I. HOUSE STAFF ASSOCIATION PURPOSE  
a. To serve as the TTUHSCEP PLFSOM advocates for residents and fellows.  
b. To provide an open forum that allows residents and fellows to communicate and exchange information on their educational and work environment and to promote the well-being, interests, and education of the House Staff.  
c. To serve as a bridge between residents and the institution to voice concerns that cannot be resolved within the individual training program and provide feedback without fear of intimidation or retaliation in a confidential manner.  
d. To advise the institutional leadership on potential solutions areas in need of improvement.  

II. HOUSE STAFF ASSOCIATION MEMBERSHIP  
a. Every resident and fellow is considered a member of the House Staff Association.  

III. HOUSE STAFF ASSOCIATION COMMITTEE (HSAC)  
a. The HSAC is composed of resident/fellow representatives from each training program and they are considered the voting members.  
b. The House Staff Association Officers are the leadership group of the HSAC.  
c. The HSAC is the peer-selected group of residents and fellows that represent the interest of each training program.  
d. The HSAC can invite ex-officio members as deemed appropriate.  

IV. HSAC MEETINGS  
a. HSAC meetings shall be held monthly prior to the Graduate Medical Education Committee (GMEC) meeting.  
b. HSAC program representatives shall attend the monthly HSAC meetings or send a representative in their place.  
c. A quorum should be constituted by the presence of at least 50% of the voting members.  
d. Parliamentary procedure should be followed for all meetings.  
e. HSAC minutes will be taken by the GME office for the open session only.  

V. HSAC OFFICERS  
a. President:  
i. Shall preside as the Chair of the HSAC or send a HSAC Officer as a representative.
ii. To avoid conflict of interest, there should be an additional representative from the President’s department.

iii. Shall fulfill the responsibilities and temporarily cover any vacant offices and delegate or hold a special election to appoint personnel as soon as possible.

iv. Shall be responsible for preparing the monthly HSAC Agenda.

v. Shall attend as a voting member at the monthly GMEC meetings.

vi. Shall be responsible for presenting quarterly at University Medical Center (UMC) Medical Executive Committee (MEC).

vii. Shall attend monthly GMEC, UMC-MEC and EP County Medical Society, UMC-MSPI, monthly meetings or send HSA Officer as representative.

viii. Shall appoint residents/fellows to the different committees at TTUHSCEP, UMC and EPCH, as well as any other institution.

ix. Shall be given access to the HSAC email and disseminate messages as appropriate

b. **Vice-President:**

i. Shall take the place of the President if he/she is not available to fulfill responsibilities, including duties of other officers in the event they are unable to attend.

ii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

iii. Will follow up on HSAC pending items and report to HSAC President

iv. Shall be responsible for checking HSAC email routinely.

c. **Resident Liaison**

i. This officer is the primary contact individual for resident concerns

ii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

iii. Report concerns to the House Staff Association President at the HSAC monthly meetings

iv. Resident liaison will attend resident call room inspections (walk-throughs)

v. Schedule walk-through dates with different specialties IM, OBGYN, Surgery, Pediatrics, Family, Psychiatry, Emergency Medicine

vi. Follow up on pending items after each walk-through

vii. Shall assign representative for the El Paso Psychiatric Center (EPPC) walk-through
d. **Administrative Officer**
   i. Shall be responsible for ballot and vote counting, as applicable
   
   ii. Shall oversee recruitment to committees and HSAC Representatives
   
   iii. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

e. **Communications Officer**
   i. Shall organize HSAC news and announcements through the TTUHSCEP House Staff Association website and social media
   
   ii. Shall assist the President in preparing messages to be emailed to the rest of the HSAC
   
   iii. Shall prepare presentations for the Resident Forums, Annual Incoming Trainee Welcome Event, and any other meetings or forms of communication for house staff
   
   iv. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

f. **Wellness Officer**
   i. Shall organize Annual Fall or Spring Events.
   
   ii. Shall assign and oversee the spousal support group
   
   iii. Shall search and plan for activities to promote wellness among residents
   
   iv. Shall be responsible for attending meetings in the event an assigned officer is unable to attend

VI. **HSAC Subcommittees**
   a. **HSAC IT Subcommittee**
      i. Shall be led by one of the HSAC officers
      
      ii. Shall address resident related IT issues
      
      iii. Will be responsible for providing updates on pending items to the HSAC

   b. **HSAC CLER Subcommittee**
      i. Shall be led by one of the HSAC officers
      
      ii. Shall address and provide updates on items from the CLER report

VII. **TERMS AND ELECTIONS**
   a. The HSAC President will begin discussions for nominations of new HSAC officers at the March HSAC meeting.
   
   b. Announcement of the new HSAC Officers will take place at the April meeting.
c. House Staff Association Committee Officers will be selected amongst current and prospective representatives.

d. Officers may serve consecutive terms.

e. Chief Residents from each department may nominate representatives from their respective departments annually.

f. Representatives may serve consecutive terms.

g. Announcement of the new HSAC Representatives will take place at the HSAC May meeting.

h. Terms of office shall be for one academic year, beginning July 1st of each year.

VIII. FINANCIAL SUPPORT
a. Finances, which includes the GME Fund for Excellence shall be handled by the GME Office.

b. Finances shall be subject to independent audit as determined by the Associate Dean of Graduate Medical Education.

c. Expenditures less than $500 may be approved by the HSAC President.

d. Expenditures of more than $500 will be subject to a majority approval by the HSAC.

e. Financial activities shall comply with institutional policies.

XI. AMENDMENTS
a. Amendments to the bylaws shall be subject to majority approval by the House Staff Association Committee.