



# Resident Organization By-Laws

## 1. Name

- a. University of Arkansas for Medical Sciences (UAMS) Resident Organization
- b. The following sub-organizations exist under the umbrella of the UAMS Resident Organization
  - i. Resident Council
  - ii. Chief Resident Council
  - iii. Wellness Committee
  - iv. IT Committee
  - v. Special Projects
- c. At any time the Resident Council has the right to form a new sub-organization or committee
  - i. Any member of the Resident Organization can bring an idea for a new sub-organization or committee
  - ii. All new sub-organization or committee ideas will be voted on by the Resident Council

## 2. Mission Statement

- a. UAMS Resident Organization
  - i. UAMS Resident Organization exists to create a forum and place for all Residents and Fellows (housestaff) within UAMS' ACGME accredited programs to develop professionally and personally, engage, network, communicate, and share information
  - ii. The oversight body of the UAMS Resident Organization is the Resident Council of the Graduate Medical Education Committee
- b. Resident Council
  - i. Resident Council is a platform for housestaff at UAMS to communicate and exchange information with each other relevant to their programs and their learning and working environment
  - ii. Resident Council exists to promote the following:
    1. Quality residency and fellowship education
    2. Communication with the faculty and administration
    3. Quality patient care
    4. Advocacy for issues and policies that affect housestaff
    5. Communication and comradery between housestaff from different programs
  - iii. Resident Council's focus is self-defined on a yearly basis
  - iv. Resident Council reports issues and needs as well as a summary report of each meeting to the GMEC through its three voting representatives
- c. Chief Resident Council
  - i. Chief Resident Council exists as a platform for program chiefs that are members of Resident Council to communicate and exchange information with each other relevant to their positions as chief residents and leadership within their programs and on campus
- d. Wellness Committee
  - i. The Wellness Committee exists to promote, plan, and encourage a culture of physical, psychological, and emotional well-being for all housestaff

- e. IT Committee
  - i. The IT Committee exists to maintain and support the Resident Organization website and provide information about the Resident Organization to potential housestaff via the website
  - ii. It also ensures the Resident Organization website functions as a resource for all residents
- f. Special Projects
  - i. The Special Projects Committee exists to plan, organize, and execute short-term (less than one year) projects for the Resident Organization

### 3. Membership

- a. Resident Organization
  - i. All housestaff appointed to ACGME-accredited programs sponsored by the UAMS College of Medicine are members of the Resident Organization
- b. Resident Council
  - i. Election
    - 1. Annually, the Associate Dean for GME requests that each training program director arrange for housestaff from the program to be **peer-selected** by his/her peers to serve on the Resident Council for the coming year
    - 2. Programs may elect representatives based on the following
      - a. Programs with 1-15 housestaff may elect 1 representative
      - b. Programs with 16-30 housestaff may elect 2 representatives
      - c. Programs with 31-60 housestaff may elect 3 representatives
      - d. Programs with more than 61 housestaff may elect 4 representatives
      - e. Programs that elect 3 or more representatives must include one intern representative
  - ii. Responsibilities
    - 1. Attend at least 50% Resident Council meetings
    - 2. Communicate with residents and fellows about issues related to their educational and work environments
    - 3. Represent the residents and fellows in the activities and decisions of the GMEC
    - 4. Assists individual residents and fellows to raise and resolve issues of concern in a confidential and protected manner according to GMEC Policy 1.400
    - 5. Serve on the GME Appeals Board; if selected, serves on a Grievance Panel
    - 6. Serve as the **peer-selected representative** for an ACGME Clinical Learning Environment Review (CLER) visit
    - 7. Serve on at least one committee or sub-organization
    - 8. Serve as a voting member of Resident Council
- c. Chief Resident Council
  - i. Members of Resident Council who are also chief residents of their respective programs are offered membership to Chief Resident Council on a voluntary basis
- d. Wellness Committee Members
  - i. Membership
    - 1. Membership to the Wellness Committee is open to all members of the Resident Organization
- e. IT Committee
  - i. Membership

1. Membership to the IT Committee is open to all members of the Resident Organization
- f. Special Projects
  - i. Membership
    1. Membership to the Special Projects Committee is open to all members of the Resident Organization
- g. Social Committee
  - i. Membership
    1. Membership to the Social Committee is open to all members of the Resident Organization

