
BYLAWS OF THE HOUSE STAFF COUNCIL

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University
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UT Health
San Antonio
Long School of Medicine

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ARTICLE I:

NAME

The name of this organization is the House Staff Council (HSC) of the Long School of Medicine (LSOM), University of Texas Health San Antonio, University Health System (UHS) and South Texas Veterans Health Care System (STVHCS). The organization will hereafter be referred to as the *House Staff Council*.

ARTICLE II:

MISSION STATEMENT AND PURPOSE

2.1 Mission Statement

The practice of medicine has proven to be an ever-changing profession. As members of this profession, we, the House Staff, hold a unique position as physicians receiving specialty training. As such, we have different views of the profession, its activities in patient care, and its organization, as well as, different needs and grievances. The HSC will, to the best of our ability, represent the views, needs, and grievances of the House Staff in order to positively influence the direction of change of the profession, its organization, and our community.

2.2 Purpose

The purposes of this organization are:

- 2.2-1. To foster communication between the administrative organizations of the LSOM, UHS and STVHCS, hereafter collectively referred as the “Administration”.
- 2.2-2. To foster communication among the House Staff from different departments and divisions.
- 2.2-3. To provide the means by which the House Staff can actively participate in the formation and change of policies that affect the quality of patient care.
- 2.2-4. To provide the means by which the House Staff can monitor the quality of benefits provided by our parent institution(s).
- 2.2-5. To provide the means by which the House Staff can be a self-governing body.
- 2.2-6. To provide a mechanism for open relations and accountability of Administration to the House Staff.

ARTICLE III: MEMBERSHIP

3.1 General Qualifications

- 3.2-1. Each member must have an active appointment in a LSOM sponsored graduate medical education program of the LSOM at the time of his or her appointment to the House Staff Council.
- 3.2-2. Each member must be in good standing with the Administration at the time of his or her appointment and throughout the time they serve on the HSC.
- 3.2-3. No aspect of membership shall be denied on basis of race, religion, color, sex, age, national origin, or any other criterion lacking professional justification.

3.2 Basic Responsibilities

- 3.2-1. To represent those qualities professionally desirable in a House Staff.
- 3.2-2. To provide informative reports, either written or verbal, at HSC meetings.
- 3.2-3. To initiate resolutions which will define the HSC's position on various administrative and medical issues, and provide goals for initiating change.

ARTICLE IV: CATEGORIES OF MEMBERSHIP

4.1 Composition

The House Staff Council shall consist of Officer, Representative, Alternate Representative, Delegate and Non-voting Member categories.

4.2 Representatives

4.2-1 Qualifications

Representatives shall consist of members of House Staff each of whom

- Meet the qualifications set forth in Sections 3.1-1 through 3.1-3.
- Have been elected by their respective departments as set forth in Section 5.2.

4.2-2 Prerogatives

The prerogatives of Representative are:

- To vote on issues brought up in House Staff Council meetings.
- To serve on HSC committees. Each Representative may serve on one or more than one committee as desired and appointed.

- To pass the voting privilege to the designated Alternate Representative from the same department should the Representative be unable to attend a Council meeting.
- To vote for officers in the annual election.

4.2-3 Responsibilities

Each Representative shall:

- Continue to meet the basic responsibilities as set forth in Section 3.2.
- Attend at least three-fourths of HSC forums. A representative who is unable to attend at least three-fourths of HSC forums but designates an Alternate to take his/her place so that the combined attendance of the Representative and Alternate Representative is at least three-fourths of HSC forums shall be considered to have met the attendance requirement.
- Represent the views, policies, needs and grievances of the Representative's respective department.
- Notify the Alternate Representative when unable to attend a General Council meeting.

4.3 Alternative Representatives

4.3-1 Qualifications

Alternate Representative shall consist of members of the House Staff each of whom:

- Meet the qualifications set forth in Sections 3.1-1 through 3.1-3.
- Have been appointed by their respective department as set forth in Section 5.3.

4.3-2 Prerogatives

The prerogative of the Alternate Representative is:

- To vote on issues arising in HSC forums in the absence of the Representative of the same department to whom the Alternate is designated.
- To vote for officers in the annual election.

