

Global Emergency Medicine Academy

OPERATIONAL GUIDELINES

December 2010 (Initial Submission)

March 2011 (Re-Submission with Revisions)

Approved March 2011

March 2016 (Amendments and Updates)

TABLE OF CONTENTS

ACADEMY NAME/LOGO	3
ACADEMY'S MISSIONS	3
BACKGROUND	3
ACADEMY/DUES STRUCTURE	6
INAUGURAL YEAR GOALS FOR GEMA	7
OPERATIONAL GUIDELINES FOR ACADEMY	9
RELATIONSHIP TO SAEM	9
MEMBERSHIP	10
ACADEMY EXECUTIVE COMMITTEE	10
OFFICER ELIGIBILITY	10
TERM OF OFFICE	10
VACANCIES	11
RESIGNATIONS/REMOVAL	11
COMPENSATION	11
DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE	12
PERMANENT COMMITTEES	14
MEETINGS	16
DUES	16
PARLIAMENTARY AUTHORITY	16
AMENDMENTS TO THE OPERATIONAL GUIDELINES	16
VOTING	17
SPECIFIC OPERATIONAL GUIDELINES	17

ACADEMY NAME/LOGO

Global Emergency Medicine Academy (GEMA)

See attachment for logo design.

ACADEMY'S MISSIONS

- a. To improve the global delivery of emergency care through research, education, and mentorship.

- b. To enhance SAEM's role as *the* international emergency medicine organization that augments, supports, and shares advances in global research, education, and mentorship.

BACKGROUND

The Society for Academic Emergency Medicine (SAEM) has already had an extensive, long- term involvement with “international” or “global” Emergency Medicine (EM). This involvement would be greatly enhanced and made even more successful by the formation and operation of the Global Emergency Medicine Academy.

The SAEM International Committee, founded in the early 1990s, transitioned into the International EM Interest Group, which quickly became one of the largest and most successful interest groups in SAEM. The groundswell of enthusiasm among SAEM members (including medical students, EM residents and fellows) demonstrates increasing awareness of the impact that Emergency Medicine has throughout the world. It also evidences a widespread interest among academicians to cooperatively foster education and research in Emergency Medicine the world over. The International EM Interest Group has already worked diligently to realize these aims; below are some of its accomplishments.

A reference database on “International EM Clinical Rotations and Fellowships” was developed by members of the SAEM International Interest Group as a service to SAEM’s general membership in response to a demand for this information coming from students, EM residents and junior faculty. Developed in-house in the 1990s, the list of rotations was subsequently transferred to ACEP for maintenance and updating on ACEP’s web site; the International EM Fellowships listing, however, has been maintained on SAEM’s web site, and both are very frequently visited by students, EM residents and faculty.

The sum of the initial articles produced by the SAEM International Interest Group (1-9) constituted the "academic underpinning" for International EM work and provided support for considering International EM work to be a legitimate academic enterprise. Among these articles was a generic “national EM development plan” (1), which has been widely and frequently utilized as a “blueprint” for development of EM at the national level in different countries. Another was a “blueprint” for developing different but standardized International EM Fellowship Programs (8, 9). Yet another was itself a reference list compilation of all the articles published to that date on International EM (6).

The SAEM International Interest Group has been an active participant in many different national and international Emergency Medicine conferences and has fruitfully collaborated with outside organizations on behalf of SAEM. The Interest Group has held business and education sub-meetings at the annual meetings of ACEP and SAEM since 1993. Over the years, the Interest Group’s annual Research Forum, highlighting research of foreign colleagues in EM, has become one of its most successful and well attended endeavors. The Interest Group has also presented successful didactic sessions at SAEM’s Annual Meetings, and once again is slated to program one at the upcoming 2011 Annual Meeting.

With the organizational assistance of members of the SAEM International EM Interest Group, SAEM has been a co-sponsor of conjoint meetings with the United Kingdom Faculty of Accident and Emergency Medicine (UKFAEM) in 1990 in Edinburgh, Scotland, in 1993 in Cambridge, England, and in 1998 in Oxford, England. SAEM partnered with the European Society of Emergency Medicine (EuSEM) in San Marino in 1998. And more recently, International EM Interest Group leadership has been very instrumental in further growing the relationship between SAEM and EuSEM. As a direct consequence of this enhanced relationship, members of the International EM Interest Group recently represented SAEM at the 2010 EuSEM Meeting in Sweden—drumming up more European membership. All these conferences have been instrumental in strengthening networking among emergency physicians in many countries, and the involvement of academicians has helped both UKFAEM and EuSEM to begin to realize academic Emergency Medicine in Europe.

