

**The McGaw Medical Center of Northwestern University
Housestaff Association (HSA) Bylaws**

Article 1: Identity

Section 1.1: Name

- a. The name of the association shall be McGaw Medical Center of Northwestern University Housestaff Association (hereinafter referred to as “HSA”).

Section 1.2: Constituents

- a. The HSA will be comprised of residents and fellows (hereinafter collectively referred to as “Housestaff”) within McGaw Medical Center of Northwestern University (hereinafter referred to as “McGaw”).

Section 1.3: Mission Statement

- a. Advocate for Housestaff within institutions in which they practice medicine including and not limited to: partner hospitals, rotating hospitals, standalone clinics, emergency departments, operating suites, surgery centers, and academic buildings.
- b. Advocate for and ensure a safe professional work environment where neither the well-being of the Housestaff or patient care are compromised.
- c. Provide an avenue for residents and fellows to communicate their issues and be a vehicle for meaningful change.
- d. Ensure robust educational opportunities for all Housestaff that will benefit them both now and for their future careers.
- e. Cultivate an open and accepting forum that supports all members of the Housestaff community.

Section 1.4: Purpose

- a. The purpose of the HSA is to optimize the training experience for Housestaff during their time at McGaw. While the scope of this endeavor is broad, this predominantly entails addressing any concerns put forth by Housestaff, anticipating important needs of the Housestaff, and promoting initiatives that aim to contribute to Housestaff’s academic and personal success.
- b. The HSA will primarily conduct its purpose by holding forum meetings 6-8 times per year, during which McGaw Housestaff will be invited to discuss ongoing initiatives and put forth any questions, concerns, or new ideas. The timings of these meetings will be posted at the beginning of each academic year, with announcements made in advance of each meeting via electronic mail correspondence.

Article 2: Structure and Committees

Section 2.1: Executive Board Structure

- a. **2 Co-Presidents** will oversee all duties and members of the HSA. The Co-Presidents will be primarily responsible for setting meeting dates, preparing meeting agendas, and communicating with McGaw leadership and all other HSA members through official means. The Co-Presidents will jointly share duties, including oversight of HSA Committees
- b. **1 Vice President** who will assist the co-presidents in HSA duties/member oversight and update these by-laws to adequately reflect any changes made to the organization as it undergoes development over time.
- c. **1 Secretary** who will be responsible for managing announcements made by the official HSA electronic mail and social media accounts (discussed in Article 6) as well as taking forum meeting minutes.
- d. **1 Treasurer** who will oversee the budget and primarily determine appropriate utilization of the budget and will serve as the representative to the McGaw Investment Committee.

Section 2.2: Executive Board Duties:

- a. Serve as the primary voting members for all general HSA issues
- b. Attend all General Body HSA meetings
- c. Independently meet once monthly to discuss ongoing issues and/or initiatives
- d. Meet once monthly with the Director of Institutional Operations (hereinafter referred to as "DIO") and Executive Director of GME
- e. Sit on the Graduate Medical Education Committee (hereinafter, referred to as "GMEC"), which meets once monthly.
 - i. The GMEC is an organization comprised of the DIO, Executive Director of GME, Program Directors, Housestaff, and other institutional officials.
 - ii. Its composition and function are determined by the Accreditation Council for Graduate Medical Education (hereinafter referred to as "ACGME"), and its primary responsibility is to monitor and advise on all aspects of physician training.
 - iii. If requested, HSA Executive Board members will assist with participation of program Internal Reviews (hereinafter referred to as "IRs").
- f. Attend monthly Northwestern Memorial Hospital Chief Resident Forum meetings in conjunction with Academic Affairs
- g. The Co-Presidents and Vice President will additionally meet 1-2 times monthly with Academic Affairs to provide HSA input on ongoing Academic Affairs initiatives.

Section 2.3: Committees

- a. The HSA will be subdivided into 3 committees, with each committee being spearheaded by committee co-chairs.

- i. The creation of committees within the HSA will allow for distribution of tangible responsibilities, with the hope of yielding a larger impact with responsibilities distributed among several individuals.
 - ii. Each committee will be led by committee co-chairs, with no more than 3 co-chairs assigned to each committee (not including the NMURFF representative for Advocacy & Community Outreach Committee).
- b. The 3 committees are as follows:
- i. **Wellness Committee**
 - The Wellness Committee will organize efforts relating to enhancing resident wellness and provide wellness opportunities.
 - Examples include wellness tips in the Housestaff Hub newsletter electronic mailing, access to online barre fitness classes, and hosting Mindful Mondays.
 - ii. **Education Committee**
 - The Education Committee will be responsible for overseeing educational initiatives and opportunities for housestaff.
 - Examples include hosting guest lecturers for financial planning, virtual interviewing, etc.
 - iii. **Advocacy & Community Outreach Committee**
 - The Advocacy Committee will be involved with service-oriented endeavors.
 - Examples include planning a Day of Service and conducting initiatives in collaboration with the Northwestern McGaw Underrepresented Residents and Fellows Forum (hereinafter referred to as “NMURFF”).
 - One chair position of the Advocacy Committee will be reserved for a member of NMURFF.
 - This committee will also focus on outreach and engagement with organizations throughout Chicago.
 - One member of the Advocacy Committee will be designated as a liaison within the Disability Advocacy Coalition in Medicine of the Feinberg School of Medicine (hereinafter referred to as “FSM”).

