

BYLAWS OF THE RESIDENT AND FELLOW SECTION OF THE MINNESOTA MEDICAL ASSOCIATION
Accepted by MMA-RFS in September 2008, revised July 2018, revised July 2020, revised July 2021,
revised May 2024.

I. BACKGROUND

In order to provide resident and fellow physician members greater participation in the Minnesota Medical Association (MMA), and a more direct role in policy deliberations, the following bylaws are hereby established.

II. NAME

The name of the organization shall be Minnesota Medical Association Resident and Fellow Section. The proper abbreviated name shall be the MMA-RFS.

III. DEFINITIONS

Resident. Any person engaged in a residency program accredited by the American College of Graduate Medical Education.

Fellow. Any person who has completed residency training and is currently in a fellowship training program.

AMA. American Medical Association

IV. MEMBERSHIP

Membership in the section shall be limited to those who are defined in the MMA bylaws as a resident member of the Minnesota Medical Association and its component medical societies.

V. GOVERNING COUNCIL

All persons holding a Governing Council position shall serve a one-year term which will run July 1 - June 30 to coincide with the trainee academic year.

A. Members of the MMA-RFS may vote on matters before the section and serve as officers of the MMA-RFS.

B. The Governing Council shall conduct the official business of the MMA-RFS and comprises elected and ex-officio members who are full voting members.

C. The MMA-RFS shall elect the following Governing Council positions from among its members annually: Chairperson, Vice Chairperson, AMA-RFS Delegate, AMA-RFS Alternate Delegate, RFS Board of Trustee Representative, Secretary, Outreach Coordinator, and At-Large Officer.

- a. The **Chairperson** will preside over all meetings of the MMA-RFS and its Governing Council unless he/she otherwise delegates this authority to another MMA-RFS officer.
- b. The **Vice Chairperson** shall assume the duties of the Chairperson in the absence of the Chairperson and assist the Chairperson with their duties. The Vice Chairperson shall be responsible for receiving reports and coordinating the efforts of resident appointees to MMA Standing Committees.
- c. The **RFS Board of Trustee Representative** shall represent the MMA-RFS on the MMA Board of Trustees as defined in the MMA bylaws. The position shall have a two (2) year consecutive term, and the RFS Trustee may not hold a concurrent RFS officer position.
- d. The **AMA-RFS Delegate** shall serve as the primary spokesperson for the AMA-RFS at the Annual AMA meeting in June, and the Interim AMA meeting in November. **The AMA-RFS Alternate Delegate** shall assist the AMA-RFS **Delegate** in his/her duties and shall assume the role of **Delegate** if the **Delegate** is unable to fulfill their duties. AMA membership is required to participate in the AMA-RFS.
- e. The **Secretary** shall record the minutes of all meetings of the MMA-RFS, disseminate these minutes to the MMA-RFS membership, and shall serve as editor of all MMA-RFS publications. The Secretary shall assist the Chairperson and Vice Chairperson in the performance of their duties and is expected to attend all meetings of the MMA-RFS.
- f. The **Outreach Coordinator** shall disseminate information pertaining to the MMA-RFS and its activities to individuals and their institutions to help drive membership and participation in organized medicine.
- h. The **At-Large Officer** shall be elected from the membership to serve as a member of the RFS Governing Council

- D. The following positions are ex-officio members of the Governing Council:
- a. The **Component Medical Society Representatives** shall be determined by their local component society and represent the MMA-RFS at their local component medical societies.
 - b. The **Policy Council Representative** will be an ex-officio member of the Governing Council, appointed by the Governing Council. The Policy Council Representative shall serve a term starting January 1 and ending December 31. The position has a one (1) year term, after which the committee member may reapply for the position.
 - c. **MMA Committee Members** appointed by the RFS Governing Council shall be ex-officio members of the Governing Council

VI. MMA Committee Members

- A. Any member of the MMA-RFS in good standing is eligible for appointment to MMA committees. Applications must be received by the Governing Council prior to the MMA RFS meeting at which the appointments will be made.
- C. MMA-RFS Committee Members shall serve a term starting January 1 and ending December 31. The positions have a one (1) year term, after which the committee member may reapply for the position.
- D. The Policy Council Representative shall represent the MMA-RFS on the MMA Policy Council and serve as the primary spokesperson for the MMA-RFS at MMA Policy Council meetings. This representative will hold an ex-officio seat on the Governing Council.

