



**Trauma Registry Information Specialists of Canada
By-Laws
(Adopted: March 2007)**

Article I

Name:

The name of the subcommittee shall be the Trauma Registry Information Specialists of Canada (TRISC).

Article II

Purpose:

The purpose of TRISC is to work in collaboration with the Trauma Association of Canada (TAC) to shape the future of Canadian trauma systems through the provision of high quality data to be utilized for statistical analysis in epidemiology, research, education, program planning and utilization, and quality improvement which improve trauma patient care, outcomes and assist in the development of injury prevention programs. Additionally, TRISC will serve as a national support and information network system to enhance the communication and professional development of the group.

Article III

Membership:

Individuals actively involved in the collection, analyses, interpretation, coordination or management of trauma data and registries. Membership may include, but is not limited to, a variety of professional backgrounds (i.e. health information analysts, health information management professionals, nurses, epidemiologists, paramedics, managers, and other data related professionals).

Membership in TRISC is contingent on maintaining current membership in TAC. The TRISC membership year is the calendar year. All members shall pay an annual membership fee as recommended by the Executive and approved at the annual business meeting. All members are encouraged to support the mission of TRISC through participation in its annual meeting and the work of its committees.

Admission Procedures:

Application forms for membership will be available through the TAC website (www.traumacanada.org). Completed membership forms should be directed to the TAC central office at the address specified on the form. Members of TRISC shall be considered 'Associate Members' of TAC with the 'TRISC' subcommittee identified as such on the membership form. The Executive Committee of TRISC shall act as a membership committee. TRISC shall designate a member of the Executive to receive TRISC membership information from TAC.

Article IV

Executive Committee:

1. The Executive Committee shall consist of a minimum of three (3) and a maximum of seven (7) members including one Chair, Representatives from across Canada, and one National Trauma Registry (NTR) Representative.
2. The Executive shall be elected at the general business session of the annual meeting by a majority of the voting members present. Confirmed nominations for members of the Executive (Chair and Representatives) will be accepted at the annual meeting. Nominations for the Chair position will be eligible to past Executive Committee members only.
3. The Executive shall serve a two-year term and are qualified for re-election.
4. The National Trauma Registry shall appoint the NTR Representative at the request of the Executive Committee. The NTR representative is not eligible to run for Chair.
5. The Executive shall serve without remuneration.
6. The Executive Committee shall have the power to reimburse the Executive and any other individual working on behalf of TRISC for any expenses incurred by them in the discharge of duties directly related to the business of TRISC.
7. All members of the Executive are subject to removal from the Executive Committee at any time, with or without cause, by resolution of the Executive Committee.
8. In the event that any member of the Executive Committee or any member of any TRISC committee is unwilling or unable for any reason whatsoever to serve the full term of the committee to which he/she has been elected or appointed, the Executive Committee may choose to fill the vacancy, if deemed necessary by either seeking an interested member, to be elected by the membership or may

appoint another member of TRISC to hold such appointment for the balance of the term.

9. The Executive Committee shall manage the affairs of TRISC and shall have charge of annual meetings and any special general meetings.
10. The Executive Committee shall function as a membership committee and by-laws committee.
11. A quorum for meetings of the Executive Committee shall be 50% (or at least three) of the Executive Committee membership.
12. In general, meetings of the TRISC Executive shall take place by telephone conferencing.
13. Minutes of the Executive Committee meetings shall be distributed to the Executive members within fourteen (14) days of the meeting's conclusion.
14. Questions arising at any meeting of the Executive Committee shall be decided through a process of discussion and consensus. If consensus cannot be reached, the matter will be put to the TRISC membership for voting. A majority of votes by the TRISC membership by assent or dissent shall determine the final decision.
15. The Executive Committee is authorized to manage the accounts of TRISC. All bills or exchange, cheques, documents, deeds or other papers required to be executed by the Executive shall be signed by any one of the members of the Executive Committee as the Executive Committee may by resolution designate.
16. At each annual meeting, the Executive member acting as Treasurer shall report on the accounts of TRISC.

Article V

Duties and Powers of the Executive:

1. Within 30 days following the annual meeting, the Executive Committee shall collaboratively determine/assign their specific duties, which shall include but not be limited to the following:
 - Generate and distribute the minutes of the Executive meetings.
 - Communicate with TRISC members and the various committees of TRISC and maintain copies of such communication.
 - Develop and maintain the Membership and By-laws.
 - Lead development of the strategic plan.

- Report at the annual meeting on the activities of TRISC and the work of the Executive.
- Organize and develop the agenda for the annual meeting.
- Liaise with the annual TAC Conference Planning Committee:
 - Member of TAC Conference Planning Committee.
- Generate and distribute the minutes of the annual meeting.
- Act as a liaison to Trauma Coordinators of Canada (TCC) by representing the interests of TRISC:
 - Report to the Executive and TRISC members regarding the activities of TCC at the Executive meetings and the annual meeting.
- Act as the Treasurer:
 - Manage the TRISC funds.
 - Liaise with TAC treasurer and TAC central office.
- Liaise with TAC Accreditation Standing Committee:
 - Member of TAC Accreditation Standing Committee.
- Arrange for an Executive Committee member alternate if unable to attend TAC committee meetings.