SAEM has formally participated in the last three EuSEM and Mediterranean Congresses by organizing and presenting one or more educational tracks at each. SAEM's participation in these meetings has also contributed to improved and increased networking of teachers and researchers of EM around the world. This is particularly true in the areas of EM faculty development and international research projects.

SAEM is the natural home for EM teachers and researchers, wherever in the world they may live or work. The International EM Interest Group has a proven track record of leadership, collaboration, innovation, and perhaps most importantly, productivity. Certainly with the added administrative and budgetary support afforded to Academies, the Global Emergency Medicine Academy will be uniquely positioned to facilitate SAEM's role in the world as *the* representative of teachers and researchers of Emergency Medicine.

References

1. Holliman CJ, VanRooyen MJ, Green GB, et al: Planning recommendations for international emergency medicine and out of hospital care system development. Acad Emerg Med 2000;7(8):911-917.
2. Kirsch TD, Holliman CJ, Hirshon JM, et al: The development of international emergency medicine: the role of United States emergency physicians and organizations. Acad Emerg Med 1997;4(10):996-1001.
3. Holliman CJ, Kirsch TD, Green GB, et al: Guidelines for evaluation of international emergency medicine assistance and development projects. Ann Emerg Med 1997;30(6):811-815.
4. Arnold JL: International emergency medicine and the recent development of emergency medicine worldwide. Ann Emerg Med 1999;33:97-103.
5. VanRooyen MJ, Thomas TL, Clem KJ: International emergency medicine services: assessment of developing prehospital systems abroad. J Emerg Med 1999;17(4):691-696.
6. Shayne P, Holliman CJ, Wang E, Parrillo SJ: International emergency medicine reference list. J Emerg Med 1999;17(1):159-161.
7. Keyes LE, Holliman CJ: Reference listing of international emergency medicine journals and web sites. Ann Emerg Med 1999;34(6):786-789.
8. Holliman CJ, Green G, VanRooyen MJ, et al: Proposed curriculum for an "observational" international emergency medicine fellowship program. Acad Emerg Med 2000;7(4):359-364.
9. VanRooyen MJ, Clem KJ, Holliman CJ, et al: Proposed fellowship training program in international emergency medicine. Acad Emerg Med 1999;6(2):145-149.

ACADEMY/DUES STRUCTURE

- i. Full-cost membership fee to GEMA for all SAEM members who are not residents/fellows, medical students, or Associate/International Affiliates.

Rationale: Historically, the overwhelming majority of the members of the SAEM International Emergency Medicine Interest Group have been Emergency Medicine faculty/attendings. We fully expect this to be the case with GEMA. Therefore, most of GEMA's members will pay full-cost dues, initially suggested to be \$100 annually.

- ii. No-cost GEMA membership for SAEM members who are residents or fellows.

Rationale: Emergency Medicine residents and fellows have limited incomes. These residents and fellows are important future (full dues-paying) SAEM/GEMA members. GEMA's close mentorship of these individuals is essential to Global Emergency Medicine's growth and academic productivity. Welcoming these Emergency Medicine residents and fellows into GEMA at no cost will facilitate this all-important relationship.

- iii. Twenty-five percent membership fee to GEMA for medical students

Rationale: Medical students are a subgroup of the larger SAEM community with very limited income. These medical students will hopefully pursue Emergency Medicine, and ultimately Global Emergency Medicine, as a career. With mentorship from GEMA, this likelihood will increase, and as such, their participation in GEMA is essential. However, to dissuade medical students only interested in "padding" their curriculum vitas from joining, we are asking medical students to pay a 75%-reduced membership to GEMA.

- iv. Reduced membership fee (based on member's home country World Health Organization (WHO) HINARI band) for SAEM/GEMA members living outside the United States.*<http://www.who.int/hinari/eligibility/en/>

Rationale: All countries are not economically equal. As such, interested SAEM members from resource-limited countries face an undue hardship in paying full-cost GEMA dues. As an example, in some countries, one hundred US dollars is all a physician earns for a month's work.

Since we want SAEM and GEMA to be *the* academic representative for any interested party anywhere in the world, we will offer a tiered dues scale for members living outside the United States. We suspect that this will make it easier to attract clinicians, educators and researchers from HINARI countries both to SAEM and GEMA, thereby increasing opportunities for collaborative research and educational programs. The WHO HINARI classification (World Bank tiers 1 and 2) is widely accepted and can be employed as a tool for establishing a tiered dues scale. To this end, GEMA will work closely with SAEM's Membership Committee to set Academy membership dues based on the same relative formula used for SAEM memberships.

