

# **Morehouse School of Medicine Bylaws of the Resident Association**

The Morehouse School of Medicine (MSM) Resident Association (RA) is the representative body and voice for MSM residents. The RA works in collaboration with the leadership and administration of MSM Graduate Medical Education (GME) and its educational affiliates, to ensure that residents are involved in providing input and feedback regarding decisions pertaining to residency education. The Officers of the RA are available to residents as a resource in the informal concern and complaint process.

Membership in the RA is extended to all residents. The structure and purpose of the association are contained in these bylaws. Residents are encouraged to become involved in the Morehouse School of Medicine Resident Association and use it as a vehicle of communication for direct involvement in policy-making, institutional administration and interdepartmental coordination.

## **Resident Association Mission**

The Morehouse Resident Association's mission is to be the voice of all residents. It advocates for MSM residents and strives to contribute to their wellbeing, the improvement of their learning environment and to foster a well balanced residency experience through communal activities.

## **Bylaws of the Morehouse School of Medicine Resident Association**

Recognizing that the rendering of professional service to patients in accordance with the precepts of modern scientific medicine and the maintenance of the efficiency of the individual physician may best be served by coordinated action, the residents who are training at Morehouse School of Medicine do hereby organize themselves into a Resident Association to provide such coordination in conformity with the following bylaws.

### **ARTICLE I**

The name of this organization shall be the "Morehouse School of Medicine Resident Association" (RA).

### **ARTICLE II**

The Morehouse School of Medicine Resident Association shall be composed of physicians who are Interns and residents appointed by and currently under contract to Morehouse School of Medicine.

### **ARTICLE III - OFFICERS, COMMITTEES, AND RESPONSIBILITIES OF MEMBERS-AT-LARGE**

#### ***Section 1: Officers***

The officers of the Morehouse School of Medicine Resident Association shall be the President, the President-Elect, and the Secretary-Treasurer. The President shall call and preside at all meetings and shall be a member ex-officio of all committees. He/she shall represent the Association on the Graduate Medical Education Committee as a voting member. He/she shall have the authority to correspond and communicate Resident concerns and to address confidential matters as necessary.

The President-Elect, in the absence of the President, shall assume all his/her duties and have all his/her authority. He/she shall represent the Resident Association on the Graduate Medical Education Committee as a voting member. He/she shall have the authority to correspond and communicate Resident concerns, and to address confidential matters as necessary.

The Secretary-Treasurer shall keep accurate records of all meetings, call meetings on behalf of the president and perform such duties as ordinarily pertain to his/her office. The Secretary-Treasurer shall

take direction from the President, President-Elect and the Executive Committee. He/she shall act as Treasurer of the Morehouse School of Medicine Resident Association when necessary.

### **Voting of Officers:**

The President-Elect and Secretary-Treasurer shall be elected annually during the orientation of returning residents by all current residents in good standing from all Morehouse School of Medicine Residency Programs. The President of the Executive Committee shall be the prior year's President-Elect, thus serving his/her second year of his/her term.

## ***Section 2: Committees***

### **Resident Association Executive Committee**

The Morehouse School of Medicine Resident Association shall have an Executive Committee. The membership of the Executive Committee shall consist of the President, President-Elect, and Secretary – Treasurer.

### **Resident Association Council**

The Morehouse School of Medicine Resident Association shall have a Council. The membership of the RA Council shall consist of at least two (2) members-at-large representing each residency program: Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Preventative Medicine, Psychiatry, and Surgery.

Members-at-Large must be peer selected on an annual basis with one resident designated as the RA voting representative of the Executive Committee, therefore ensuring one vote per program.

The President, President Elect and Secretary/Treasurer of the Resident Association shall be ex-officio members of the RA Council.

### **Standing and Special Committees of the Resident Association**

All committee representatives shall be appointed by the president. Standing Committees shall be appointed for one year. Special Committees shall retain their appointments until discharged by the president. Committees shall be reconstituted annually. Appointed representatives to committees are responsible for providing a brief written summary to the RA Officers within 7 days of attending a committee meeting.

### ***Standing Committees***

Representatives from the Resident Association membership shall be appointed by the President to sit as members on the following Committees as requested by MSM and Hospital Affiliates and as deemed necessary by the Resident Association.

1. Grady Memorial Hospital (GMH) Patient Safety and Quality Improvement Committees as requested by GMH and GME leadership.
2. GMEC Patient Safety and Quality Improvement subcommittee
3. GME special annual committees requesting resident representative that include but are not limited to:
  - Graduation
  - Recruitment
  - New Resident Onboarding
  - Resident Orientation
  - Special Reviews of Programs

The RA President-Elect and Secretary shall keep an annual committee list of resident appointments.

