

Constitution of the University of Texas Medical School-Houston (UTMSH) House Staff Association

ARTICLE I: Name, Purpose, Objective

Section 1. The name of this organization shall be **The University of Texas Medical School at Houston House Staff Association (UTMSH-HSA) hereinafter (Association)**

Section 2. The Purpose of the Association shall be to:

- A. Promote an effective and satisfactory working and training environment for its members.
- B. Assist the affiliated hospitals in the implementation of quality cost effective patient care
- C. Represent the interests of its members in deliberations with affiliated hospitals on issues regarding working conditions and benefits.

Section 3. The objectives for this Association are:

- A. To provide a venue to support the House Staff members in the exchange of ideas, expression of grievances, and dissemination of information relevant to the professional and social development of its members
- B. To provide a forum for the professional development of members via educational programs, networking opportunities, and leadership experience.
- C. To encourage participation in hospital policy making and administration as these areas effect Association members.
- D. To promote and improve the working relationships between the Association members

ARTICLE II. Membership

Section 1. Membership

The membership shall be comprised of all physicians and dentists who hold an internship, residency, or fellowship appointment at the UTMSH and paid through the University of Texas System Medical Foundation.

Good standing: A member shall be in good standing who currently holds a residency or fellowship appointment at UTMSH and is not on probation or subject to any disciplinary sanctions.

Section 2. Rights of Membership

Physician in good standing shall be entitled to the:

- A. right to vote
- B. right to hold office

- C. right to serve on the Executive Council or Senate and/or committees
- D. right to serve on hospital committees, as allowed by hospitals
- E. right to participate in general assembly

Section 3. Termination of Membership:

Membership shall be terminated upon:

- A. Written resignation
- B. Death of a member
- C. Completion of training program
- D. Transfer or dismissal from training program
- E. A determination of 2/3 majority vote of the Association that an individual's actions are contrary the Constitution, Bylaws or best interest of the Association

ARTICLE III. Meetings

All regular meetings of the Association shall be conducted following the guidelines of Robert's Rules of Order.

- A. Any person other than Association members and GME and hospital support staff, that attend an Association meeting to participate in discussions of an agenda item pertinent to his/her area of hospital responsibility, must be invited by the Officers of the Association or the GME office with approval of the Association Officers.

Section 1. Annual Meetings of the Association

- A. The Annual Meeting of the Association shall be in September of each year. The annual report and strategic vision shall be presented by the incoming President.
- B. The Annual Meeting may also serve as the regular meeting for the month of September

Section 2. Regular Meetings of the Association

The regular meetings of the Association shall be held monthly. Items to be placed on the agenda must be submitted to any officer in writing at least 8 days prior to the meeting or 1 day prior to the Executive Council meeting. Meeting dates shall be posted on the Association website.

Section 3. Executive Council

The Executive Council shall meet monthly, preferably prior to the Association Meeting. The specific date may be made at the discretion of the President. Meeting dates shall be posted on the Association website. Officers are expected to attend Executive Council meetings. Association members may also attend the Council meeting upon notification to the President.

Section 4. Special Meetings

Special meetings may be called at any time by the President or upon written request of a majority of the Executive Council membership.

Section 3. Quorum

No meeting of the Association shall take place nor shall any business of the Association be conducted in the absence of a quorum, defined as follows:

- A. General assembly of the Association: simply the number of people present at that meeting constitutes a quorum. The type of business conducted will be at the discretion of the presiding Officer.
- B. The Executive Council: May take place with at least one voting member, represented. However, a voting quorum shall be defined as at least half of the voting members (i.e. officers) of the Executive Council. This quorum may occur virtually by conference call, intranet meeting, or by e-mail consensus.

ARTICLE IV. Officers of the Executive Council

Section 1. Selection of Officers

- A. Nomination for the elected positions shall occur in the Spring at the discretion of the Executive Council.
- B. All nominations shall be done electronically via correspondence with the President-Elect or other designee.
- C. Individuals may be nominated by an Association member or be self nominated. If an individual is nominated by another Association member, that individual must accept the nomination in writing for him to become an official candidate.
- D. Nominations shall remain open for 7 days.
- E. The President-Elect, or designee, must present the official slate of candidates electronically to the entire Association within two days of the close of nominations.
- F. Once the official slate is presented, the election shall be conducted electronically as determined by the Executive Council and open for a period of 7 days to all Association members in good standing.
- G. The election shall be decided by a simple majority of the votes received. Run-off elections shall be held should no candidate receive a majority of votes.
- H. All candidates will have the opportunity to post a candidate statement on the HSA website for all Association members to read.
- I. All candidates must have the approval of their Program Director.