Proposed formula for determining reduced GEMA membership dues:

$$\text{GEMA Dues} = \text{Full GEMA Dues} \times [\text{Member's SAEM Dues/Full SAEM Dues}]$$

INAUGURAL YEAR GOALS FOR GEMA

a. In writing proposals for our first-year goals, we will need to focus on projects which are:

- i. Feasible;
- ii. Useful;
- iii. Beneficial to members;
- iv. Appealing to prospective members; and
- v. Publishable (ideally).

b. Proposal 1:

Design (and ultimately implement) a useful, content-rich, user-friendly webpage for GEMA.

c. Proposal 2:

Compile a list of active Emergency Medicine projects internationally. Starting with all known International Emergency Medicine (IEM) Fellowships Programs, we will survey Fellowship Directors for their inventory of current endeavors for:

- i. Longevity;
- ii. Project description (Emergency Medicine specialty development, public health projects, etc.);
- iii. Funding sources;
- iv. Opportunities for involvement; and
- v. Contact information.

The idea will be to compile this list and collate it, publishing it on our website likely based on geography. We will also solicit similar information from members subscribing to the SAEM, ACEP, and AAEM listservs. The ideal compendium will result in a manuscript to submit to *Academic Emergency Medicine* describing pertinent characteristics of the existing IEM Fellowships and their respective projects.

d. Proposal 3:

Design (and ultimately implement) an interactive webpage to post open Emergency Medicine positions/rotations available to medical students, Emergency Medicine residents, fellows, and attendings from around the world who wish to gain experience outside of their own system. This page will include the following information:

- i. Host country or region;
- ii. Who may apply for this position (e.g. medical student, Emergency Medicine resident/fellow/attending, etc.);
- iii. Rotation description and duration;
- iv. Goals and objectives;
- v. Funding requirements;
- vi. Malpractice requirements;
- vii. Governmental requirements;
- viii. Language requirements; and
- ix. Contact information

April 2016

e. Proposal 4:

Plan an inauguration event to launch GEMA in earnest.

f. Proposal 5:

Plan a Global Emergency Medicine track, including research forums, didactics sessions, etc., for the ensuing SAEM/GEMA Annual Meeting.

g. Proposal 6:

Advertise the formation of GEMA in an effort to increase and maintain the necessary membership. This should include an article in the SAEM newsletter, advertisements on all of the major listservs (e.g., ACEP, AAEM, etc.), soliciting help from *EP International*, and leveraging all of our contacts globally.

Additionally, as part of this proposal, we will contact representatives from a variety of countries to interview them and determine what they would find most appealing or critical for GEMA to provide to them so that we can properly identify our future goals and directives beyond the first year.

OPERATIONAL GUIDELINES FOR ACADEMY

RELATIONSHIP TO SAEM

The Global Emergency Medicine Academy (GEMA) will be an international organization within SAEM comprised of members who are committed to promoting health and well-being by improving the delivery of emergency care globally through research, education, and mentorship.

SAEM will make the following basic services available:

- Provide infrastructure to publish newsletter submissions.
- Notice of meetings in SAEM Newsletter and other promotional literature, provided that
- the request is made by the academy President or designee at least 30 days in advance of
- the due date of the publication.
- Meeting space and time will be made available during the SAEM Annual Meeting and
- other national meetings (ACEP, AAMC, and CORD) upon request of the academy
- President or designee, provided the request is made at least 90 days in advance of the
- meeting.
- Conference calls for the academy President and academy leadership.
- Correspondence to academy membership, as needed.
- 6A SAEM staff member will provide staff support for each academy.
- SAEM will develop and maintain a list serve for all members of the academy.
- SAEM will develop and maintain a website for the academy. Content and form of the
- website will be at the discretion of the academy. Any material that is unsuitable or
- objectionable in content will be removed at the request of the SAEM BOD.
- SAEM will maintain separate financial accounts for each academy to include some
- portion of academy dues from individual academy member.
- SAEM BOD will solicit advice from the academy leadership concerning matters that fall
- under the academy's area of special interest or expertise including, but not limited to;
- policy decisions, meetings, and educational products.
- The academy will be assigned a SAEM BOD liaison.
- An academy in good standing cannot be dissolved by the SAEM BOD.

