



## **ACADEMY OPERATIONAL GUIDELINES**

### **9/21/21 SAEM BOD APPROVED**

#### **1. Name**

- a. The name of this academy is the Academy of Administrators in Academic Emergency Medicine (AAAEM)

#### **2. Mission**

- a. Founded in 2009, the Academy of Administrators in Academic Emergency Medicine (AAAEM) is a professional association for individuals responsible for leading the administrative and business functions of an academic department or division of Emergency Medicine. These academic units typically engage in patient care, education and research mission related activities, including the primary administration of an emergency medicine residency program.

#### **3. Our Mission is:**

- a. To advance the profession of individuals serving as administrators within emergency medicine academic programs.
- b. To provide a forum for academic emergency medicine administrators to communicate, share ideas, and generate solutions to common problems.
- c. To serve as a unified voice for academic emergency medicine administrators.
- d. To foster the professional development and career satisfaction of academic emergency medicine administrators.
- e. To foster research in emergency medicine operations and management.
- f. To use education and research to influence public policy for the benefit of patients, medical students and resident education, emergency medicine physicians, and medical schools.



#### 4. Membership

Membership in AAAEM is open to individuals currently or previously employed as an administrator or business manager in a department or division of emergency medicine with a university/university affiliated-based residency training program with direct reporting to the chair of department and may also have another reporting line to the administrator. Acceptance as a member of AAAEM will solely be the responsibility of the Academy Executive Committee and will be determined by approval of a majority of this Committee. Preference will be given to administrators working with Chair members of the Association of Academic Chairs in Emergency Medicine (AACEM).

The SAEM Board of Directors liaison will be eligible to join AAAEM as a dues paying member.

#### 5. Academy Executive Committee

- a. The charge of the Executive Committee shall be to act on behalf of the general membership to further the mission of AAAEM and conduct its business. The Executive Committee meeting minutes shall be provided to any AAAEM member in good standing (current full dues paying member) upon written request.
- b. The members of the Executive Committee shall be:
  - i. President
  - ii. President-Elect
  - iii. Immediate Past President
  - iv. Secretary
  - v. Treasurer
  - vi. Two (2) Members-at-Large
  - vii. Two (2) ex-officio non-voting members:
    - A. Administrator to SAEM President
    - B. Administrator to AACEM President
  - viii. SAEM Board of Directors Liaison—ex-officio- non-voting
- c. Term of office:
  - i. President, President-Elect, Immediate Past President, Secretary and Treasurer shall serve for one year in that role.
  - ii. Members-at-Large shall serve for one year
  - iii. The President, President-Elect and Past President shall not be eligible for re-nomination as an elected officer until they have been out of office for at least one year.
  - iv. All terms of office will coincide with the dates of the AAAEM annual meeting.



- v. The officers of the Executive Committee will move in a progressive fashion through the roles in the following order: Secretary, Treasurer, President-Elect, President, Past President.
- d. Vacancies:
  - i. If a vacancy occurs on the Executive Committee (President-Elect, Secretary, Treasurer, Member-at-Large), the Nominating Committee will recommend to the Executive Committee that the next closest in line of succession move into the vacated role. The Nominating Committee will also recommend an interim replacement within thirty (30) days to fulfill the remainder of the term of the successor's position. The interim Executive Committee member would be eligible to be nominated to the Executive Committee at the end of the interim term of office.
  - ii. The Executive Committee will also call a special election if the treasurer position becomes vacant with 6 or months remaining on the term. The treasurer must serve a minimum of 6 months to be considered eligible for progression in the Executive.
- e. Resignations, removal:
  - i. An Executive Committee member may resign by written notice to the Academy. The resignation will be effective upon its receipt by the Executive Committee or a subsequent time as set forth in the notice of resignation.
  - ii. An Executive Committee member may be removed for cause by an affirmative vote of two-thirds (2/3) of the Executive Committee. Cause shall be defined as any behavior detrimental to the Academy's mission.
- f. Compensation:
  - i. Executive Committee members shall serve without compensation but may be reimbursed for actual, reasonable and necessary expenses incurred in their capacity as an Executive Committee member.
- g. The Executive Committee shall meet at least once annually.
- h. Quorums for meetings and actions shall be defined as the presence of a simple majority of Executive Committee Members

## 6. Duties of the Officers

- a. Duties of the Academy President:

- i. Shall serve as Chair of Executive Committee.
- ii. Shall set the agenda and preside at all AAAEM and Executive Committee meetings.

