

	MOREHOUSE SCHOOL OF MEDICINE GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES	POLICY NUMBER	RFA-01
		EFFECTIVE DATE	07/01/2024
		PAGE(S)	04
	<u>SUBJECT</u> Resident and Fellow Association By-Laws	SUPERSEDES	07/01/2023

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

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: Fame R

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.

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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.