



BYLAWS

of THE UNIVERSITY of TEXAS SYSTEM

KENNETH I. SHINE, M.D., ACADEMY of HEALTH SCIENCE EDUCATION

I. NAME

The name of this organization shall be *The University of Texas System Kenneth I. Shine, M.D., Academy of Health Science Education*, also known herein as the 'Shine Academy' or the 'Academy.'

II. MISSION

The mission of the Shine Academy shall be to serve the University of Texas System (UTS) through the support and promotion of excellence in all aspects of health science education, educational scholarship and leadership.

III. ORGANIZATIONAL STRUCTURE

The Shine Academy as a formal membership organization founded and supported by the UTS Office of the Executive Vice Chancellor of Health Affairs shall conduct its operations under the purview of that office. The Academy shall be comprised of outstanding scholars and leaders in education from across the UTS health science institutions. An annual peer-review process shall be conducted for new member selection, and Academy leadership shall be elected and appointed from among its membership.

IV. MEMBERSHIP

A. ROLE AND OVERVIEW

1. The Shine Academy shall seek, select, induct and support a diverse membership that strives for broad representation of excellence in health science education across the gamut of the health sciences represented in the UTS.
2. Academy membership shall embody an inherent and enduring commitment to active participation in Academy business and activities.
3. Members shall serve as Academy ambassadors to promote educational excellence at their home UTS health science institutions, the UTS and beyond.
4. The Academy shall identify new Members annually through formal processes of nomination, application, peer-review and selection. Individuals employed by one of the UTS institutions with one or more component health science schools and who have established a career record of outstanding accomplishments in health science teaching and/or other aspects of education at one or more of these UTS institutions are eligible to apply for membership through their home institution's candidate selection process. Each UTS institution with one or more component health science schools may nominate up to a maximum of four candidate members annually.

5. The maximum total number of new Shine Academy Members formally selected each year shall equal twice the number of UTS institutions that have one or more component health science schools, and are therefore eligible to nominate candidates for membership.

B. TERM OF MEMBERSHIP

Shine Academy membership shall be life long when a Member continues to make educational contributions at or above the level that qualified them for Academy membership and participates in the Academy in accordance with the Academy Bylaws – Section IV.C. Member Participation. When a Member no longer meets these participation criteria, the term of Academy membership shall conclude and shall be designated as such in all related documentation.

C. MEMBER PARTICIPATION

Active Shine Academy participation shall serve as the basis for membership continuation. Member contribution must be documented to meet or exceed the following activity levels:

1. Participate annually in Academy work through such as Academy Committee member service (confirmed by the Committee Chair), ROTA reviewer, Innovations conference abstract reviewer or poster judge, or Innovations Conference speaker/presenter, **AND**
2. Attend two Innovations in Health Science Education Conferences over any consecutive four-year period, **OR**
3. Participate in at least four Academy business meetings in any consecutive four-year period.

D. CATEGORIES OF MEMBERSHIP

1. **Member:** A Member is a Shine Academy inductee who through the term of membership and the level of Member participation has demonstrated continuous contribution toward fulfilling the Academy mission.
2. **Emeritus Member:** A Member retiring or departing from a UTS health institution shall be eligible to apply for the Emeritus Member designation based on having made outstanding contributions to the Shine Academy as a Member.
3. **Honorary Member:** An individual otherwise ineligible for Shine Academy membership may be designated by the Academy as an Honorary Academy Member when that individual has made outstanding contributions to health science education and the Shine Academy. An Honorary Member is an *ex officio* Member without voting privileges.

V. GOVERNANCE

A. EXECUTIVE COMMITTEE

The Executive Committee shall serve as the overarching leadership body and advisory council for Shine Academy business and shall be convened as needed by the President or other Shine Academy Officers. The Executive Committee shall consist of the Academy Officers, a Chair or Co-Chair from each Standing Committee and one Institutional Representative from any Shine Academy member institution(s) otherwise lacking Executive Committee representation. Shine Academy Members from such institution(s) are responsible for identifying their Institutional Representative to the Executive Committee and the term of service for that position, generally not to exceed the limit of four of any six consecutive years.

1. Executive Committee Vacancy

- a.** Vacancy of an Officer position on the Executive Committee: See Section V.B.4. (Governance/Officers/Officer Vacancy)
- b.** Vacancy of a position other than an Officer position on the Executive Committee. The Shine Academy President shall have the power to appoint an Academy member to fill an Executive Committee position vacancy that is not an Officer position, and shall seek the advice and approval of the corresponding body lacking representation in doing so.