Section 2.4: Program Representatives

- a. Each educational program will nominate 1-2 representatives to serve as liaisons between the executive board and each respective educational program.
- b. Program representatives will be selected based on nomination by their respective program leadership.
- c. Each representative will be requested to attend all General Body HSA meetings.

Article 3: Membership, Selection, and Terms

Section 3.1: Membership

- a. Members of the HSA will be comprised of current residents and fellows of accredited and recognized education programs as outlined by the GMEC.
- b. Members will remain in good academic and professional standing as determined by their respective Program Director (PD).

Section 3.2: Executive Board and Committee Chair Selection

- a. The selection process for the HSA's Executive Board and Committee Co-Chair positions will occur during the Spring prior to the upcoming academic year.
- b. Applications will be due by the second Monday of May, and decisions will be announced by the first Friday of June.
- c. Potential applicants will submit:
 - i. An updated CV
 - ii. Personal statement describing their interest in HAS
 - iii. Form of approval signed by their respective PD (to be provided by HSA for completion) to the existing HSA Executive Board for their review and selection.
- d. Applicants will be invited to apply for a specific position and have the opportunity to designate their interest in being considered for an alternative position if not granted their initial choice.
- e. Positions will be appointed at the discretion of the existing HSA Executive Board after careful review of all applicants and associated documents. All application documents will be reviewed and assessed by each member of the Executive Board independently, and the Executive Board will convene for an official selection process meeting to determine final selection for each position.
- f. Executive Board members running for re-election will be barred from discussion of their application or applications of other applicants applying for the same position.
- g. All Housestaff are invited to apply for HSA leadership positions.
- h. Co-Presidents will be selected based on prior HSA leadership, unless the positions cannot be filled internally. For determining other Executive Board positions, strong consideration will be given to prior leadership experience or participation within HSA.
- i. In the event of any uncertainty or equivocality in decision-making regarding a position, final determination will be made by the Co-Presidents.
- j. Following selection of the new HSA Executive Board and Committee Co-Chairs, a Transition of Leadership meeting will be held in June to allow for a smooth transition from one academic year to the next.

Section 3.3: Term

- a. Terms will be assigned on a yearly basis and will coincide with the existing academic calendar, commencing on July 1st and concluding on June 30th of the following calendar year.

- b. Roles within HSA leadership will be limited to a maximum of 3 years per person, of which no more than 2 years may be on Executive Board.
- c. The Co-President role will be limited to a maximum of 1 year.
- d. All prior Past-Presidents will not be eligible for additional terms on Executive Board.
- e. Immediate Past-Presidents are welcome to serve in an advisory role on the Executive Board as non-voting members.

Article 4: Meetings

Section 4.1: GMEC Meetings

- a. Meetings are held on the 2nd Friday of each month from 8:00-9:30AM.
- b. An HSA Executive Board member must be present for all meetings and will provide a brief update on the HSA's current issues/initiatives.

Section 4.2: General Body Meetings

- a. 6 General Body meetings will be held throughout the academic year on alternating days of the week from 6:30-8pm and are open to all Housestaff.
- b. These meetings will serve as the primary forum for all residents and fellows to address issues or concerns.
- c. The Executive Board will be responsible for preparing meeting dates and agendas.

Section 4.3: Executive Board Meetings

- a. The Executive Board will meet periodically between General Body meetings to discuss ongoing issues.

Section 4.4: DIO and Executive Director of GME Meetings

- a. Monthly meetings are held on the 2nd Thursday of each month from 2-2:30pm unless otherwise specified.
- b. Executive Board members will be expected to be present; Committee Co-Chairs may be invited to attend at the discretion of the Executive Board.

Section 4.5: Chief Resident Forum Meetings

- a. Monthly meetings organized and lead by Academic Affairs. Ideally, one member of the HSA Executive Board should be in attendance.

Section 4.6: Academic Affairs Meetings

- a. Monthly meetings organized and lead by Academic Affairs. Typically attended by Co-Presidents and Vice President.

Section 4.7: Program Internal Reviews

- a. It is an expectation that HSA Executive Board members and/or additional HSA leadership will participate in program IRs.

Article 5: Budget

Section 5.1: Annual Budget

- a. The annual budget will be provided by GME.
- b. Distribution of these funds will be overseen by the Treasurer, with input on provision of funds to be decided on by members of the Executive Board.

Article 6: Bylaws

Section 6.1: Bylaw Review and Renewal

- a. Bylaws are to be verified by executive board voting members annually by the first Monday of April.
- b. Changes may be made up to that point by a vote of >61% of the executive board, and requests for appointment applications for the following year may not be made until annual verification.

Section 6.2: Discretionary Decisions

- a. Bylaws contained herein are not limiting in scope, and lack of definition in this document does not necessitate any topic, decision making, or ruling to fall outside the role of the HSA provided it falls within the roles and responsibilities outlined in Article 1.
- b. Any decision, role, or responsibility not explicitly stated in prior Articles and Section shall be determined to fall under the equal responsibility of both co-presidents who are encouraged to involve the remainder of the executive board in any decisions with wide-reaching Housestaff impact.