#### 4. Leadership

- a. Resident Council elects a vice-chair prior to the last meeting of each year to serve the following year
  - i. Vice-chair is a voting member of the GMEC
  - ii. The vice-chair role is a two-year commitment, and will be appointed to Chair during their second year, at the discretion of the faculty advisor
- b. Resident Council Chair
  - i. Chair is a voting member of the GMEC
  - ii. Chair will be the Resident Council vice-chair from the previous year, at the discretion of the faculty advisor
- c. Resident representation on the GMEC is an Institutional Requirement with a minimum of one voting member required to attend each GMEC meeting
- d. The Associate or Assistant Dean for GME or his/her designee serve as faculty advisors to the Resident Council at the request of the Resident Council Chair and Vice-Chair
  - i. Resident Council Chair
    1. Election
      - a. Resident Council Chair will be the elected Vice-Chair from the previous year, elected as outlined in 4.d.ii.1
    2. Responsibilities
      - a. Coordinates the activities of the Resident Council
      - b. Represents the residents and fellows in the activities and decisions of the GMEC and the UAMS Medical Center Medical Board
      - c. Serves on the GMEC Finance Group
      - d. Attends the GMEC meetings, every other month on the second Monday, 12:00-1:30 p.m
      - e. Provides report from most recent Resident Council meeting at GMEC
      - f. Attends the Hospital Medical Board meetings, the second Monday of each month 4:00 - 5:30 p.m., Chancellor's Board Room
      - g. Serves on the GME Appeals Board; if selected, serves on a Grievance Panel
      - h. Same as found in Resident Council Member Responsibilities in 3.b.ii
  - ii. Resident Council Vice-Chair
    1. Election
      - a. Resident Council elects one Vice-Chair at the last meeting of each year to serve the following year as Vice-Chair and the subsequent year as Chair

- b. Nominations are requested by Chair and Vice-Chair at the second to last meeting of the year
    - c. An election will be held if there are more nominees than vacancies for Vice-Chair
    - d. All members of Resident Council are eligible to vote
    - e. Election will require a simple majority
  - 2. Responsibilities
    - a. Assist the Resident Council Chair as needed and assume his/her responsibilities as necessary
    - b. Assist in coordination of the activities of the Resident Council
    - c. Represents the residents and fellows in the activities and decisions of the GMEC and the UAMS Medical Center Medical Board
    - d. Serves on the GMEC Finance Group
    - e. Attends the GMEC meetings, every other month on the second Monday, 12:00-1:30 p.m
    - f. Provides report from most recent Resident Council meeting at GMEC
    - g. Attends the Hospital Medical Board meetings, the second Monday of each month 4:00 - 5:30 p.m., Chancellor's Board Room
    - h. Serves on the GME Appeals Board; if selected, serves on a Grievance Panel
    - i. Same as found in Resident Council Member Responsibilities in 3.b.ii
- iii. Other Resident Council Officers are elected by the Resident Council and are non-voting members of the GMEC
- iv. Secretary
  - 1. Election
    - a. Resident Council elects a secretary at the first meeting of each year
  - 2. Responsibilities
    - a. Create meeting minutes for all Resident Council meetings
    - b. Distribute meeting minutes to Resident Council members after approval by Resident Council Chair
    - c. Maintain a current roster of Resident Council members and officers
    - d. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
    - e. Same as found in Resident Council Member Responsibilities in 3.b.ii
- v. Treasurer
  - 1. Election
    - a. Resident Council elects a treasurer at the first meeting of each year
  - 2. Responsibilities
    - a. Manage the Resident Council account and keep a documented accounting of financial transactions of the Resident Council
    - b. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
    - c. Attend Hospital Finance Committee Meetings
    - d. Same as found in Resident Council Member Responsibilities in 3.b.ii
- vi. Wellness Committee Chair
  - 1. Election
    - a. Resident Council elects a Wellness Committee Chair at the first meeting of each year

