

BYLAWS OF THE RESIDENT HOUSESTAFF COUNCIL

I. NAME OF ORGANIZATION

1.1 The name of the organization is *The Housestaff Council*

II. ORGANIZATIONAL PURPOSE

2.1 The Housestaff Council (HC) combines housestaff representatives from all programs and committees of the George Washington University School of Medicine & Health Sciences (GW), creating a reporting and information sharing structure in order to improve communication and cooperation amongst housestaff on matters of importance to graduate medical education.

2.2 The specific objectives of this organization shall be: to give structure to resident leadership across programs at GW; to coordinate regular meetings of delegate representatives; to allow reporting of activities by leaders, committee members, and invited guests; and to provide a forum for idea sharing and collaboration

2.3 See Figure 1. Organizational Chart for Housestaff Council

III. DEFINITIONS

3.1 Housestaff Council (HC) - A body of residents and fellows responsible for oversight and input into all matters pertaining to GW housestaff.

3.2 Housestaff - a resident or fellow of an ACGME-approved training program at GW.

3.3 Delegate - A housestaff member of the HC with voting rights and responsibilities.

3.4 Graduate Medical Education (GME) - Post-graduate training following medical school for housestaff.

3.5 George Washington University (GW) - University employer of housestaff and ACGME-designated sponsoring institution for GME programs.

3.6 George Washington University Hospital (GWUH) - Hospital primarily affiliated with GME programs at GW.

IV. MEMBERSHIP & VOTING

4.1 Structure

The HC will receive support and administrative oversight by the GW Office of Graduate Medical Education.

4.2 Eligibility

4.2.1 Only residents and fellows of the George Washington University School of Medicine & Health Sciences are eligible to participate as delegates and officers.

4.2.2 Each ACGME-accredited residency and fellowship program at GW is eligible to elect 1 delegate for every 10 housestaff in the program with a minimum of 1 delegate per program.

4.2.3 Each GME-recognized committee (see Exhibit A for recognized committees) may select 1 housestaff committee member as a delegate each academic year.

4.2.4 Official membership list will be maintained by Office of GME and will be updated annually in August, or as needed.

4.3 Selection

4.3.1 Program delegates will be selected each academic year by each program with oversight of Chief Resident and/or Program Director. It is strongly encouraged that delegates are an equal representation of the population of the residency program.

4.3.2 Committee delegates will be selected at the time of appointment by the Executive Officers of the HC.

4.4. Voting

4.4.1 Each delegate is eligible to have 1 vote.

4.4.2 If a designated delegate is unable to attend a meeting, the delegate may appoint an alternate housestaff, hereby referred to as a designee, to serve as a delegate replacement during a meeting with full voting authority.

4.4.3 Meeting votes: For votes taken at meetings, a delegate, or his/her designee, must be present at the meeting at the time of the vote to participate.

4.4.4 Non-meeting votes: Votes taken outside of meetings (ie. on-line) must be distributed to all eligible delegates on the official membership list.

VI. HC Leadership: Executive Council

The HC will have five Executive Council (EC) members, including President, President-elect, Secretary, Treasurer, Wellness Chair, and Quality Council Chair

6.1 Selection

6.1.1 After membership is finalized, delegates will vote to select President-elect, Secretary and Treasurer.

6.1.2 Wellness Chair will be selected by program Wellness Committee leaders.

6.1.3 Quality Council Chair will be selected by program Resident Quality Council leaders.

6.1.4 President will be automatically promoted from the President-elect position in the academic year following election to President-elect.

6.2 Eligibility

6.2.1 EC members must be in good standing in their program

6.2.2 EC positions of President-elect, Secretary and Treasurer must be delegates

6.2.3 EC position of President-elect must agree to serve on the EC for 2 years, serving as President-elect in year one, and President in year two.

6.3 President

6.3.1 Presiding over HC meetings.

6.3.2 Communicating with committee chairs to provide guidance and to receive progress reports on committee initiatives.

6.3.3 Communicate regularly with the Associate Dean and the Director of GME.

6.3.4 Represent, or send a designee to represent, the HC at the Graduate Medical Education Committee (GMEC) and the Clinical Learning Environment for Residents (CLER) Committee meetings.

6.3.5 Communicate with housestaff about the activity of the HC.

6.3.6 Coordinate housestaff Town Hall activities.

6.4 Secretary

6.4.1 The Secretary shall attend all meetings of the HC.

6.4.2 Maintain and distribute minutes from all HC meetings.

6.4.3 Take attendance at meetings.

6.4.4 Oversee social media, website, and other communications between HC and housestaff for activities, announcements, and other communications.

6.5. Treasurer

6.5.1 Maintain the balance of funds for the HC.

6.5.2 Present a complete, itemized report of the finances at each meeting of the HC.

6.5.3 Advise the HC on the financial implications of funding new or renewed proposals.

6.5.4 Maintain communication with the Office of GME on HC funds utilization

6.5.5 Develop new funding opportunities

VII. COMMITTEES

7.1 Standing: Hospital, GME, University

The EC will select members of each standing committee and will appoint the HC delegate for each committee. Committee nominations will be sought from all housestaff in advance of selection.

7.2 Ad hoc

7.2.1 The EC may create ad hoc committees, as needed, such as finance, academic, or operations. The EC may appoint a committee chair to each committee. At the beginning of each academic year, HC delegates may choose which ad hoc committee/s, if any, they would like to participate in.

7.2.2 Ad hoc committees shall meet at least quarterly for updates and to renew progress of ongoing projects. Ad hoc committee chairs shall report a summary of activities at HC meetings.

VIII. ATTENDANCE

8.1 Standing Committee members are expected to attend at least 70% of committee meetings and provide a report of committee activities to the committee delegate to report at HC meetings.

8.2 Delegates, or their designee, are expected to attend 70% of all HC meetings

8.3 Program Directors and Faculty are to encourage attendance and support protection of non-clinical time for housestaff participation in standing committee and HC meetings.

IX. BYLAW AMENDMENTS

9.1 Amendments to the bylaws will be approved by a vote of two-thirds majority.

Figure 1. Organizational Chart: Housestaff Council