- J. Written assurance from the candidate and their Program Director that they will have protected time to attend all Council meetings.
- K. Elected officers may not miss more than 2 consecutive Council meetings unless they have prior approval from the President or President-Elect.

Section 2. Officers

Elected positions shall be:

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary/Treasurer
- E. Fellowship Trustee
- F. Member-At-Large as determined by the Council Officers
- G. Representative for Diversity and Inclusion.

The President-Elect of the Association shall attain the office of President by automatic succession or upon departure or removal of the President.

Section 3.A. Duties of the Officers of the Executive Council

As a body, the Executive Council:

- A. May vote to speak on behalf of the Association.
- B. Are obliged to address resolutions passed by the Senate
- C. Will certify or veto resolutions passed by the Senate by 2/3 majority.
- D. Will manage the content of the Annual and Regular Meetings of the Association.

Section 3.B. Specific Duties of Officers:

A. President

The President shall

1. Preside over all regular and House Staff Council meetings.
2. Present an annual report to the Association.
3. Shall appoint all committee Chairpersons.
4. Serve as an ex-officio member of all committees.
5. Delegate duties or assign projects to Committees as deemed necessary.
6. Supervise operations of the Association
7. Serve as the Association spokesperson on the Graduate Medical Education Committee.
8. The President can delegate any Officer to serve as a representative of the Association in his/her absence.

B. President-Elect

The President-Elect shall

1. Preside over all meetings in the absence of the President
2. May serve as Chairperson of any committee.
3. Work directly with the President and hospital staff in deciding what information pertaining to the hospital operations needed to be communicated to the Association.
4. Serve as the Graduate Medical Educational Committee Representative.

C. Vice-President

The Vice-President shall

1. Preside in the absence of the President and the President-Elect
2. Facilitate interdepartmental communications.
3. Serve as an ex-officio member of all Senate committees.
4. Preside as the President of the Senate, coordinating the organization, its annual charter, and accountability of Senators.

D. Secretary/Treasurer

The Secretary shall

1. Oversee interdepartmental communications.
2. Maintain and present the minutes from each meeting.
3. Be the custodian of the Association's records.
4. Maintain a current roster of membership and Executive Council representatives.
5. Maintain contact with the GME Office for updates to the HSA Website.
6. Manage all monies associated with the Association.
7. Coordinate Resident social events
8. Lead any philanthropic enterprise as directed by the Association or Executive Council.

E. Fellowship Trustee

The Fellowship Trustee shall

1. Will assist the Vice president in the organization and management of the Senate.
2. Ensure representation of fellows.
3. Will be charged with fostering collaboration and unity between fellows and residents.
4. At the discretion of the President, will serve as an ex-officio member of any Association, Senate, or ad-hoc committee.

F. Member-At-large

The Member At-Large shall

1. Work with the President and other council members in formulating recommendations to affiliated hospitals.
2. Participate in committee meetings as suggested by the President.
3. Participate in discussion regarding resident issues in order to provide additional perspective from the resident point of view.

G. Representative for Diversity and Inclusion

The Representative for Diversity and Inclusion shall

1. Work with the President and other council members in formulating recommendations to affiliated hospitals.
2. Participate in committee meetings as suggested by the President.
3. Participate in discussion regarding resident issues in order to provide additional perspective from the resident point of view.
4. Attend Monthly meeting with the office of Diversity and Inclusion and keep open a line of communication between the Office of Diversity and Inclusion and the House Staff Association.

Section 4. Terms

Officers shall be elected or appointed for a term of one academic year. Terms shall be from July 1 to June 30. The period between June 1 and June 30 shall be termed a transition period. Both the outgoing and incoming House Staff will be invited to the June Executive Council meeting to ensure the proper transfer of responsibilities takes place.

Section 5. Qualifications

Each candidate for elected office shall be a member in good standing.

