of increasing the scientific knowledge needed to enhance patient care and promote optimal clinical decision-making.

Section 1.4. The Membership Committee shall consist of up to seven members with representatives of all member segments in the PTS i.e. physicians, nurses, emergency medicine personnel and others as required. The Membership Committee is responsible for developing marketing strategy, and improving member retention and growth.

Section 1.5. The Nurse Leadership Committee is responsible for networking, minimizing duplication of effort related to pediatric trauma program/operation, and decreasing variation within pediatric trauma programs making the role of pediatric nurse leader easier.

Section 1.6. The Program Committee shall develop a meeting that will be the first choice for professional development and networking for practitioners, educators, researchers and administrators involved in the care of the injured pediatric patient. The meeting will support and align with the overall PTS mission/vision. The PTS Program Committee will strategically lead the planning of the conference while working with the board to make recommendations regarding the content, finances and planning for future conference sites.

Section 1.7. The Advanced Practice Providers Committee shall create a network, serve as a resource for APP role questions, evaluate the impact of APPs on trauma systems and patients, and support the role of APPs in trauma systems.

Section 1.8. The Injury Prevention is responsible for promoting injury prevention and the outcomes of various programs on decreasing injury. It will also function as the information and education resource for PTS members and the general public on matters related to the prevention of pediatric injury.

Section 1.9. The Nominating Committee is responsible for proposing nominees to the Executive Board for vacant positions. The Nominating Committee shall consist of the three most recent Past Presidents with the most Immediate Past President serving as Chair, as well as two (2) members voted from the membership on an annual basis. Beginning in 2019, the members voted from the membership shall be selected via electronic vote on the annual ballot; for 2018, the Board of PTS shall pick two members to serve on the 2018 Nominating Committee. The Immediate Past President and his/her appointed members shall serve as the Nominating Committee until such time as there are sufficient Past Presidents to form the Nominating Committee designated above.

Section 1.10. The Publications Committee shall consist of the Chair, Vice-Chair, and Immediate Past Chair and include other members of the Society to a maximum of twenty (20) members at the discretion of the Chair. The Chair will serve as the liaison to The Journal of Trauma and Acute Care Surgery (JTACS) and members of the committee shall serve a two-year term. The Publications Committee will be responsible for reviewing all manuscripts submitted for publication in conjunction with the annual Society meeting, and will also be responsible for scoring the Tepas Paper Competition papers and abstracts and selecting the winners.

Section 2. The chairpersons will provide regular updates regarding committee activity to the Executive Board and annually to the membership. The format of this information sharing will be at the discretion of the Executive Board.

Section 3. Each committee will have a Chair and a Vice-Chair. The Vice-Chair will serve 2 (two) years before taking over the Chair position for an additional 2 (two) years, for a total term of 4 (four) years. The Program Committee chair and vice chair will serve 1 year term each.

Section 4. Special Purpose work groups. Organizational needs may change over shorter periods of time than the President and Board may recognize a need for a focus group to address a particular problem (i.e., Task Force). Task forces will have a predetermined length of appointment, not to exceed two years, that is renewal at the discretion of the Board.

Other groups may meet to address the needs of a specific constituency in the organization (i.e., Special Interest Group). Groups in this category will be reviewed by the Board every four years to evaluate whether their intended mission is being met. Specialty group leaders are appointed by the president or Executive Board and evaluated at four-year intervals by the Board. Chairs of these groups will provide updates to the President at least on annual basis.

Table 2: Specialty-based structure and function

Name	Liaison	Membership	Reporting	Notes
Special Interest Group	Presidential designation	Self-selected	Annually to the Board	Evaluated every four years for continuation, remove constitutional mandate
Task Force	Lead selection by Presidential designation	Presidential appointment; number of members determined by President based on need. Typically 3-5 members.	Presidential/Board Report	This organization is time limited. Board will review the need annually. Shorter terms may be defined by the President/Board.

ARTICLE VI: DISSOLUTION

Section 1. In the event of dissolution or final liquidation of the Society, all of its assets remaining after payment of its obligations have been made or provided for shall be distributed to and amongst such corporations, foundations, or other organizations operated exclusively for scientific and educational purposes consistent with those of the Society, and shall be designated by the Officers and Executive Board.

ARTICLE VII: AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended subject to approval of a vote of two-thirds of the responding or present voting membership.

Section 2. Bylaws may be suspended for a period of no longer than twelve (12) hours at the discretion of the Executive Board.