GEMA will provide a venue for SAEM members with a special interest or expertise in Global Emergency Medicine to join together to help move forward SAEM's mission to advance education and research in Emergency Medicine. **Specifically, GEMA, through its collective expertise and international contacts, will always serve to advance SAEM's stated mission globally.** To this end, GEMA will confer closely with

SAEM's Board of Directors (BOD) to ensure a synergistic relationship. GEMA will be housed within SAEM. As such, it will share the same bylaws. Below are GEMA's operational guidelines. These will delineate the policies and procedures that will govern the operation of the Academy only. Each of these policies and procedures is in keeping with the operational guidelines, policies, procedures, and mission of SAEM.

MEMBERSHIP

GEMA is open to all categories of SAEM members. All GEMA members will have voting privileges.

ACADEMY EXECUTIVE COMMITTEE

The transitional Academy Executive Committee shall consist of a Chair, two Vice-Chairs, and a Secretary-Treasurer. Additionally, six members will serve as advisors to the Executive Committee. The transitional Academy Executive Committee and Advisory Panel will serve from the time the Academy is approved by the SAEM Board of Directors until the second Annual Meeting. Upon completion of this term, members of the transitional Academy Executive Committee may be nominated for election to GEMA offices.

Thereafter, the elected officers of the Academy's Executive Committee shall be the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Development and Grants Officer, IT Chair, SAEM Planning Committee Liaison, two (2) Members-at-Large, and one (1) Medical Student/Resident Representative. The Executive Committee will also work closely with the Academy's designated SAEM Board Liaison.

The charge of the Executive Committee shall be to act on behalf of the general membership to further the mission of GEMA and to conduct its business activities. The Executive Committee meeting minutes shall be provided to any GEMA member in good standing (current dues-paying member) upon written request.

The Executive Committee shall meet at least once annually.

OFFICER ELIGIBILITY

- I. All active GEMA members in good standing are eligible to be nominated for elected officer positions.
- II. The Academy's Nominating Committee shall present nominees for elected officer positions, either in mailed or electronic format to the general Academy membership at least sixty (60) days prior to the SAEM Annual Meeting. The elections will be held at the SAEM/GEMA Annual Meeting with mailed-in and electronically submitted votes from dues-paying GEMA members counted at that time.

TERM OF OFFICE

- I. The President, President-Elect, Immediate Past-President, Secretary, Treasurer, Development and Grants Officer, IT Chair, SAEM Program Committee Liaison and two (2) Members-at-Large, and one (1) Medical Student/Resident Representative. These officers shall be elected during the general elections.
- II. The President, President-Elect, and the Immediate Past President shall not be eligible for re-nomination as an elected officer until they have been out of office for at least one full term.
- III. All terms of office will coincide with the dates of the SAEM Annual Meeting.

VACANCIES

- I. Should a vacancy occur on the Executive Committee (i.e., President-Elect, Secretary, Treasurer, Members-at-Large, Medical Student/Resident Representative, Development and Grants Officer, IT Chair, or SAEM Program Committee Liaison), the Nominating Committee will recommend to the Executive Committee within thirty (30) days an interim replacement for the remainder of the term of the office.
- II. Should the President-Elect be unable to complete his/her term, formal elections must occur within sixty (60) days.
- III. Should the Academy President be unable to complete his/her term, the President-Elect shall become President. In this case, the new President shall complete the former President's term and then sit or his/her full term as President.
- IV. With approval of the Executive Committee, the President shall appoint the interim replacement to the vacated position for the remainder of the term.
- V. At the end of the interim term, the interim Executive Committee member is eligible to be nominated for all elected officer positions.

RESIGNATIONS/REMOVAL

- I. An Executive Committee member may resign through written notice to the academy. The resignation will be effective upon its receipt by the Academy or a subsequent time as set forth in the notice of resignation.
- II. An Executive Committee member or committee or task force chair may be removed for cause by an affirmative vote of two-thirds (2/3) of the remainder of the Executive Committee.

COMPENSATION

- I. Executive Committee members shall serve without compensation but may be reimbursed for actual, reasonable, and necessary expenses incurred in his or her capacity as an Executive Committee member.

DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

All elected officers shall, whenever possible, attend Executive Committee meetings, GEMA/SAEM Annual Meetings, and perform their assigned duties accordingly.

DUTIES OF THE PRESIDENT:

1. Shall serve as Chair of Executive Committee.
2. Shall set the agenda and preside at all GEMA and Executive Committee meetings/functions.
3. Shall see that all orders and resolutions of the Executive Committee are actualized.
4. Shall represent, with the approval of the Executive Committee, GEMA and its members to external stakeholders.
5. Shall report the Academy's activities/accomplishments to the SAEM Board of Directors on a semi-annual basis.
6. Shall report on actions of the Executive Committee to the general membership during GEMA meetings.
7. Shall appoint organizational liaisons with approval of the Executive Committee.
8. Shall appoint committees, ad hoc committees, and task forces in conjunction with the President-Elect as needed to accomplish the mission and goals of the Academy.

