

Bylaws

UTHSA PRIDE CONSTITUTION & BY-LAWS

ARTICLE I: NAME

This organization shall be known as “UTHSA PRIDE”. The activities of this organization are governed by the rules and regulations for student organizations and must conduct its affairs in accordance with The University of Texas System Board of Regents Rules and Regulations, Section 4.

ARTICLE II: PURPOSES

Section 1. Pride is a non-profit organization established for the purpose of promoting equitable quality and access to healthcare for gender and sexual minority (GSM) patients; GSM includes, but is not limited to: Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, Intersex, and Asexual (LGBTQIA+). These goals will be met through:

- (a) Education
- (b) Advocacy
- (c) Volunteering
- (d) Research

Section 2. To provide professional networking opportunities for LGBTQIA+ & ally clinicians.

Section 3. To serve the San Antonio LGBTQIA+ community through volunteer events and the PRIDE Clinic.

Section 4. To promote and encourage recruitment efforts regardless of race, color, creed, sex, age, national origin, economic status, sexual orientation, gender expression, or gender identity.

ARTICLE III: MEMBERSHIP

Section 1. Membership may include UT Health San Antonio:

- (a) Students
- (b) Alumni
- (c) Faculty
- (d) Staff

Section 2. Active Membership requires one of the following:

- (a) Participation in at least one PRIDE sponsored event per semester
- (b) Payment of dues, if charged, for the school year.

Section 3. Membership dues will be determined by the current Executive Board. Dues are not to exceed \$15 per year per member.

ARTICLE IV: LEADERSHIP

Section 1. Officer Titles of the Executive Board:

- (a) President(s)
- (b) Vice President(s)
- (c) Treasurer/Fundraising Chair
- (d) Volunteer and Advocacy Chair
- (e) Secretary
- (f) Social Chair
- (g) PCC Coordinator(s)

Section 2. Selection

- (a) Leadership position eligibility
 - (i) Active membership status, as defined in Article III: Section 2.
 - (ii) Must attend monthly Executive Board meetings as defined in Article VI.
- (b) Voter eligibility
 - (i) Active membership status, as defined in Article III: Section 2.
- (c) Election process
 - (i) The election process for positions listed in Article IV: Section 1, (a) through (f) may be determined by the current Executive Board. This may include creating an application and holding interviews for interested students.
 - (ii) PCC Coordinators are responsible for their own selection process, following the Student Faculty Collaborative Practice guidelines.
 - (iii) Any votes must be counted by a staff or faculty advisor.
 - (iv) Absentee votes
 - (1) Must be submitted prior to election day
 - (2) Must be sealed and counted by a staff or faculty advisor
- (d) Any dispute resulting from an election result shall be resolved by the faculty advisor(s).
- (e) Timeline
 - (i) The selection process shall be held in January for positions listed in Article IV: Section 1, (a) through (f). PCC Coordinators will be selected according to the processes outlined by the Pride Community Clinic.
 - (ii) The selection timeline for officers outside of the SOM may be modified based on the schedule of each individual school, as approved by the current Executive Board.

Section 3. Terms of Office

- (a) The length of the term for each position outlined in Section 1 shall be one year.

Section 4. Duties

- (a) President(s)
 - (i) Preside at executive and general membership meetings
 - (ii) Be the official representative and spokesperson for PRIDE
 - (iii) Support officers in their initiatives and responsibilities
 - (iv) Maintain and strengthen relations with community organizations

- (v) Be the UTHSA Medical Student Council Representative for PRIDE or assign another position to do so
- (vi) Ensure UT HEALTH SAN ANTONIO is represented in the Texas Association for GLBTQ Health by two of the officers
- (vii) Ensure registration of organization
- (viii) Ensure effective officer transition
- (ix) Ensure continuity of knowledge to the next officer-elect of the same position
- (b) Vice President(s)
 - (i) Lead established Safe Space education program within their respective schools
 - (ii) VP Medicine will preside in the absence of the President
 - (iii) Advertising PRIDE events and socials
 - (iv) VPs outside LSOM are the main points of contact for their school
 - (v) Ensure continuity of knowledge to the next officer-elect of the same position
- (c) Treasurer and Fundraising Chair
 - (i) Act as custodian of all of PRIDE's funds and deposits of such funds
 - (ii) Draft a budget if requested by the Executive Board for the general funds
 - (iii) Raise funds for PRIDE events
 - (iv) Collect membership dues (if applicable)
 - (v) Ensure continuity of knowledge to the next officer-elect of the same position
- (d) Volunteer and Advocacy Chair
 - (i) Maintain and develop relations with San Antonio community organizations
 - (ii) Seek out and organize opportunities for PRIDE to serve the campus and local community
 - (iii) Seek out and organize opportunities for PRIDE to advocate for LGBTQ+ health equality on campus and within the community
 - (iv) Lead new educational development, identify opportunities on campus and within the community to increase knowledge of LGBTQ+ healthcare needs and inequities
 - (v) Ensure continuity of knowledge to the next officer-elect of the same position
- (e) Secretary
 - (i) Record minutes at all Executive Board and General Body meetings
 - (ii) Provide meeting follow-up email with officer action items
 - (iii) Maintain and organize the PRIDE Google Drive
 - (iv) Ensure continuity of knowledge to the next officer-elect of the same position
- (f) Social Chair
 - (i) Organize events for PRIDE members to encourage networking and build a community on campus
 - (ii) Document events with photos and written summaries
 - (iii) Update instagram and website with documented events
 - (iv) Create announcements and flyers for PRIDE events and coordinate advertising across campus and social media
 - (v) Ensure continuity of knowledge to the next officer-elect of the same position
- (g) PCC Coordinator(s)
 - (i) PCC Coordinators coordinate routine clinic operations including:

