

	<b>MOREHOUSE SCHOOL OF MEDICINE</b> GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES	POLICY NUMBER	RFA-01
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	<b><u>SUBJECT</u></b>	SUPERSEDES	07/01/2023
	Resident and Fellow Association By-Laws		

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

RFA membership comprises all residents and fellows. The structure and purpose of the association are contained in these bylaws. Trainees are encouraged to become involved in the Morehouse School of Medicine Resident and Fellow Association and use it to communicate regarding policymaking, institutional administration, and interdepartmental coordination.

**Resident and Fellow Association Mission**

The mission of the Morehouse School of Medicine Resident and Fellow Association is to be the voice of all residents and fellows. The Association advocates for MSM residents and fellows and strives to contribute to their well-being, improve their learning environment, and foster a well-balanced residency experience through communal activities.

**Bylaws of the Morehouse School of Medicine Resident and Fellow Association**

Recognizing that rendering professional service to patients in accordance with the precepts of modern scientific medicine and maintaining 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 and Fellow 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 and Fellow Association” (RFA).

**ARTICLE II**

The Morehouse School of Medicine Resident and Fellow Association shall comprise physicians who are interns, residents, and fellows appointed by and currently under contract to the Morehouse School of Medicine.

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

***Section 1: Officers***

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

The President shall call and preside at all meetings and shall be a member ex-officio of all committees. The resident/fellow shall be the GMEC Representative and represent the Association on the Graduate Medical Education Committee as a voting member. The resident/fellow shall have the authority to communicate resident and fellow concerns and address confidential matters, as

necessary. This position is filled by the previous year's President-Elect and holds a one-year term.

The President-Elect, in the absence of the President, shall assume all the President's duties and have all his or her authority and responsibilities, including representation on the Graduate Medical Education Committee as a voting member, communication of resident and fellow concern, and addressing confidential matters, as necessary. The President-Elect serves a second year on the RFA Executive Committee as the RFA President.

The Secretary shall keep accurate records of all meetings, call meetings on behalf of the president, and perform such duties as ordinarily pertain to his or her office. The Secretary shall take direction from the President and President-Elect. This position holds a one-year term.

#### **Voting of Officers:**

The President-Elect and Secretary shall be elected annually by all current residents and fellows in good standing from all Morehouse School of Medicine Programs.

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

##### **Resident and Fellow Association Executive Committee**

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

##### **Resident and Fellow Association Council**

The Morehouse School of Medicine Resident and Fellow Association shall have a Council. The membership of the RFA Council shall consist of at least two (2) members-at-large representing each residency program: Family Medicine (MSM, MSM CHMC, and MSM-Dominican), Internal Medicine (MSM and MSM-Bakersfield Memorial), Neurology, Obstetrics and Gynecology, Pediatrics, Preventative Medicine, Psychiatry, Surgery, and at least one (1) fellow representing each fellowship program: Child and Adolescent Psychiatry, Cardiovascular Disease, and Pulmonary and Critical Care Medicine.

Members-at-Large must be peer-selected on an annual basis by trainees in their respective programs. One (1) resident or fellow per program is designated as the RFA voting representative to the Executive Council, ensuring one (1) vote per program.

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

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

The President shall appoint all committee representatives. 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 committee representatives are responsible for providing a brief written summary to the RFA Officers within 7 days of attending a committee meeting.

##### **Standing Committees**

All committee representatives from the Resident and Fellow Association membership shall be appointed by the President. Appointments to the standing committee shall be for one (1) year. Special committees shall retain their appointments until discharged by the President. Committees should be reconstituted annually. Appointed committee representatives are responsible for providing a brief written summary to the RFA Officers within seven (7) days of attending a committee meeting.

Representatives from the Resident and Fellow Association membership shall be appointed by the President to sit as members of the following committees as requested by MSM and hospital affiliates,

and as deemed necessary by the Resident and Fellow 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 representatives that include but are not limited to:
  - Graduation
  - Recruitment
  - New Resident Onboarding
  - Resident and Fellow Orientation
  - Special Reviews of Programs

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

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

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

## **ARTICLE IV - MEETINGS**

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

Regular meetings of the RFA Council shall be held at least quarterly at the discretion of the President of the RFA. All members at large will be notified of Council meetings at least one (1) month in advance. All meetings shall be open to any member of the Resident and Fellow Association unless otherwise specified.

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

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

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

### **Section 3: Quorum**

Any five (5) members of the RFA 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 RFA Council meeting shall be:

- Call to order
- Reading of the minutes of the last regular and all special meetings
- Unfinished business
- Communications
- Reports, as indicated, from representatives of Standing and Special Committees
- New business
- Adjournment

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

- Reading of the notice calling the meeting
- 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 and Fellow 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 Resident and Fellow Association members 30 days before such a meeting.

#### **ARTICLE VI – ADOPTION**

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