DUTIES OF THE PRESIDENT-ELECT:

1. Shall serve as a member of Executive Committee.
2. Shall serve in place of the President if he/she is unable to complete his/her term.
3. Shall appoint committee and task force chairs/members for the start of his/her term, with the approval of the Executive Committee.
4. Shall, in conjunction with committee and task force chairs, develop goals and objectives for the start of his/her term as President.
5. Shall assist the Academy in duties designated by the President.
6. Shall serve as the executive committee liaison to EMRA international section and ACEP international section.

DUTIES OF THE IMMEDIATE PAST PRESIDENT:

1. Shall serve as advisor to the current President
2. Shall serve as a member of the Executive Committee.
3. Shall Chair the Nominations and Elections Committee.
4. Shall assist the Academy in duties designated by the President.

DUTIES OF THE SECRETARY:

1. Shall serve as a member of the Executive Committee.
2. Shall assure that minutes are taken and distributed for GEMA and the Executive Committee meetings.
3. Shall assist in preparing, distributing, and counting of ballots related to proposed amendments to the operational guidelines.
4. Shall assist the academy in duties designated by the President.

DUTIES OF THE TREASURER:

1. Shall serve as a member of the Executive Committee.
2. Shall prepare a semiannual review of GEMA finances for the Executive Committee of GEMA and the SAEM Board of Directors.
3. Shall present an updated financial report to the general membership during the GEMA annual meeting.
4. Shall be authorized to disburse the operational funds of GEMA in accordance with policies that are established by the Executive Committee, provided that SAEM operational expenses have been covered.
5. Shall assist the Academy in duties designated by the President.

DUTIES OF THE IT CHAIR

1. Shall serve as a liaison with the SAEM informational technology team
2. Shall maintain and update GEMA's social media strategy
3. Shall maintain and update GEMA's web presence
4. Shall be responsible for the development and maintenance for the GEMA microsite.

DUTIES OF THE DEVELOPMENT AND GRANTS OFFICER:

1. Shall serve as a member of Executive Committee.
2. Shall assist the Academy in duties designated by the President.
3. Shall Chair of the GEMA Development Committee—helping to develop and employ strategies to increase and maintain Academy extramural sources of funding.
4. Shall prepare a semi-annual report of GEMA fundraising/development for the Executive Committee.
5. Shall present an updated fundraising/development report to the general membership during the GEMA/SAEM Annual Meetings.
6. Shall liaise with SAEMF grants committee for the funding and development of GEMA sponsored grants.

DUTIES OF MEMBERS-AT-LARGE AND MEDICAL STUDENT/RESIDENT REPRESENTATIVE:

1. Shall serve as a member of Executive Committee.
2. Shall assist the academy in duties designated by the President.
3. Shall serve as Co-Editors of the semi-annual GEMA newsletter—soliciting, writing, and editing appropriate content for publication.
4. Shall serve on the GEMA Media and Communications Committee.

DUTIES OF SAEM PROGRAM COMMITTEE LIASON:

1. Shall serve as a member of Executive Committee.
2. Shall assist the academy in duties designated by the President.
3. Shall serve as member of the SAEM Program Committee.

GENERAL ELECTION GUIDELINES:

- i. The nominee for President-Elect, Secretary, Treasurer, Development and Grants Officer, who receives the most votes shall be elected to the contested position.
- ii. The two (2) nominees receiving the most votes will fill the Member-at-Large Members positions.
- iii. The one (1) medical student/resident nominee who receives the most votes will fill the Medical Student/Resident Representative position.
- iv. Unless stated otherwise, all electronic or mail-in election ballots will be counted as long as received by the Chair of the Nominations and Elections Committee prior to the published deadline. This deadline will usually occur at a specified date in advance of GEMA/SAEM Annual Meetings.
- v. Members of the Nominations and Elections Committee may not be considered for elected officer positions while they are serving on this Committee.
- vi. Votes (only one per active GEMA member) may be cast by mail, electronically, by facsimile, or in person at the GEMA business meeting. Mechanisms shall be employed to ensure only one vote per GEMA member.
- vii. At least one member at large position will be reserved for a trainee (i.e medical student or resident) representative.

PERMANENT COMMITTEES

Committee and task force membership shall be open to all active SAEM/GEMA members in good standing. Unless otherwise specified, all appointments to committees and task forces are for two years. The Academy President shall be an *ex officio* member without voting rights on all committees and task forces.