4.3-3 Responsibilities

Each Alternate Representative shall:

- Continue to meet the basic responsibilities set forth in Section 3.2.
- Attend HSC forums in the absence of the Representative of the same department to whom the Alternate Representative is designated.
- Represent the views, policies, needs and grievances of the Alternate Representative's respective department.

4.4 Delegates

4.4-1 Qualifications

The Delegate shall consist of members of the House Staff each of whom:

- Meet the qualifications set forth in Sections 3.1-1 through 3.1-3.
- Have been appointed by the HSC Executive Committee as set forth in Section 5.4.

4.4-2 Prerogatives

The prerogatives of the Delegate are:

- To serve on committees of LSOM, UHS, and/or STVHCS which include a committee seat for House Staff members.
- To vote for officers in the annual election.

4.4-3 Responsibilities

Each Delegate shall:

- Attend the minimum number of committee meetings as set forth by the committee upon which they serve.
- Provide a summary, written and/or verbal, of topics discussed in their respective committees to the Vice President of the HSC prior to the first day of each month.

4.5 Non-Voting Members

4.5-1 Qualifications

Non-voting Members shall consist of members of the House Staff each of whom:

- Meet the qualifications set forth in Sections 3.1-1 through 3.1-3.
- Have attended at least 50% of the number of meetings in any one academic year.

4.5-2 Prerogatives

The prerogatives of Non-voting Members are:

- To run for office in the annual election.
- To vote for officers in the annual election.
- To serve on HSC committees as non-voting members.
- In the event that neither the Representative nor the Alternative Representative of a department is present at a meeting of the HSC, a Non-voting Member from that department may vote in lieu of the Representative or Alternative Representative.

4.5-3 Responsibilities

Each Non-voting Member shall attend at least 50% of the number of meetings in any one academic year. Once a member of the House Staff has attended 50% of the HSC forums in any one academic year, the HSC will recognize said member as a Non-voting member of the HSC at which time the prerogatives above will be granted.

ARTICLE V: PROCEDURES FOR APPOINTMENT

5.1 General Procedures

5.1-1 Each Representative, Alternate Representative and Delegate shall serve for a one year term. Representatives, Alternate Representatives and Delegates shall take office on April 1st of the year of their election.

5.1-2 Election date shall be set by the Executive Committee of the HSC.

5.1-3 Notification to HSC members of upcoming peer-selected elections shall occur no less than thirty (30) days prior to April 1st.

5.2 Procedure for Appointment as a House Staff Council Representative

5.3-1. Residents in each department shall have the option of appointing Representatives to the HSC. The number of Representatives to be appointed from each department will be based on the number of House Staff in that department according to the following criteria:

- A department with house staff greater than 100 shall appoint up to five (5) Representatives.
- A department with house staff between 60 and 99 shall appoint up to four (4) Representatives.
- A department with house staff between 30 and 59 shall appoint up to three (3) Representatives.
- A department with house staff between 15 and 29 shall appoint up to two (2) Representatives.
- A department with house staff less than 15 shall appoint one (1) Representative.

5.3-2. HSC Representatives must be peer selected, whether by election, voluntary service, or by any other means as the residents in each Department sees fit.

5.3-3. Each department, which has divisions, is encouraged to enlist Representatives from those divisions as well as from the department at large. The division will be determined by the HSC.

5.3 Procedure for Appointment as a House Staff Council Alternate Representative

5.4-1. Residents in each department shall have the option of appointing Alternate Representatives to the HSC the number of which shall be equal to or less than the number of Representative positions from that department as defined in Section 5.2.

5.4-2. HSC Alternate Representative must be peer selected, whether by election, voluntary service, or by any other means as residents in each Department sees fit in a manner similar to 5.2-2

5.4-3. Each department, which has divisions, is encouraged to enlist Alternate Representatives from those divisions as well as from the department at large.