- (1) Scheduling patients, volunteers, and physicians for clinic
- (2) Maintaining a good relationship with Alamo Area Resource Center (AARC)
- (3) Meeting monthly with other Student-Faculty Collaborative Practice (SFCP) clinics, the SFCP Executive Board, and the Center for Medical Humanities and Ethics (CMHE)
- (4) Applying for grants to maintain funding through CMHE
- (5) Working with local providers to increase community resources for LGBTQ+ patients
- (6) Conducting any necessary research
- (7) Being present on the night of clinic (either 2x or 3x a month) to coordinate flow of clinic duties including rooming patients, debriefing volunteers, and ordering labs
- (ii) May hold any other officer position aside from VP and President

Section 5. Committees

- (a) Committees may be formed by any Chair to serve the goals or responsibilities of their position.
- (b) Committee members must be approved by either one of the following:
 - (i) The President(s) and the Committee Chair.
 - (ii) Majority vote of the Executive Board and the Committee Chair.

Section 6. PRIDE Community Clinic (PCC) Committee

- (a) The PCC will be run by a PRIDE Subcommittee, led by the following PRIDE Officer positions: 3 PCC Medical Student Coordinators and 3 PCC Nursing Student Coordinators.
- (b) The subcommittee would be open to all interested PRIDE officers. It would be responsible for management of all day-to-day PCC operations, and must bring proposals of any major PCC changes to the full PRIDE Officer board for a vote of approval.
- (c) The PRIDE Treasurer/Fundraising Chair is responsible for providing and transferring clinic funds to PCCs. These funds should include and cover gift-cards for patient prescriptions.
- (d) Responsibilities unique to the PCC (medication/supply management, health records management, community partner relations, etc.) are held by the 3 PCC Nursing Student Coordinators and PCC Medical Student Coordinators, either to complete themselves or delegate to dedicated subcommittee members.

Section 7. Voting

- (a) All new initiatives and proposals, as well as budgeting requests, must be approved by a simple majority vote of Officers present at the meeting in which the new business is introduced.

Section 8. Impeachment

- (a) Impeachment and forced resignation of an officer may be carried out as follows:
 - (i) Proposal of impeachment may come from any officer.
 - (ii) Forced resignation of an officer is affected by passage by two-thirds vote of the entire Executive Board; absentee votes must be counted.

Section 9. Filling Vacancies

- (a) Vacancies may be filled through a selection process of the President(s) choice, as long as the selected candidate is approved by a majority vote of all officers; absentee votes must be counted.

Section 10. All officers shall be responsible for working within the framework of this document.

ARTICLE V: PRIDE ADVISORY BOARD

The faculty, staff, and student advisors of PRIDE shall be:

- (a) Dr. Christopher Lam of the School of Medicine
- (b) Dr. Heather Gardner of the School of Medicine
- (c) Beth L. Wueste (Payne) of the School of Medicine
- (d) A current MS3 or MS4 who previously served as either President or Vice President

ARTICLE VI: MEETINGS & ACTIVITIES

Section 1. General Body Meetings and Activities

General Body Meetings and activities shall be determined by the President(s). A minimum of a one week notice shall be given for time and date of meetings, and a minimum of a three day notice shall be given for location of the meeting.

Section 2. Executive Board Meetings

A standard Executive Board meeting will occur the first Thursday of each month from 5-6pm mandatory for all Executive Board members to attend, unless excused for a valid reason. One of the three PCC coordinators must be in attendance.

ARTICLE VII: ONLINE PRESENCE

The PRIDE leadership team shall maintain a online presence on social media including:

- (a) PRIDE Facebook group (<https://www.facebook.com/groups/UT Health San Antoniopride>)
- (b) UTHSA PRIDE Website
- (c) Instagram Account (@uthsapride)

ARTICLE VIII: AMENDMENTS

Section 1. An amendment may be proposed by any officer.

Section 2. An amendment may be passed by a two-thirds vote by the entire Executive Board; that is, a reasonable effort to count absentee votes must be made.