B. OFFICERS

The four Officers of the Shine Academy are the President, Immediate Past-President, President-Elect, and Secretary-Treasurer. As a group, the Officers are charged with direction of the Academy's mission and shall include representation from at least three of the UTS health science institutions.

1. OFFICER DUTIES

- a.** The President (or the President-Elect in the absence of the President) shall uphold the Shine Academy mission through oversight and direction of all Academy activities, including business meetings. The President will ensure the Academy operates responsively and collaboratively with the Office of the Executive Vice Chancellor of Health Affairs and the UTS. Presidential duties correlate with the three-year succession in office from President-Elect to President to Immediate Past-President.
- b.** The President-Elect shall serve as President in the event of a vacancy in that office. The President-Elect shall concurrently serve a one-year role as Co-Chair of the Educational Program Committee to share primary responsibility for organizing the annual Innovations in Health Science Education Conference.
- c.** The Immediate Past-President shall serve in a one-year advisory role as a member of the Executive Committee, and will assume the role of President in the event of a vacancy in that office and the inability of the President-Elect to serve.
- d.** The Secretary-Treasurer shall:
 1. Prepare minutes from each Academy business meeting, solicit Executive Committee approval of the minutes, and distribute the approved minutes to the Academy membership.
 2. Function as the Executive Committee's communications liaison to the UTS Office of the Executive Vice Chancellor of Health Affairs.
 3. Collaborate with the Web Communications Committee to compile archival material from business meetings and educational conferences and contribute to keeping the Shine Academy Website materials and information current.
 4. Function as the Executive Committee's finance liaison to the UTS Office of the Executive Vice Chancellor of Health Affairs.
 5. Operate with the approval and authorization of the Academy Executive Committee to manage and oversee all Academy financial matters, including but not limited to the annual budget and the annual financial report to the Academy membership and the UTS Office of the Executive Vice Chancellor of Health Affairs.

2. ELECTION OF OFFICERS

- a. The Shine Academy Nominations Committee shall direct all aspects of the election of Academy Officers. At any time, no more than two Academy Officers shall represent a single UTS health science institution.
- b. Officer elections shall be conducted and the election results distributed electronically in advance of the annual Innovations Conference-associated Academy business meeting

3. OFFICER TERM OF SERVICE

- a. The **President-Elect** shall be elected to a one-year term of service in that office. The subsequent additional two years of service for that individual shall follow the line of Shine Academy presidential succession through a one-year term of office as President, followed by a one-year term as Immediate Past-President.
- b. The Secretary-Treasurer shall be elected to a two-year term of office, repeatable up to the limit of four of any six consecutive years.
- c. The Presidential succession, the Secretary-Treasurer induction and commencement of the terms of service of all Academy Officers shall occur at the annual Innovations Conference-associated Academy business meeting.

4. OFFICER VACANCY

- a. **President:** The President-Elect shall serve as President in the event of a vacancy in that office. The Immediate Past-President shall serve in the role of President in the event of such vacancy and the inability of the President-Elect to serve.
- b. **Other than President:** In the case of a vacancy other than President, the Shine Academy President shall appoint an Academy member to fill that vacancy or shall call a special election for that purpose. The Shine Academy President shall seek the advice and approval of the remaining Academy Officers in making any and all office vacancy decisions.

VI. COMMITTEES

A. GENERAL COMPOSITION

1. All Committees shall be comprised of Shine Academy Members, be responsible and responsive to the Academy membership, and shall function in an advisory capacity to the Executive Committee.
2. Each Academy Member shall be expected to participate as a member of at least one Committee each year. There is no term limit to Committee service, except in the role of Committee Chair.

B. COMMITTEE LEADERSHIP

1. Committees shall operate under the leadership of a Chair with up to one Co- Chair determined by the respective Committee membership or through appointment by the Shine Academy President in counsel with that Committee.
2. The Shine Academy President-Elect shall concurrently serve a one-year term as Co-Chair of the Educational Program Committee.

3. The Chair of any other Standing Committee shall have a two-year term of service that can be repeated up to the limit of four of any six consecutive years.

