

THE UNIVERSITY OF TEXAS MEDICAL SCHOOL AT HOUSTON

The Organization of Parents and Friends

Bylaws

Scott B. Schurdell

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6431 FANNIN
HOUSTON, TEXAS 77225

ARTICLE I

Purpose of the Organization

The purpose of the organization is to support the medical students of the University of Texas Medical School at Houston. The organization shall provide limited financial support to students in the form of short-term loans and scholarships; engage in activities that enhance the quality of student life and support those university short and long term goals that promote the image of the University of Texas Medical School at Houston in the academic and community at large. These purposes shall have the goal of upholding and advancing the medical students potential long-term contribution to their community. All funds collected by the organization shall be used exclusively to benefit the students in support of the purposes of the organization.

ARTICLE II

Organization Membership

All parents of medical students (includes MS1 – MS4) and those friends of medical students who are willing to support the purpose of the organization are automatically enrolled in the membership.

ARTICLE III

Role of the Steering Committee

The purposes of the organization shall be carried out under the direction of the Steering Committee. Membership of the Steering Committee shall be responsible for raising funds to be used for the stated purposes of the organization. The Steering Committee shall be composed of medical students' parents as detailed in Article VIII of the bylaws.

All organization Co-Chairpersons shall serve for a period of one year commencing August 1st and ending the following July 31st. Committee members shall serve from the time of their appointment until their student graduates (except for Past Organization Co-Chairpersons who served as Organization Co-Chairpersons in their students 4th year).

Steering Committee members shall meet twice a year prior to the fall and spring organization general meetings. Dates of the Steering Committee meetings shall be determined by the Co-

Chairpersons of the organization. Meetings shall generally take place on the University of Texas Medical School at Houston campus. Special meetings of the Steering Committee may be called by the Co-Chairpersons of the organization on an as needed basis. Any member of the Steering Committee may bring initiatives to said committee for discussion, support and action. A majority of Steering Committee members must affirm any action to be taken by the organization. A quorum must be present at any Steering Committee meeting to transact business. A quorum shall be defined as one-half of the Steering Committee membership.

The Steering Committee shall approve the Nominating Committee members. In the event that the Co-Chairpersons are unable to complete their term of service, the Steering Committee shall identify and approve alternate Co-Chairpersons.

Active participation of members of the Steering Committee is strongly encouraged. No organization can fulfill its purpose without the passionate support of its members.

ARTICLE IV

General Meetings of the Organization

The organization shall hold two general meetings each year. The meetings shall be open to the full membership of the organization. The purpose of the general meetings shall be:

- To communicate progress on annual goals and fulfillment of the purpose of the organization
- Interface with the Dean of the University of Texas Medical School at Houston to gain an appreciation for university concerns and identified opportunities for organization support
- Receive the Class President's reports to help parents and friends understand the medical student's experience
- Provide an update of the financial status of the organization
- Introduce Burnout Co-Chairpersons and solicit member support for the Burnout Dinners
- Engage in a learning opportunity with a member of the faculty or administration regarding topics of interest to the general membership

The meetings shall be held in the fall and the spring. Dates for these meetings shall be determined by the Co-Chairpersons of the organization.

ARTICLE V

Organization Co-Chairpersons

The Co-Chairpersons of the Organization of Parents & Friends shall be parents of an MS3 or MS4 medical student in good standing. The Co-Chairpersons shall passionately support the purpose of the organization as follows:

- Chair the Steering Committee meetings
- Chair the general meetings of the organization
- Lead fund raising efforts of the organization
- Serve as liaison between the university and the organization
- Establish policies and procedures as required to further the purpose of the organization
- Represent the organization at university functions as required
- Recommend the Nominating Committee members for Steering Committee approval
- Support other members of the organization in their capacities of service
- Provide a copy of the organization bylaws to each member of the Steering Committee
- Identify and recommend successor Organization Co-Chairpersons from the MS2 or MS3 class parents

The Organization Co-Chairpersons shall serve one year in this capacity. When that year is complete they shall recommend successor Organization Co-Chairpersons. The Organization Co-Chairpersons shall then serve as “Past” Organization Co-Chairpersons for one year.

Past Organization Co-Chairpersons are members of the Steering Committee and shall provide experienced based guidance and direction to the current Organization Co-Chairpersons and the Steering Committee.

ARTICLE VI

Finance Co-Chairpersons

The Finance Co-Chairpersons shall be composed of two members of the Organization of Parents & Friends who have a financial background. One member shall serve as the lead. The lead shall prepare and present the financial position of the Organization of Parents & Friends at each of the Steering Committee meetings and at each of the general meetings of the organization. The lead shall also train the junior member of the chairmanship with the purpose that the junior member will transition into the lead role when the current lead’s term of service expires. The lead may function in that capacity for as many years as they are willing.

The financial position of the organization shall be presented in the prescribed format. The format shall be maintained by the finance lead. Changes to the prescribed format shall require approval by the Steering Committee.

The lead finance chairperson shall monitor the financial position of the organization and communicate any concerns or issues to the Steering Committee. The lead finance chair shall support fund raising activities, support bad debt collection efforts and recommend, based on a sound financial analysis, when funds may be transferred from the “Emergency Loan Fund” to the “Scholarship Fund”. The junior Co-Chairperson shall support the lead Co-Chairperson in these endeavors.

ARTICLE VII

Burnout Co-Chairpersons

The Burnout Co-Chairpersons lead one of the most important service activities of the organization, providing good nutritious meals to first and second year medical students during final exam weeks in the fall and spring. The Chairmanship shall be composed of from one to three members. The Burnout Co-Chairpersons shall:

- Attend the White Coat Ceremony in August to recruit volunteers
- Set the dates for the burnout dinners based on exam schedules provided by the Director of Admissions & Student Affairs
- Solicit support from the membership to volunteer providing and serving food
- Solicit financial and or material donations from parents who cannot attend
- Provide a healthy meal alternative to the MS 1 & 2 medical students for two to five nights during final examinations in the fall and spring of the school year
- Identify and recommend successor Burnout Co-Chairpersons for the subsequent year

ARTICLE VIII

Steering Committee Membership

The Steering Committee Membership shall consist of parents of medical students or parents of recent graduates of the University of Texas Medical School at Houston. At least two representatives from each class (first, second, third and fourth year) plus the prior year Organization Co-Chairpersons shall compose the Steering Committee. Each class may be represented by as many as eight parents with the total Steering Committee membership limited to 34.

The Organization Co-Chairpersons shall recommend a nominating committee to select up to six representatives from the entering class to fill vacancies created by the resignation of parents of graduating medical school students. They shall also nominate other members as needed to reach a class representation on the Steering Committee of up to six members per class.

The Steering Committee shall also include in its membership as ex officio members the following:

- Dean of the University of Texas Medical School at Houston
- Director of Admissions & Student Affairs
- Associate Dean for Admissions and Student Affairs
- Other assistant deans reporting to Associate Dean for Admissions and Student Affairs designated by him/her to serve in this capacity

ARTICLE IX

Administration

Administrative support for the Organization of Parents and Friends shall be provided by the Office of the Dean of the University of Texas Medical School at Houston. The Director of Admissions & Student Affairs shall liaise between the medical school and the organization by providing input into identified student issues and needs that the organization may be able to address. Administrative expenses of the organization shall be included in the budget of the Office of the Dean of the University of Texas Medical School at Houston.

ARTICLE X

Amendments to the bylaws

These bylaws may be altered or amended by a 2/3rds majority vote of the Steering Committee.