NOMINATIONS AND ELECTIONS COMMITTEE:

1. Shall be chaired by the Immediate Past President of the Academy (for a one-year term). Two additional (non-Executive Committee) members shall be appointed by the Academy President to the Nominations and Elections Committee (for two-year terms). Prior to the existence of an Immediate Past President, the Academy President will appoint a Chair to the Nominations and Elections Committee.
2. Shall solicit (from active GEMA membership) qualified candidates and review nominations for the elected officer positions President-Elect, Secretary, Treasurer, Development and Grants Officer, IT Chair, two (2) Members-at-Large, and one (1) Medical Student/Resident Representative each election cycle or other necessary instance (i.e., should the President-Elect be unable to complete his/her term).

3. Shall solicit from each nominee for an elected officer position a position statement and abbreviated curriculum vitae.
4. Shall put forth in writing (including a position statement and abbreviated curriculum vitae) to the general GEMA membership qualified candidates for such positions. This information may be disseminated electronically, by mailing, and/or through GEMA newsletter publication.
5. Shall prepare, distribute, and count all election ballots.
6. Shall announce election results at the GEMA/SAEM Annual Meeting.

MEMBERSHIP COMMITTEE:

1. Shall be co-chaired by the GEMA President-Elect for a term of one year. Two additional active GEMA members shall be appointed by the President to the Membership Committee (one-year terms).
2. Shall develop and employ strategies to increase and maintain Academy membership.
3. Shall prepare a semi-annual review of GEMA membership for the Executive Committee and the SAEM Board of Directors.

DEVELOPMENT COMMITTEE:

1. Shall be chaired by the GEMA Development and Grants Officer for a term of one year. Two additional active GEMA members shall be appointed by the President to the Development Committee (two-year terms).
2. Shall develop and employ strategies to increase and maintain Academy extramural sources of funding.
3. Shall prepare a semi-annual report of GEMA fundraising/development efforts for the Executive Committee.

MEDIA AND COMMUNICATIONS COMMITTEE:

1. Shall be co-chaired by the GEMA Secretary and the IT chair. Two additional GEMA members will be recruited to participate on this committee.
2. Shall, in conjunction with SAEM administrative staff, produce and distribute a semi-annual newsletter for the Academy.
3. Shall, in conjunction with SAEM administrative staff design and maintain a webpage for the Academy.
4. Shall make recommendations to the Executive Committee regarding interfacing with external entities.

AD HOC COMMITTEES AND TASK FORCES

With approval of the Executive Committee, the President and/or President-Elect shall appoint ad hoc committees or task forces deemed appropriate to conduct the business of the Academy.

Each committee and task force Chair shall work with the President and/or President-Elect in developing the respective committee and task force objectives for the upcoming year and oversee their completion.

The term of office for a committee or task force Chair shall be one year.

The Executive Committee shall review the charge and progress of each ad hoc committee or task force on a semi-annual basis and making changes as necessary.

All committee and task force Chairs are accountable to the Academy Executive Committee.

MEETINGS

The annual GEMA business meeting will be held in conjunction with the SAEM Annual Meeting.

Educational meetings and other GEMA events may be held in conjunction with or adjacent to the SAEM Annual Meeting. As funding permits, other timeframes will be considered.

The Executive Committee may convene, again as funding permits, additional GEMA meetings/events throughout the year as either stand alone, or in conjunction with other national or international organizations.

DUES

- I. An annual dues amount will be assessed for all GEMA members through their SAEM dues statement.
- II. The SAEM Board of Directors will determine dues for the Academy.
- III. See delineation of special dues structure.
- IV. GEMA will control its own operational funds, provided that SAEM operational expenses have been paid.

PARLIAMENTARY AUTHORITY

All meetings of the organization shall be conducted according to the current edition of *Robert's Rules of Order*.

AMENDMENTS TO THE OPERATIONAL GUIDELINES

Any active member of GEMA in good standing may submit a proposed amendment to the Academy's operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing to the Academy President at least 90 days prior to the GEMA business meeting (which again will coincide with the SAEM Annual Meeting).

Proposed amendments will be made available to the general membership at least thirty (30) days prior to the GEMA business meeting.

A ballot regarding the proposed amendment shall be distributed and counted during the annual GEMA business meeting by the Academy Secretary-Treasurer.

Proposed amendment must be preliminarily approved by an affirmative vote of at least two-thirds (2/3) of voting members present at the annual GEMA business meeting. All absentee votes will be counted as if the voting member were present at the meeting as long as it is received at least one week prior to the start of the SAEM annual meeting (or other designated date).