VII. BUSINESS

- A. Business shall include but not be limited to the process of gathering information, developing policy proposals to submit to the MMA and AMA-RFS, formation and execution of committee agendas and tasks assigned to the MMA-RFS Governing Council by its membership, preparations and analysis of MMA Standing Committee reports and elections.
- B. Meetings
 - a. **Governing Council Meetings-** Regular meetings of the MMA-RFS Governing Council shall be held in such time and locations as the Governing Council may designate, and may be held in-person, virtually or both. While any MMA-RFS member can attend Governing Council meetings, only members of the Governing Council may vote on any issues presented at those meetings. Meetings shall occur, at a minimum, on a quarterly basis.
 - b. **Special Governing Council Meetings-** May be called to handle urgent business as determined by the Governing Council.

C. Conduct of Business

- a. The MMA-RFS and Governing Council shall be guided by the Sturgis Standard Code of Parliamentary Procedure.
- b. Meetings shall be conducted with agendas prepared in advance by the Chairperson of the meeting.

VIII. ELECTIONS

A. Eligibility

- a. Any MMA-RFS member is eligible to be nominated for elected office.
- b. No MMA-RFS member shall be elected Chairperson or MMA Trustee for more than two one-year terms each unless no other eligible member is running.

B. Procedure

- a. All MMA-RFS Governing Council officers shall be elected through online elections. The Governing Council shall send a request for nominations for elected offices at least 3 weeks prior to the MMA-RFS elections to all MMA-RFS members.
- b. Elections will occur online. The Chairperson will conduct the election with the assistance of the RFS Staff Liaison; however, the Chairperson shall recuse him/herself from this duty if he/she is a candidate for the election in question. The Vice Chair will conduct the election if the Chairperson is unable to do so for any reason. A nominee will be elected if he/she obtains a plurality of the votes. In the event of a tie, the outgoing Governing Council will break the tie. If a Governing Council member is running in that election, he/she must recuse him/herself.
- c. Recall of a Governing Council member may be considered as New Business at any Governing Council meeting. A Governing Council member shall forfeit his/her offices upon $\frac{3}{4}$ of the Governing Council members present at the meeting voting to do so. If a Governing Council member forfeits his/her duties or resigns, a replacement will be named by the Chairperson.

IX. MMA-RFS DELEGATION TO THE AMA-RFS

- A. The MMA-RFS Delegation to the AMA-RFS shall be composed of all Delegates and Alternate Delegates to the AMA-RFS.
- B. MMA-RFS Delegates to the AMA-RFS
 - a. The AMA Delegate on the MMA-RFS Governing Council leads the MMA-RFS delegation to the AMA-RFS. The AMA Alternate Delegate on the MMA-RFS Governing Council will lead the delegation in the AMA Delegate's absence.
 - b. The number of Delegates to the AMA-RFS is determined by AMA Bylaws.
 - c. All members of the MMA-RFS Governing Council (who are AMA members) shall serve as the MMA-RFS Delegates within the AMA-RFS Assembly. Any additional open positions shall be filled at the discretion of the Governing Council.
 - d. Business of the delegation including sponsorship or endorsement of resolutions shall require a 2/3 majority vote of the delegates present at the AMA-RFS meetings.

X. APPROVAL AND AMENDMENTS

- A. Approval of these Bylaws is contingent upon a 2/3 vote at a Governing Council meeting. Amendments must be ratified by $\frac{3}{4}$ of members present at any Governing Council meeting.
- B. Amendments to election procedures may not be implemented at the same meeting in which they were adopted.

Revisions

7/21/2021

7/28/2020

6/18/2024