3



- iii. Shall see that all orders and resolutions of the Executive Committee are carried into effect.
  - iv. Shall appoint organizational liaisons, as required, with approval of the Executive Committee.
  - v. Shall report the Academy's activities to the SAEM Board of Directors on a semi-annual basis.
  - vi. Shall report on actions of the Executive Committee to the general membership during all AAAEM meetings.
  - vii. Shall participate on other SAEM committees as able and requested, including the Council of Academy Leaders (COAL).
  - viii. Shall serve on the joint AAAEM/AACEM Annual Retreat Planning Committee
- b. Duties of the President-Elect:
- i. Shall serve as a member of Executive Committee.
  - ii. Shall serve in place of the President when necessary.
  - iii. Shall assist the Academy in duties designated by the President.
  - iv. Shall participate on other SAEM committees as able and requested, including the Council of Academy Leaders.
  - v. Shall request of Committee chairs an annual work plan including annual goals and objectives and shall coordinate periodic reports of the committees to the Executive Committee
  - vi. Shall serve on the joint AAAEM/AACEM Annual Retreat Planning Committee
- c. Duties of the Immediate Past President
- i. Shall serve as a member of the Executive Committee.
  - ii. Shall serve as the Chair of the Nominating Committee.
  - iii. Shall assist the Academy in duties designated by the President.
- d. Duties of the Secretary:
- i. Shall serve as a member of Executive Committee.
  - ii. Shall assure that minutes of all AAAEM and Executive Committee meetings are recorded and distributed appropriately.
  - iii. Shall assist in distributing the AAAEM meeting reports to the general membership
  - iv. Shall serve on the Communications Committee.
  - v. Shall serve on the Finance Sub-Committee if they served as Treasurer during the previous year.

- vi. Shall maintain Academy Operational Guidelines and present to the Executive Committee for review annually.
- vii. Shall coordinate review of Academy Operational Guidelines changes with SAEM Board.
- viii. Shall assist in preparing, distributing, and counting of all ballots related to proposed amendments to the Operational Guidelines.

4



- ix. Shall assist the Academy in duties designated by the President.
- e. Duties of the Treasurer:
- i. Shall serve as a member of Executive Committee.
  - ii. Shall serve as Chair of the Finance Sub-Committee
  - iii. Shall prepare an annual budget for presentation to the Executive Committee and SAEM Board.
  - iv. Shall prepare quarterly reviews of AAAEM finances for the Executive Committee of AAAEM and the SAEM Board of Directors.
  - v. Shall maintain up-to-date financial Operational Guidelines
  - vi. Shall present an updated financial report to the general membership during the AAAEM annual meeting.
  - vii. Shall be authorized to disburse the operational funds of AAAEM in accordance with policies that are established by the Executive Committee
  - viii. Shall assist the Academy in duties designated by the President.
- f. Duties of at Members-at-Large
- i. Shall serve as a member of Executive Committee.
  - ii. Shall serve as Executive Committee Liaison to assigned standing committees.
  - iii. Shall assist the Academy in duties designated by the President.
- g. Meeting Attendance:
- i. All elected officers shall by all reasonable means attend the Executive Committee meeting(s), the AAAEM annual meeting, and perform their assigned duties accordingly.

## **7. Standing Committees**

Committee and task force membership shall be open to all AAAEM members in good standing. All AAAEM members in good standing who are active AAAEM Members are eligible to be appointed committee or task force chairpersons. The Academy President shall be an ex officio member without voting rights on all committees and task forces.

All committee and task force chairpersons are responsible to the Executive Committee and may be removed with cause prior to the completion of term of office by majority vote of the Executive Committee. Vacant chairperson positions will be filled by the Executive Committee for the remainder of the term.

- a. Nominating Committee:

The nominating committee shall follow all SAEM required guidelines for nominations and elections.

- i. The Nominating Committee shall be chaired by the Immediate Past President of the Academy (1-year term) and shall have at least two additional members from the general membership. Other Past Presidents may serve on the committee.