5.4 Procedure for Appointment as a Delegate

- 5.4-1. Delegates shall be appointed by the HSC Executive Committee based on an interest expressed by a member of the House Staff to serve on administrative committee.
 - 5.4-2. Delegates may be Representatives, Alternate Representatives, or any other active House Staff member.
 - 5.4-3. Delegates shall be able to serve on one or more than one administrative committee.
 - 5.4-4. In the event that more Delegate candidates express desire for appointment on a committee than positions available on said committee, the HSC Executive Committee shall select among the candidates.
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ARTICLE VI: OFFICERS

6.1 Officers of the House Staff Council

The officers of the HSC shall be President, Vice President, Secretary and Treasurer.

6.2 Qualifications

Each officer must meet the qualifications set forth in Sections 3.1-1 through 3.1-3.

6.3 Election of Officers

- 7.2-1. Officers shall be elected annually from the members of the entire HSC including Officers, Representatives, Alternate Representatives, Delegates and Non-voting Members. Officers shall not be considered Representatives of any one department and therefore will not fill one of the Representative positions.
- 7.2-2. Election date shall be set by the Executive Committee of the HSC.
- 7.2-3. Notification to HSC members of upcoming elections shall occur no less than thirty (30) days prior to the said election.
- 7.2-4. Nominations will be open to any HSC member. Council members may nominate any other Council member or themselves.
- 7.2-5. In the case there are three or more candidates for one office, and no candidate receives a majority, the candidate receiving the fewest votes will be omitted from the next slate and successive ballots will be cast in this manner until one candidate receives the majority.

6.4 Terms of Office

All officers shall serve for a term of one year. Officers shall take office on March 1st of the year of their election. Incumbents may run for and be re-elected to their current office or to any other office.

6.5 Vacancies

- 6.5-1. Vacancy of the office of President during the academic year shall be filled by the Vice President.
- 6.5-2. Vacancy of the office of Vice President during the academic year shall be filled by ballot of the current House Staff Council.
- 6.5-3. Vacancy of the office of Secretary shall be filled by appointment by the Executive Committee of the House Staff Council.
- 6.5-4. Vacancy of the office of Treasurer shall be filled by appointment by the Executive Committee of the House Staff Council.

6.6 Duties of Officers

6.6-1 President

The duties of President shall be to:

- Call, preside and be responsible for the agenda of all forums of the HSC.
- Serve as the Chairman of the Executive Committee.
- Serve as an Ex-Officio Member of all HSC committees without vote.
- Represent the views, policies, needs and grievances of the House Staff to the Administration.
- Be the spokesperson for the House Staff in its professional and public relations activities.

6.6-2 Vice President

The duties of the Vice President shall be to:

- In the absence of the President, the Vice President shall assume the duties and have the authority of the President.
- Be a member of the Executive Committee of the HSC.
- Act as liaison between the HSC Executive Committee and the other committees of the HSC. This includes receiving a report and/or minutes from the committees of the Council prior to each Executive Committee meeting and presenting a summary of these reports to the Executive Committee.
- Assume the position of Editor of the HSC newsletter.

6.6-3 Secretary

The duties of the Secretary shall be to:

- Be a member of the Executive Committee of the HSC.
- Keep accurate and complete minutes of the HSC forums and Executive Committee meetings.
- Attend to all correspondence, including announcements of the HSC forums and events.

6.6-4 Treasurer

The duties of the Treasurer shall be to:

- Be a member of the Executive Committee of the HSC.
- Keep accurate and complete record of all HSC incomes and expenses.
- Coordinate all fundraising efforts and clear all expenditures through the Executive Committee.
- Present quarterly and annual reports of the budget to the HSC at the forums and monthly reports to the Executive Committee.

6.7 Prerogatives

The prerogative of officers shall be to vote on any issues that arise in HSC forums and to vote for officers in the annual election.

6.8 Termination

6.8-1. Officers shall be immediately removed upon failure to meet the basic qualifications set forth in Sections 3.1-1 through 3.1-3.

6.8-2. Officers may be removed from office for failure to perform or unsatisfactorily perform their duties by two-third majority votes of the HSC.

ARTICLE VII: COMMITTEES

7.1 Executive Committee

7.1-1 Composition

The Executive Committee shall consist of officers of the HSC and up to 3 (three) members of the HSC as elected by a three-fourths majority vote of the Council.