All preliminarily approved amendments must be submitted to the SAEM Board of Directors for final approval.

VOTING

- i. All members in good standing shall have one vote on all matters related to the amendment of the operational guidelines, election of Executive Committee members, and other matters that the Executive Committee feels needs to be brought to a vote of the general membership.
- ii. At all meetings of the GEMA Executive Committee, general membership and other committees and task forces, if a vote is taken, the matter at hand, other than proposed amendments to the operational guidelines, shall be acted on after an affirmative vote by a simple majority of general assembly, committee or task force members present. An absentee vote will be counted as if the voting member were present at the meeting.

SPECIFIC OPERATIONAL GUIDELINES

- i. The GEMA President can represent GEMA's opinions and concerns in statements and publications or at regional, national, or international meetings without prior approval of the SAEM BOD. However, such representations will be the voice of only of GEMA and will not necessarily represent SAEM's stance. Policies and positions of other organizations can be supported by GEMA without the expressed approval of the SAEM BOD if set policies and positions pertain to GEMA's area of special interest or expertise and do not conflict with previously issued policies and positions of SAEM.
- ii. GEMA will collaborate with the SAEM BOD on specific issues as they arise. SAEM BOD objectives that parallel GEMA's expertise will be discussed with GEMA Executive Committee to promote a synergistic single vision and no duplication of efforts
- iii. When working on behalf of GEMA, members may undertake projects that they have developed without the prior approval of the SAEM BOD. GEMA members may submit publications without the SAEM BOD approval. If however GEMA wants to publish or distribute any item with SAEM acknowledgement, endorsement, name, or logo, the prior approval of the SAEM BOD is required.
- iv. GEMA may publish informational papers on their area of special interest or expertise. Policy statements, however, must be submitted to the SAEM BOD for approval.

April 2016

- v. GEMA may represent only itself (and no the SAEM BOD unless GEMA has its prior approval) when speaking to other Academies or organizations.
- vi. Changes in guidelines will be submitted to the SAEM BOD for approval.

II. Names/contact information of supporting members

- a. See attachment.

III. Budget proposal for Academy

- a. See attachment.

IV. Amendments

- a. See below.

AMENDMENT #1 (approved 20 December 2012)

1. The GEMA Executive Committee shall no longer be comprised of the following: President; President-Elect; Immediate Past-President; two Vice-Presidents; Secretary-Treasurer; Development Officer; and three At-Large Members/Newsletter Editors.
2. **The GEMA Executive Committee, as of the approval date, shall be comprised of the following officers ONLY: President; President-Elect; Immediate Past-President; two Vice-Presidents; and Secretary-Treasurer.**
3. The Development Officer shall be renamed Chair of the GEMA Development Committee and will be appointed **(thus not elected)** by the President. The Chair of the GEMA Development Committee will serve at the pleasure of the President. S/he shall carry out the following duties:
 9. Shall assist the Academy in duties designated by the President.
 10. Shall Chair of the GEMA Development Committee—helping to develop and employ strategies to increase and maintain Academy extramural sources of funding.
 11. Shall prepare a semi-annual report of GEMA fundraising/development for the Executive Committee.
 12. Shall present an updated fundraising/development report to the general membership during the GEMA/SAEM Annual Meetings.
4. The At-Large Members/Newsletter Editors shall be renamed Newsletter Editors and will **no longer be elected**—rather they will be appointed by the President. The Newsletter Editors will serve at the pleasure of the President. S/he shall carry out the following duties:
 - a. Shall assist the Academy in duties designated by the President.
 - b. Shall serve as Editors of the semi-annual GEMA newsletter—soliciting, writing, and editing appropriate content for publication.
 - c. Shall serve on the GEMA Media and Communications Committee.

April 2016

AMENDMENT #2 (approved 20 December 2012)

To: Global Emergency Medicine Academy (GEMA)

From: Global Emergency Medicine Academy
Executive and Nominations and Elections Committees

Date: 12 December 2012

Subject: **Amendment of GEMA bylaws: Change to GEMA Executive Committee composition.**

Background: As originally composed, the GEMA bylaws state that the Executive Committees is comprised of the following elected officers: President; President-Elect; Immediate Past-President; two Vice-Presidents; Secretary-Treasurer; Development Officer; and three At-Large Members/Newsletter Editors. The GEMA membership successfully elected its first President-Elect this past spring.

As the GEMA Executive and Nominations and Elections Committees prepares for our first full set of elections, we propose a change to our bylaws to reflect an actuality. Functionally, neither the Development Officer nor the three At-Large Members/Newsletter Editors have been a part of the GEMA Executive Committee. Instead, they have played major roles in the GEMA Development Committee and the GEMA Media and Communications Committee, respectively.