5



- ii. Members of the Nominating Committee may not be considered for elected officer positions while they are serving on the Nominating Committee unless they recuse themselves from participation for that specific event.
- iii. The Nominating Committee shall solicit qualified candidates and review nominations for the vacancies in the elected officer positions of the Executive Committee. Each nominee for an elected officer position should submit in writing a position statement summarizing academy involvement and a biographical sketch.
- iv. The Nominating Committee will put forth in writing to the general membership qualified candidates for such positions.
- v. The number of candidates put forth by the Nominating Committee will be limited to a maximum of two candidates for the Secretary position. Up to 6 candidates may be put forth for the two Member-at-Large positions.
- vi. The nominee for the Secretary who receives the most votes shall be elected to the contested position. Member-at-large positions will be filled by the two individuals receiving the most votes.
- vii. Representation on the Academy Executive Committee shall be limited to no more than two representatives per institution.
- viii. Shall be responsible for annual review of submissions of candidates for awards established by the Academy; and shall recommend awardees to Executive Committee.
- ix. Shall ensure that candidates for Secretary have shown evidence of involvement with the Academy.

**b. Benchmark Committee**

The Benchmark Committee is responsible for completion of the annual AAAEM Benchmark Survey. The Survey is a data gathering instrument designed to capture each site's unique information that can be used to compare across all sites.

**c. Membership Committee:**

The Membership Committee is responsible for identifying and recruiting potential new members, as well as assisting in the retention of current members. The Committee shall also coordinate membership roster with SAEM staff liaison.

**d. AAAEM/AACEM Annual Retreat Planning Committee:**

The AAAEM Annual Retreat Planning Committee is responsible for Coordinating the Planning of the Annual Retreat. The Committee develops the program content schedule and the plans for speakers at the retreat.

**e. Strategic Planning**

The Strategic Planning Committee's role is to recommend AAAEM's long, as well as short term strategies for effective operations.

6



**f. Communications Committee:**

The Communications Committee is responsible for facilitating AAAEM communications. This is done through appropriate communication vehicles to include but not be limited to SAEM website, surveys and emails.

**g. Operational Guidelines Committee**

Shall be chaired by the Secretary and is responsible for annual review and preparation of the Operational Guidelines revisions as needed.

**8. Ad hoc Task Forces:**

- a. With approval of the Executive Committee, the President or President-Elect shall appoint ad- hoc task forces deemed appropriate to conduct the business of the Academy.
- b. Each task force chairperson shall work with the President or President-Elect in developing the respective task force objectives and oversee their completion.

**9. Meetings**

- a. The annual AAAEM business meeting will be held in conjunction with the AACEM Annual Retreat or in conjunction with another SAEM meeting during the year. The Executive Committee will publish an announcement of all business meetings at least 90 days in advance of the meeting.
- b. The Executive Committee may convene additional AAAEM meetings throughout the year as either stand alone, or in conjunction with other national organizations.

**10. Dues**

- a. AAAEM members will be assessed dues as set forth by the Executive Committee and SAEM
- b. AAAEM will control their own operational funds

**11. Parliamentary Authority.**

- a. All meetings of the organization shall be conducted according to the current edition of

## 12. Amendments to the Operational Guidelines

- a. Any member in good standing of AAAEM may submit a proposed amendment to the Academy's Operational Guidelines. Proposed amendments to the Operational Guidelines

7



- must be submitted in writing to the Academy Secretary at least 90 days prior to the AAAEM annual meeting or an electronic vote.
- b. Proposed amendments will be made available to the general membership at least 30 days prior to the AAAEM annual meeting or notification of an electronic vote.
- c. All AAAEM members in good standing will be provided the opportunity to discuss or vote on proposed amendment(s) either at the annual business meeting or electronically.
- d. A proposed amendment must be approved by an affirmative vote of at least two-thirds (2/3) of voting members.
- e. All preliminarily approved amendments must be submitted to the SAEM Board of Directors for final approval.

## 13. Voting

- a. All members in good standing shall have one vote on all matters related to the amendment of the by-laws, election of Executive Committee members, and other matters that the Executive Committee deems necessary to be brought to a vote of the general membership.

At all meetings of the Executive Committee, general membership and other AAAEM committees and task forces, if a vote is taken, the matter at hand, other than proposed by laws, shall be acted on after an affirmative vote by a simple majority members present.



