



**TEXAS TECH UNIVERSITY HEALTH SCIENCES EL PASO (TTUHSCEP)
PAUL L. FOSTER SCHOOL OF MEDICINE (PLFSOM)
HOUSE STAFF ASSOCIATION (HSA)
BYLAWS**

I. HOUSE STAFF ASSOCIATION PURPOSE

- a. To serve as the TTUHSCEP PLFSOM advocates for residents and fellows.
- b. To provide an open forum that allows residents and fellows to communicate and exchange information on their educational and work environment and to promote the well-being, interests, and education of the House Staff.
- c. To serve as a bridge between residents and the institution to voice concerns that cannot be resolved within the individual training program and provide feedback without fear of intimidation or retaliation in a confidential manner.
- d. To advise the institutional leadership on potential solutions areas in need of improvement.

II. HOUSE STAFF ASSOCIATION MEMBERSHIP

- a. Every resident and fellow is considered a member of the House Staff Association.

III. HOUSE STAFF ASSOCIATION COMMITTEE (HSAC)

- a. The HSAC is composed of resident/fellow representatives from each training program and they are considered the voting members.
- b. The House Staff Association Officers are the leadership group of the HSAC.
- c. The HSAC is the peer-selected group of residents and fellows that represent the interest of each training program.
- d. The HSAC can invite ex-officio members as deemed appropriate.

IV. HSAC MEETINGS

- a. HSAC meetings shall be held monthly prior to the Graduate Medical Education Committee (GMEC) meeting.
- b. HSAC program representatives shall attend the monthly HSAC meetings or send a representative in their place.
- c. A quorum should be constituted by the presence of at least 50% of the voting members.
- d. Parliamentary procedure should be followed for all meetings.
- e. HSAC minutes will be taken by the GME office for the open session only.

V. HSAC OFFICERS

- a. **President:**
 - i. Shall preside as the Chair of the HSAC or send a HSAC Officer as a representative.



- ii. To avoid conflict of interest, there should be an additional representative from the President's department.
 - iii. Shall fulfill the responsibilities and temporarily cover any vacant offices and delegate or hold a special election to appoint personnel as soon as possible.
 - iv. Shall be responsible for preparing the monthly HSAC Agenda.
 - v. Shall attend as a voting member at the monthly GMEC meetings.
 - vi. Shall be responsible for presenting quarterly at University Medical Center (UMC) Medical Executive Committee (MEC).
 - vii. Shall attend monthly GMEC, UMC-MEC and EP County Medical Society, UMC-MSPI, monthly meetings or send HSA Officer as representative.
 - viii. Shall appoint residents/fellows to the different committees at TTUHSCEP, UMC and EPCH, as well as any other institution.
 - ix. Shall be given access to the HSAC email and disseminate messages as appropriate
- b. Vice-President:**
- i. Shall take the place of the President if he/she is not available to fulfill responsibilities, including duties of other officers in the event they are unable to attend.
 - ii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend
 - iii. Will follow up on HSAC pending items and report to HSAC President
 - iv. Shall be responsible for checking HSAC email routinely.
- c. Resident Liaison**
- i. This officer is the primary contact individual for resident concerns
 - ii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend
 - iii. Report concerns to the House Staff Association President at the HSAC monthly meetings
 - iv. Resident liaison will attend resident call room inspections (walk-throughs)
 - v. Schedule walk-through dates with different specialties IM, OBGYN, Surgery, Pediatrics, Family, Psychiatry, Emergency Medicine
 - vi. Follow up on pending items after each walk-through
 - vii. Shall assign representative for the El Paso Psychiatric Center (EPPC) walk-through



- d. **Administrative Officer**
 - i. Shall be responsible for ballot and vote counting, as applicable
 - ii. Shall oversee recruitment to committees and HSAC Representatives
 - iii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend
- e. **Communications Officer**
 - i. Shall organize HSAC news and announcements through the TTUHSCEP House Staff Association website and social media
 - ii. Shall assist the President in preparing messages to be emailed to the rest of the HSAC
 - iii. Shall prepare presentations for the Resident Forums, Annual Incoming Trainee Welcome Event, and any other meetings or forms of communication for house staff
 - iv. Shall be responsible for attending meetings in the event an assigned officer is unable to attend
- f. **Wellness Officer**
 - i. Shall organize Annual Fall or Spring Events.
 - ii. Shall assign and oversee the spousal support group
 - iii. Shall search and plan for activities to promote wellness among residents
 - iv. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

VI. HSAC Subcommittees

- a. **HSAC IT Subcommittee**
 - i. Shall be led by one of the HSAC officers
 - ii. Shall address resident related IT issues
 - iii. Will be responsible for providing updates on pending items to the HSAC
- b. **HSAC CLER Subcommittee**
 - i. Shall be led by one of the HSAC officers
 - ii. Shall address and provide updates on items from the CLER report

VII. TERMS AND ELECTIONS

- a. The HSAC President will begin discussions for nominations of new HSAC officers at the **March** HSAC meeting.
- b. Announcement of the new HSAC Officers will take place at the **April** meeting.



- c. House Staff Association Committee Officers will be selected amongst current and prospective representatives.
- d. Officers may serve consecutive terms.
- e. Chief Residents from each department may nominate representatives from their respective departments annually.
- f. Representatives may serve consecutive terms.
- g. Announcement of the new HSAC Representatives will take place at the HSAC **May** meeting.
- h. Terms of office shall be for one academic year, beginning July 1st of each year.

VIII. FINANCIAL SUPPORT

- a. Finances, which includes the GME Fund for Excellence shall be handled by the GME Office.
- b. Finances shall be subject to independent audit as determined by the Associate Dean of Graduate Medical Education.
- c. Expenditures less than \$500 may be approved by the HSAC President.
- d. Expenditures of more than \$500 will be subject to a majority approval by the HSAC.
- e. Financial activities shall comply with institutional policies.

XI. AMENDMENTS

- a. Amendments to the bylaws shall be subject to majority approval by the House Staff Association Committee.