

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 – Houston House Staff Association (UTMSH-HSA)**

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 physician or dental staff holding an internship, residency, or fellowship appointment at the University of Texas Medical School – Houston

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 serving 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 participate in general assembly

Section 2. 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. Meeting

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

- Any person other than House Staff Association members and hospital support staff, that should attend a House Staff 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 House Staff Association.

Section 1. Annual Meetings of the Association

- 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.
- 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. Requisition for 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.

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.

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

- Nomination for the elected positions shall occur in the Spring time at the discretion of the House staff executive council.
- All nominations shall be done electronically via correspondence with the President-Elect
- Individuals may be nominated by a House staff member or be self nominated. If an individual is nominated by another house staff member, that individual must accept the nomination in writing for him to become an official candidate.
- Nominations shall remain open for 7 days.
- The President-Elect must present the official slate of candidates electronically to the entire house staff within two days of the close of nominations.
- Once the official slate is presented, the election shall be conducted electronically as determined by the Executive Council and open to all members in good standing for 7 days.
- 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.
- All candidates will have the opportunity to post a candidate statement on the house staff website for all association members to read.

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Section. 2. Officers

Elected positions shall be:

- A. President
- B. President-Elect

- C. Vice President
- D. Executive Secretary
- E. Treasurer
- F. Corresponding Secretary
- G. Fellowship Trustee

The president of the House Staff Association shall attain the office by automatic succession from the office of the President-Elect.

Section 3A. 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 3B. 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 Policy Review Committee representative.
8. Serve as the Association spokesperson on the Graduate Medical Education Committee.

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 House Staff 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. Executive Secretary

The Executive Secretary shall

1. Oversee interdepartmental communications.
2. Reviews and presents the minutes from each meeting.
3. Be the custodian of the Association's records.
4. Maintain a current roster of membership and House Staff Council representatives.

E. Treasurer:

1. Manage all monies associated with the Association.
2. Coordinate Resident social events
3. Lead any philanthropic enterprise as directed by the Association or Executive council.

F. Corresponding Secretary:

1. Manage the dissemination and communication between members of the Association, the Executive Council and Senate.
2. Manage the Association Web Site.

G. Fellowship Trustee

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 considered potentially divisive between residents and fellows.

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

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House staff executive council meeting to ensure the proper transfer of responsibilities takes place.

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Section 5. Qualifications

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

Candidates for elected office should preferably be involved in House Staff 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 vacancy of any elected office shall be filled by a member nominated by the President and confirmed by simple majority vote of the Council at any House Staff Council meeting.
- 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.
- A vacancy in the office of the President-Elect shall be filled within sixty (60) days by special election. However, the House Staff 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.

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Section 7. Removal of Officers

- An officer may be removed from their position by simple majority vote at any regular or special meeting on the Association.
- The officer shall be afforded due process prior to any dismissal proceedings.
- Any officer who is disqualified from membership in the Association shall immediately cease to be an officer.

Section 8 Due Process:

- An officer may be removed from office at any regular meeting of the Association.
- 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. Residents

- The Senate shall be composed of two resident representatives from each of the UTMSH Clinical Departments as defined by the Office of Graduate Medical Education (UTMSH).

B. Fellows

The Senate shall be composed of two fellow representatives from each UTMSH Clinical department as defined by the Office of Graduate Medical Education (UTMSH). A fellow may also serve in place of a second resident Senator.

Section 2. Selection of Senators.

House Staff Council 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. The responsibility of having representation on the Senate falls ultimately to each Program Director. Absence of representation is considered a forfeiture of representation by that department and will not be counted towards a representative quorum in the Senate.

Section 3. Meetings of the Senate

- All meetings of the senate shall be conducted following the guidelines of Robert's Rules of Order.
- 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.
- 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 Officers on matters pertinent to the represented department or division
- B. To aid in developing policy that shall guide the affairs of the House Staff Association. By passing resolutions developed in committee or by the body as a whole.
- C. To assist in the dissemination of information to the Association membership
- D. To seek qualified, suitable candidates for the elected positions of the Association.
- E. Given the responsibility 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.

Section 5. Bylaws

The Senate shall have a set of bylaws that outline specific responsibilities of its members.

ARTICLE VI:

Committees

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

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ARTICLE VII.

Amendments

- The House Staff Association Constitution may be amended at any regular meeting of the House Staff Association
- The proposed amendments to the Constitution shall be presented or otherwise made available in writing to each member of the House Staff Association not less than seven days prior to the meeting at which the proposed amendment shall be considered.
- An amendment to the Constitution must be approved by a majority vote of of a quorum in order to pass.

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