C. STANDING COMMITTEES

Each Committee shall have the charge listed:

1. **Awards and Grants Committee:** To conduct and administer the Innovations in Health Science Education Awards Program and the Small Grants Program.
2. **Educational Program Committee:** To plan and orchestrate all aspects of Academy educational programming. In collaboration with the President-Elect serving as Educational Program Committee Co-Chair, the Educational Program Committee shall orchestrate all aspects of the annual Innovations in Health Science Education Conference.
3. **Faculty Development Committee:** To promote in the health sciences' context the academic career advancement of teaching faculty, the academic value and appreciation of educational activities and accomplishments, and the development of collaborative and innovative educational products.
4. **Web Communications Committee:** To optimize Shine Academy communications, archives, media and website applications in concert with Webmaster support, the Academy Secretary-Treasurer, the Office of the UT Executive Vice Chancellor of Health Affairs and the UTS.
5. **Membership Committee:** To oversee all aspects of Shine Academy membership along the membership continuum in concert with the Academy Officers and the UTS Office of the UT Executive Vice Chancellor of Health Affairs. To conduct all processes for membership application and new Member selection. To notify Members about eligibility criteria for Distinguished Teaching Professor designation in accordance with the UT Board of Regents' Rules and Regulations. To conduct the processes for Emeritus Membership and Honorary Membership.

D. OTHER COMMITTEES

1. **Nominations Committee:** The Nominations Committee shall be comprised of the Shine Academy Executive Committee members and chaired by the President. The Nominations Committee shall be convened to monitor and conduct all aspects of the annual Shine Academy Officer election process and any special elections, and through its actions, shall facilitate optimal institutional representation.
2. **Ad hoc and New Committees.** When the need for an *ad hoc* or a new standing Committee is identified, the President under advisement of the Executive Committee shall formulate the Committee charge, then appoint and charge the Committee members and Chair, accordingly. A Bylaws Committee shall be appointed and convened on an *ad hoc* basis.

VII. ACADEMY MEETINGS

GENERAL: All meetings shall be scheduled and convened through consideration and application of the timing, logistics and other mechanisms (including technology) that maximize Academy member participation.

- A. **Innovations in Health Science Education Conference:** The Academy shall host the annual Innovations in Health Science Education Conference.
- B. **Innovations Conference-associated Annual Meeting of Academy Membership:** The Executive Board shall call an annual business meeting of the Academy membership to coincide with the annual Innovations in Health Science Education Conference.

- C. Members' Mid-Term Annual Meeting of Academy Membership:** A second business meeting of the Academy membership shall be held approximately 6-months after the Innovations Conference-associated Academy meeting.
- D. Executive Committee Meeting:** The Executive Committee shall be convened at least twice yearly and as necessary to advise the President and Shine Academy membership about Academy business.

VIII. CONFLICT OF INTEREST

So that all Shine Academy policies are created and implemented, and all funds are managed and distributed equitably and responsibly relative to the Academy and its mission, all Academy Officers and Executive Board members shall on an annual basis disclose in writing whether they or persons related to them may be in a position to benefit from Shine Academy business and/or activities.

IX. AMENDMENTS

- A.** The Academy Executive Committee shall be responsible for maintaining the Bylaws and for determining when to activate an *ad hoc* Bylaws Committee to review the Bylaws and advise the Academy about any updates needed.
- B.** Bylaws modification proposals shall be submitted in writing to the President and Executive Committee, and will be considered within six months of submittal. A Bylaws amendment can be proposed by any Shine Academy Member.
- C.** Submitted Bylaws amendment proposals approved by the Executive Committee will be distributed to the general Shine Academy membership for review and anonymous electronic vote at least two weeks prior to one of the two annual Academy business meetings.
- D.** Proposed Bylaws modifications shall be approved when more than two-thirds of the votes cast from a quorum of at least half the Academy membership has voted in favor of adoption.
- E.** All amendments will become effective immediately upon approval.

BYLAWS: ADOPTED AMENDMENTS

02/22/2019: *IV. Membership C.* Updated 'AND/AND' to 'AND/OR;' *IV.D.2.* Added 'or departing.'

02/17/2017: *IV. Membership C.3.* Expanded member participation definition.

02/19/2015: Comprehensive Bylaws and PPM updates. Materials sorted into respective documents.

02/18/2010: PPM Appendix added, defining 4 Membership categories; "Fellow" status activity level.

2006: Original Bylaws. Policy and Procedures Manual (PPM) outlines new member selection processes.