

**Constitution
Of
Tulane University Housestaff Association**

Article I. Name, Purpose, and Objectives

Section I. The name of this organization shall be:

Tulane University Housestaff Association (HSA)

Section 2. The purpose and objectives of this Association shall be to

- A. Promote improvements of housestaff employment conditions
- B. To promote resident well-being
- C. To minimize impediments of the housestaff in their medical, surgical and ethical training
- D. To be an advocate for patient care and forbid work stoppages as a negotiating tool
- E. To encourage active membership and participation in constituent societies of organized medicine
- F. Education of residents on issues affecting them
- G. Increase resident and resident's significant other's well-being through social and charitable activities
- H. Represent the interest of its members in deliberations with affiliated hospitals on issues regarding working conditions and benefits
- I. To create an independent and non-affiliated organization for these purposes.

Article II. Membership

Section 1. Membership

- A. The membership shall be comprised of all physicians holding an internship, residency, or fellowship appointment at Tulane University School of Medicine and its affiliated hospitals and clinics.

Section 2. Rights of Membership

Physician members in good standing shall be entitled to all privileges of membership as provided in the constitution and bylaws of the association. Including the duty to vote and the right to hold office.

Section 3. Termination of membership

Membership shall be terminated upon:

- A. Written resignation
- B. Death of a member
- C. Completion of training program
- D. Transfer or dismissal from training program
- E. A determination by 2/3 majority vote of the Association that an individual's actions are contrary to the Constitution, Bylaws, or best interest of the Association.

Article III. Meetings

All regular meetings of the Association shall be conducted following the guidelines of Robert's Rules of Order

Section I Annual Meeting

Meeting to discuss general business of the Association will be held annually in May. All members of the Association may attend. Times and place to be determined by the Board.

Section 3 Board meeting

The executive council shall meet at least six times annually, and other times as deemed necessary by the President.

Section 4 Committee meetings

Committees will meet as often as deemed necessary by the committee chairperson.

Section 5 Quorum

No meeting of the association shall take place nor shall any business of the Association be conducted in the absence of a quorum by the Bylaws to this constitution.

Article IV. Officers

Section 1. Election of Officers

Nominations for all the elected positions, except President-Elect, shall be made by the Association membership no less than 30 days prior to the Annual meeting.

Nominations for President-Elect shall take place before November 30. Election by majority shall take place in January.

In the event that there are no nominations for an elected position, a special meeting of the Board shall be called and the position filled via appointment.

Absentee voting may occur during the thirty days immediately prior to the election.

Election will be determined by majority of votes received. Run-off elections will be held if no candidate receive a majority vote.

Section 2. Officers

A. President

Duties of the president

1. Preside over all Annual and Board meetings
2. Shall appoint all committee chairpersons
3. Serve as an ex-officio member of all committees
4. Supervise operations of the association

B. President-Elect

Duties of the President-Elect

1. Preside over all meetings in the absence of the president
2. May serve as Chairperson of any committee
3. Serve as the Graduate Medical Education Committee representative

C. Vice-President

Duties of the vice-president

1. Preside over all meetings where the President is not in attendance
2. Will work directly with the president to help supervise the operations of the association
3. Facilitate communication between committees and departments
4. Will be a representative to meeting with the chief residents of all departments.

D. Secretary

Duties of the secretary

1. Maintains a current roster of membership and Board members
2. Oversees interdepartmental communications
3. Ensures the taking of minutes and communications
4. Chair of Membership committee

E. Treasurer

Duties of the treasurer

1. Provide the Association with a proposed balanced budget for the year
2. Keep the Association informed on monetary issues affecting the association
3. Chair of Finance committee

Section 3. Terms

Officers shall be elected or appointed for the term of once academic year at the Annual Meeting, with the exception of the President-Elect who will begin service when elected and become President at the conclusion of the Annual meeting.

Section 4. Qualifications

Candidates for elected or appointed offices shall be a member in good standing.

Candidates for the office of President-Elect must be members in good standing for at least one year before running for office.

Exceptions must be approved by the Board.

Section 5. Vacancies

Elected or appointed officers will be considered vacant when an officer ceases to perform their duties secondary to death, resignation, removal and/or disqualification.

Section 6. Removal of Officers

An officer may be removed during any Annual or Board by a simple majority vote.

The officer shall be afforded due process prior to any dismissal proceedings.
Any officer who disqualifies from membership immediately ceases to be an officer.

Article V. Board of Directors

Section 1. Board membership

The executive board shall consist of a minimum of the President, Vice-President, President-Elect, Secretary, Treasurer and six Directors: one shall be from a surgical residency program; one shall be from a non-surgical residency program; two shall be interns from any program; one shall be a fellow; and one shall be from any program.

Up to 12 additional At-Large Directors may be elected at any board meeting.

All Board members terms expire at the conclusion of the Annual Meeting following their election.

Section 2. Selection of Executive board members

The Directors of the Board shall be elected by majority vote at the Annual Meeting according to Article IV, Section 1 of the Constitution.

Qualifications, vacancies and removal of members from the executive board will follow the same guidelines as other officers.

Section 3. Meetings of the Board

All meetings of the Housesfaff Executive Board shall be conducted under the Robert's Rules of Order.

Special meetings of the executive board may be called by either the President or by the majority of Board members.

Section 4. Duties of the Board of Directors

The duties of the Executive Board members shall be

- A. Advise the officers on matters brought to the associations attention
- B. To aid in developing policy that shall guide the affairs of the Housestaff Association
- C. To assist in the dissemination of information to the Association and serve as a voice from their represented departments.
- D. To assist in the dissemination of information from the executive council back to their respective departments.

Article VI. Committees

The committees of the Association shall be composed of members of the Association.

Committees will be designated each year according to the concerns and goals of the Association.

Article VII. Dues, Funding and Assessment

Funds may be set by annual dues or assessment of the members or on recommendation of the Board as provided by the bylaws.

Article VIII. The Housestaff Association Constitution may be amended at any annual meeting of the Housestaff Association.

Proposed amendments to the constitution shall be presented in writing to the Tulane Dean of Graduate Medical Education and publicized to the membership at least six months prior before the proposed amendment shall be considered.

Members in good standing may vote in absentee with a signed letter to be opened only at the time of counting votes.

An amendment to the Constitution must be approved by a 3/4 majority voting membership in order to pass.