2. Once these duties are appropriately distributed among the Executive, the TRISC members will be informed of the distribution of responsibility.

TRISC Chair

- Organize and chair meetings of the Executive.
- Chair the annual TRISC meetings.
- Act as the TAC Liaison:
 - As a member of the TAC Executive Committee, represent the interests of TRISC.
 - Attend biannual meetings of the TAC Executive Committee.
 - Liaise with the TAC President.
 - Report to the TRISC Executive and members of TRISC regarding the activities of TAC at TRISC Executive meetings and the annual TRISC meeting.
- Act as NTRAC Co-chair:
 - Attend the biannual meetings of the NTRAC.
 - Liaise with the other co-chair of the NTRAC.
 - Report to the TRISC Executive and members of TRISC regarding the activities of the NTRAC at the Executive meetings and the annual TRISC meeting.
 - Provide data management and coding expertise for NTRAC decision-making.
- Appoint an Executive member alternate for any function.

NTR Representative

As a member of the Canadian Institute of Health Information (CIHI), represent the NTR, and provide input regarding NTR/CIHI data, registries and policies.

Article VI

Standing & Special Committees:

1. TRISC will work with TAC to ensure cross representation on all TRISC and TAC committees, as appropriate.
2. The Executive Committee may establish special committees to address issues of concern. During the annual meeting, special committees may also be established at the request of a majority of members participating.
3. Members of standing or special committees shall serve without cause by resolution of the Executive Committee.
4. Members of standing or special committees are subject to removal from office at any time with or without cause by resolution of the Executive Committee.

Article VII

Meetings:

1. The Trauma Registry Information Specialists of Canada will hold an Annual Meeting in conjunction with the Trauma Association of Canada's Annual Scientific Meeting, as established by the TAC Executive Committee. Registration fees will be charged to all non-TAC / TRISC members attending the annual meeting. The Executive Committee will fix the registration amount. Official guests of TRISC shall be exempt from the payment of registration fees.

2. The annual meeting of TRISC shall include:

a. Professional Education / Development Sessions

- i. May include research or data-related papers, non-medical trauma-related papers, and workshops or training sessions designed to enhance the skills of the trauma registry information specialist.

b. General Business / Strategic Planning Sessions

- i. The quorum shall be 30% of active members.
- ii. Questions shall be decided by a majority of votes of the members present except where a change in by-laws is involved. In the latter instance, a two-thirds majority will be required. Each question will normally be decided by a show of hands. At the discretion of the Chair or upon the request of a member, a roll call or a written ballot may be utilized. In case of an equality of votes, the Chair shall be entitled to cast a deciding vote. A declaration by the Chair that a resolution has been carried, and an entry to that effect in the minutes, shall be prima facie evidence of the fact without proof of the manner or proportion of the votes recorded in favour of or against such resolution.

- iii. Special general meetings may be held at the call of the Executive Committee or at the request of at least 50% of the members of TRISC.
- iv. Notice of annual meetings or special general meetings shall be given to all active TRISC members at least one month prior to the date fixed for such meetings.

Article VIII

Forfeiture of Membership:

1. Any member in arrears of dues for 6 months without adequate explanation shall be dropped from the roll of membership on the approval of the Executive Committee. No member shall be dropped from membership until three months have elapsed from the time of notification of impending loss of membership has been sent by mail to his/her last known address.
2. A member may resign from TRISC by given a written notice to the Secretary of the Trauma Association of Canada, who will advise the Executive Committee.

Article IX

Changes in the By-laws:

1. Proposals to amend or appeal the by-laws may be made:
 - a. By the Executive Committee.
 - b. By duly proposed and seconded motion from the floor at any general business session of an annual meeting.
 - c. A written copy of the proposal signed by not less than five members shall be forwarded to the Chair
2. The Chair shall forward a copy of all proposals to each member at least thirty days prior to the annual meeting or special general meeting at which the proposals are to be considered.
3.
 - a. Proposals made under section 1.a. of this article shall be dealt with at the general business session of the next annual meeting or special general meeting, whichever shall first occur.
 - b. Proposals made under section 1.b. or 1.c. of this article shall be dealt with at a general business session of the next annual meeting or special general meeting, whichever shall first occur, which is held after the lapse of ninety or more days from the date on which the motion is presented or the proposal is forwarded to the Chair.

4. Proposals must be sanctioned by at least two-thirds of the members of TRISC present and entitled to vote at a special general meeting duly called to consider such by-laws, or at any annual meeting.

Article X

Business of the TRISC:

1. The head office of TRISC shall be in such Canadian City as the Executive Committee may from time to time determine.
2. The Executive may from time to time make such rules and regulations not in any way inconsistent with the by-laws, for the internal management of TRISC and for such other purposes as the Executive Committee may deem advisable.
3. The fiscal year of TRISC shall coincide with that established by the Trauma Association of Canada.
4. Where it is provided in the by-laws that any thing is to be determined or that anything, place or person, is to be recognized or approved in any manner whatsoever by TRISC, the determination, recognition or approval shall be made by majority vote at the annual meeting or at a special general meeting of TRISC unless the by-laws specifically provide otherwise.
5. TRISC shall have a logo including the name of the subcommittee and it shall be present on all documentation representing TRISC.