2. Responsibilities
  - a. Plan, promote, and execute Wellness events for housestaff including but not limited to Annual Resident Wellness Week.
  - b. Maintain communication between the council, treasurer, and GME regarding all activities and related financial expenditures
  - c. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
  - d. Same as found in Resident Council Member Responsibilities in 3.b.ii
- vii. Wellness Committee Vice-Chair(s)
  1. Election
    - a. Resident Council elects a Wellness Committee Vice-Chair(s) at the first meeting of each year
  2. Responsibilities
    - a. Assist Wellness Committee Chair in planning, promoting, and executing Wellness events for housestaff
    - b. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
    - c. Same as found in Resident Council Member Responsibilities in 3.b.ii
- viii. IT Committee Chair
  1. Election
    - a. Resident Council elects an IT Committee Chair at the first meeting of each year
  2. Responsibilities
    - a. Maintain and update the Resident Organization website
    - b. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
    - c. Same as found in Resident Council Member Responsibilities in 3.b.ii
- ix. Special Projects Committee Chair
  1. Election
    - a. Resident Council elects a Special Projects Committee Chair at the first meeting of each year
  2. Responsibilities
    - a. Plan, organize, and execute short-term projects for the Resident Organization
    - b. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary
    - c. Same as found in Resident Council Member Responsibilities in 3.b.ii
- x. Social Committee Chair
  1. Election
    - a. Resident Council elects a Social Committee Chair at the first meeting of each year
  2. Responsibilities
    - a. Plan, promote, and execute Social events for housestaff, including but not limited to intramural sports
    - b. Maintain communication between the council, treasurer, and GME regarding all activities and related financial expenditures
    - c. Assist the Resident Council Chair as needed as assume his/her responsibilities as necessary

- d. Same as found in Resident Council Member Responsibilities in 3.b.ii

## 5. Election and Terms

- a. Resident Council
  - i. Resident Council delegate election process is outlined above and is the responsibility of individual training programs
- b. Resident Council Leadership
  - i. Resident Council Leadership positions are only open to peer-elected members of the Resident Council
  - ii. Resident Council Chair and Vice-Chair
    - 1. Any Resident Council member may run for a leadership position
    - 2. Nominations will be called for at the second to last meeting of the year for the following year
    - 3. Election of officers shall occur via anonymous electronic voting
    - 4. All members of Resident Council are eligible to vote
    - 5. A majority vote is required to attain office
    - 6. Run-off elections will be held if no candidate receives a majority vote
    - 7. In the event there are no nominations for a leadership position, the current Resident Council Chair and Vice-Chair may choose a member(s) by appointment
      - a. Faculty advisors may assist Chair and Vice-Chair with choosing candidates in the event no nominations are made
  - iii. All other Resident Council Leadership positions
    - 1. Any Resident Council member may run for a leadership position
    - 2. Nominations will be called for at the first meeting of the year
    - 3. Election of officers shall occur via anonymous electronic voting
    - 4. All members of Resident Council are eligible to vote
    - 5. A majority vote is required to attain office
    - 6. Run-off elections will be held if no candidate receives a majority vote
    - 7. In the event there are no nominations for a leadership position, Resident Council Chair may choose a member by appointment
      - a. Faculty advisors may assist Chair with choosing candidates in the event no nominations are made
- c. Terms
  - i. All positions have the term of one year except as outlined above for Chair in section 4.a.ii.

## 6. Meetings

- a. Resident Council Meetings
  - i. All members of the Resident Organization are invited to attend the Resident Council Meeting
  - ii. Meetings will be held every other month during the academic year starting in August
  - iii. Meetings will be held on the first Monday of the month at 1700
  - iv. Confirmation of date and time of next meeting will be provided at each meeting
  - v. Resident Council members will be notified of any change in meeting time or date with two weeks notice, unless unforeseen circumstances mandate shorter notice
  - vi. Agenda will be determined by leadership with input from Resident Council members, faculty advisors, and GMEC leadership

- b. Resident Council Officer Meetings
  - i. Resident Council Officers meet at their discretion, but typically quarterly, with or without faculty advisors present to discuss working agendas for Resident Council meetings and items pertinent to the Resident Council and Resident Organization
- c. Committee Meetings
  - i. Committee meetings are called by the respective Chair of the committee and will be held at their discretion
- d. GMEC Meetings
  - i. Resident representation on the GMEC is an institutional requirement
  - ii. One voting member of the Resident Council is required to attend each GMEC meeting
  - iii. Voting members of the GMEC are the two elected representatives consisting of the Resident Council Chair and Vice-Chair
  - iv. GMEC meeting time and locations are determined by the GMEC