Candidates for elected office should preferably be involved in Association activities and have demonstrated leadership abilities.

Section 6. Vacancies

Elected or appointed positions shall be considered vacant when an officer ceases to perform their duties due to death, resignation, removal and/or disqualification.

- A. A vacancy of any elected office shall be filled by a member nominated by the President and confirmed by simple majority vote of the Executive Council at any Executive Council meeting.

- B. A vacancy in the office of President shall be filled by the President-Elect who shall serve the remainder of the unexpired term and his/her own full term as President.
- C. A vacancy in the office of the President-Elect shall be filled within sixty (60) days by special election. However, the Executive Council may determine not to hold a special election if a regular election for this office is to take place within one hundred fifty (150) days.

Section 7. Removal of Officers

- A. An officer may be removed from their position by simple majority vote at any regular or special meeting on the Association.
- B. An officer may be removed from their position as a result of poor attendance at Council meetings. Officers with more than 2 consecutive absences may be removed from office at the discretion of the President of the Council.
- C. The officer shall be afforded due process prior to any dismissal proceedings.
- D. Any officer who is disqualified (no longer in good standing) from membership in the Association shall immediately cease to be an officer.

Section 8 Due Process:

- A. An officer may be removed from office at any regular meeting of the Association.
- B. The officer shall be given notice of the intent to remove one week prior to the meeting. The officer shall have the right to speak on his/her behalf to the general assembly prior to any removal vote.

ARTICLE V: Resident Senate

Section 1. Senate Membership

- A. The Senate shall be composed of a maximum of four representatives from each of the UTMSH Clinical Departments as defined by the Office of Graduate Medical Education (UTMSH). Two residents and two fellows shall be selected from each clinical department.
- B. In clinical departments with few or no fellowship programs, an additional resident may serve as a Senator in place of a second fellow Senator.

Section 2. Selection of Senators

- A. Senate representatives shall be selected at the discretion of each clinical department or division. A roster of each clinical department or division representatives shall be prepared each academic year and made available to the Association. Senate representatives may be nominated by either the Chief Resident or Program Director. In clinical departments with more than one residency and fellowship program Chief Residents and Program Directors should mutually agree on senate appointments. Absence of representation is considered a forfeiture of representation by that department and will not be counted towards a representative quorum in the Senate.
- B. Senator appointments are for one academic year. Senators may be re-nominated by their Departmental Chief Resident(s) or Program Director. To be eligible for re-nomination, a former Senator must have attended at least 50% of the Senate meetings during the preceding academic year. There is no limit to the number of terms a Senator may serve if successfully re-nominated,

Section 3. Meetings of the Senate

- A. All meetings of the senate shall be conducted following the guidelines of Robert's Rules of Order.
- B. The Senate shall meet jointly with the Executive Council on a monthly basis. Special meetings of the Senate may be called by the Vice President or by a majority of the Senators.
- C. The Vice president will preside directly over the Senate.

Section 4. Duties of the Senators.

The duties of the Senators shall be

- A. To advise the Executive Council on matters pertinent to the represented department or division
- B. To aid in developing policy that shall guide the affairs of the Association.
- C. By passing resolutions developed in committee or by the body as a whole.
- D. To assist in the dissemination of information to the Association membership
- E. To seek qualified, suitable candidates for the elected positions of the Association.
- F. To serve on Hospital or University Committees that impact Association members or to seek out Association members best suited to represent the best interests of the Association on such committees.

ARTICLE VI: Committees

- A. The Committees of the Association shall be composed of members of the Association.
- B. Committees will be designated each year according to the goals and concerns of the Association.
- C. The Senate and Executive Council may jointly or independently form their own committees.
- D. All committees involving Officers must be approved formally by the President.
- E. All Senate Committees must be approved by the Vice President.
- F. Any person denied participation on any Senate or Association committee shall have the right to petition the Executive Council for review.
- G. The Executive Council shall have the power by majority vote to assign additional committee members.

ARTICLE VII. Amendments

- A. The Association Constitution may be amended at any regular meeting of the Association
- B. The proposed amendments to the Constitution shall be presented or otherwise made available in writing or electronically to each member of the Association for a period of 21 days for review and comment.
- C. Subject to any concerns expressed by the Association, any amendments to the Constitution will take effect ten days following the 21-day review and comment period.