Constitution and Bylaws

Grandview Residency Advisory Committee (GVRAC)

Final Revision by Constitution and Bylaws Committee: 03/2008
Original Draft 03/2008
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Article I: Establishment of the Grandview Residency Advisory Committee

The Grandview Medical Education Department first established the Grandview Residency Advisory Committee (GVRAC) in 2008. The Grandview Hospital felt it necessary to adequately represent postgraduate trainee concerns. This committee was named the Grandview Residency Advisory Committee and will hereby be referred to as GVRAC.

The GVRAC shall represent the views and interests of all interns, residents, and fellows within Grandview Hospital. The GVRAC shall serve as the voice of interns, residents, and fellows to Grandview Medical Education Department.

Article III: Mission Statement:

To improve the quality of Osteopathic Graduate Medical Education, service, research, and professional identity at the local, state and national level.

Article IV: Goals of GVRAC:

1. Aide the Medical Education Department in recruitment and retention.
2. Accreditation
3. Skills Lab
4. OPP
5. Research
6. Serve as advocates for all interns, residents, and fellows at Grandview Hospital.
7. Encourage high standards and continual improvement of educational programs for osteopathic interns, residents, and fellows.
8. Facilitate communication among interns, residents, and fellows.
9. Promote the mission of the American Osteopathic Association (AOA), the Ohio Osteopathic Association (OOA), and to enhance the value of Grandview Hospital and the Kettering Health Network.
10. Promote the mission of the Grandview Medical Education Department.
11. Protect and promote the rights of all interns, residents, and fellows at Grandview Hospital.
12. Serve as mentors for osteopathic students and encourage early involvement in GVRAC issues.
13. Encourage and facilitate involvement of postgraduate physicians in local, state, and national medical organizations.
14. Work to preserve the distinctiveness of osteopathic principles and the diversity of osteopathic medicine.
15. Bring together our community with focus on: osteopathic interns, residents, and fellows and instill in them a sense of unity and loyalty to the osteopathic profession and Grandview Hospital.
Article V: Membership in the GVRAC

Section 1: Membership

All interns, residents and fellows in good standing are eligible to be selected as representatives and have membership in GVRAC.

There is one category of membership in GVRAC:

1. Voting members: Official voting members appointed at the discretion of the hospital’s Director of Medical Education. The voting members are nine in member and are self-selected then recommended to the Director of Medical Education.

Section 2: GMEC Representatives

1. Represent ideas and interests of the house staff.
2. Will be expected to attend at least 100% of GMEC meetings.
3. The representative can be any member executive board member, the chair is preferred.

Section 3: Executive Board

The Grandview Residency Advisory Committee Executive Board Members shall serve as the presiding officers over all functions and activities of the GVRAC. The GVRAC Executive Board will consist of the following positions:

1. Chair
   i. Is a resident of at least PGY2 status
   ii. Calls to order and facilitates agenda at meetings
   iii. Shall oversee all activities conducted by the GVRAC
   iv. Provides an agenda of future meetings to the Medical Education office
   v. Serves on the constitution and bylaws committee
   vi. Must regularly attend GVRAC meetings

2. Vice Chair
   i. Is a resident of at least PGY1 status
   ii. Acts in place of chair if chair is unable to participate
   iii. Sits as chair of constitution and bylaws committee
   iv. Must regularly attend meetings called by Chair
3. Secretary
   i. Is a resident of at least PGY1 status
   ii. Records and distributes minutes of scheduled meetings
   iii. Maintains and updates the GVRAC website
   iv. Must regularly attend meetings called by Chair

Section 4: Special Delegates

1. Special Delegates
   i. Are GVRAC Executive Board appointed positions who represent GVRAC at conferences or events.
   ii. Are required to regularly attend their respective meetings/events but are not required to regularly attend GVRAC meetings.
   iii. Must submit a written and/or oral report to the GVRAC Chair after their respective meeting and/or event, preferably at the next corresponding GVRAC meeting.
   iv. Must be residents of at least PGY1 status.
   v. May also serve on GVRAC Executive Board and/or be an GVRAC voting member.
   vi. Must submit a written letter of intent to the GVRAC Executive Board two months prior to the respective meeting/event to be appointed to a position.
   vii. Special Delegate positions include the following:
       a. Special Delegates to Hospital Days
       b. Special Delegates to SOMA / AOA
       c. Special Delegates to Specialty Colleges & Colleges of Medicine

Section 5: GVRAC Committees

These will function as standing committees within GVRAC. It is highly recommended for members of the GVRAC Executive Board to sit on at least one of the GVRAC Committees.