### ***Section 3: Responsibilities of Members-at-Large (MaL)***

Members-at-Large are responsible for representing the residents of their program and communicating information from the RA Council Meetings. Additional responsibilities of a MaL are to attend quarterly RA Council meetings and participate on at least one Institution/Hospital committee as requested/appointed by the RA President.

## **ARTICLE IV - MEETINGS**

### ***Section 1: Regular Meetings – RA Council***

Regular meetings of the RA Council shall be held at least quarterly, with the exception of July, or at the discretion of the President of the RA. All members at large will be notified at least one month in advance. All meetings shall be open to any member of the Resident Association, unless otherwise specified.

### ***Section 2: Special Meetings – Executive Committee***

Special meetings of the Executive Committee or of the Resident Association Council may be called at any time by the President of the Resident Association.

The Director of Graduate Medical Education shall be invited to regular Executive Committee and RA Council meetings in an advisory capacity and shall be excused from such meetings if necessary when residents choose to discuss confidential RA matters.

### ***Section 3: Quorum***

Any five members of the RA Council present at any given meeting shall constitute a quorum. All officers must be present at Executive Committee meetings for a Quorum.

### ***Section 4: Meeting Agendas***

The agenda at any regular RA Council meeting shall be:

- a. Call to order
- b. Reading of the minutes of the last regular and all special meetings
- c. Unfinished business
- d. Communications
- e. Reports, as indicated, from representatives of Standing and Special Committees
- f. New business
- g. Adjournment

The agenda at special (executive committee) meetings shall be:

- a. Reading of the notice calling the meeting
- b. Discussion of the business for which the meeting was called

## **ARTICLE V – AMENDMENTS**

Amendments to these bylaws shall be proposed by resolution at a regular meeting of the Executive Committee. Proposed amendments shall be voted on at a scheduled meeting of the Resident Association Council and shall require two-thirds majority of those present and voting for adoption. A copy of the resolution shall be transmitted in writing to all members of the Resident Association 30 days prior to such a meeting.

## **ARTICLE VI – ADOPTION**

These bylaws will be voted on and must be approved by majority vote of all active residents who are in good standing with their programs.

**MOREHOUSE SCHOOL OF MEDICINE  
RESIDENT ASSOCIATION (RA)  
DUTIES AND RESPONSIBILITIES**

**RA Voting Officers:**

The Officers of the Morehouse School of Medicine Resident Association shall be the President, the President-Elect, and the Secretary-Treasurer.

**RA President Duties:**

- Call and preside at all meetings.
- Be a member ex-officio of all committees.
- Represent the Association on the Graduate Medical Education Committee as a voting member
- Have the authority to correspond and communicate resident concerns and to address confidential matters as necessary.
- Appointed resident representatives as members on the following Committees as requested by MSM and Hospital Affiliates and as deemed necessary by the Resident Association.
  1. Grady Memorial Hospital (GMH) Patient Safety and Quality Improvement Committees as requested by GMH and GME leadership.
  2. GMEC Patient Safety and Quality Improvement subcommittee.
  3. GME special annual committees requesting resident representative that include but are not limited to:
    - Graduation
    - Recruitment
    - New Resident Onboarding
    - Resident Orientation
    - Special Reviews of Programs

**RA President-Elect Duties:** In the absence of the President, shall:

- Assume all his/her duties and have all his/her authority.
- Represent the Resident Association on the Graduate Medical Education Committee as a voting member.
- Have the authority to correspond and communicate Resident concerns, and to address confidential matters as necessary.
- The RA President-Elect and Secretary shall keep an annual committee list of resident appointments.

**RA Secretary-Treasurer:**

- Keep accurate records of all meetings.
- Call meetings on behalf of the president and perform such duties as ordinarily pertain to his/her office.
- Take direction from the President and President-Elect.
- Act as Treasurer of the MSM RA when necessary.
- The RA President-Elect and Secretary shall keep an annual committee list of resident appointments.

**RA Members-At-Large: (2 per residency program)**

- Represent the interests of the residents in their programs.
- Communicate information from the RA Council meetings to residents in their programs.
- Attend quarterly RA Council meetings.
- Participate on at least one Institutional/Hospital committee as requested/appointed by the RA President and provide a brief written summary to the RA Officers within 7 days of attending a committee meeting.