7.1-2 Duties

The duties of the Executive Committee:

- Coordinate all administrative functions of the HSC.
- Receive and act upon committee reports.
- Represent the views, policies, needs and grievances of the House Staff to the Administration.
- Be a liaison between the House Staff and the Administration.
- Review and propose to the HSC amendments to these Bylaws.

7.1-3 Meetings

The Executive Committee will meet at a time and place decided upon by the members prior to each meeting. The Chairman will call other meetings as necessary.

7.2 Other Committees

Other committees:

- 7.2-1. Shall be formed as needed by the HSC.
- 7.2-2. Committee members shall be appointed by the Executive Committee.
- 7.2-3. Each Committee Chairman shall contact the Vice President prior to each Executive Committee meeting to give a report, written and/or verbal, of the proceedings of their respective committee since the last General Council meeting.
- 7.2-4. At the time of formation of each committee, said committee will be designated as a standing committee or on-call committee.
- 7.2-5. Organization of each committee will be decided upon by its members.
- 7.2-6. Each committee will report to the Executive Committee and to the HSC at large.
- 7.2-7. Each committee shall maintain an accurate record of events that occur during committee meetings.
- 7.2-8. Upon formation of each committee, their name, purpose, designation of standing or on-call, and organizational structure shall be entered as an amendment to these Bylaws.
- 7.2-9. All committees will be reviewed on an annual basis by the Executive Committee. The Executive Committee will make recommendation in the form of proposed resolution to the HSC regarding the continuation or discontinuance of each committee.

ARTICLE VIII:

HOUSE STAFF COUNCIL MEETINGS

8.Frequency of Meetings/Forums

House Staff Council Meetings will occur on a quarterly bases in the format of a forum. Forums may occur at more frequent intervals if deemed necessary by a member of the Executive Committee.

8.2 Attendance

8.2-1 Required Attendance

The following shall be required to attend at least three-fourths of all standing meetings of House Staff Council.

- Officers of the HSC.
- Representatives of the HSC.

- In the event that a Representative cannot attend the meeting, the Representative will notify the Alternate Representative who should plan to attend.

8.2-2 Encouraged Attendance

All other members of the House Staff are encouraged to attend as many meetings as possible; however, they will not be allowed to vote.

8.2-3 Quorum and Voting

- For purposes of voting, a quorum shall be declared when at least five Council representatives are present.
- Each Representative (or equivalent member) and each Officer shall have one and only one vote. In the event that a department chooses not to appoint the full complement of their allotted Representative slots, that department will forfeit the votes of those unfilled slots.

ARTICLE IX: GENERAL PROVISIONS

9.1 Role of Institutional Bylaws

The Bylaws which govern the Medical-Dental Staff through the Long School of Medicine (LSOM), University of Texas Health San Antonio, University Health System (UHS) and South Texas Veterans Health Care System (STVHCS) will supersede these Bylaws in the event of any discrepancy or conflict. If, however, this policy is deemed by the HSC to be detrimental to the House Staff, to patient care, to the organizational structure of the administrative bodies listed above, or to this organization, the HSC maintains the right to challenge the Administration on any of the conflicting policies and requests a fair hearing and appellate review of said policies.

9.2 Other House Staff Council Member Duties

The duties of the HSC members shall in no way interfere with the duties each Council Member has to their departments or to their clinical duties.

9.3 Bylaw Language

Words used in these Bylaws shall be read as masculine or feminine gender and the singular or plural, as the context requires. The captions or headings in these Bylaws are for convenience only and are not intended to limit or define the scope of effect of any provision of these Bylaws.

ARTICLE X: AMENDMENTS

These Bylaws may be amended, or repealed by the HSC provided that a notice of such proposed amendment or repeal is sent to all members of the HSC, and the members vote to adopt the proposed amendment or repeal. The notice shall include the exact wording of the proposed

addition or amendment, if applicable, and a written ballot shall be included providing the member the opportunity to vote. In order to enact a change, the affirmative vote of a majority of the active HSC members who vote on such change is required. If the vote is by mail, for purposes of quorum and vote, only those ballots received within thirty (30) days of the sending of the notice and ballot shall be counted. The members of the HSC may propose changes to these Bylaws by written request to the Executive Committee.