1. GVRAC Constitution and Bylaws Committee
   i. The purpose of this committee is to formulate changes to the constitution and by-laws for submission on an annual basis
   ii. The Executive Board Vice-Chair will serve as Chair of the committee
   iii. Committee Members:
       a. The Executive Board Chair will sit as a committee member
       b. The remaining committee members may be any combination of voting members

2. Sub-committees may be cleared as needed
Article VI: Meetings and Resolutions:

Section 1: Meetings:

1. GVRAC meetings will be held every month in a predetermined location.
2. Meetings will be called to order and run by the chairperson and if absent by the vice chair.
3. Meetings will be open to any postgraduate trainees.
4. Dates and location of future meetings will be published at least 1 month in advance.
5. Meeting will be kept orderly by adhering to a modified Robert’s Rules of Order.
6. Quorum:
   i. A quorum is defined as 2/3 of members.
   ii. A quorum is required in order to vote on any GVRAC-related issue but is not required to conduct an GVRAC meeting.
7. If not present the hospital program will have no voting privileges.
8. At the discretion of the chair, issues needing to be addressed in due process can be voted upon between meetings with intent to achieve a quorum.
   iii. If a quorum can not be achieved the decision can be left to the chair.
   iv. The chair can withhold a decision.

Section 2: Resolutions:

1. Any GVRAC representative may author and/or present resolutions to be placed on the agenda of the GVRAC meetings.
2. Resolutions must be received by the GVRAC Chair thirty days prior to the meeting in order to be included on the meeting’s agenda.
3. Resolutions received after the deadline may be presented at the GVRAC meeting to be accepted for discussion in accordance with Robert’s Rules of Order.
4. Resolutions will be presented for discussion and review to the GVRAC and will be voted on per guidelines set forth in Article VII, Section 5.

Article VII: Elections, Appointments, and Voting

Section 1: Executive Board

1. Officers will serve a two year term but there is no limit on number of terms served as long as reelected.
2. Election will occur by written ballot:
   i. Chair person will be elected at May/June meeting.
ii. Remaining positions will be elected at the first meeting of the academic year in August/September.

3. Each elected officer will serve only one position but may also act Special Delegate as described in Article V, Section 4.

4. Process:
   i. Positions up for nomination will be described in detail by the Chair.
   ii. Nominations will then be made for each position.
   iii. Self nominations allowed.
   iv. Those nominated to a position will be given opportunity to address the group (3 minute time limit).
   v. Once nominations and speeches are completed, elections will be made by secret ballot and tallied by a 3rd party.
   vi. A majority vote will determine the elected individual.
   vii. In the event of a tie, the Chair or next highest ranking uninvolved member will break the tie.

Section 4: Special Delegates

1. Will receive a one time appointment but there is no limit on number of appointments served if reselected.
2. Interested candidates must submit a letter of intent two months prior to the meeting/event.
3. Letters of intent will be reviewed by the Executive Board and a decision will be made prior to the subsequent meeting.
4. Special delegates will be selected on a first come first served basis with preference being considered in the following order:
   i. GVRAC Executive Board
   ii. Osteopathic post-graduate trainees
   iii. Osteopathic medical students

Section 5: Voting on Resolutions and Issues

1. Each member shall have one vote on a called question to a motion.
2. Each member will be able to cast one vote and as many votes by proxy accepted. The name of each proxy and the delegate he/she represents must be received by the GVRAC Chair fourteen days prior to the scheduled GVRAC meeting.
3. There should be at least one delegate present from a CORE OPTI location in order to cast a vote on its behalf.
4. A two-thirds vote is required to make any changes to the GVRAC Constitution and By-Laws.
5. All rules and regulations will be in accordance with the CORE system.

**Article VIII: Disciplinary Policy**
Section 1: Statement of Need:

Due to the high responsibility of representation and the reliance on individual members to this organization’s success, persons not performing to expectations set out in Article V will be held to the consequences set out in Article VIII, Section 3.

Section 2: Expectations:

1. OPTI Resident Representatives named in Article V, Section 2 will be expected to:
   i. Attend all GVRAC meetings called to order by the Chair.
   ii. Communicate with the Chair or Vice-Chair when unable to attend.
   iii. Make themselves available to house staff for issues concerning GVRAC.
   iv. Display professionalism and respect during all GVRAC sponsored events.

2. Executive Committee members named in Article V, Section 3 will be expected to:
   i. Attend all meetings called to order by the chair
   ii. Communicate with the chair or vice chair when unable to attend
   iii. Display professionalism and respect during all GVRAC sponsored events

3. Special Delegates named in Article V, Section 4 will be expected to:
   i. Attend their respective committee and/or conference meeting(s).
   ii. Display professionalism and respect during all GVRAC sponsored events.

4. GVRAC Committee members named in Article V, Section 5 will be expected to:
   i. Attend all meetings called to order by the Chair of their committee
   ii. Display professionalism and respect during all GVRAC sponsored events.

Section 3: Disciplinary Actions:

1. If an individual holding an GVRAC position is unable to fulfill his/her position’s duties then it is their responsibility to contact the GVRAC Chair to resign from their position.

2. Representatives not adhering to expectations set out in this document will receive:
   i. A written warning and encouragement to improve his/her involvement. This will also be sent to the DME.
   ii. If the representative continues to not adhere to expectations set out in the GVRAC Constitution and By-Laws then they will receive a written letter notifying them they have been removed from their respective position. This letter will also be sent to the DME.

3. The Chair will have at his/her discretion to name a replacement to any position vacated.