Amendment: The GEMA Executive and Nominations and Elections Committees propose the following change to GEMA bylaws:

1. The GEMA Executive Committee shall no longer be comprised of the following: President; President-Elect; Immediate Past-President; two Vice-Presidents; Secretary-Treasurer; Development Officer; and three At-Large Members/Newsletter Editors.
2. **The GEMA Executive Committee, as of the approval date, shall be comprised of the following officers ONLY: President; President-Elect; Immediate Past-President; two Vice-Presidents; and Secretary-Treasurer.**
3. The Development Officer shall be renamed Chair of the GEMA Development Committee and will be appointed (**thus not elected**) by the President. The Chair of the GEMA Development Committee will serve at the pleasure of the President. S/he shall carry out the following duties:
 13. Shall assist the Academy in duties designated by the President.
 14. Shall Chair of the GEMA Development Committee—helping to develop and employ strategies to increase and maintain Academy extramural sources of funding.
 15. Shall prepare a semi-annual report of GEMA fundraising/development for the Executive Committee.
 16. Shall present an updated fundraising/development report to the general membership during the GEMA/SAEM Annual Meetings.
4. The At-Large Members/Newsletter Editors shall be renamed Newsletter Editors and will **no longer be elected**—rather they will be appointed by the President. The

April 2016

Newsletter Editors will serve at the pleasure of the President. S/he shall carry out the following duties:

- c. Shall assist the Academy in duties designated by the President.
- d. Shall serve as Editors of the semi-annual GEMA newsletter—soliciting, writing, and editing appropriate content for publication.
- c. Shall serve on the GEMA Media and Communications Committee.

April 2016

AMENDMENT #3 (approved 14 May 2013)

To: Global Emergency Medicine Academy (GEMA)

From: Global Emergency Medicine Academy
Executive and Nominations and Elections Committees

Date: 14 May 2013

Subject: **Amendment of GEMA bylaws: Change to GEMA Executive Committee composition.**

Background: As originally composed, the GEMA bylaws stipulate that the Nominations and Elections Committee shall be chaired by the Immediate Past President. They further state that prior to the existence of an Immediate Past President, the Academy President will appoint a Chair to the Nominations and Elections Committee. The first GEMA President is now finishing his term and during that time the Nominations and Elections Committee has coordinated two annual elections under the guidance of an appointed chair.

Based on the success of the nominations and elections experience to date, we propose a change to our bylaws to enhance the flexibility of the committee structure and to allow for increased leadership opportunities for GEMA members outside of the Executive Committee. Further, the proposed amendment will align the leadership selection process across all of the non-Executive, GEMA Permanent Committees

Amendment: The GEMA Executive and Nominations and Elections Committees propose the following change to GEMA bylaws:

1. The Immediate Past President will automatically assume the role of Chair of the Nominations and Elections Committee.

As with the other Permanent Committees, the Chair of the Nominations and Elections Committee will be appointed by, and serve at the pleasure of, the Academy President.

April 2016

AMENDMENT #4

To: Global Emergency Medicine Academy (GEMA)

From: Global Emergency Medicine Academy - President

Date: 01 March 2016

Subject: **Amendment of GEMA bylaws: Change to GEMA Executive Committee composition.**

Background: As originally composed, the GEMA bylaws state that the Executive Committees is comprised of the following elected officers: President; President-Elect; Immediate Past-President; two Vice-Presidents; Secretary-Treasurer; Development Officer; and three At-Large Members/Newsletter Editors. Since the 12th December 2012 an amendment was passed so that The GEMA Executive Committee, as of the approval date, shall be comprised of the following officers ONLY: President; President-Elect; Immediate Past-President; two Vice-Presidents; and Secretary-Treasurer.

The GEMA president would like to propose three changes to the executive committee due to the dynamic nature of the organization. We propose a change to our bylaws to enhance the flexibility of the committee structure and to allow for increased leadership opportunities for GEMA members by expanding Executive Committee. Further, the proposed amendment will align the leadership selection process with other SAEM academies.

Amendment: The GEMA Executive and Nominations and Elections Committees propose the following change to GEMA bylaws:

1. All terms will be reduced to one-year duration.
 2. The positions of vice-president and secretary-treasurer will be removed.
- The following positions will be added to the executive committee: Secretary, Treasurer, Development and Grants Officer, IT chair, SAEM planning committee liaison and two (2) Members-at-Large and one (1) Medical Student/Resident Representative.